



**ACCREDITATION STANDARDS  
FOR  
PRETRIAL AGENCIES**

*October 6, 2015*

**STANDARDS MANUAL VERSION 2.0**

**STANDARDS AND RECOMMENDED PRACTICES  
DEVELOPED BY:**

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

## **CHAPTER 1**

### **Personnel Practices**

#### **1.01M**

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

#### **I. Bullets**

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

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

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

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

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

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

**1.02M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**1.03M**

Human resource directives are available to all applicants and current employees, and address:

**I. Bullets**

- 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.

**II. Proofs of Compliance**

- Human resource policies indicating each element of the standard (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Job descriptions (Qty Initial: 3) (Qty Reaccred: 3)

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**1.04M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

CJSTC "Background Investigations Guidelines" manual

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

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

**1.05M**

A written directive requires a background investigation is conducted on applicants selected for non-sworn positions. Employees who are selected shall not have been convicted of any disqualifying offense as defined by the agency. The investigation includes:

**I. Bullets**

- A. Warrants check;
- B. Fingerprint check;
- C. Local and national records check; and
- D. Prior employment check.

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

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

**1.06M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

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

**V. Accreditation Manager Notes**

**1.07M**

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

**I. Bullets**

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

**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)
- Lesson plan (Qty Initial: 1) (Qty Reaccred: 1)
- Training class schedule (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

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



**1.08M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

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

**1.09M**

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

**I. Bullets**

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

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**1.10M**

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

**I. Bullets**

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

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**1.11M**

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

**I. Bullets**

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

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**1.12M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

## **CHAPTER 2**

### **Organization and Management**

#### **2.01M**

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

#### **I. Bullets**

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

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

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

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

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

## **2.02M**

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

### **I. Bullets**

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

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

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

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

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

**2.03M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**



**2.04 M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**2.05 M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**2.06M**

A written directive requires the program administrator to hold documented monthly meetings with key staff.

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**2.07 M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**2.08 M**

The agency has an accounting system for all income and expenditures on an ongoing basis.

**I. Bullets**

**II. Proofs of Compliance**

- Observation of accounting system

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

## CHAPTER 3

### General Safety, Communication, and Conduct

#### 3.01 M

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

#### I. Bullets

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

#### II. Proofs of Compliance

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

#### III. Required References

Local fire code

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

**3.02 M**

A written directive outlines safety and security procedures for in-office arrests and use of force, including:

**I. Bullets**

- A. Procedures when active warrants are identified;
- B. Protocols for use of force.

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**3.03 M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**



### **3.04 M**

A written directive outlines procedures for field safety, to include

#### **I. Bullets**

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

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

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

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

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

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

**3.05 M**

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

**I. Bullets**

- A. A prohibition from using their official position to ensure privileges for themselves or others; and
- B. A prohibition from engaging in activities that constitute a conflict of interest.

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**3.06 M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**3.07 M**

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

**I. Bullets**

- A. Qualified interpreters for the hearing impaired; and
- B. Translation services for non-English speakers.

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**3.08M**

A written directive governs the use of text telephones (TTY) or Telecommunications Relay Services (TRS) and requires staff use whenever there is a need to communicate with a hearing impaired defendant or probationer.

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**3.09M**

The agency has a designated ADA coordinator in accordance with 28 C.F.R. 35.107. The coordinator receives annual training addressing accessibility requirements.

**I. Bullets**

**II. Proofs of Compliance**

- Documentation designating ADA Coordinator
- Documentation of training (Qty Initial: 1) (Qty Reaccred: 1 each year)

**III. Required References**

28 C.F.R. 35.107

**IV. Assessor Guidelines**

The ADA Coordinator is not required to be a member of the agency but may be within the jurisdiction of the agency.

**V. Accreditation Manager Notes**

### **3.10M**

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

#### **I. Bullets**

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

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

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

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

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

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

**3.11M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

Florida Statutes 104.31, 112.313

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**



## CHAPTER 4 - REPORTING

### 4.01 M

A written directive outlines procedures for collecting and analyzing the following pretrial data which is readily available to the agency CEO:

#### I. Bullets

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

#### II. Proofs of Compliance

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

#### III. Required References

Florida Statute 907.041

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

**4.02 M**

A written directive requires a comprehensive end of year report to the CEO that includes the following information:

**I. Bullets**

- A. Trend analysis of data collected;
- B. Major developments and achievements;
- C. Special projects; and
- D. Caseload/personnel ratios.

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**4.03 M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

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

**4.04 M**

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

**I. Bullets**

**II. Proofs of Compliance**

- Interview with agency designee
- Documentation of attendance

**III. Required References**

Florida Statutes 951.26, 948.51

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**4.05M**

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

**I. Bullets**

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

**II. Proofs of Compliance**

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

**III. Required References**

Florida Statute 907.043

**IV. Assessor Guidelines**

This standard applies only to the pretrial function.

**V. Accreditation Manager Notes**

**4.06M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**4.07M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

## **CHAPTER 5**

### **Investigations**

#### **5.01M**

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

#### **I. Bullets**

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

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

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

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

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

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



**5.02 M**

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

**I. Bullets**

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

**II. Proofs of Compliance**

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

**III. Required References**

Florida Statute 907.041

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**5.03M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

Florida Statutes 775.21, 903.0351, 948.06

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**5.04M**

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

**I. Bullets**

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

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

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

## CHAPTER 6

### First Appearance and Jail Management

#### 6.01 M

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

#### I. Bullets

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

#### II. Proofs of Compliance

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

#### III. Required References

Florida Statutes 775.21, 903.0351, 948.06

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

**6.02M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**6.03M**

A written directive requires the agency to certify to the court in writing, verbally, or both, when a defendant meets established criteria for release.

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**6.04M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

## **CHAPTER 7 RELEASES AND ORIENTATION**

### **7.01 M**

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

#### **I. Bullets**

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

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

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

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

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



**7.02M**

A written directive addresses staff attendance at court hearings.

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**7.03M**

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

**I. Bullets**

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

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**7.04M**

All conditions have been explained to the defendant or probationer, acknowledged in writing by an employee with pretrial or probation responsibilities.

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**7.05M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**7.06M**

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

**I. Bullets**

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

**II. Proofs of Compliance**

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

**III. Required References**

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

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**7.07M**

Supervision orders or agreements require the defendant to:

**I. Bullets**

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

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**7.08M**

Supervision orders are available in the languages prevalent to the service community.

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**7.09M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**



**7.10M**

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

**I. Bullets**

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

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

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

**V. Accreditation Manager Notes**

**7.11M**

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

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**7.12M**

A written directive provides guidelines and procedures for handling pretrial release violations, to include:

**I. Bullets**

- A. Investigation; and
- B. Court notification.

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

**7.13M**

A written directive establishes a review process with procedures for reviewing and resolving minor violations of release conditions, when authorized and as defined by the agency.

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

## **7.14M**

If the agency supervises defendants or probationers ordered on electronic monitoring, global positioning satellite, alcohol monitoring, or any other similar technology, a written directive provides guidelines for use, to include:

### **I. Bullets**

- A. Release coordination from the jail facility;
- B. Installation, fitting, and return of the equipment;
- C. Staff training;
- D. Approved activity verification;
- E. Curfew and zone review; and
- F. Procedures for addressing emergencies.

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

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

**7.15M**

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

**I. Bullets**

- A. Supervised sample collection;
- B. Chain of custody protocols;
- C. Scientific confirmation of positive results, when required by the agency or judiciary;
- D. Court notification of positive results; and
- E. Case file documentation requirements.

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

## GLOSSARY

**ACA:** The American Correctional Association

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Member:** See employee.

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

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

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

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

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

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



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

**Pretrial Responsibilities:** Responsibilities by pretrial staff members which include conducting pretrial investigations, making recommendations to the court, performing community supervision 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 of individuals within the organization. Value statements provide a framework for the collective leadership of organizations to encourage common norms or behavior, which will support the achievement of the organization's goals and mission.

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