



# FCAC SRIC

June 24, 2019  
1:30 PM  
Championsgate Omni  
Orlando, FL

## Agenda

9.12M	West
11.02M	Barrett
14.17	Staff
24.14	Staff
1.09M FPAP	Brittain
2.01M FPAP	Brittain
3.03M FPAP	Kilpatrick
New Standard	Barrett



# Florida Corrections Accreditation Commission, Inc.

## STANDARDS REVISION FORM

Please provide standard number, and place an X in the appropriate box.

Standard Number 9.12M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

**9.12M**  
 Agency instructors teaching CJSTC *high liability topics* will meet CJSTC requirements for high liability instructors, except for completing the internship requirement and being affiliated with a *training school*.

**I. Bullets**

**II. Proofs of Compliance**

- Observe high liability instructors' ATMS records~~current certifications~~.

**III. Required References**

CJSTC Guidelines Rule 11B-20

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

Active certifications are not required for instructors teaching in-service courses.

Rationale for revision.

For consistency with CFA 10.09M or add to FCAC Cross Reference Guide

Proposed by:  
 Name Jeannine West Date 5/15/19  
 Agency Highlands County Sheriff's Office

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Approved with changes \_\_\_\_\_



# Florida Corrections Accreditation Commission, Inc.

## STANDARDS REVISION FORM

Please provide standard number, and place an X in the appropriate box.

Standard Number 11.02M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual). A <u>written directive</u> specifies acceptable items allowed within the facility, with all other items considered as <u>contraband</u> . This list is made available to inmates.	
<b>I.</b>	<b>Bullets</b>
<b>II.</b>	<b>Proofs of Compliance</b>
	<ul style="list-style-type: none"> <li>• <i>Written directive</i> addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)</li> <li>• Observation of availability of approved list (Qty Initial: Obs) (Qty Reaccred: 1)</li> <li>• Inmate interviews.</li> </ul>
<b>III.</b>	<b>Required References</b>
<b>IV.</b>	<b>Assessor Guidelines</b>
<b>V.</b>	<b>Accreditation Manager Notes</b>

Rationale for revision.  File Clean Up – Remove Quantity from Observation (no other standard has a quantity listed for Observation)
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Proposed by:  
 Name Jody Barrett Date 4/29/2019  
 Agency St. Johns County Sheriff's  
 Office \_\_\_\_\_

Approved _____	Disapproved _____	Approved with changes _____
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# Florida Corrections Accreditation Commission, Inc.

## STANDARDS REVISION FORM

Please provide standard number, and place an X in the appropriate box.

Standard Number 24.14

New Standard		Revision	X	Deletion	
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<p>Proposal (State the standard exactly as you believe it should appear in the manual).</p> <p><b>24.14M</b>          A written directive requires inmates admitted under the influence of alcohol or drugs are separated from the general population and kept under close supervision for a reasonable amount of time.</p> <p><b>I. Bullets</b></p> <p><b>II. Proofs of Compliance</b></p> <ul style="list-style-type: none"> <li>• Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)</li> <li>• Documentation used to keep inmates under close supervision (Qty Initial: 3) (Qty ___ Reaccred: 1 each year)</li> <li>• Observation of holding areas</li> </ul> <p><b>III. Required References</b></p> <p><b>IV. Assessor Guidelines</b></p> <p><b>V. Accreditation Manager Notes</b></p>
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Rationale for revision. Florida Model Jail Standards 7.14 already requires.
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Proposed by:  
 Name \_\_\_\_\_ Staff \_\_\_\_\_ Date \_\_\_\_\_

Approved _____	Disapproved _____	Approved with changes _____
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# Florida Corrections Accreditation Commission, Inc.

## STANDARDS REVISION FORM

Please provide standard number, and place an X in the appropriate box.

Standard Number \_\_\_\_\_ 1.09M\_\_ FPAP \_\_\_\_\_

New Standard		Revision	X	Deletion	
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<p>Proposal (State the standard exactly as you believe it should appear in the manual).</p> <p><b>1.09M</b></p> <p>A written directive describes the agency’s performance evaluation system and process for reviews and includes:</p> <p><b>I. Bullets</b></p> <ul style="list-style-type: none"> <li>A. Objectives of the performance evaluation system;</li> <li>B. Measurement definitions;</li> <li>C. When explanatory comments are required;</li> <li>D. A requirement for evaluations to be conducted at least annually;</li> <li>E. Criteria are based on the member’s job description during that evaluation period;</li> <li>F. Evaluator responsibility and training;</li> <li>G. The immediate supervisor evaluates the member;</li> <li>H. An interview between the evaluator and the employee;</li> <li>I. The employee is given an opportunity to acknowledge the completed evaluation to indicate the employee has read it, either in writing or electronically;</li> <li>J. Provisions for written comments by the employee;</li> <li>K. Procedures for contesting performance evaluations for permanent members.</li> </ul> <p><b>II. Proofs of Compliance</b></p> <ul style="list-style-type: none"> <li>• Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)</li> <li>• Completed performance evaluation or observation of electronic system (Qty Initial: 1 each type.) (Qty Reaccred: 3)</li> <li>• Documentation of a contested evaluation (Qty Initial: 1) (Qty Reaccred: 1)</li> <li>• Documentation of evaluator training (Qty Initial: 3) (Qty Reaccred: 3) <del>(Qty Initial: 1) (Qty Reaccred: 1)</del></li> <li>• Interviews</li> <li>• Observation of electronic system, if used</li> </ul> <p><b>III. Required References</b></p> <p><b>IV. Assessor Guidelines</b></p>
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**V. Accreditation Manager Notes**

Rationale for revision.

The rationale for this revision is that there is no need for supervisors to complete yearly review training. Periodic (1 per cycle) is more than sufficient. If the intent of the standard is to require three proofs from different supervisors (meaning 1 per cycle x 3), then a clarification should be provided.

Proposed by:

Name \_\_\_\_\_ Brian Brittain \_\_\_\_\_ Date \_\_April 15, 2019\_\_\_\_\_  
Agency \_\_\_\_\_ Volusia County Pretrial Services \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Approved with changes \_\_\_\_\_



# Florida Corrections Accreditation Commission, Inc.

## STANDARDS REVISION FORM

Please provide standard number, and place an X in the appropriate box.

Standard Number 2.01 M FPAP

New Standard		Revision	X	Deletion	
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<p>Proposal (State the standard exactly as you believe it should appear in the manual).</p> <p><b>2.01M</b></p> <p>The agency maintains an organizational chart, which is distributed or readily available to all personnel and updated as organizational changes occur.</p> <p><b>I. Bullets</b></p> <p><b>II. Proofs of Compliance</b></p> <ul style="list-style-type: none"> <li>• Organizational charts showing components/functions (Qty Initial: 1) (Qty Reaccred: 1)</li> <li>• Proof of distribution (Qty Initial: 1) (Qty Reaccred: 1)</li> <li>• Documentation of updating (Qty Initial: 1) (Qty Reaccred: 1 <del>each year</del>) (Qty Reaccred: 1)</li> </ul> <p><b>III. Required References</b></p> <p><b>IV. Assessor Guidelines</b></p> <p><b>V. Accreditation Manager Notes</b></p>
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<p>Rationale for revision.</p> <p>The rationale for this revision is that there may not be a need to update an organization chart if a change has not occurred. The standard states that an agency's organizational chart should be "updated as organizational changes occur." However, the proof as written calls for one proof each year. The above suggested revision clarifies the standard.</p>
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Proposed by:  
 Name Brian Brittain Date April 15, 2019  
 Agency Volusia County Pretrial Services

Approved	Disapproved	Approved with changes
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# Florida Corrections Accreditation Commission, Inc.

## STANDARDS REVISION FORM

Please provide standard number, and place an X in the appropriate box.

Standard Number 3.03M FPAP

New Standard		Revision	X	Deletion	
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<p>Proposal (State the standard exactly as you believe it should appear in the manual).</p> <p><b>3.03M</b></p> <p>A written directive describes office <u>and jail/detention</u> safety and security procedures, including addressing hazards in the workplace.</p> <p><b>I. Bullets</b></p> <p><u>A. For office arrests, if applicable</u></p> <p><u>B. For office and detention facility safety and security practices and procedures</u></p> <p><u>C. For field safety/security practices, if applicable.</u></p> <p><b>II. Proofs of Compliance</b></p> <ul style="list-style-type: none"> <li>• Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)</li> <li>• Employee interviews</li> </ul> <p><b>III. Required References</b></p> <p><b>IV. Assessor Guidelines</b></p> <p><b>V. Accreditation Manager Notes</b></p>
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<p>Rationale for revision.</p> <p>Staff assigned to both Pretrial and Probation Agencies frequently interact with defendants/probationers inside county jails/detention facilities. The current standard, as written, only requires the directive describe office safety.</p> <p>The National Association of Pretrial Services Agencies (NAPSA) is national accrediting body for pretrial entities. Their accreditation standard states:</p> <p><b>Written policies are in place which outline safety/security procedures,</b></p> <p><b>A. For office arrests, if applicable</b></p> <p><b>B. For office and detention facility safety and security practices and</b></p>
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**procedures**  
**C. For field safety/security practices, if applicable.**

Proposed by:

Name Jeff Kilpatrick Date February 26, 2019

Agency Alachua County Department of Court Services

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Approved with changes \_\_\_\_\_



# Florida Corrections Accreditation Commission, Inc.

## STANDARDS REVISION FORM

Please provide standard number, and place an X in the appropriate box.

Standard Number \_\_\_\_\_

New Standard	X	Revision		Deletion	
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<p>Proposal (State the standard exactly as you believe it should appear in the manual).</p> <p>Affected members receive training on the operation of the transportation holding area(s), prior to assignment/ transfer.</p> <p><b>I. Bullets</b></p> <p><b>II. Proofs of Compliance</b></p> <ul style="list-style-type: none"> <li>• Documentation of Training (Qty Initial:3) (Qty Reaccred: 1 each year)</li> </ul> <p><b>III. Required References</b></p> <p><b>IV. Assessor Guidelines</b></p> <p><b>V. Accreditation Manager Notes</b></p>
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<p>Rationale for revision.</p> <p>This standard (31.06M) was deleted in February Conference, however, prior to the re-assignment of members to Courthouse Holding areas the affected member should have specialized training for the area to include, movement within the area, separation of classifications of inmates and other trainings that are not required within the Detention Centers. (Should be Mandatory)</p>
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Proposed by:  
 Name Jody Barett Date 4/1/19  
 Agency St. John's County Sheriff's Office

Approved _____	Disapproved _____	Approved with changes _____
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