Assessors should continue with observations and interviews until they confirm compliance or noncompliance.

**Chapter 1 Personnel Practices**

 1.01M Observe personnel records

 1.02M Observe recruitment literature, posters, websites, and employment applications

  Interview employees on recruitment practices

 1.06M Observe training documentation for initial year of employment (40 hrs min)

 1.07M Interview employees to ensure training completed prior to assuming job

 responsibilities

 1.08M Observe training records for annual job training (40 hrs min)

 1.09M Observe electronic system, if used for performance evaluations

  Interview employees regarding performance evaluation process

 1.10M Interview employees on agency grievance procedures, to include:

  Filing a grievance

  Acknowledging receipt of grievance by noting date and receiving agent

  Formal written response requirements

  Remedy of adjustment, if any, to be made to resolve the grievance

**Chapter 2 Organization and Management**

 2.02M Observe written directive system, if electronic system is used.

  Interview employees ensuring dissemination and receipt of new and

 revised directives within a specified timeframe.

 2.05 Observe agency outcomes

 2.07M Observe inventory control system

 2.08M Observe accounting system

 2.10M Observe procedure for storage, collection, and protection of agency data, to include:

  Use of electronic communication

  Internet access

  Security measures

  Access restrictions

  Authorized use

**Chapter 3 General Safety, Communication, and Conduct**

 3.01M Observe evacuation signs in public areas

 3.02M Interview employees on safety and security procedures for in-office

 arrests and physical incidents.

 3.03M Interview employees about safety and security procedures, to include:

  Office arrests, if applicable

  Office and detention safety practices and security procedures

  Field safety/security procedures, if applicable

 3.04M Interview employees outlining field safety, to include

  Supervisory notifications of location and estimated time of return

  Guidelines for verifying member status after an established period of time has elapse without contact

  Notification of law enforcement, when applicable

 3.05M Interview employees on code of conduct which:

 prohibits using their official position to receive privileges for themselves or others

  engaging in activities that constitute a conflict of interest

  accepting gifts or gratuity or engaging in personal business

  Supervising a defendant or probationer with whom the employee has a personal relationship, with exceptions documented

 3.06M Interview employees pertaining to prohibited harassment policies, reporting requirements, and protocols for investigation.

 3.07M Interview employees to verify translation services are available for hearing impaired defendants and defendants with limited English proficiency.

 3.08M Interview employees to determine if TTY or TRS services are available.

 3.10M Interview employees describing the defendant or probationer grievance process, to include:

  Position responsible for coordination and management of the process

  Procedure to file a grievance

  Providing the defendant or probationer a copy of the procedures at orientation with receipt in writing

  List is issues which cannot be grieved

  Formal written response requirements

  Appeal process

**Chapter 5 Investigations (Pretrial Services)**

 5.02M Interview employees discussing what is included in the defendant interview, to include:

  Circumstances of defendant’s family

  Employment

 Financial resources

 Character

 Mental condition

 Length of residency in the community

 Criminal history

 History of Failure to Appear

 Flight to avoid prosecution

 Other necessary facts needed for eligibility determination for release

 5.04M Interview employees on procedures that require the defendant is notified prior to the start of the pretrial interview:

  The purpose of the interview

  Information will be verified

  False or misleading information may hinder the release process

  Circumstances when defendants may not be interviewed

**Chapter 6 First Appearance and Jail Management (Pretrial Services)**

 6.01M Interview employees for verification of attendance at first appearance proceedings and make available the following information:

 Ties to the community

 Residential history

 Financial status

 Employment history

 Mental health condition

 Substance abuse history

 Criminal record

 Failures to appear

 Prior community supervision violations

 Probation/parole/conditional release status

 Pending charges

 High risk status due to defendant being identified under the Anti-Murder Act, Jessica Lunsford Act, or Andrew Wildman Act

 6.02M Interview employees about the use of a risk instrument or established release criteria that has been reviewed periodically by the Chief Judge or designee of the local jurisdiction.

 6.04M Interview employees about their assessment of pretrial jail population to identify defendants who may qualify for release in lieu of incarceration pending case disposition.

**Chapter 7 Release and Supervision**

 7.01M Interview employees on community supervision programs with a varying continuum and intensity. The least restrictive options providing reasonable assurance the defendant will appear for court and protect the community should be considered.

 7.02M Interview employees to address staff attendance during court hearings.

 7.03M Interview employees to determine if orders or agreements include the following information:

 Defendant/probationer name

 Supervision type

 Operating agency

 Case number or identifying number

 Reason or supervision conditions

 Current charges

 Special conditions of release or supervision

 Consequences for failing to abide by specified conditions

 7.04M Interview employees how conditions of supervision are fully explained and has been acknowledged in writing by a pretrial or probation employee. Interpretation is afforded to inmates with limited English proficiency and documented.

 7.06M Interview employees about case file management and file retention schedule. Verify the file contains the following:

 Signed order

 Photograph, when available

 Grievance procedure

 7.09M Interview employees concerning comprehensive case notes held for each supervised defendant or probationer.

  Observe case files

 7.10M Interview employees to determine case status reviews are conducted at a frequency determined by the agency which include:

 Any new law violations

 Updates and changes to current case information

 Court appearance schedules

 Special conditions for compliance

 7.12M Interview employees on how violations of supervision and probation are reported within a specified timeframe

 7.14M Observe equipment used for electronic monitoring, if used

 Interview employees to determine if defendants or probationers on electronic monitoring are supervised in accordance with guidelines addressing:

 Release coordination from the jail facility

 Installation, fitting, and return of equipment

 Maintenance and calibration of equipment to meet manufacturer’s recommendations

 Staff training

 Approved activity verification

 Curfew and zone review

 Procedures for addressing emergencies

 Directive must include global positioning satellite, alcohol monitoring, and any other similar technology used by the agency

 7.15M Interview employees concerning procedures for substance abuse testing:

  Sample collection

 Chain of custody

 Sample disposal

 Review of results

 Scientific confirmation of positive results

 Court notification of results

 Documentation requirements

 Periodic staff training

**Chapter 8 Probation Monitoring**

 8.02 Interview probationer regarding the validated assessment used to determine probation program needs and risk:

 Initial assessment of probationer

 Additional assessment, if conducted

 Personal interview with probationer

 Safety objectives that address community safety and offender needs

 Documentation of results and communication with probationer

 8.06 Interview employees to identify ways offenders are assisted with finding employment