



**ACCREDITATION STANDARDS
FOR
PRETRIAL AGENCIES**

September 27, 2011

**STANDARDS AND RECOMMENDED PRACTICES
DEVELOPED BY:**

**FLORIDA CORRECTIONS ACCREDITATION COMMISSION, Inc.
&
ASSOCIATION OF PRETRIAL PROFESSIONALS OF FLORIDA
BOARD OF DIRECTORS**

INTRODUCTION

The Association of Pretrial Professionals of Florida (APPF) has worked diligently with the Florida Corrections Accreditation Commission, Inc. (FCAC), to develop a set of professional standards for Pretrial Agencies in the State of Florida.

These standards have been drafted by the APPF Board of Directors and the FCAC for the purpose of awarding Pretrial Agency Accreditation Status. The standards were developed after comprehensive research was conducted of: Florida Statutes, the Florida Rules of Criminal Procedure, the American Bar Association's Criminal Justice Standards for Pretrial Release, FCAC operating standards, and standards adopted by The National Association of Pretrial Services Agency. The standards are divided into six chapters, which include: Personnel Practices, Organization and Management, General Principles Governing the Pretrial Process, First Appearance, Release Conditions, and Electronic Monitoring. These are minimum recommended operating standards.

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Pretrial Process**

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CHAPTER 1

Personnel Practices

Standard			Assessor Guidelines
1.01 M Agency employees with pretrial responsibilities have, at a minimum: A. A baccalaureate degree from an accredited college or university, or B. Four years of relevant employment experience, as determined by the agency;			Pretrial Responsibilities - include conducting pretrial investigations, making recommendations to the court, performing community supervision functions, and supervising staff responsible for any of these functions.
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Personnel records	Obs.	Obs.	

Standard			Assessor Guidelines
1.02 M The agency has written procedures for the recruitment and selection of employees with pretrial responsibilities. The hiring process is non-discriminatory and includes equal employment opportunity provisions.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written procedures addressing elements of the standard	1	1	
Documentation of job relatedness for each element of the process, e.g., sample questions, validation process, etc.	1 each type	1 each type	
Observation of recruitment literature, posters, websites, and employment applications	Obs.	Obs.	
Staff member interviews	Sampling	Sampling	

Standard			Assessor Guidelines
1.03 M Personnel/human resource policies are available to all applicants and current employees. The policies address, at a minimum: A. Recruitment and selection policies and procedures, including equal opportunity employment provisions; B. Job descriptions/qualifications for all positions; C. Benefits, holidays, leave, and work hours; and D. Retirement, resignation, and termination policies.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Personnel/human resource policies indicating each numbered item	1 Each type	1 Each type	
Job descriptions	Sampling	Sampling	

Standard			Assessor Guidelines
1.04 M A background investigation is conducted for applicants to certified positions in accordance with CJSTC's "Background Investigations Procedures" manual prior to appointment to probationary status.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Completed CJSTC forms	1 each type	1 each type	
Applicable statutes	1	1	
CJSTC "Background Investigations Guidelines" manual	1	1	The cover page of the manual should be in the file and a complete copy available on the resource table.
Completed background investigation documentation	1	1	The file must contain documentation of a complete investigation meeting all elements of the standard.

Standard			Assessor Guidelines
<p>1.05 M A written directive requires that a background investigation is conducted on applicants selected for non-sworn positions. Employees who are selected shall not have been convicted of any felony, or any disqualifying misdemeanor as defined by the agency. The investigation includes at a minimum:</p> <p>A. Warrants check; B. Fingerprint check; C. Local and national records check; and D. Prior employment check</p>			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Completed background investigation documentation	1	1	
List of disqualifying misdemeanors	1	1	
			Change Notice 1.0.01 (06/05/07)
			Change Notice 1.0.06 (10/27/09)

Standard			Assessor Guidelines
<p>1.06 M A written directive requires all new employees with responsibilities as defined in Standard 1.01M, complete a minimum of 40 hours of documented training, as determined by the agency, related to Pretrial release and/or community supervision.</p>			<p>This training must be accomplished within the first year of service. Training accomplished for 1.07M may count toward this 40 hour requirement</p>
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation of training.	Obs.	Obs.	This can include lesson plans, checklists, training rosters, etc.
			Change Notice 1.0.02 (10/30/07)

Standard		Assessor Guidelines	
1.07 M	<p>A directive requires that, prior to assuming job responsibilities, newly appointed pretrial professionals receive training in the following areas:</p> <ul style="list-style-type: none"> A. An orientation to the agency's role, purpose, goals, policies, and procedures; B. Working conditions and regulations; C. Rights and responsibilities of the member; D. Applicable statutes, rules, case law, and administrative orders; and E. Accreditation process. 	<p>Interview random sampling of new members.</p> <p>Florida Constitution Article 1, Section 14, Applicable state statutes; Florida Rule of Criminal Procedures 3.131; and Administrative orders.</p>	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation verifying member training.	1	3YD	
Lesson plan	1	3YD	
Training class schedule.	1	3 YD	
			Change Notice 1.0.01 (06/05/07)

Standard		Assessor Guidelines	
1.08 M	<p>A written directive requires employees with pretrial responsibilities receive a minimum of 40 hours of annual job related training as determined by the agency.</p>		
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Training records	Obs.	Obs.	<p>Training may be provided in-house or external. This training may include administrative orders, applicable Florida Statutes, case law, cultural diversity, etc.</p> <p>Change Notice 1.0.01 (06/05/07)</p>

Standard			Assessor Guidelines
<p>1.09 M A written directive requires each full-time employee receive a written performance evaluation. The directive shall include the following:</p> <ul style="list-style-type: none"> A. A requirement that performance evaluations are based only on performance during the rating period; B. Criteria used for the performance evaluations are based on a job description for the position occupied by the employee; C. Employees are rated by their immediate supervisor; D. A requirement that the employee being evaluated is provided a copy of the completed evaluation report; and E. Evaluations are signed by the supervisor completing the evaluation and reviewed/signed by a defined level of authority as determined by the agency. 			<p>Assessor should confirm compliance by viewing a random sampling of training records where filed.</p>
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Performance Evaluations	1	1	
			Change Notice 1.0.09 09/27/2011

Standard		Assessor Guidelines	
<p>1.10 M A written directive that describes procedures for employee reviews of the completed performance evaluation and includes, at a minimum:</p> <ul style="list-style-type: none"> A. An interview between the rater and the employee; B. Provisions for written comments by the employee; C. The employee is given an opportunity to sign the completed evaluation to indicate the employee has read it; and D. A process for contesting evaluation results. 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Performance evaluations	1	1	

Standard			Assessor Guidelines
1.11 M A written directive outlines safety/security procedures for the following, at a minimum: A. In-office arrests; B. Office safety/security practices; and C. Field safety/security practices			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Interviews of staff members	Sampling	Sampling	

Standard			Assessor Guidelines
1.12 M A written evacuation plan has been developed for the agency in the event of fire or other emergency. The plan is approved by a Florida state certified fire inspector. The plan includes the following: A. Location of complete floor plans; B. Requirement for the posting of signs in public areas; and C. Provisions for annual review and revision with copies provided to key staff and the local fire jurisdiction.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Evacuation plan addressing elements of the standard.	1	1	
Floor plans	1	1	
Observation of public signs	Obs.	Obs.	
Annual review/revision documentation	1	3 YD	
Documented distribution to personnel/agencies, when applicable	1	1	For reaccreditation, proof must be in file to demonstrate distribution of any revisions.

CHAPTER 2

Organization and Management

Standard			Assessor Guidelines
2.01 The agency maintains a table of organization, which is distributed or readily available to all personnel and updated as organizational changes occur.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Organizational charts showing components/functions	1	1	
Proof of distribution or observation of posted charts	1	1	
Documentation of updating	1	3 YD	

Standard			Assessor Guidelines
2.02 M The agency has a written directive system which includes, at a minimum: <ul style="list-style-type: none"> A. A description of the format for each type of directive; B. Procedures for indexing, updating, revising, and/or purging each type of directive; and C. Identification of individuals or positions within the agency having authority to issue written directives. 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

Standard			Assessor Guidelines
<p>2.03 M A written directive system includes procedures for dissemination and storage of agency directives and addresses at a minimum:</p> <ul style="list-style-type: none"> A. Dissemination of new or revised directives, prior to implementation, to all affected employees; B. For computerized systems, sufficient electronic and hard copy back-up of the directives in case of data loss; C. Placement of hard copies in manuals or electronic media containing the directives, placed at specified locations so all employees have ready access to the directives; D. Storage of written directives, whether by their incorporation into manuals or by their storage in a computerized documentation system; and E. Acknowledgment indicating receipt and review of directives by affected employees, whether in written or electronic form. 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing the elements of the standard.	1	1	
New/revised policies indicating dissemination/effective dates.	1	3YD	
Proof of receipt of new and revised written directives by all affected employees.	1	3YD	
Observation of written directive manuals, or electronic access system.	Obs.	Obs.	
Observation of hard-copy back-up of written directives, if electronic system is used.	Obs.	Obs.	Sample manual should be available on a resource table for assessors.
			Change Notice 1.0.09 09/27/2011

Standard			Assessor Guidelines
<p>2.04 M A written directive requires that each member be accountable to only one supervisor at a given time.</p>			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

Standard			Assessor Guidelines
2.05 M The agency has a mission statement which is posted or distributed to all members.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Copy of current mission statement.	1	1	
Proof of distribution or observation of posting.	1	1	

Standard			Assessor Guidelines
2.06 Written goals for the pretrial component are formulated on an annual basis and translated into measurable objectives. Performance outcomes are reported to the agency CEO annually.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written goals.	1	3YD	
Performance outcomes.	1	3YD	

Standard		Assessor Guidelines	
<p>2.07 M The agency has, or has access to, an information system that provides the following, at a minimum:</p> <ul style="list-style-type: none"> A. Demographic information; B. Criminal history; 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 (i.e., contact information, employment verification, school verification, etc.) 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Documentation demonstrating compliance with each element of the standard.	1 each	1 each	
			Change Notice 1.0.02 (10/30/07)

Standard		Assessor Guidelines	
<p>2.08 M A case file is maintained on each defendant released on pretrial supervision. Closed case files are available for review for two years after case termination. The file contains the following, at a minimum:</p> <ul style="list-style-type: none"> A. Signed court order or release order B. Supervision Agreement C. Photograph D. Grievance procedure 		Assessors will check open and closed cases.	
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Case file	Obs.	Obs.	

Standard			Assessor Guidelines
<p>2.09 M The agency participates in the Jurisdiction's Public Safety Coordinating Council or similar body in accordance with Florida Statute. The agency has available for the council at a minimum:</p> <ul style="list-style-type: none"> A. Number of defendants under pretrial supervision B. Court appearance rate for defendant's under supervision C. Agency initiatives during reporting period to reduce jail overcrowding 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Florida Statute	1	1	FS 951.26 and FS 948.51
Interview with agency designee			
Report documentation	Sampling	3YD	
			Change Notice 1.0.02 (10/30/07)

Standard			Assessor Guidelines
<p>2.10 M A directive describes the agency's defendant grievance process, which includes provisions for the following:</p> <ul style="list-style-type: none"> A. The position or entity responsible for its coordination and/or management; B. Procedures for filing a grievance; C. Providing the defendant with a copy of the procedure which is acknowledged by receipt; D. A list of issues which cannot be grieved; E. Formal written response requirements; and F. Appeals process. 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Grievances filed pursuant to the directive	1	1	
Staff member interviews	Sampling	Sampling	

Standard			Assessor Guidelines
2.11 The agency conducts defendant service satisfaction surveys at least annually. The survey includes a sampling of defendants from all available supervision programs. Results are analyzed and a written report is provided to the CEO.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Completed defendant service satisfaction questionnaire	1	3YD	
Written report	1	3YD	

Standard			Assessor Guidelines
2.12 The agency conducts judicial service satisfaction surveys at least annually of all members of the judiciary within the service area. Results are analyzed and a written report is provided to the CEO.			Assessors should be aware all judges may not have the opportunity to respond to the survey.
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Completed judicial service satisfaction questionnaire	1	3YD	
Written report	1	3YD	
			Change Notice 1.0.02 (10/30/07)

Standard			Assessor Guidelines
<p>2.13 M If the agency conducts defendant substance abuse testing, a written directive outlines procedures which include the following:</p> <ul style="list-style-type: none"> A. Supervised sample collection; B. Chain of custody protocols; C. Scientific confirmation of positive results, when required by the agency or judiciary; D. Court notification of positive results; and E. Case file documentation requirements. 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Laboratory results report	Sampling	3YD	
Case file documentation	Sampling	3YD	
Staff member interviews	Sampling	Sampling	
			Change Notice 1.0.02 (10/30/07)

Standard		Assessor Guidelines	
<p>2.14 M A directive outlines procedures for collecting and analyzing the following data which is provided in a monthly report to the agency CEO:</p> <ul style="list-style-type: none"> A. Number of defendants interviewed prior to magistrate or first appearance court; B. Number of defendants who appear before a first appearance judge; C. Number of defendants ineligible for release consideration based upon agency criteria; 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. Percentage of pretrial supervised defendants who successfully complete supervision; and N. Number of defendants arrested for law violations committed while under supervision. 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Monthly reports	Two consecutive	Two consecutive 3YD	
			Change Notice 1.0.02 (10/30/07)

Standard			Assessor Guidelines
2.15 M A written directive requires a comprehensive end of year report to the CEO that includes the following information, at a minimum: A. Trend analysis of data collected for Standard 2.14 M; B. Major developments and achievements; C. Special projects; and D. Case load/personnel ratios.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
End of year report	1	3YD	

Standard			Assessor Guidelines
2.16 M A written directive requires the program administrator to hold regular meetings with key staff. Meetings shall be held at least monthly and all meetings shall be documented.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Meeting minutes	2 consecutive	2 consecutive 3YD	

Standard			Assessor Guidelines
2.17 M A written directive describes the agency's employee grievance process, and includes at a minimum: A. The position or entity responsible for its coordination and/or management; B. Procedures for filing a grievance; C. A list of issues which cannot be grieved; D. Formal written response requirements; and E. Appeals process.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Grievances filed pursuant to the directive	1	1	
Staff member interviews	Sampling	Sampling	
			Change Notice 1.0.01 (06/05/07)

Standard			Assessor Guidelines
2.18M The agency submits an annual report to the Commission reporting compliance efforts with accreditation standards.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Annual reports.	N/A	3YD	An annual report is required for the third year if the agency has been granted an extension to their reaccreditation agreement.

New Standard

Change Notice 1.0.04 (06/10/08)

Standard			Assessor Guidelines
<p>2.19 M A directive establishes requirements for ensuring compliance with the “Florida Citizens Right to Know Act” in accordance with Florida Statute and addresses the following at a minimum:</p> <p>A. Weekly register reporting requirements; and B. Annual reporting requirements</p>			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements fo the standard	1	1	
Florida Statute 907.043	1	1	
Weekly report documentation	Sampling	2 per year 3YD	Files must contain consecutive reports for each year to demonstrate compliance. A copy of the report must be located at the agency’s county office of the clerk of the circuit court.
Annual report documentation	1	3 YD	Report must be submitted to the agency’s governing body and to the agency’s county clerk of the circuit court no later than March 31 st of every year.
Staff interviews			

New Standard

Change Notice 1.0.08 (10/12/2010)

CHAPTER 3

Principles Governing the Pretrial Process

Standard			Assessor Guidelines
<p>3.01 M The agency offers an array of community supervision programs which are on a continuum and vary in 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.</p>			<p>The array may include Radio Frequency tracking GPS tracking, voice recognition systems and others as deemed appropriate by the agency or jurisdiction.</p>
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Documentation demonstrating levels of supervision	Sampling	Sampling	
Staff member interviews	Sampling	Sampling	

Standard			Assessor Guidelines
<p>3.02 M A written directive requires pretrial staff attend all first appearance proceedings and offer information to the court on each defendant to assist in the release or detention decision process. The directive includes guidelines for conducting pretrial investigations which will encompass the following, at a minimum:</p> <ul style="list-style-type: none"> A. Ties to the community; B. Residential history; C. Financial status; D. Employment history; E. Mental health history; F. Substance abuse history; G. Criminal record; H. Failures to appear; I. Prior community supervision; J. Fingerprint clearance; K. Probation/parole/conditional release status; and L. Pending charges. 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed investigation	1	1	
Staff member interviews	Sampling	Sampling	
			Change Notice 1.0.01 (06/05/07)

Standard			Assessor Guidelines
3.03 M The agency uses a validated risk assessment instrument, or established release recommendation criteria, which is reviewed periodically by the Chief Judge, or designee, of the local jurisdiction.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Release recommendation criteria documentation or risk assessment instrument.	1	1	
Staff member interviews.	Sampling	Sampling	

Standard			Assessor Guidelines
3.04 M A directive requires the agency certify to the court when a defendant meets established criteria for release.			Certification may be accomplished verbally, in writing, or a combination thereof.
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Certification documentation, if used	Sampling	Sampling 3YD	
Staff member interviews	Sampling	Sampling	
			Change Notice 1.0.02 (10/30/07)

Standard			Assessor Guidelines
3.05 M A written directive addresses staff attendance at court hearings.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	The directive should address regular attendance and when summoned by a specific court.
Staff member interviews	Sampling	Sampling	

Standard			Assessor Guidelines
3.06 M A written directive describes procedures to determine if assigned defendants are registered sexual predators, or sexual offenders, and includes notification to appropriate law enforcement agencies, when appropriate.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

Standard			Assessor Guidelines
3.07 M If the parent organization of the pretrial services function is responsible for housing pretrial defendants post-first appearance, a written directive addresses evaluations of the pretrial jail population to identify defendants who qualify for community supervision in lieu of incarceration pending case disposition.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Staff member interviews.	Sampling	Sampling	
			Change Notice 1.0.02 (10/30/07)

Standard			Assessor Guidelines
3.08 A directive establishes procedures for obtaining the services of <i>qualified interpreter(s)</i> .			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Staff Interviews			
			New Standard – Change Notice 1.0.05 – (06/30/09)

Standard			Assessor Guidelines
3.09 A directive governs the use of text telephone(s) (<i>TTY</i>) or Telecommunications Relay Services (<i>TRS</i>) telephone and requires staff to utilize whenever there is a need to communicate with a hearing impaired defendant or contact a person for a defendant needing the services of Pretrial.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1.	1.	
Observation of TTYs	Obs.	Obs.	
			New Standard – Change Notice 1.0.05 – (06/30/09)

Standard			Assessor Guidelines
3.10 If the agency uses audiovisual media to communicate required information, closed-captioning or an alternative means of providing the information is available.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of audiovisual media.	Obs.	Obs.	
Observation of closed captioning or alternative means.	Obs.	Obs.	
			New Standard – Change Notice 1.0.05 – (06/30/09)

Standard			Assessor Guidelines
3.11 The agency has a designated ADA coordinator in accordance with 28 C.F.R. 35.107. The coordinator receives annual training addressing accessibility requirements.			The ADA Coordinator is not required to be a member of the agency, he/she may be within the jurisdiction of the agency (county/city employee).
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
28 C.F.R. 35.107	1	1	
ADA Coordinator interview.			
Documentation of training.	1	3YD	
			New Standard – Change Notice 1.0.05 – (06/30/09)
			Change Notice 1.0.07 – (2/2/2010)

CHAPTER 4

First Appearance

Standard			Assessor Guidelines
<p>4.01 M A written directive requires that prior to the commencement of the pretrial interview; the defendant is informed of the following:</p> <ul style="list-style-type: none"> A. Purpose of the interview; B. Information provided will be verified; C. False or misleading information may hinder the release process. 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Staff member interviews	Sampling	Sampling	

Standard			Assessor Guidelines
<p>4.02 M The agency will investigate or otherwise verify the following to determine eligibility for recommending release in accordance with Florida Statute:</p> <ul style="list-style-type: none"> A. Circumstances of the accused's family; B. Employment; C. Financial resources; D. Character; E. Mental condition; F. Length of residence in the community; G. Criminal history; H. History of failure to appear at court; I. Flight to avoid prosecution; and J. Other facts necessary to assist the court in its determination of eligibility. 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Completed reports	Sampling	Sampling 3YD	
Florida Statute	1	1	FS 907.041
Staff member interviews	Sampling	Sampling	
			Change Notice 1.0.02 (10/30/07)

Standard			Assessor Guidelines
4.03 M Pretrial staff members certify their investigative efforts to the presiding judge at first appearance in accordance with Florida Statute.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Florida Statute	1	1	FS 907.041
Staff member interviews	Sampling	Sampling	
			Change Notice 1.0.02 (10/30/07)

CHAPTER 5

Conditions of Release

Standard			Assessor Guidelines
<p>5.01 M The agency has supervision agreements for each supervision program. The agreements include the following, at a minimum:</p> <ul style="list-style-type: none"> A. Defendant's name; B. Supervision type; C. Operating agency; D. Case number or identifying number; E. Release conditions; F. Current charges; G. Supervising official; H. Special conditions of release; and I. Consequences for failing to abide by conditions. 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Completed supervision agreements	1 each type	1 each type	

Standard			Assessor Guidelines
<p>5.02 M An employee with pretrial services responsibilities signs an acknowledgement stating all conditions of release have been explained to the defendant.</p>			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Signed acknowledgement	1	1	
			Change Notice 1.0.02 (10/30/07)

Standard			Assessor Guidelines
<p>5.03 M The defendant acknowledges in writing an understanding of all terms and conditions of release.</p>			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Signed acknowledgement	1	3YD	

Standard			Assessor Guidelines
5.04 M A written directive requires the agency maintain original supervision agreements on file in accordance with Florida law, and provide a copy to defendants.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Records retention schedule	1	1	
			Change Notice 1.0.01 (06/05/07)

Standard			Assessor Guidelines
5.05 Supervision agreements are available in the languages prevalent to the service community.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Completed agreements	1 each type	1 each type	

Standard			Assessor Guidelines
5.06 M Supervision agreements require the defendant, at a minimum, to: <ul style="list-style-type: none"> 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. D. Abide by any special conditions required by the court and the agency. 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Supervision agreements	1 each type	1 each type	

Standard			Assessor Guidelines
5.07 M The agency has written guidelines for conducting case status reviews, which include the following, at a minimum: A. Any new law violations B. Updates and changes to current case information C. Court appearance schedules D. Special condition compliance			The agency will determine how frequently reviews are conducted.
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written guidelines	1	1	
Staff member interviews	Sampling	Sampling	

Standard			Assessor Guidelines
5.08 M The agency maintains comprehensive case notes for each supervised defendant.			Case notes may be in hard copy or electronic format.
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Observation of case files	Sampling	Sampling	
Staff member interviews	Sampling	Sampling	
			Change Notice 1.0.02 (10/30/07)

Standard			Assessor Guidelines
5.09 M A directive outlines procedures for notifying defendants of court dates.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Documentation demonstrating notification	Sampling	Sampling	

Standard			Assessor Guidelines
5.10 A written directive establishes an administrative hearing process with procedures for reviewing and resolving minor violations of release conditions, as defined by the agency.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Administrative hearing documentation	Sampling	Sampling	

Standard			Assessor Guidelines
5.11 M A written directive provides guidelines and procedures for handling pretrial release violations to include, at a minimum: A. Investigation; and B. Court notification.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Staff member interviews	Sampling	Sampling	

Standard			Assessor Guidelines
5.12 M If the agency assigns staff to conduct field supervision of pretrial defendants, a written directive provides guidelines and procedures for carrying out assigned responsibilities.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Staff member interviews	Sampling	Sampling	

CHAPTER 6

Electronic Monitoring

Standard		Assessor Guidelines	
<p>6.01 M If the agency has electronic monitoring equipment, a written directive provides guidelines for use to include, at a minimum:</p> <ul style="list-style-type: none"> A. Release coordination from the jail facility; B. Installation and fitting of equipment; C. Staff training; D. Approved activity verification; E. Curfew parameter review; and F. Procedures for addressing unusual occurrences, e.g., hurricanes, fires, etc. 			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Observation of equipment	Obs.	Obs.	
Staff member interviews	Sampling	Sampling	