



**ACCREDITATION STANDARDS  
FOR  
PRETRIAL AGENCIES**

*June 25, 2013*

**STANDARDS MANUAL VERSION 1.0.10**

**STANDARDS AND RECOMMENDED PRACTICES  
DEVELOPED BY:**

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

## **LIMITATIONS OF LIABILITY**

The Florida Corrections Accreditation Commission, Inc, a Florida 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.

## **PROGRAM DEVELOPMENT**

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 Florida Corrections Accreditation Commission, Inc. (FCAC), established by charter in May, 1998, is the result of the committee's efforts.

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.

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.

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

The recognized benefits from such a process include:

- improved management
- a defense against lawsuits
- potential reduction in liability through adoption of sound operating practices
- increased accountability
- enhanced public credibility for administrative and line staff
- establishment of measurable criteria for upgrading programs, personnel, and physical plant

## **THE COMMISSION**

The Florida Corrections Accreditation Commission, Inc. was established by charter May 19, 1998. It is an independent, tax-exempt, not-for-profit corporation designated as the accrediting body for Florida correctional facilities and pretrial services offices. The Commission is comprised of twelve volunteer members:

- four sheriffs appointed by the Florida Sheriffs Association;
- six command staff level correctional professionals, nominated by the FCAC Nominating Committee and appointed by the Commission;
- two pretrial services professionals appointed by the Association of Pretrial Professionals of Florida.

The Commission, in cooperation with the Florida Department of Law Enforcement and the Commission for Florida Law Enforcement Accreditation, Inc., appoints the executive director, who manages the staff and the accreditation program. The executive director and staff have the responsibility and authority to carry out all policies, procedures, and activities of the Commission and its committees. This staff supports agencies working toward accreditation or reaccreditation, oversees the assessment process, coordinates Commission review, and handles the Commission's business matters.

## **PROGRAM OVERVIEW**

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 twenty-four months to complete the self-assessment phase from the date the executive director signs the accreditation agreement.

## **AGENCY SELF-ASSESSMENT**

During the self-assessment phase, the agency will review its policies, procedures, plans, training, and activities to be sure they comply with applicable standards. The agency may have to establish policies and develop procedures where none exist, or revise existing policies and procedures. Identifying what must be done to achieve and document compliance requires considerable effort and teamwork from all areas of the agency.

### **Accreditation Manager Selection/Responsibilities**

The selection of an accreditation manager is critical to the agency's success in achieving accreditation. It is highly recommended this person be assigned full-time to accreditation duties and for the duration of the self-assessment. The accreditation manager is the person designated to direct and control the accreditation process. The manager will coordinate the efforts of components within the agency. Responsibilities will also include serving as the liaison between the agency and Commission staff.

The person selected should have a thorough knowledge of the agency's rules, regulations, and policies. They should be able to work well with all levels of supervision within the agency. Accreditation Manager abilities and skills include:

- ✓ train and motivate others;
- ✓ ability to administer, plan, and organize a project;
- ✓ writing and editing skills; and
- ✓ initiative;

The accreditation manager is responsible for collecting the necessary documentation and preparing accreditation files. The Commission requires the use of computer software, which is designed to aid the accreditation manager in tracking and controlling this process. This web-based software has been developed specifically to help the accreditation manager maintain records of assignments, notations, due dates, progress

summary reports, and other information essential to the accreditation process. Use of the Commission-approved software is required for all agencies.

### **Accreditation Training and Networking**

The Commission offers accreditation manager and assessor training throughout the year. This training prepares students for managing the accreditation process and is highly recommended for all newly assigned personnel. Contact the Commission office for additional information about registration.

Training is also available through the Florida Police Accreditation Coalition, Inc. (FLA-PAC), which provides networking opportunities and access to experienced accreditation managers. Agencies are encouraged to join FLA-PAC and can obtain membership information from any FLA-PAC Board member at [www.fla-pac.org](http://www.fla-pac.org).

### **Compliance File Construction**

Proving compliance with the required number of applicable standards is the agency's responsibility. The agency must develop and compile proofs of compliance necessary for assessors to determine compliance. Agencies are urged to focus on documenting compliance through written directives and other documents. Interviews and observations may supplement written documentation and in some instances may serve as primary proofs of compliance.

Achieving compliance will involve creating electronic files for each standard. The agency must comply with 100 percent of the applicable mandatory standards and with at least 90 percent of the applicable other-than-mandatory standards.

### **File Organization**

The agency must establish a separate file for each standard. Each file must include primary and secondary proofs of compliance.

Primary proofs state that the agency performs the function described in the standard. Primary proofs may include agency general orders, special orders, standard operating procedures, policy manuals, ordinances, plans, rules, training directives, state laws, labor agreements, court orders, and memoranda that are binding on agency members.

Secondary proofs show by example the agency actually does the activity stated in the primary proof. Secondary proofs may include memoranda, newspaper articles, instructional material, and completed logs, rosters, evaluations, reports, and forms.

If only a portion of a document is relevant to the standard, highlight that part only by highlighting it using the software. Some standards contain "bulleted" letters, each requiring their own proof of compliance, and a system must be created to distinguish the lettered items from one another. This may be accomplished by lettering and

highlighting the relevant portion of the proofs of compliance. Only the sections of a document that serve as the proof should be numbered and/or highlighted.

The software will enable agency staff and assessors to quickly link a given standard, or portion of a standard, with the appropriate proof of compliance.

Commission assessors will ask questions of agency personnel and others who should have knowledge about the implementation of a standard or who are affected by a particular standard. An agency must indicate in the software whether compliance may or must be verified by interviews. When creating this type of proof, an agency must identify the person or persons to be interviewed, including name, rank, position or job title, and how the person can be contacted. To facilitate the assessment, an agency may wish to create a master list of key persons the assessors might interview.

## FORMAL ASSESSMENT

When an agency completes the self-assessment phase and is ready for an onsite review it becomes a candidate agency.

### Preparation

When the agency believes it is ready for a formal assessment, it is highly recommended that the accreditation manager arrange for a mock assessment. This is a trial run for the agency to discover any shortcomings and make adjustments and corrections prior to the formal assessment. It is most beneficial to the agency if the mock assessment follows the same format as the formal assessment.

Selection of the mock assessment team is critical to the agency's preparedness for its formal assessment. A mock process includes the following elements:

- complete review of every standard;
- agency assessment for standard compliance; and
- assessment conclusion phone call between Program Manager, Accreditation Manager, and Team Leader.

For initial accreditation, the accreditation manager must notify Commission staff once the agency has determined it can prove compliance with the requisite number of applicable standards. The program manager and the accreditation manager will agree upon an acceptable date. The agency will be required to submit the following to Commission staff prior to the assessment:

- self-assessment status report;
- written directive explaining the agency's written directive system;
- maps with directions to the main facility and instructions on where to park;
- hotel accommodation information

Based upon the size and locations of the agency's facilities, an assessment will normally require one to one and a half days to complete. Special circumstances within the agency may also affect the length of an assessment.

The program managers will select a team of assessors with the level of experience and expertise required to fairly assess the agency. The number of assessors assigned to each assessment varies according to agency need and type of assessment. Generally, two assessors are required for an assessment.

The candidate agency will coordinate travel arrangements with assigned assessors and send confirmation to the Commission staff. The candidate agency is responsible for meals, lodging, and mileage (if applicable) for all assessors at the candidate agency's rate. If assessors use their personal vehicles, the candidate agency is responsible for reimbursement of travel mileage. Reimbursement to the assessors will be provided in accordance with the candidate agency's policies. The candidate agency will reserve single occupancy rooms for each assessor and pay lodging costs directly, when possible. The candidate agency must be prepared to provide computers for the assessors' use during the assessment. The accreditation manager will notify the assessors of all travel arrangements prior to the assessment.

### **Activities**

The sequence of activities occurring during an assessment should be well planned and anticipated by all participants. Major emphasis is given to the review of written documentation, personnel interviews, facility observations, and completion of paperwork.

Assessments will follow this general format:

- an initial interview with the CEO;
- an agency tour;
- review of all standards;
- personnel interviews;
- attendance at First Appearance hearings;
- public information; and
- exit interview.

### **Entrance Interview**

Entrance interviews will serve as an introduction between the assessors, CEO and agency staff. During this interview the team leader will explain the Commission's philosophy, describe assessors' backgrounds, and define procedures for conducting the assessment.

### **Agency Orientation**

A tour is conducted to familiarize the team with the agency's facilities and personnel. The tour may include administrative spaces and other areas the assessors deem necessary. Assessors will meet key people at the agency and return during the assessment for interviews.

### **Standards Review**

Assessors will review every standard to establish conclusively the agency's compliance level. Agencies are urged to focus on documenting compliance by supplying written directives and other documents. Because proving compliance is the agency's responsibility, an agency should compile as many proofs as it believes are necessary for assessors to verify compliance. The Commission will be the final authority on standards applicability.

The Commission presumes agencies operate in accordance with their written directives, assessors will verify this is the case. Assessors will interview agency personnel to ensure they are informed about the mandates of written directives. They will also observe the operations of the agency to verify compliance and will examine other provided materials that demonstrate conformity with written directives.

Where confidential or highly sensitive information such as records dealing with medical information may be involved, the Commission may accept censored (redacted) material as sufficient proof of compliance.

Remember, an agency's written directive proof of compliance is strengthened measurably when other supporting documentation is also provided.

Assessors will conduct numerous interviews to confirm compliance with applicable standards. Assessors will use their discretion to formulate questions or identify topics of discussion to help determine compliance.

If practical and time permits, the agency will be provided an opportunity to resolve problems discovered during the assessment. Additional paperwork may need to be submitted to the satisfaction of the team during the assessment or even after, but prior to Commission review. In extreme cases, a second assessment may be authorized, if needed. The Commission will make any decisions regarding follow-up visits.

### **Exit Interview**

At the conclusion of the assessment, the assessment team will conduct an exit interview with the CEO and any agency staff the CEO wishes to include. The team will relay their observations resulting from the assessment and notify the CEO of their intent to recommend or not recommend the candidate agency for accreditation or reaccreditation at the next general meeting.

### **Final Report**

The Team Leader writes a report of their findings and submits it to Commission staff for processing. The report contains an overview of the agency, a synopsis of the team's activities, a discussion of the agency's compliance level with standards, a summary of corrective action, any work remaining to achieve full compliance, public information activities, and a recommendation to the Commission.

## **COMMISSION REVIEW**

The Commission schedules three general meetings annually to conduct business and review agencies for accreditation and reaccreditation. Commission staff will process the assessors' findings report and forward a summary to the Commission for review. Agencies are reviewed in a panel committee format. One commissioner is assigned the responsibility to thoroughly review the report, and lead the review of that agency. During the committee review, any commissioner may ask questions or solicit comments from the CEO, team leader, or accreditation manager regarding the findings or agency operations. At the full Commission meeting, the Chair of the panel review committee will present the results to the Commission, and make a motion to the Commission regarding the agency's accredited status. Seven affirmative votes are required to grant the agency accredited status. If the agency is granted accredited status, the Commission will present a certificate to the CEO.

## **REACCREDITATION**

Initial accreditation is valid for three years and annual reports are due each accreditation anniversary date. 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. The original accreditation file in the software should be maintained for historical purposes for three years and a new file will be created for the agency's reaccreditation assessment. The accreditation manager must maintain current additional proofs and required reports in the new accreditation file.

Proofs for standards must show compliance from assessment to assessment.

Once the agency decides to commit to reaccreditation, the steps outlined in this process should be repeated. The assessment date for reaccreditation is governed by the date of the agency's initial accreditation. The reaccreditation assessment must be scheduled during the final year of the agency's current accreditation term. This will cause the Commission review to 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 standard is composed of the standard statement and at least one compliance key. The standard statement is a declarative sentence that places a clear-cut requirement, or multiple requirements on the agency. Many statements require the development and implementation of written directives that articulate the agency's policies, procedures, rules, and regulations. Other standards require an activity, a report, an inspection, equipment, or other action. The standard statement is binding on the agency.

Compliance keys are recommended means for the agency to demonstrate compliance with standards. The keys are not binding, but 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 agency's statutory role, mission, or the functions performed by the agency. Applicant agencies must review all standards to identify those not applicable by function. For example, if an agency does not use electronic monitoring, then the standard dealing with that becomes not applicable (N/A). However, simply because an agency may not perform the function, a standard may still apply. Standards are considered applicable if the function is an integral element for improving the delivery of services or professional management of an agency. A number of standards begin with a statement beginning with the word if, that indicates a conditional requirement. If the condition pertains to a function that does not apply 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.

Mandatory standards address life, health, safety issues, legal matters, essential practices, or conditions that reduce high liability exposure. These standards are denoted by the letter M placed immediately following the standard number. Every

agency is required to meet all of these standards except those not applicable to the agency's responsibilities.

All remaining standards are optional and deal with important or desirable practices. The agency may choose to address any of these standards to satisfy accreditation requirements but may choose to opt out.

Phrases and terms that appear in italics denote glossary terms.

### **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.

The standards and the accreditation process are constantly under review and evaluation. Each agency self-assessment and formal assessment by Commission assessors brings the potential for change. This in no way suggests changes occur frivolously. Instead, healthy growth and adjustment to new and innovative improvements in law enforcement are welcomed and provisions for their inclusion in the state accreditation program are available.

Issues concerning the standards or process may surface from several sources, e.g., agency personnel, assessors, staff, Commissioners, or the general public. The Standards Revision Form, which is used to raise standard related issues, is sent to staff with a description of the problem and the suggestion for revision. If feasible, staff will resolve the issue or schedule the matter for action at the next Commission meeting. Copies are also available from FCAC staff. The Standards Revision Form is only one means of addressing issues and does not preclude an individual from raising pertinent issues directly with the Commission at any of its meetings.

For Standards requiring an interview, assessors should go straight to the source for verification, and interview appropriate personnel in their assigned work area. Interviews are meant to enhance file review and should be accomplished after reviewing the file.

If a written directive pertaining to a certain event or activity requires documentation, the documentation should be included in the file.

For standards requiring a written directive, documents required by agency policy will be included in the file.

**Definitions:**

3YD – refers to one example for each year, unless otherwise specified

Sampling – three examples (If used for reaccreditation, it means three from the current year)

Sampling 3YD – three examples for each year

Periodic – conducted or occurring at least every three years

For written reports required by standard or agency policy, use the following guidelines:

<b>Standard requirement</b>	<b>What should be in the file</b>
Annual	one per year
Semiannual	one per year
Quarterly	two per year, consecutive, different quarters each year
Monthly	two per year, consecutive, different months each year
Weekly	two per year, consecutive, different weeks each year

For initial accreditation, proofs for existing policies should demonstrate compliance for the twelve month period prior to the assessment. Proofs for policies issued during the self-assessment phase should demonstrate compliance from the date of the policy.

For reaccreditation, proofs should reflect 3 years of compliance, from assessment to assessment.

Sampling refers to what the accreditation manager puts in the file, random sampling refers to the assessor going to look for samples in addition to those in the files.

## **CHAPTER TITLES**

**CHAPTER 1. Personnel Practices**

**CHAPTER 2. Organization and Management**

**CHAPTER 3. General Principles Governing the Pretrial Process**

**CHAPTER 4. First Appearance**

**CHAPTER 5. Release Conditions**

**CHAPTER 6. Electronic Monitoring**

## CHAPTER 1

### Personnel Practices

Standard			Assessor Guidelines
<b>1.01 M</b> 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;			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Personnel records	Obs.	Obs.	
			Change Notice 1.0.10 (06/25/13)

Standard			Assessor Guidelines
<b>1.02 M</b> 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
<p><b>1.03 M</b> Personnel/human resource policies are available to all applicants and current employees. The policies address, at a minimum:</p> <p>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.</p>			
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
<p><b>1.04 M</b> 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.</p>			
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><b>1.05 M</b> 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><b>1.06 M</b> A written directive requires all new employees with <i>pretrial responsibilities</i> 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)
			Change Notice 1.0.10 (06/25/13)

Standard			Assessor Guidelines
<p><b>1.07 M</b> 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"> <li>A. An orientation to the agency's role, purpose, goals, policies, and procedures;</li> <li>B. Working conditions and regulations;</li> <li>C. Rights and responsibilities of the member;</li> <li>D. Applicable statutes, rules, case law, and administrative orders; and</li> <li>E. Accreditation process.</li> </ul>			
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	Lesson Plan should include Florida Constitution Article 1, Section 14, Applicable state statutes; Florida Rule of Criminal Procedures 3.131; and Administrative orders.
Training class schedule.	1	3 YD	
Interviews of staff members	Sampling	Sampling	
			Change Notice 1.0.01 (06/05/07)
			Change Notice 10.010 (06/25/13)

Standard			Assessor Guidelines
<p><b>1.08 M</b> 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.	Training may be provided in-house or external. This training may include administrative orders, applicable Florida Statutes, case law, cultural diversity, etc.
			Change Notice 1.0.01 (06/05/07)

Standard			Assessor Guidelines
<p><b>1.09</b> 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"> <li>A. A requirement that performance evaluations are based only on performance during the rating period;</li> <li>B. Criteria used for the performance evaluations are based on a job description for the position occupied by the employee;</li> <li>C. Employees are rated by their immediate supervisor;</li> <li>D. A requirement that the employee being evaluated is provided a copy of the completed evaluation report; and</li> <li>E. Evaluations are signed by the supervisor completing the evaluation and reviewed/signed by a defined level of authority as determined by the agency.</li> </ul>			<p>Assessor should confirm compliance by viewing a random sampling of performance evaluations 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 (09/27/11)
			Change Notice 10.010 (06/25/13)

Standard		Assessor Guidelines	
<p><b>1.10 M</b> If the agency has a performance evaluation system, a written directive describes procedures for employee reviews of the completed performance evaluation and includes, at a minimum:</p> <ul style="list-style-type: none"> <li>A. An interview between the rater and the employee;</li> <li>B. Provisions for written comments by the employee;</li> <li>C. The employee is given an opportunity to acknowledge the completed evaluation, either in writing or electronically, to indicate the employee has read it; and</li> <li>D. A process for contesting evaluation results.</li> </ul>			
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 1.0.10 (06/25/13)

Standard			Assessor Guidelines
<p><b>1.11 M</b> A written directive outlines safety/security procedures for the following, at a minimum:</p> <ul style="list-style-type: none"> <li>A. In-office arrests;</li> <li>B. Office safety/security practices; and</li> <li>C. Field safety/security practices</li> </ul>			
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
<p><b>1.12 M</b> 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:</p> <ul style="list-style-type: none"> <li>A. Location of complete floor plans;</li> <li>B. Requirement for the posting of signs in public areas; and</li> <li>C. Provisions for annual review and revision with copies provided to key staff and the local fire jurisdiction.</li> </ul>			
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	3YD	

## CHAPTER 2

### Organization and Management

Standard			Assessor Guidelines
<b>2.01</b> 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
<b>2.02 M</b> The agency has a written directive system which includes, at a minimum: <ul style="list-style-type: none"> <li>A. A description of the format for each type of directive;</li> <li>B. Procedures for indexing, updating, revising, and/or purging each type of directive; and</li> <li>C. Identification of individuals or positions within the agency having authority to issue written directives.</li> </ul>			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

Standard		Assessor Guidelines	
<p><b>2.03 M</b> 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"> <li>A. Dissemination of new or revised directives, prior to implementation, to all affected employees;</li> <li>B. For computerized systems, sufficient electronic and hard copy back-up of the directives in case of data loss;</li> <li>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;</li> <li>D. Storage of written directives, whether by their incorporation into manuals or by their storage in a computerized documentation system; and</li> <li>E. Acknowledgment indicating receipt and review of directives by affected employees, whether in written or electronic form.</li> </ul>			
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	
<b>2.04 M</b> A written directive requires that each member be accountable to only one supervisor at a given time.			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

Standard			Assessor Guidelines
<b>2.05 M</b> 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
<b>2.06</b> 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><b>2.07 M</b> The agency has, or has access to, an information system that provides the following, at a minimum:</p> <ul style="list-style-type: none"> <li>A. Demographic information;</li> <li>B. Criminal history;</li> <li>C. Release conditions;</li> <li>D. Verification of compliance;</li> <li>E. Release recommendation status;</li> <li>F. Case assignment information;</li> <li>G. Court date information;</li> <li>H. Court notice verification;</li> <li>I. Termination status;</li> <li>J. Court appearance status;</li> <li>K. Date, time, and identifying information of the person entering case notes;</li> <li>L. Current charges and case number;</li> <li>M. Alias information; and</li> <li>N. References (i.e., contact information, employment verification, school verification, etc.)</li> </ul>			
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><b>2.08 M</b> 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"> <li>A. Signed court order or release order</li> <li>B. Supervision Agreement</li> <li>C. Photograph</li> <li>D. Grievance procedure</li> </ul>		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><b>2.09 M</b> 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> <p>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</p>			
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><b>2.10 M</b> A directive describes the agency's defendant grievance process, which includes provisions for the following:</p> <p>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.</p>			
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
<b>2.11</b> 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
<b>2.12</b> 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><b>2.13 M</b> If the agency conducts defendant substance abuse testing, a written directive outlines procedures which include the following:</p> <ul style="list-style-type: none"> <li>A. Supervised sample collection;</li> <li>B. Chain of custody protocols;</li> <li>C. Scientific confirmation of positive results, when required by the agency or judiciary;</li> <li>D. Court notification of positive results; and</li> <li>E. Case file documentation requirements.</li> </ul>			
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)

<b>Standard</b>		<b>Assessor Guidelines</b>	
<p><b>2.14 M</b> 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"> <li>A. Number of defendants interviewed prior to magistrate or first appearance court;</li> <li>B. Number of defendants who appear before a first appearance judge;</li> <li>C. Number of defendants ineligible for release consideration based upon agency criteria;</li> <li>D. Number of defendants released to agency supervision prior to first appearance court;</li> <li>E. Number of defendants released to agency supervision at first appearance court;</li> <li>F. Number of defendants released to agency supervision post-first appearance court;</li> <li>G. Total number of defendants released to agency supervision;</li> <li>H. Percentage of defendants released on pretrial supervision with simultaneous monetary bond;</li> <li>I. Court appearance rate for defendants under supervision;</li> <li>J. Number of defendants tested for substance abuse;</li> <li>K. Number of substance abuse tests administered;</li> <li>L. Percentage of pretrial supervised defendants charged with "Dangerous Crimes" per Florida Statute 907.041;</li> <li>M. Percentage of pretrial supervised defendants who successfully complete supervision; and</li> <li>N. Number of defendants arrested for law violations committed while under supervision.</li> </ul>			
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
<b>2.15 M</b> 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
<b>2.16 M</b> 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
<b>2.17 M</b> 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
<b>2.18M</b> 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><b>2.19 M</b> 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 of the standard	1	1	
Florida Statute	1	1	FS 907.043
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 <sup>st</sup> of every year.
Staff interviews			

New Standard

Change Notice 1.0.08 (10/12/2010)  
Change Notice 1.0.10 (06/25/13)

## CHAPTER 3

### Principles Governing the Pretrial Process

Standard			Assessor Guidelines
<p><b>3.01 M</b> 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>			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Documentation demonstrating levels of supervision	Sampling	Sampling	
Staff member interviews	Sampling	Sampling	
			Change Notice 1.0.10 (06/25/13)

Standard			Assessor Guidelines
<p><b>3.02 M</b> 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"> <li>A. Ties to the community;</li> <li>B. Residential history;</li> <li>C. Financial status;</li> <li>D. Employment history;</li> <li>E. Mental health history;</li> <li>F. Substance abuse history;</li> <li>G. Criminal record;</li> <li>H. Failures to appear;</li> <li>I. Prior community supervision;</li> <li>J. Fingerprint clearance;</li> <li>K. Probation/parole/conditional release status; and</li> <li>L. Pending charges.</li> </ul>			
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
<b>3.03 M</b> 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
<b>3.04 M</b> 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
<b>3.05 M</b> 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
<b>3.06 M</b> 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
<b>3.07 M</b> 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
<b>3.08</b> 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
<b>3.09</b> 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
<b>3.10</b> 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
<b>3.11</b> 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><b>4.01 M</b> 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"> <li>A. Purpose of the interview;</li> <li>B. Information provided will be verified;</li> <li>C. False or misleading information may hinder the release process.</li> </ul>			
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><b>4.02 M</b> 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"> <li>A. Circumstances of the accused's family;</li> <li>B. Employment;</li> <li>C. Financial resources;</li> <li>D. Character;</li> <li>E. Mental condition;</li> <li>F. Length of residence in the community;</li> <li>G. Criminal history;</li> <li>H. History of failure to appear at court;</li> <li>I. Flight to avoid prosecution; and</li> <li>J. Other facts necessary to assist the court in its determination of eligibility.</li> </ul>			
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
<b>4.03 M</b> 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><b>5.01 M</b> The agency has supervision agreements for each supervision program. The agreements include the following, at a minimum:</p> <ul style="list-style-type: none"> <li>A. Defendant's name;</li> <li>B. Supervision type;</li> <li>C. Operating agency;</li> <li>D. Case number or identifying number;</li> <li>E. Release conditions;</li> <li>F. Current charges;</li> <li>G. Supervising official;</li> <li>H. Special conditions of release; and</li> <li>I. Consequences for failing to abide by conditions.</li> </ul>			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Completed supervision agreements	1 each type	1 each type	

Standard			Assessor Guidelines
<p><b>5.02 M</b> 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><b>5.03 M</b> 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
<b>5.04 M</b> 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
<b>5.05</b> 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
<b>5.06 M</b> Supervision agreements require the defendant, at a minimum, to: <ul style="list-style-type: none"> <li>A. Refrain from violating any city or county ordinances, state or federal laws;</li> <li>B. Appear for all court appearances unless excused by the court.</li> <li>C. Advise the agency of any change of address or phone number.</li> <li>D. Abide by any special conditions required by the court and the agency.</li> </ul>			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Supervision agreements	1 each type	1 each type	

Standard			Assessor Guidelines
<b>5.07 M</b> The agency has written guidelines for conducting case status reviews at a frequency determined by the agency, which include the following, at a minimum: <ul style="list-style-type: none"> <li>A. Any new law violations</li> <li>B. Updates and changes to current case information</li> <li>C. Court appearance schedules</li> <li>D. Special condition compliance</li> </ul>			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Written guidelines	1	1	
Staff member interviews	Sampling	Sampling	
			Change Notice 1.0.10 (06/25/13)

Standard			Assessor Guidelines
<b>5.08 M</b> 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
<b>5.09 M</b> 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
<b>5.10</b> 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
<b>5.11 M</b> 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
<b>5.12 M</b> 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><b>6.01 M</b> 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"> <li>A. Release coordination from the jail facility;</li> <li>B. Installation and fitting of equipment;</li> <li>C. Staff training;</li> <li>D. Approved activity verification;</li> <li>E. Curfew parameter review; and</li> <li>F. Procedures for addressing unusual occurrences, e.g., hurricanes, fires, etc.</li> </ul>			
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	

## 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 program, and for formulating and implementing policy.

**Certified Member:** An agency member, employed or appointed as a full-time or part-time correctional 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.

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

**Community Supervision:** Comprises a multitude of human resources, 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 pretrial supervision.

**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, whose primary responsibility is the supervision, protection, care, custody, provision of support and/or control of inmates.

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

**Field Supervision:** Refers to that professional activity performed by pretrial members, supervisors and administrators which involves a personal presence in the community during which personal contact is made or is attempted with offenders and citizens regarding an offender under pretrial supervision.

**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.

**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 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.

**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 functions, and supervising staff responsible for any of these functions.

**Probationary Period:** A specific period of time, not less than 6 months, of continuous, active employment, the successful completion of which can lead to permanent employment status. Probationary periods may also include a set period of time subsequent to promotion to determine the suitability of the member to continue at the new rank, and includes disciplinary probation periods imposed to determine suitability for continued employment or achievement of specific objectives related to a continuation of employment in a current position, grade or rank.

**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.

**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 or 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.