

# FLORIDA CORRECTIONS ACCREDITATION COMMISSION, INC.



## ACCREDITATION STANDARDS FOR PRETRIAL AND PROBATION AGENCIES

Version 2.09

## **PREFACE**

The Standards Manual is the principal publication of the Florida Corrections Accreditation Commission, Inc. The first edition was published in October 2006. The second edition was published in February 2016 and is the current version of the Florida Standards Manual.

This manual and other Florida corrections accreditation publications are available from:

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## **LIMITATIONS OF LIABILITY**

The Florida Corrections Accreditation Commission, Inc., a Florida not-for-profit corporation, makes no warranty, express or implied, for the benefit of any person or entity with regard to any aspect of the standards contained herein. These standards were adopted for the sole use of the Commission for the exclusive purpose of their application to the agencies/facilities seeking to obtain or maintain accreditation, there being no intended third party beneficiaries hereof, expressed or implied. Nothing herein shall be construed so as to create any right, cause, property interest, or entitlement on the part of any applicant agency or third party. These standards shall in no way be construed to be an individual act of any commissioner, director, employee, agency, member, individual, or legal entity associated with the Commission or otherwise be construed so as to create any liability in an individual or official capacity on the part of any commissioner, director, employee, agency, member, individual, or a legal entity associated with the Commission.

## **ACKNOWLEDGMENTS**

In an effort to keep up with current corrections trends, criminal justice issues, and Florida Statutes, the Standards Review and Interpretation Committee (SRIC) and the Commission have been accepting and reviewing input from pretrial and probation practitioners for improving the Florida Standards Manual. The second edition is the final result of various committee and subcommittee meetings, executive workshops, and numerous individual hours dedicated to addressing all suggestions and concerns.

The work of the Standards Review and Interpretation Committee is endless and many dedicated professionals contributed to this edition. The Florida Corrections Accreditation Commission, Inc. thanks the past and present members of the SRIC for ensuring that second edition continues to meet the needs of the Florida pretrial and probation community.

## PROGRAM DEVELOPMENT

An accreditation program has long been recognized as a means of maintaining the highest standards of professionalism. Schools, universities, and hospitals are some of the most well-known organizations required to maintain accredited status. The accreditation process is an outstanding management tool for criminal justice agencies. Accreditation provides a blueprint for building an agency committed to providing value-based services through accountability and transparency to the communities it serves.

### **The Florida Corrections Accreditation Commission, Inc. (FCAC)**

In July 1997, during the Florida Sheriff's Association (FSA) meeting in Naples, Florida, a sub-committee was formed by the Florida Model Jail Standards (FMJS) Committee to develop an independent, voluntary corrections accreditation program.

The FCAC program offers correctional facilities, pretrial and probation agencies the opportunity to evaluate their operations against established standards.

The Commission's purpose is to improve the delivery of correctional, pretrial and probation services through an accreditation program based on Florida law and best practices. The program has the following objectives:

- Establishment and maintenance of a system of professional operating standards for local correctional facilities
- Administration of an accreditation process that encourages facilities to raise their level of professionalism by voluntarily complying with standards promulgated and approved by the Commission
- Review levels of compliance with standards through a comprehensive, assessment of an agency's policies, procedures, and actual practice
- Development and provision of training programs to assist agencies and their personnel with the accreditation process
- Ensure that the business affairs and programs of the Commission are conducted in a professional manner
- Promote the concept of accreditation to correctional agencies throughout the State of Florida

In October 2005, President Jeff Kilpatrick and Manager David Scharf, representing the Association of Pretrial Professionals of Florida (APPF), approached the Commission to create an accreditation program for agencies with pretrial responsibilities. The program was officially adopted January 1, 2007.

In January 2015, the Commission was approached by the probation community and asked to consider adding standards related to probation. Commissioners saw this as a logical extension to the existing pretrial program, and a committee was appointed to work with the Florida Association of Community Corrections to develop standards. As a result, the FPAP now addresses agencies with pretrial and probation responsibilities.

The Florida Pretrial and Probation Accreditation Program (FPAP) offers the opportunity to evaluate each agency's operations against standards developed by the Florida Corrections Accreditation Commission. This process allows staff to remedy deficiencies and upgrade the quality of pretrial and probation programs and services.

## **THE COMMISSION**

The FCAC was formed in January 1998 as an independent, not-for-profit corporation. The Commission's purpose is to establish a program for accreditation that can be achieved by all Florida jails and pretrial agencies. The Commission is comprised of 12 volunteer members:

- Four sheriffs appointed by the FSA
- Six jail administrators appointed by the FCAC Nominating Committee
- One pretrial professional appointed by the Association of Pretrial Professionals of Florida (APPF)
- One probation professional appointed by the Florida Association of Community Corrections

### **The Role of the Commission**

The Commissioners set forth all policies and procedures for the accreditation process. They are responsible for the direction and operation of the Florida Accreditation Office (FAO).

The Commission holds three meetings annually for reviewing agencies for accreditation or reaccreditation. Assessors play a key role in this review process by serving as representatives of the Commissions. Commissioners determine an agency's accredited status based on the information provided by the assessment team. The Commissions hear all appeals and are responsible for resolving any conflicts that cannot be resolved during the assessment.

### **The Philosophy of the Commission**

The Florida accreditation process is designed to reflect best practices in the areas of law enforcement, inspectors general, corrections, pretrial and probation management, administration, operations, and support services. The Commission expects agencies to maintain compliance and presumes agencies operate in compliance with their established directives.

## **Commission Staff**

The Florida Department of Law Enforcement (FDLE) provides funding for positions in an effort to support the Commissions and agencies going through the accreditation process. In conjunction with the FDLE, the CFA and the FCAC appoint the Executive Director, who manages the FAO staff and the accreditation programs.

The Executive Director and staff have the responsibility and authority to carry out all policies, procedures, and activities of the Commissions and their committees. This includes supporting agencies working toward accreditation or reaccreditation, overseeing the assessment process, coordinating Commission meetings and review, and handling all business matters and daily operations.

The FAO serves as the Commissions' information and materials resource center. Training classes are regularly held for accreditation managers and new assessors. Specialized training is also offered during each accreditation conference.



## **INITIAL ACCREDITATION**

Agencies begin the accreditation process with an application. Once the application is completed and submitted to the Commission for review to determine eligibility, an agreement and invoice are sent to the applicant agency. The formal accreditation process begins when the agency executes this agreement, which specifies the obligations of the agency and the Commission. The agency has 24 months to complete the self-assessment phase from the date the executive director signs the accreditation agreement.

## **REACCREDITATION**

Initial accreditation is valid for three years and annual reports must be submitted by January 31<sup>st</sup> of each year. The accreditation manager should continue to evaluate the agency's progress toward meeting accreditation standards by monitoring changes to the written directive system and how they affect agency compliance.

Proofs for a reaccreditation are required to show compliance from assessment to assessment. The Commission review for reaccreditation will occur on or about the agency's anniversary date.

# THE STANDARDS

## Scope

The Commission expects accredited agencies to maintain compliance and live by the letter and spirit of the standards. The Commission presumes agencies operate in compliance with their written directives. The agency must consider its mission, its legally mandated responsibilities, and the demands of its service community when determining which standards are applicable and how to comply with applicable standards. The standards provide a description of “what” must be accomplished by the applicant agency. The agency has wide latitude in determining “how” to achieve compliance.

## Composition

Each chapter begins with an “Introduction”, which provides important guidance to an agency regarding the subject area, its applicability, or related standards.

Each standard is composed of the standard statement and at least one proof of compliance. The standard statement is a declarative sentence that places a requirement on the agency. Many standards require the development and implementation of directives. Other standards require an activity, a report, an inspection, equipment, or other action that may be observed. The standard statement is binding on the agency.

Proofs of compliance are the recommended means for the agency to demonstrate compliance with standards. The proofs are included to help the Accreditation Manager and others involved in the process to understand the type and sufficiency of proofs necessary to demonstrate compliance.

## Applicability

Standards may or may not be applicable depending upon the functions performed by the agency. Assessors must review all standards to identify those not applicable by function. For example, if an agency does not perform the court security function, then the chapter dealing with court security becomes not applicable (N/A). However, simply because an agency may not perform the function, the standard may still apply. For example, standards in the communication chapter of the CFA standards manual would need to be addressed even if the agency does not perform these functions internally. Standards are considered applicable if the function is an integral element for improving the delivery of services or professional management of an agency. Standards beginning with an “if” statement indicates a conditional requirement. If the condition pertains to a function not applying to the agency, the standard becomes N/A. Assessors will verify that functions are not applicable during the assessment. The Commission reserves the right to require compliance with any standard.

Standards that are mandatory address life, health, and safety issues; legal matters; or essential pretrial and probation requirements. These standards have a letter “M” placed

immediately following the standard number. The agency is required to meet all of these standards unless a standard does not apply to the agency's function.

If an agency is prevented from complying with an applicable mandatory standard due to circumstances beyond its control, such as labor contracts, court decrees, it may ask the Commission to waive the obligation to comply. The agency must make the request in writing during the self-assessment phase. Assessors will verify waiver conditions during the assessment and complete the form. The Commission will make a final determination during the agency's review.

## **Proofs of Compliance**

A standard is in compliance when the proofs demonstrate an agency has met all of the standard requirements to include interviews, observations and time-sensitive requirements.

### Elements of a File

- Written directives
  - Policy/procedure
  - Plan
  - Rule
  - General/special order
  - State law or local ordinance
  - Collective bargaining agreement
  
- Supporting documentation (other than written directives)
  - Memoranda
  - Computer printouts
  - Job description/JTAs
  - Letters from citizens
  - Logs/rosters/evaluations
  - Budget documents
  - Instructional materials
  - Police reports
  - Incident reports
  
- Observations/Interviews
  - Activities
  - Equipment
  - Security
  - Facility
  - Policies
  - Procedures

Agencies have one year from the published date of the standards manual to comply with newly issued standards, or as directed by the Commission or Florida Statutes. Agencies must notify their FAO Program Manager regarding which edition and change notices apply prior to conduct of the assessment. Assessors will verify agencies are following the appropriate standards manual.

### **New or Amended Standards**

Unless otherwise directed by the Commission, new or amended standards are effective upon publication. Agencies seeking initial accreditation, reaccreditation, or having already achieved accreditation or reaccreditation must demonstrate compliance with new or amended standards at their first assessments following the publication dates of those standards. However, if those assessments occur within one year after publication of new or amended standards, agencies may delay compliance for up to one year after the enactment dates of those standards.

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# CHAPTER 1

## Personnel Practices

### 1.01M

A written directive requires agency employees with pretrial or probation responsibilities have:

#### I. **Bullets**

- A. A bachelor's degree from an accredited college or university, or
- B. Four years of relevant experience, as determined by the agency;

#### II. **Proofs of Compliance**

- Written directive addressing the elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observe personnel records

#### III. **Required References**

#### IV. **Assessor Guidelines**

#### V. **Accreditation Manager Notes**

## **1.02M**

A written directive addresses procedures for the recruitment and selection of employees with pretrial or probation responsibilities, and provides reasonable accommodation for applicants with disabilities when requested. Elements of the hiring process are job-related, non-discriminatory and include equal opportunity provisions.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of job relatedness for each element of the process (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Observation of recruitment literature, posters, websites, and employment applications
- Employee interviews

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

### **1.03M**

Written directives are available to all employees and include:

#### **I. Bullets**

- A. Recruitment and selection policies and procedures, including equal opportunity employment provisions;
- B. Job descriptions/qualifications for all positions;
- C. Salary guidelines;
- D. Drug-free workplace;
- E. Benefits, holidays, leave, and work hours; and
- F. Retirement, resignation, and termination policies.

#### **II. Proofs of Compliance**

- Written directives addressing each element of the standard (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Job descriptions (Qty Initial :3) (Qty Reaccred: 3)

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**



## **1.04M**

A background investigation is conducted for applicants to certified positions in accordance with CJSTC's "Background Investigations Procedures" manual prior to appointment to probation status.

### **I. Bullets**

### **II. Proofs of Compliance**

- Completed CJSTC forms (Qty Initial: 1 each type ) (Qty Reaccred: 1 each type)
- Applicable statutes (Qty Initial: 1) (Qty Reaccred: 1)
- Completed background investigation documentation (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

- CJSTC "Background Investigations Guidelines" manual

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

The cover page of the manual should be in the file and a complete copy available on the resource table. The file must contain documentation of a complete investigation meeting all elements of the standard.

## **1.05M**

A written directive requires a background investigation is conducted on applicants selected for non-sworn positions, and contract personnel, interns and volunteers who may have unescorted access to the agency. Employees who are selected shall not have been convicted of any disqualifying offense as defined by the agency. The investigation includes:

### **I. Bullets**

- A. Warrants check;
- B. Fingerprint check, if required as part of job responsibilities;
- C. Local and national records check; and
- D. Prior employment check

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Completed background investigation documentation (Qty Initial: 1) (Qty Reaccred: 1)
- Disqualifying offenses (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

Disqualifying offenses may be identified on a case-by-case basis.

## **1.06M**

A written directive requires all new employees with pretrial or probation responsibilities complete a minimum of 40 hours of documented training, as determined by the agency, related to pretrial release and/or community supervision.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of training documentation

### **III. Required References**

### **IV. Assessor Guidelines**

This training must be accomplished within the first year of service. Training accomplished for 1.07M may count toward this 40 hour requirement.

### **V. Accreditation Manager Notes**

## **1.07M**

A written directive requires that, prior to assuming job responsibilities, newly appointed pretrial or probation professionals receive training in the following areas:

### **I. Bullets**

- A. An orientation to the agency's role, purpose, goals, policies, and procedures
- B. Working conditions and regulations;
- C. Office and field safety;
- D. Rights and responsibilities of the member;
- E. Agency Code of Ethics;
- F. Applicable statutes, rules, case law, and administrative orders; and
- G. Accreditation process.

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Code of Ethics (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of training (Qty Initial: 1.) (Qty Reaccred: 1 each year)
- Lesson plan (Qty Initial:1) (Qty Reaccred: 1)
- Training class schedule (Qty Initial:1) (Qty Reaccred: 1 each year)
- Interviews

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

Lesson plan should include applicable statutes, Florida Rule of Criminal Procedures, and relevant administrative orders.

## **1.08M**

A written directive requires employees with pretrial or probation responsibilities receive a minimum of 40 hours of annual job related training as determined by the agency.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of training records

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

Training may be provided in-house or externally. This training may include administrative orders, applicable Florida Statutes, case law, cultural diversity, evidence-based practices, etc.

Training for new employees with pretrial and probation responsibilities as required in standard 1.06M will also satisfy this standard during the new member's first year.

## **1.09M**

A written directive describes the agency's performance evaluation system and process for reviews and includes:

### **I. Bullets**

- A. Objectives of the performance evaluation system;
- B. Measurement definitions;
- C. When explanatory comments are required;
- D. A requirement for evaluations to be conducted at least annually;
- E. Criteria are based on the member's job description during that evaluation period;
- F. Evaluator responsibility and training;
- G. The immediate supervisor evaluates the member;
- H. An interview between the evaluator and the employee;
- I. The employee is given an opportunity to acknowledge the completed evaluation to indicate the employee has read it, either in writing or electronically;
- J. Provisions for written comments by the employee;
- K. Procedures for contesting performance evaluations for permanent members.

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Completed performance evaluation or observation of electronic system (Qty Initial: 1 each type.) (Qty Reaccred: 3)
- Documentation of a contested evaluation (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of evaluator training (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews
- Observation of electronic system, if used

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **1.10M**

A written directive describes the agency's employee grievance process, which includes provisions for the following:

### **I. Bullets**

- A. Procedures for filing a grievance;
- B. Acknowledging the receipt of the grievance by noting the date and receiving agent;
- C. Formal written response requirements; and
- D. Identifying the remedy of adjustment, if any, to be made to resolve the grievance

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

### **1.11M**

A written directive establishes procedures for addressing all complaints against the agency or its members, to include:

#### **I. Bullets**

- A. Procedures for maintaining a record of complaints received;
- B. Maintaining the confidentiality in accordance with Florida Statutes; and
- C. Provisions for releasing information in conformance with Florida Statutes.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**



## **1.12M**

A written directive establishes a system for counseling and disciplining employees.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of counseling and disciplinary actions (Qty Initial: 1) (Qty Reaccred: 1 each type)

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

### **1.13M**

The agency has procedures for workplace response to employee involved domestic violence.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standards (Qty Initial: 1) (Qty Reaccred: 1)

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

### **1.14M**

Newly appointed supervisors participate in a supervisory training program, as defined by the agency.

#### **I. Bullets**

#### **II. Compliance Keys**

- Proof of training (Qty Initial: 1) (Qty Reaccred: 3)

#### **III. Required References**

#### **IV. Assessor Guidelines**

Training is received no later than 12 months after appointment to a supervisory position.

#### **V. Accreditation Manager Notes**

### **1.15M**

All clerical/support employees receive 16 hours of training during their first year of employment and at least 16 hours of training each year thereafter.

#### **I. Bullets**

#### **II. Compliance Keys**

- Proof of training (Qty Initial: 1) (Qty Reaccred: 3)

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

## **CHAPTER 2**

### **Organization and Management**

#### **2.01M**

The agency maintains an organizational chart, which is distributed or readily available to all personnel and updated as organizational changes occur.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Organizational charts showing components/functions (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of distribution (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of updating (Qty Initial: 1 (Qty Reaccred: 1 each year, if change occurs)

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

## **2.02M**

The agency has a written directive system which includes, at a minimum:

### **I. Bullets**

- A. A description of the format for each type of directive;
- B. Procedures for numbering and revising directives, as appropriate;
- C. A system for keeping the directives current;
- D. Procedures for staff review and/or approval of proposed policies, procedures, and rules and regulations prior to their promulgation;
- E. Identification of individuals or positions within the agency having authority to issue written directives;
- F. Procedures for dissemination and receipt of new or revised directives within a specified timeframe; and
- G. Procedures for storing and archiving agency directives.

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Examples of written directives used (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Proof of review and/or approval process (Qty Initial: 1 each type) Qty Reaccred: 1 each type)
- Proof of receipt of new and revised written directives (Qty Initial: 1 each type, Qty Reaccred: 1 each type)

### **III. Required References**

### **IV. Assessor Guidelines**

Bullet B - applies to formal directives, but may not be necessary for informal communications, such as memoranda or interoffice mails.

### **V. Accreditation Manager Notes**

If the agency uses an electronic policy tracking system, compliance may be proven through observation only.

## **2.03M**

A written directive requires each employee report to only one supervisor at a given time.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **2.04 M**

The agency has a mission statement which is posted or distributed to all employees.

### **I. Bullets**

### **II. Proofs of Compliance**

- Current mission statement (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of distribution or observation of posting (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**



## **2.05 M**

The agency has written goals formulated on an annual basis, translated into measurable objectives, and associated outcomes are readily available.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written goals (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of outcomes

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **2.06 M**

A written directive requires the program administrator to hold documented meetings with key staff, quarterly at a minimum.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Meeting minutes (Qty Initial: 2 consecutive quarters) (Qty Reaccred: 2 consecutive quarters for each year)

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **2.07 M**

A written directive describes the agency's inventory control system for agency property, equipment and other assets.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of inventory control system (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **2.08 M**

A written directive designates a position responsible for budget control, preparation, and monitoring, to include:

### **I. Bullets**

- A. An accounting system for all income and expenditures on an ongoing basis;
- B. Internal controls;
- C. Handling of cash;
- D. Handling of financial instruments; and
- E. Signature control of checks;
- F. A periodic external financial review.

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial:1) (Qty Reaccred: 1)
- Observation of accounting system

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **2.09 M**

If fees are collected, a written directive provides procedures for the receipt, disbursement, and quarterly *internal audits* of funds and includes:

### **I. Bullets**

- A. Training;
- B. A requirement for a quarterly *internal audit*; and
- C. Safeguarding of funds.

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Quarterly audits (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **2.10M**

A written directive establishes procedures for storage, collection, and protection of agency data, and includes provisions for the following:

### **I. Bullets**

- A. Use of electronic communication;
- B. Internet access;
- C. Security measures;
- D. Access restrictions; and
- E. Authorized use.

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation.

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## CHAPTER 3

### General Safety, Communication, and Conduct

#### 3.01 M

A written evacuation plan has been developed in the event of fire or other emergency, approved by a Florida state certified fire inspector, and includes the following:

#### I. Bullets

- A. Location of complete floor plans;
- B. Requirement for the posting of evacuation signs in public areas; and
- C. Provisions for review and revision as required by local fire code, with copies provided to staff.

#### II. Proofs of Compliance

- Evacuation plan addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of public signs
- Review/revision documentation (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documented distribution to employees, when applicable (Qty Initial: 1) (Qty Reaccred: 1 each year)

#### III. Required References

Local fire code

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

### **3.02 M**

A written directive outlines safety and security procedures for in-office arrests and physical incidents. All physical incidents are reported within a specified timeframe, and in writing to the appropriate authority. The directive includes:

#### **I. Bullets**

- A. Procedures when active warrants are identified;
- B. Provisions for staff training and protocols for de-escalation; and
- C. Provisions for staff training and protocols for use of force.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of training (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Employee interviews

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**



### **3.03 M**

A written directive describes office and jail/detention safety and security procedures, including addressing hazards in the workplace.

#### **I. Bullets**

- A. For office arrests, if applicable
- B. For office and detention facility safety and security practices and procedures
- C. For field safety/security practices, if applicable

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

### **3.04 M**

A written directive outlines procedures for field safety, to include

#### **I. Bullets**

- A. Supervisory notification of the field visit location and estimated time of return;
- B. Guidelines for verifying member status after an established period of time has elapsed without contact; and
- C. Notification to law enforcement, when applicable.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

### **3.05 M**

A written directive specifies a code of conduct which is provided to each employee, intern, and volunteer of the agency. The code of conduct prohibits:

#### **I. Bullets**

- A. Using their official position to ensure privileges for themselves or others; and
- B. Engaging in activities that constitute a conflict of interest.
- C. Knowingly accepting any gift or gratuity from, or engaging in personal business transactions that would provide them a benefit; and
- D. Supervising a defendant or probationer with whom the employee has a personal relationship, with exceptions documented.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Code of conduct (Qty. Initial: 1) (Qty Reaccred: 1)
- Documentation of exceptions (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

### **3.06 M**

A written directive prohibits all forms of harassment, regardless of the source, and provides means by which it can be reported and protocols for investigation. Periodic training is provided to all employees.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Training documentation (Qty Initial: 1) (Qty Reaccred: 3)
- Employee interviews

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

### **3.07 M**

A written directive establishes procedures for obtaining the services of the following:

#### **I. Bullets**

- A. Qualified interpreters for the hearing impaired; and
- B. Interpretation or translation services for defendants and probationers of limited English proficiency.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

### **3.08M**

A written directive governs the use of text telephones (TTY) or Telecommunications Relay Services (TRS) and requires staff use whenever there is a need.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

### **3.10M**

A written directive describes the agency's defendant or probationer grievance process, which includes provisions for the following:

#### **I. Bullets**

- A. The position or entity responsible for its coordination and/or management;
- B. Procedures for filing a grievance;
- C. Providing the defendant or probationer with a copy of the procedures at orientation, which is acknowledged in writing;
- D. A list of issues which cannot be grieved;
- E. Formal written response requirements; and
- F. Appeal process.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of grievances. (Qty. Initial: 1) (Qty Reaccred: 1)
- Employee interviews

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

### **3.11M**

A written directive describes policy regarding campaigning, lobbying, and political practices. This policy conforms to governmental statutes and regulations and is distributed to all employees.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)

#### **III. Required References**

Florida Statutes 104.31, 112.313

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**



### **3.12M**

A written directive prohibits harassment and discrimination of defendants and probationers.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)

#### **III. Required References**

Civil Rights Act of 1964

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

### **3.13M**

A written directive establishes a public information process, to include:

#### **I. Bullets**

- A. Persons authorized to release information;
- B. Types of information that may be released;
- C. Preparing and distributing agency media releases, including use of social media;  
and
- D. Coordinating and authorizing the release of information.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Agency news release. (Qty initial: 1) (Qty Reaccred: 1)

#### **III. Required References**

Florida Statute Chapter 119

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

### **3.14M**

A written directive requires the organization to complete an administrative review of each serious occurrence or accident that involves the threat of or actual harm, injury, or death, and includes:

#### **I. Bullets**

- A. A review to be initiated within a specified timeframe;
- B. Implementation and documentation of all actions taken;
- C. Training; and
- D. Reporting requirements.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Training documentation (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of reviews (Qty Initial: 1) (Qty Reaccred: 1 each year)

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

### **3.15M**

A written directive addresses procedures to make a good faith effort to ensure a qualified professional, upon request and as defined in Florida Statute, is present at all interviews of an autistic individual, and includes training of affected agency members.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of training. (Qty Initial: 1) (Qty Reaccred: 1 each year)

#### **III. Required References**

Florida Statute 943.0439

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

# CHAPTER 4

## Reporting

### 4.01 M

A written directive outlines procedures for collecting and analyzing the following pretrial data which is provided in a monthly report to the agency CEO:

#### I. Bullets

- A. Number of defendants interviewed prior to magistrate or first appearance court;
- B. Number of defendants assessed prior to magistrate or first appearance court;
- C. Number of defendants who appear before a first appearance judge;
- D. Number of defendants released to agency supervision prior to first appearance court;
- E. Number of defendants released to agency supervision at first appearance court;
- F. Number of defendants released to agency supervision post-first appearance court;
- G. Total number of defendants released to agency supervision;
- H. Percentage of defendants released on pretrial supervision with simultaneous monetary bond;
- I. Court appearance rate for defendants under supervision;
- J. Number of defendants tested for substance abuse;
- K. Number of substance abuse tests administered;
- L. Percentage of pretrial supervised defendants charged with "Dangerous Crimes" per Florida Statute 907.041;
- M. The success rate, meaning the percentage of supervised defendants who successfully complete supervision; and
- N. The safety rate for defendants under supervision, meaning the percentage who were not arrested for law violations committed while under supervision.

#### II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Monthly reports (Qty Initial: 2 consecutive months) (Qty Reaccred: 2 consecutive months for each year)

#### III. Required References

Florida Statute 907.041

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

#### **4.02 M**

A written directive requires a comprehensive annual report that includes:

##### **I. Bullets**

- A. Goals and objectives;
- B. Outcome measurements and trend analysis of data collected;
- C. Major developments and achievements;
- D. Programs and special projects; and
- E. Report is provided to the governing authority or parent agency and is available to staff.

##### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- End of year report (Qty Initial: 1) (Qty Reaccred: 1 each year)

##### **III. Required References**

##### **IV. Assessor Guidelines**

##### **V. Accreditation Manager Notes**

#### **4.03 M**

The agency electronically submits an annual accreditation report to the Commission reporting compliance efforts by January 31 of each year.

##### **I. Bullets**

##### **II. Proofs of Compliance**

- Annual reports (Qty Initial: N/A) (Qty Reaccred: 1 each year)

##### **III. Required References**

##### **IV. Assessor Guidelines**

##### **V. Accreditation Manager Notes**

The annual report form, available on the Florida Accreditation website, is required to be filed for each calendar year, January 1- December 31.

#### **4.04 M**

If appointed, the agency participates in the jurisdiction's public safety coordinating council or similar body in accordance with Florida Statute.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Interview with agency designee
- Documentation of attendance

#### **III. Required References**

Florida Statutes 951.26 and 948.51

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**



#### **4.05M**

A written directive establishes requirements for ensuring pretrial compliance with the “Florida Citizens’ Right-to-Know Act” in accordance with Florida Statute and addresses the following at a minimum:

##### **I. Bullets**

- A. Weekly register reporting requirements, submitted to the county Clerk of Court; and
- B. Annual reporting requirements, submitted to the agency’s governing body and Clerk of Court no later than March 31<sup>st</sup> of each year.

##### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Weekly report documentation (Qty Initial: 3) (Qty Reaccred: 2 consecutive weeks for each year)
- Annual report documentation (Qty Initial: 3) (Qty Reaccred: 1 each year)

##### **III. Required References**

Florida Statute 907.043

##### **IV. Assessor Guidelines**

This standard applies only to the pretrial function.

##### **V. Accreditation Manager Notes**

#### **4.06M**

If the agency conducts defendant or probationer service satisfaction surveys, the survey includes a sampling from all available supervision programs. Results are analyzed and a written report is provided to the CEO.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Completed service satisfaction questionnaire (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Written report (Qty Initial: 1) (Qty Reaccred: 1 each year)

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

#### **4.07M**

If the agency conducts judicial service satisfaction surveys, it includes all members of the judiciary within the service area. Results are analyzed and a written report is provided to the CEO.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Completed judicial service satisfaction questionnaire (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Written report (Qty Initial: 1) (Qty Reaccred: 1 each year)

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

**4.08M**

The agency demonstrates participation in collaborative efforts with criminal justice agencies, community interest groups, and service agencies on a continuing basis.

**I. Bullets****II. Proofs of Compliance**

- Documentation of participation (Qty Initial: 1) (Qty Reaccred: 1 each year)

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

#### **4.09M**

The definition and formula is clearly defined and disclosed when the organization reports successful termination rates and corresponding findings.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Documentation of disclosure on published reports (Qty initial: 1) (Qty Reaccred: 1)

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

## CHAPTER 5

### Investigations (Pretrial Services)

#### 5.01 M

The agency has, or has access to, an information system that provides the following at minimum:

#### I. Bullets

- A. Demographic information;
- B. Criminal history information;
- C. Release conditions;
- D. Verification of compliance;
- E. Release recommendation status;
- F. Case assignment information;
- G. Court date information;
- H. Court notice verification;
- I. Termination status;
- J. Court appearance status;
- K. Date, time, and identifying information of the person entering case notes;
- L. Current charges and case number;
- M. Alias information; and
- N. References (contact information, employment verification, school verification, etc.)

#### II. Proofs of Compliance

- Documentation demonstrating compliance with each element of the standard (Qty Initial: 1 each) (Qty Reaccred: 1 each)

#### III. Required References

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

## **5.02 M**

The agency will investigate or otherwise verify the following to determine eligibility for recommending release in accordance with Florida Statute:

### **I. Bullets**

- A. Circumstances of the defendant's family;
- B. Employment;
- C. Financial resources;
- D. Character;
- E. Mental condition;
- F. Length of residency in the community;
- G. Criminal history;
- H. History of failures to appear;
- I. Flight to avoid prosecution; and
- J. Other facts necessary to assist the court in its determination of eligibility for release.

### **II. Proofs of Compliance**

- Completed reports (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Employee interviews

### **III. Required References**

Florida Statute 907.041

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

### **5.03M**

A written directive describes procedures to determine if defendants are high risk, to include registered sexual predators or sexual offenders, and violent felony offenders of special concern, in accordance with Florida Statutes.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

#### **III. Required References**

Florida Statutes 775.21, 903.0351, 948.06

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**



## **5.04M**

A written directive requires that prior to the commencement of the pretrial interview, the defendant is informed of the following:

### **I. Bullets**

- A. Purpose of the interview;
- B. Information provided will be verified;
- C. False or misleading information may hinder the release process.

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

The directive must include circumstances when defendants may not be interviewed.

## **CHAPTER 6**

### **First Appearance and Jail Management (Pretrial Services)**

#### **6.01 M**

A written directive requires pretrial staff attend all First Appearance proceedings and make available the following information:

#### **I. Bullets**

- A. Ties to the community;
- B. Residential history;
- C. Financial status;
- D. Employment history;
- E. Mental health condition;
- F. Substance abuse history;
- G. Criminal record;
- H. Failures to appear;
- I. Prior community supervision violations;
- J. Probation/parole/conditional release status;
- K. Pending charges; and
- L. High risk status to include defendants identified under the Anti-Murder Act, Jessica Lunsford Act and Andrew Widman Act.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Completed investigation (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews

#### **III. Required References**

Florida Statutes 775.21, 903.0351, 948.06

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

## **6.02M**

The agency uses a validated risk instrument, or established release criteria, which is reviewed periodically by the Chief Judge or designee of the local jurisdiction.

### **I. Bullets**

### **II. Proofs of Compliance**

- Risk instrument or release recommendation criteria documentation (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of review (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **6.04M**

A written directive addresses assessment of the pretrial jail population, post-First Appearance, to identify defendants who qualify for release in lieu of incarceration pending case disposition.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **CHAPTER 7**

### **Release and Supervision**

#### **7.01 M**

The pretrial agency offers an array of community supervision programs which are on a continuum and varying intensity. The judiciary should be presented with the least restrictive conditions providing reasonable assurance the defendant will appear for court proceedings and protect the safety of the community pending case disposition.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Documentation demonstrating levels of supervision (Qty Initial: 3) (Qty Reaccred: 3)
- Employee interviews

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

## **7.02M**

A written directive addresses staff attendance at court hearings.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

### **7.03M**

The agency has orders or agreements for each supervision program, and include:

#### **I. Bullets**

- A. Defendant or probationer name;
- B. Supervision type;
- C. Operating agency;
- D. Case number or identifying number;
- E. Release or supervision conditions;
- F. Current charges;
- G. Special conditions of release or supervision; and
- H. Consequences for failing to abide by conditions.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Staff interviews

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

## **7.04M**

All conditions have been explained to the defendant or probationer within a specified timeframe, and acknowledged in writing by an employee with pretrial or probation responsibilities. For defendants or probationers of limited English proficiency, interpretation services will be provided with exceptions documented.

### **I. Bullets**

### **II. Proofs of Compliance**

- Signed acknowledgement by employee (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of exceptions (Qty Initial: 1) (Qty Reaccred: 1)
- Staff interviews

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**



## **7.05M**

The defendant or probationer acknowledges in writing an understanding of all terms and conditions of supervision, and is provided a copy.

### **I. Bullets**

### **II. Proofs of Compliance**

- Signed acknowledgement. (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **7.06M**

A case file is maintained on each defendant or probationer on pretrial supervision or probation. Closed case files are available for review in accordance with state retention schedule. The file contains the following:

### **I. Bullets**

- A. Signed order;
- B. Photograph, when available; and
- C. Grievance procedure.

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews

### **III. Required References**

General Records Schedule GS1-SL For State and Local Government Agencies

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **7.07M**

Supervision orders require the defendant to:

### **I. Bullets**

- A. Refrain from violating any city or county ordinances, state or federal laws;
- B. Appear for all court appearances unless excused by the court;
- C. Advise the agency of any change of address or phone number; and
- D. Abide by any special conditions required by the court and the agency.

### **II. Proofs of Compliance**

- Supervision orders (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **7.08M**

A written directive requires supervision orders or agreements are available in the languages prevalent to the service community, or interpreted for the defendant or probationer.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed orders. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Documentation of provision of interpretation (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **7.09M**

The agency maintains comprehensive case notes for each supervised defendant or probationer.

### **I. Bullets**

### **II. Proofs of Compliance**

- Observation of case files. (Qty Initial: 3) (Qty Reaccred: 3)
- Employee interviews.

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **7.10M**

The agency has a written directive for conducting case status reviews at a frequency determined by the agency, which includes the following:

### **I. Bullets**

- A. Any new law violations;
- B. Updates and changes to current case information;
- C. Court appearance schedules; and
- D. Special condition compliance.

### **II. Proofs of Compliance**

- Written guidelines. (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews.

### **III. Required References**

### **IV. Assessor Guidelines**

Case status reviews may be conducted by the assigned employee, supervisor, or designee.

### **V. Accreditation Manager Notes**

## **7.11M**

A written directive outlines procedures for notifying pretrial defendants of court dates.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of notification. (Qty Initial: 3) (Qty Reaccred: 3)

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

## **7.12M**

A written directive provides guidelines and procedures for handling and reporting violations of supervision and probation within a specified timeframe.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews.

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**



## **7.14M**

If the agency supervises defendants or probationers ordered on electronic monitoring, a written directive provides guidelines for use, to include:

### **I. Bullets**

- A. Release coordination from the jail facility;
- B. Installation, fitting, and return of the equipment;
- C. Equipment maintenance and calibration according to manufacturer's recommendations;
- D. Staff training;
- E. Approved activity verification;
- F. Curfew and zone review; and
- G. Procedures for addressing emergencies.

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Training documentation (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of maintenance and calibration, if applicable (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of equipment.
- Employee interviews.

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

The directive must include global positioning satellite, alcohol monitoring, or any other similar technology used by the agency.

## **7.15M**

If the agency conducts defendant or probationer substance abuse testing, a written directive outlines procedures to include:

### **I. Bullets**

- A. Sample collection;
- B. Chain of custody protocols;
- C. Disposal of samples;
- D. Review of results;
- E. Scientific confirmation of positive results, when required by the agency or judiciary;
- F. Court notification of results;
- G. Documentation requirements; and
- H. Periodic staff training.

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Laboratory results report. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Case documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation of training (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Employee interviews.

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

**7.16M**

The agency maintains a current list of community service agencies providing assistance to defendants and probationers, which is readily available.

**I. Bullets****II. Proofs of Compliance**

- List of community service agencies (Qty Initial: 1) (Qty Reaccred: 1)

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

**7.17M - DELETED**

## CHAPTER 8

### Probation Monitoring

#### 8.01M

The agency has, or has access to, an information system that provides the following at minimum:

#### I. Bullets

- A. Demographic information;
- B. Criminal history information;
- C. Probation conditions;
- D. Verification of compliance;
- E. Case assignment information;
- F. Court order date;
- G. Case status;
- H. Termination date;
- I. Documentation of new law violations;
- J. Date, time, and identifying information of the person entering case notes;
- K. Current charges and case number;
- L. Alias information;
- M. Financial obligations and transaction history; and
- N. Emergency contact information.

#### II. Proofs of Compliance

- Documentation demonstrating compliance with each element of the standard (Qty Initial: 1 each) (Qty Reaccred: 1 each)

#### III. Required References

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

## **8.02**

The agency has a validated assessment identifying probationer programming needs and risk, and includes:

### **I. Bullets**

- A. An initial assessment of each probationer;
- B. Additional assessments as necessary;
- C. Personal interview with the probationer,
- D. Development of objectives that address community safety and offender needs; and
- E. Results are documented and communicated with the probationer.

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of results (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Signed service plan (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Probationer interview

### **III. Required References**

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

### **8.03M**

A written directive addresses requests to the court to modify any of the conditions of probation, in accordance with Florida Statute.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty. Initial: 1) (Qty. Reaccred:1)

#### **III. Required References**

Florida Statute 948.03

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

## **8.04M**

A written directive addresses restitution when ordered as a condition of probation, and requires the agency to place priority on collection and disbursement of payments.

### **I. Bullets**

### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty. Initial: 1) (Qty. Reaccred: 1)

### **III. Required References**

Florida Statute 948.51

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**



### **8.05M**

A written directive requires any change in an individual supervision plan is communicated to the probationer.

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty. Initial: 1) (Qty. Reaccred: 1)
- Documentation of communication (Qty. Initial: 1) (Qty. Reaccred: 1 each year)

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

**8.06**

A written directive addresses efforts to assist offenders in finding employment.

**I. Bullets****II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty. Initial: 1) (Qty. Reaccred: 1)
- Employee interviews

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

**8.07M**

A written directive governs the transfer of supervision of probationers.

**I. Bullets****II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty. Initial: 1) (Qty. Reaccred: 1)

**III. Required References**

Interstate Compact for Adult Offender Supervision (ICAOS)

**IV. Assessor Guidelines****V. Accreditation Manager Notes**

**8.08M**

The definition and formula is clearly defined and disclosed when the organization reports recidivism rates and corresponding findings.

**I. Bullets****II. Proofs of Compliance**

- Documentation of disclosure of published reports. (Qty initial: 1) (Qty Reaccred: 1)

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

## GLOSSARY

**ACA:** The American Correctional Association

**Accredit:** The bestowing of credentials upon practitioners or institutions symbolizing approval from a professional organization.

**Accreditation Manager:** An employee designated by the agency administrator to supervise the planning and implementation of accreditation activities in the agency.

**Applicant Agency:** An agency that has submitted an application to the Florida Corrections Accreditation Commission.

**Agency:** The governing authority with direct responsibility for operating a pretrial or probation program, and for formulating and implementing policy.

**Annual:** Occurring once every 12 months.

**Certified Member:** An agency member, employed or appointed as a full-time or part-time correctional or law enforcement officer with CJSTC certification.

**CFA:** The Commission for Florida Law Enforcement Accreditation, Inc.

**Civilian Member:** A full or part-time member who is not CJSTC certified and currently employed or appointed.

**CJSTC:** The Criminal Justice Standards and Training Commission.

**Community Supervision:** Includes employees, programs, automation and communication systems and specialized supervision approaches. May include Radio Frequency tracking, GPS tracking, voice recognition systems and others as deemed appropriate by the agency or jurisdiction.

**Electronic Monitoring:** The act of observing, listening, carrying-out surveillance on, and/or recording the actions of individuals released under supervision. Includes GPS and alcohol monitoring.

**Emergency:** Any significant disruption of normal facility or agency procedure, policy, or activity cause by riot, escape, fire, natural disaster, employee action, or other serious incident.

**Employee:** Any person employed full or part-time, under contract with, or appointed by a county or municipal government or officer.

**External Financial Review:** A review completed by a person or entity external to the agency.

**FCAC:** Florida Corrections Accreditation Commission, Inc.

**Field Supervision:** Refers to activity performed by pretrial or probation employees involving a presence in the community for supervision purposes.

**Grievance:** Formal request in writing presented to management to resolve differences in matters identified by the agency and/or collective bargaining agreement.

**Grievance Process:** A formal program designed to manage and respond to a grievance. The grievance process must be written and available to employees, and must outline steps required of the persons(s) filing the grievance and the form of response required of management.

**Internal Audit:** An examination and review conducted by an entity within the agency but outside the chain of command of the unit to be audited.

**Lesson Plan:** A detailed guide an instructor uses to conduct a course of instruction. A lesson plan may include goals, specific subject matter, performance objectives, references, resources, and methods for evaluating or testing students.

**Mandatory Standards:** Standards that address life, health, safety issues, legal matters or essential pretrial, probation or business practices. Every agency is required to meet all of these standards except those which do not apply to the agency/facility by reason of function. Determination as to whether a mandatory standard does not apply to an agency/facility rests solely with the Commission.

**Member:** See employee.

**Mission Statement:** A statement of the role or purpose, by which an organization intends to operate. Typically, a mission statement should describe what the organization does, who it serves, and what makes the organization unique.

**Not Applicable Standards:** Standards that address areas of responsibility or correctional practices for which the agency is not responsible, or is not performing due to contracts, jurisdiction, or mutual aid agreements.

**Optional Standards:** Standards that address important or desirable pretrial, management, and business practices. An agency may elect to not show compliance for optional standards.

**Parent Agency:** The Sheriff's Office, Board of County Commissioners, or judiciary, to whom the Pretrial Services Supervisor reports and which provides administrative and/or financial support.

**Periodic:** Occurring once during the reaccreditation cycle.

**Plan:** A detailed scheme, program or method worked out in advance for the accomplishment of an objective (e.g., plan of attack); proposed or tentative project; systematic arrangement of details; an outline; drawing or diagram made to scale showing the structure or arrangement of something.

**Policy:** A course of action adopted and pursued by an agency that guides and determines present and future decisions and conduct. Policies indicate the general course or direction of an organization within which the activities of the personnel might operate. Their attainment may lead to compliance with standards as well as compliance with the overall goals of the agency or system.

**Pretrial Responsibilities:** Responsibilities by pretrial staff members which include conducting pretrial investigations, making recommendations to the court, performing community supervision or case management functions, or directly supervising staff who are responsible for any of these functions.

**Probation Responsibilities:** Responsibilities by probation staff members which include conducting intake interviews, making recommendations to the court, performing community supervision or case management functions, or directly supervising staff who are responsible for any of these functions.

**Procedure:** A manner of proceeding; a way of performing or effecting something; an act composed of steps; a course of action; a set of established forms or methods for conducting the affairs of the agency.

**Proofs of Compliance:** Documentation assembled as part of a file to prove compliance with a standard.

**Protected Class:** A characteristic of a person which cannot be targeted for discrimination.

**Qualified Interpreter:** A professional who facilitates communication between deaf and hearing individuals. A qualified interpreter is able to interpret effectively, accurately and impartially both receptively and expressively, using any necessary specialized vocabulary. The qualified interpreter has specialized training in interpreting from one language to another for example, American Sign Language [ASL] to English and English to ASL. Simply knowing both sign language and English does not qualify a person as an interpreter. The role of an interpreter is to accurately convey all messages between the individuals involved in the communication setting.

**Rules and Regulations:** Specific articles describing and/or prohibiting behavior, actions or conduct.

**Selection Criteria:** The rules, standards, or requirements used to make a judgment concerning filling a specific position.

**Selection Process:** The combination of elements and procedures utilized to make the final decision regarding filling a position, including minimum qualifications (e.g., education, experience, citizenship, residency), written tests, performance tests, oral exams, interviews, background investigation, medical exams, polygraph tests, police academy ratings, personality inventories, psychiatric evaluations, and veteran preferences.

**Specialized Training:** Training to enhance skills, knowledge and abilities. Specialized training may address supervisory, management and/or executive development training, or it may include technical and job specific subjects.

**Standard:** A statement adopted by FCAC which defines, represents, or reflects a desired level of compliance.

**TRS – Telecommunications Relay Services.** TRS permits persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities.

**TTY – Text Telephone.** A special device that allows people who are deaf, hard of hearing, or speech-impaired to use the telephone to communicate, by allowing them to type messages back and forth to one another instead of talking and listening. A TTY is required at both ends of the conversation in order to communicate.

**Value Statements:** Organizational values define the acceptable standards which govern the behavior of individuals within the organization. Value statements provide a framework for the collective leadership of organizations to encourage common norms or behavior, which will support the achievement of the organization's goals and mission.

**Written Directive:** Written documentation used to guide the actions of members and establish facility policy and practices. Examples include General Orders, Standard Operating Procedures, Florida State Statutes, Post Orders, or other program and /or service manuals that prove adherence to a specific standard.