

Agenda

FCAC SRIC

October 1, 2018

1:30 PM

Sheraton Sand Key Resort

Clearwater Beach, FL

Agenda topics

1.05M	Harvey
3.02M	Staff
10.05M	Harvey
11.15M	Staff
12.01M	Harvey
13.08M	Harvey / Staff
15.03M	Harvey
21.01M	Harvey
21.15M – New Standard	Harvey
23.05M	Harvey
24.15M	Staff
25.03	Staff
25.04M	Harvey
26.01M	Staff
26.02M	Harvey
26.03	Harvey
Privileged Mail – Glossary Term	Staff



Florida Corrections Accreditation Commission, Inc.

STANDARDS REVISION FORM

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

Standard Number 1.05M

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>The facility maintains current FMJS inspection reports and related corrective action documentation.</p> <hr/> <p>I. Bullets</p> <p>II. Proofs of Compliance</p> <ul style="list-style-type: none"> • Inspection reports and related corrective action documentation upon receipt from the FMJS Lead Inspector (Qty Initial: 1) (Qty Reaccred: 1 each year) <hr/> <p>III. Required References</p> <ul style="list-style-type: none"> • Section 951.23, Florida Statutes <hr/> <p>IV. Assessor Guidelines</p> <p>V. Accreditation Manager Notes</p>
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<p>Rationale for revision.</p> <p>The agency has no control when the FSA certified FMJS inspectors will arrive at the facility to conduct the annual FMJS inspection. It depends on the inspectors schedule which might not be within the past 12 months as required by the standard.</p>

Proposed by: Name Sgt. David Harvey Date 8/17/2018

Agency Jacksonville Sheriff's Office
Address 501 East Bay Street
City, State, ZIP Jacksonville, Florida 32202
Phone (904) 630-2775

All proposed revisions will be submitted to the Standards Review and Interpretations Committee via FCAC for consideration.

Forward to: P.O. Box 1489 Tallahassee, FL 32302

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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 3.02M

New Standard		Revision		Deletion	
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<p>Proposal (State the standard exactly as you believe it should appear in the manual).</p> <p>3.02 M</p> <p>A written directive specifies the procedures used for collecting, safeguarding, and disbursing cash to include:</p> <p>I. Bullets</p> <p> A. Maintenance of an allotment system, if any, or records of appropriations among organizational components; <u>and</u></p> <p> B. An annual internal audit; and</p> <p> C. Persons or positions authorized to accept or disburse cash.</p> <p>II. Proofs of Compliance</p> <ul style="list-style-type: none"> • Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1) • Internal audit reports (Qty Initial: 1 each) (Qty Reaccred: 1 each year) <p>III. Required References</p> <p>IV. Assessor Guidelines</p> <p>V. Accreditation Manager Notes</p> <p>This standard covers all inmate and operational cash issues, i.e., commissary, bond money, cash handled during prisoner intake and release processing, employee dining, if applicable. This does not apply to check transactions.</p>

<p>Rationale for revision.</p> <p>Independent audit required by standard 3.03M would address the elements of the standard.</p>
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Proposed by:
 Name staff Date 9/10/18
 Agency _____
 Address _____
 City, State, ZIP _____
 Phone _____

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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 10.05M

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

A written directive requires a documented visual check of all inmates every hour **on an unpredictable schedule** between 11 p.m. and 6 a.m.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of visual checks (Qty Initial: 2 consecutive days) (Qty Reaccred: 2 each year, consecutive days)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.

Post logs used to document visual observations by correctional officers sometimes indicate the inmates are observed each hour and sometimes at the same time each hour. I believe the intent was to observe the inmates every hour and not to exceed the hourly requirement on a unpredictable schedule.

Proposed by:

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Agency Jacksonville Sheriff's Office
Address 501 East Bay Street
City, State, ZIP Jacksonville, Florida 32202
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STANDARDS REVISION FORM

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

Standard Number 11.15M

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

11.15M
 A written directive addresses procedures to make a good faith effort to ensure a qualified professional, upon request and as defined in Florida Statute, is present at all interviews of an autistic individual, and includes initial and periodic training of affected agency members.

I. Bullets

II. Proofs of Compliance

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

III. Required References

Florida Statute 943.0439
[Florida Statute 943.1727](#)

IV. Assessor Guidelines

V. Accreditation Manager Notes

Each agency must ensure that appropriate policies are developed and that training is provided to affected members based on those policies.

Periodic training will include instruction on the recognition of the symptoms and characteristics of an individual on the autism disorder spectrum and appropriate responses to an individual exhibiting such symptoms and characteristics.

Rationale for revision.
Clarification on statutory requirements.

Proposed by:
 Name _____ Staff _____ Date 9/10/2018

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 12.01M

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>A written directive specifies inmates are not held longer than eight hours in admission or booking holding cells, except when an inmate's behavior or intoxication prevents him/her from placement into general population. Exceptions require documentation and close supervision.</p> <hr/> <p>I. Bullets</p> <p>II. Proofs of Compliance</p> <ul style="list-style-type: none"> • <u>Written directive</u> addressing elements of the <u>standard</u> (Qty Initial: 1) (Qty Reaccred: 1) • Documentation proving inmates are processed within eight hours of being placed in admission or booking holding cells (Qty Initial: 3) (Qty Reaccred: 1 each year) • Documentation of exceptions (Qty Initial: 3) (Qty Reaccred: 1 each year) • Documentation of 15 minute observations (Qty Initial: 3) (Qty Reaccred: 1 each year)

<p>Rationale for revision.</p> <p>Past practice is when an inmate's behavior is uncontrollable during the admission or booking process because of there behavior or intoxication they are placed in a holding cell in admission or booking. This allows the inmate time to become amenable to continue the booking process. The goal is for the inmate to complete the booking process so they can be moved to general population without remaining in the holding cell for 8 hours. These holding cells are not the same as confinement cells such as self harm, disciplinary, administrative, or protective custody.</p>

Proposed by:

Name Sgt. David Harvey Date 8/27/2018
Agency Jacksonville Sheriff's Office
Address 501 East Bay Street
City, State, ZIP Jacksonville, Florida 32202
Phone (904) 630-2775

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STANDARDS REVISION FORM

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

Standard Number 13.08M

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>The facility has a written evacuation <i>plan</i> in the event of fire or other <i>emergency</i>, approved by a state certified fire inspector. The <i>plan</i> includes the following:</p> <p>I. Bullets</p> <p>A. Documented quarterly fire and evacuation drills for all shifts; B. Location of complete floor plans; C. Requirement for the posting of signs in public areas, with a primary and secondary route identified; and D. Annual review with revised copies provided to key <i>members</i> and the fire department.</p> <p>II. Proofs of Compliance</p> <p>Evacuation <i>plan</i> addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)</p> <p>Documentation of quarterly fire and evacuation drills (Qty Initial: 2) (Qty Reaccred 2 per year for each year)</p> <p>Observation of floor plans</p> <p>Observation of posted signs</p> <p>Annual review/revision documentation upon receipt from the state certified fire inspector (Qty Initial: 1) (Qty Reaccred: 1 each year)</p> <p>Documented distribution to personnel/agencies, when applicable (Qty Initial: 1) (Qty Reaccred: 1)</p> <p>III. Required References</p> <p>IV. Assessor Guidelines</p> <p>The actual movement of inmates to holding areas outside the facility is not required.</p> <p>V. Accreditation Manager Notes</p> <p>Proofs should be consecutive to demonstrate compliance</p>
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Rationale for revision.

The practice in the past is the state certified fire inspector arrives at the facility to conduct the annual fire inspection and request to review the evacuation plan. When this review is completed and everything is satisfactory they will sign the plan as being reviewed which is an annual review. The agency has no control when the state certified fire inspector will arrive at the facility to conduct the annual fire inspection. It depends on their schedule which might not be within the past 12 months or the annual review as required by the standard.

Proposed by:

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Agency Jacksonville Sheriff's Office
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Phone (904) 630-2775

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STANDARDS REVISION FORM

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

Standard Number 13.08M

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>13.08M The facility has a written evacuation <i>plan</i> in the event of fire or other <i>emergency</i>, approved by a state certified fire inspector <u>developed in consultation with fire departments, emergency medical personnel, and law enforcement agencies</u>. The plan includes the following:</p> <p>I. Bullets</p> <p>A. Documented quarterly fire and evacuation drills for all shifts; B. Location of complete floor plans; C. Requirement for the posting of signs in public areas, with a primary and secondary route identified; and D. Annual review with revised copies provided to key members and the fire department <u>affected agencies</u>.</p> <p>II. Proofs of Compliance</p> <ul style="list-style-type: none"> • Evacuation plan addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1) • Documentation of quarterly fire and evacuation drills (Qty Initial: 2) (Qty Reaccred 2 per year for each year) • Observation of floor plans • Observation of posted signs • Annual review/revision documentation (Qty Initial: 1) (Qty Reaccred: 1 each year) • Documented distribution to personnel/agencies, when applicable (Qty Initial: 1) (Qty Reaccred: 1) <p>III. Required References</p> <p>IV. Assessor Guidelines</p> <p>The actual movement of inmates to holding areas outside the facility is not required.</p> <p>V. Accreditation Manager Notes</p> <p>Proofs should be consecutive to demonstrate compliance.</p>

<p>Rationale for revision.</p>
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Proposed by:

Name _____ Date _____

Agency _____

Address _____

City, State, ZIP _____

Phone _____

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 15.03M

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>A written directive requires correctional officers conduct documented observations, on an unpredictable schedule at intervals not to exceed 30 minutes, of inmates whose behavior presents a serious threat to the safety and security of the facility or staff.</p> <hr/> <p>I. Bullets</p> <p>II. Proofs of Compliance</p> <ul style="list-style-type: none"> • Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1) • Documentation of 30 minute observations (Qty Initial: 1) (Qty Reaccred: 1) • Observation of housing areas • Interviews <hr/> <p>III. Required References</p> <p>IV. Assessor Guidelines</p> <p>V. Accreditation Manager Notes</p>
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<p>Rationale for revision.</p> <p>Post logs used for documentation for 30 minute observations should never be exactly 30 minutes apart. You never want inmates whose behavior presents a serious threat to the safety and security of the facility or staff to know what your schedule is going to be at any given time. Officers should be aware the inmates are watching them to see if they have a certain pattern or making a security round at the same time each and every time.</p>

Proposed by:

Name Sgt. David Harvey Date 8/13/2018
Agency Jacksonville Sheriff's Office
Address 501 East Bay Street
City, State, ZIP Jacksonville, Florida 32202
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STANDARDS REVISION FORM

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

Standard Number 21.01M

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

Food service operations meet applicable requirements of Florida Administrative Code 64E-11. Corrective action is taken on deficiencies, if any.

I. Bullets

II. Proofs of Compliance

Recent health department food service inspection reports **upon receipt from the state certified health department food service inspector** (Qty Initial: 1) (Qty Reaccred: 1 each year)

Corrective actions, if any (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

Rule 64E-11.012, Florida Administrative Code

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.

The practice in the past is the state certified health department food service inspector may not arrive at the facility at the same time each year. If the facility had no violations on their last report and there are no complaints filed the next inspection might not be within the required year. The agency has no control over the state certified health department food service inspector and when they arrive to conduct the food service inspection.

Proposed by:

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Agency Jacksonville Sheriff's Office
Address 501 East Bay Street
City, State, ZIP Jacksonville, Florida 32202
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STANDARDS REVISION FORM

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

Standard Number 21.15M

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>A written directive requires religious diets are reviewed by the health authority to ensure there are no conflicts with the inmates current medical condition prior to the clergy approval.</p> <p>I. Bullets</p> <p>II. Proofs of Compliance</p> <p>Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)</p> <p>Documentation of review for the religious diet by the health authority (Qty Initial: 1) (Qty Reaccred: 1 each year)</p> <p>III. Required References</p> <p>IV. Assessor Guidelines</p> <p>V. Accreditation Manager Notes</p>

<p>Rationale for revision.</p> <p>In FCAC 21.06M requires modified diets are served when ordered by the health authority or clergy. Most health authority will never approve or order a religious diet but should be reviewing the diet and making a recommendation. Some inmates religious beliefs require the adherence to religious dietary laws, however if their current medical condition prohibits them from being placed on a religious diet the facility chaplain needs to counsel the inmate concerning the risk of being on the requested diet.</p>

Proposed by:

Name Sgt. David Harvey Date 8/16/2018

Agency Jacksonville Sheriff's Office

Address 501 East Bay Street

City, State, ZIP Jacksonville, Florida 32202

Phone (904) 630-2775

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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 23.05M

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>There is sufficient staffing to monitor and supervise juveniles at all times. Supervision and monitoring of juveniles shall include documented physical observations by correctional officers on an unpredictable schedule at intervals not to exceed 10 minutes.</p> <hr/> <p>I. Bullets</p> <p>II. Proofs of Compliance</p> <ul style="list-style-type: none"> • Employee duty rosters (Qty Initial: 3) (Qty Reaccred: 1 each year) • Observation of juvenile housing areas • Documentation demonstrating 10-minute checks (Qty Initial: 3) (Qty Reaccred: 1 each year) <hr/> <p>III. Required References</p> <ul style="list-style-type: none"> • Florida Statute 985.265 <hr/> <p>IV. Assessor Guidelines</p> <p>V. Accreditation Manager Notes</p>

<p>Rationale for revision.</p> <p>Post logs used to document physical observations by correctional officers indicate they observed the juvenile exactly every 10 minutes. I believe the intent was to observe the juveniles not to exceed 10 minutes not exactly every 10 minutes.</p>

Proposed by:

Name Sgt. David Harvey Date 8/13/2018
Agency Jacksonville Sheriff's Office
Address 501 East Bay Street
City, State, ZIP Jacksonville, Florida 32202
Phone (904) 630-2775

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Florida Corrections Accreditation Commission, Inc.

STANDARDS REVISION FORM

Standard Number 24.15M

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

24.15M

A *written directive* describes *procedures* for inmates to be tested for infectious diseases, and includes:

I. Bullets

- A. Review of test results by a physician, or advanced registered nurse practitioner;
- B. Test results are confidential and shared only with those who have a need to know;
- C. Test results are exempt from the Public Records law; and
- D. Test results become part of the inmates' permanent medical file.

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating test completion (Qty Initial: 3) (Qty Reaccred: 1 each year)

III. Required References

- ~~Rule 64B-9-4.010, Florida Administrative Code~~
- ~~Rule 64B-8-30.012, Florida Administrative Code~~
- [Section 464.012\(3\), Florida Statutes](#)

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.

The reference to 64B-9-4.010, F.A.C. was repealed 9/14/17, since the Legislature amended statutes to incorporating sufficient standards for protocols. The reference to 64B-8-30.012, F.A.C. is not necessary, since Physician Assistants cannot diagnose conditions based on review of test results (as per FMJS Medical Director)

Proposed by:

Name _____ Staff _____ Date July 16, 2018 _____

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 25.03

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><u>25.03M</u></p> <p>A written directive requires individual prescriptions are labeled with:</p> <p>I. Bullets</p> <p>A. Name and address of pharmacy;</p> <p>B. Date of dispensing;</p> <p>C. Name of prescribing practitioner;</p> <p>D. Name of patient;</p> <p>E. Directions for use;</p> <p>F. Warning statements, when applicable;</p> <p>G. Name and strength of medication;</p> <p>H. Dosage;</p> <p>I. Prescription number; and</p> <p>J. Expiration date.</p> <p>II. Proofs of Compliance</p> <ul style="list-style-type: none"> • Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1) • Individual prescriptions addressing elements of the standard (Qty Initial: 3) (Qty Reaccred: 1 each year) <p>III. Required References</p> <p>IV. Assessor Guidelines</p> <p>V. Accreditation Manager Notes</p>
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<p>Rationale for revision.</p> <p>This standard should be mandatory due to the liability associated with prescription medications.</p>
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Proposed by:
 Name Staff Date 9/10/2018

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 25.04M

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

A written directive describes procedures for the safe handling and storage of syringes, needles, and other sharps. These items are controlled through perpetual inventories.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Sharps inventory Log or forms (Qty Initial: 1) Qty Reaccred: 1 each year)**
- Observation of secure storage areas
- Observation of perpetual inventories

III. Required References

- Section 381.0098, Florida Statutes
- Florida Administrative Code 64E-16.004

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.

Assessors while on-site will conduct a tour and observe the secure storage areas and check the perpetual inventories of sharps. Adding the additional proof of compliance will ensure accountability throughout the accreditation cycle.

Proposed by:
 Name Sgt. David Harvey Date 8/21/2018
 Agency Jacksonville Sheriff's Office

Address 501 East Bay Street
City, State, ZIP Jacksonville, Florida 32202
Phone (904) 630-2775

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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 26.01M

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

26.01M
 The facility conforms to all applicable federal, state, and/or local fire safety codes, including:

A. A fire alarm, automatic detection system and lighted or reflective emergency exits; and
 B. A documented fire/safety inspection. ~~The fire authority having jurisdiction documents compliance.~~

I. Bullets

II. Proofs of Compliance

- Fire inspections or other documentation demonstrating compliance (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of fire alarm system, automatic detection system, and emergency exits.

III. Required References

[Florida Statute 951.23\(5\)](#)

IV. Assessor Guidelines

V. Accreditation Manager Notes

[The fire authority having jurisdiction documents compliance.](#)

Rationale for revision.

Proposed by:
 Name _____ Date _____
 Agency _____
 Address _____

City, State, ZIP _____
Phone _____

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 26.02M

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

The facility has portable operational fire suppression equipment available in all secure and custody areas.

I. Bullets

II. Proofs of Compliance

Repair or maintenance records **upon receipt from the portable operational fire suppression equipment vendor** (Qty Initial: 3) (Qty Reaccred: 1 each year)

Observation of equipment

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.

The practice in the past is the portable operational fire suppression equipment vendor arrives at the facility and performs the annual maintenance of the portable operational fire suppression equipment. The agency has no control when the portable operational fire suppression equipment vendor will arrive at the facility to conduct the annual maintenance. It depends on their schedule which might not be within the past 1 year as required by the standard.

Proposed by:

Name Sgt. David Harvey Date 8/13/2018
Agency Jacksonville Sheriff's Office
Address 501 East Bay Street
City, State, ZIP Jacksonville, Florida 32202
Phone (904) 630-2775

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STANDARDS REVISION FORM

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

Standard Number 26.03

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>Inmate living areas are inspected annually for adequate ventilation and illumination.</p> <p>I. Bullets</p> <p>II. Proofs of Compliance</p> <p>Documentation of inspection upon receipt from the FMJS Lead Inspector (Qty Initial: 1) (Qty Reaccred: 1 each year) Observation of living areas</p> <p>III. Required References</p> <p>Florida Model Jail Standards</p> <p>IV. Assessor Guidelines</p> <p>V. Accreditation Manager Notes</p>
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<p>Rationale for revision.</p> <p>The practice in the past is agencies use the FMJS Inspection Report provided by the FSA certified FMJS inspectors as proof of compliance for this standard. The agency has no control when the FSA certified FMJS inspectors will arrive at the facility to conduct the annual FMJS inspection. It depends on the inspectors schedule which might not be within the past 12 months as required by the standard.</p>

Proposed by:

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STANDARDS REVISION FORM

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

Standard Number _____ Privileged Mail – Glossary Term _____

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).
 Privileged Mail: Mail received, or sent to attorneys, courts, or public officials, ~~or the news media.~~
 (Refer to Florida Department of Corrections Definitions; Administrative Code 33-210-104, Institutional Mail; 33-210.102 Legal Documents and Legal Mail; 33-210.103, Privileged Mail; and 33-210.101, Routine Mail; for further details.)

Rationale for revision.

Proposed by:
 Name staff _____ Date 9/10/18 _____
 Agency _____
 Address _____
 City, State, ZIP _____
 Phone _____

Approved
 Disapproved
 Approved with changes