



**Florida Corrections  
Accreditation Commission, Inc.**

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MEMORANDUM

Date: June 28, 2023  
From: R. Stacy Lehman, Executive Director  
Subject: FCAC Standards Manual Change Notice 4.20

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The following revisions were approved by the Commission at the June 28, 2023, meeting. They are effective as of that date. Agencies have one year to come into compliance with new or amended standards, unless otherwise directed by the Commission.

1.04  
5.04M  
6.02  
6.03  
6.04  
6.05  
9.18M  
21.08M  
27.01M

#### 1.04

A *written directive* requires the *jail administrator* to report facility activities in writing, at least quarterly, to the parent *agency*. The reports shall include:

##### I. Bullets

- A. Major incidents;
- B. Population data;
- C. Major developments or achievements;
- D. Major problems and plans for solving same. ~~and~~
- E. ~~Assessment of staff and inmate morale.~~

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##### II. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Quarterly reports (Qty Initial: 1) (Qty Reaccred: 2per year)

##### III. Assessor Guidelines

##### IV. Accreditation Manager Notes

**5.04M**

~~A written directive establishes command authority in situations involving employees of different components engaged in a single operation. Command authority will clarify the position in charge.~~

~~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~~

## 6.02

~~A written directive describes the agency's performance evaluation system, and includes:~~  
If an agency conducts performance evaluations, a *written directive* describes the evaluation system, and includes:

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### I. Bullets

- A. Members are counseled on expectations for the assigned position at the beginning of the evaluation period;
- B. Objectives of the performance evaluation system;
- C. Measurement definitions;
- D. When explanatory comments are required;
- E. A requirement for evaluations to be conducted at least annually;
- F. Criteria are based on the member's job description during that evaluation period;
- G. Evaluator responsibility and training;
- H. The immediate supervisor evaluates the member;
- I. The completed evaluation is available to the member; and
- J. Procedures for contesting performance evaluations.

### II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Completed performance evaluations or observation of electronic system (Qty Initial: 1 each type) (Qty Reaccred: 1 each year)
- Documentation of a contested evaluation (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of evaluator training (Qty Initial: 3) (Qty Reaccred: 3)
- Interviews.

### III. Assessor Guidelines

Bullet E - Exceptions allow the CEO flexibility for Senior Management, Command and Executive Level *employees*.

### IV. Accreditation Manager Notes

Types include civilians, sworn or certified members, supervisors, and line personnel.

### 6.03

~~A written directive describes procedures for review of the completed performance evaluation and includes:~~

If an agency conducts performance evaluations, a *written directive* describes *procedures* for review of the completed evaluation and includes:

#### I. Bullets

- A. A review between the evaluator and the member;
- B. Provisions for written comments by the member; and
- C. The opportunity to acknowledge the completed evaluation indicating the *member* has read it.

#### II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Completed performance evaluations demonstrating compliance with each bullet (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews of supervisors and members, both sworn and civilian.

#### III. Required References

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

#### 6.04

~~A written directive requires non-probationary employees are provided written notice of substandard performance.~~

If an agency conducts performance evaluations, a *written directive* requires non-probationary employees are provided written notice of substandard performance.

##### I. Bullets

##### II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating written notifications of substandard performance (Qty Initial: 1) (Qty Reaccred: 1)

##### III. Required References

##### IV. Assessor Guidelines

##### V. Accreditation Manager Notes

## 6.05

~~A written directive requires a review is conducted with each member at the beginning of the evaluation period on the following:~~

If an agency conducts performance evaluations, a written directive requires a review to be conducted with each member at the beginning of the evaluation period on the following:

### I. Bullets

- A. Task of the assigned position;
- B. Performance expectations; and
- C. Rating criteria.

### 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

**9.18M (New Standard)**

The agency conducts an annual *administrative review* and analysis of reports required when a member:

**I. Bullets**

- A. Applies force through the use of lethal or less-lethal weapons;
- B. Applies weaponless physical force at a level as defined by the agency.

**II. Proofs of Compliance**

- Documented annual review with proof of analysis and outcomes. (Qty Initial: 1) (Qty Reaccred: 1 each year)

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

Outcomes are agency actions based on information from the annual analysis.



**21.08M**

A *written directive* prohibits the use of food as a disciplinary measure or as a reward for an individual inmate. However, an inmate may be placed on a *special management meal program* approved by the *health care authority*.

**I. Bullets****II. Proofs of Compliance**

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Special management* recipes/menus approved by the *health care authority* or dietician (Qty Initial: 1) (Qty Reaccred: 1)
- Special management meal order documentation (Qty Initial: 3) (Qty Reaccred: 1 each year)

**III. Required References**

FMJS Chapter 8

**IV. Assessor Guidelines****V. Accreditation Manager Notes**

An inmate may be placed on a special management meal for throwing or misusing food, beverages, utensils, trays, and cups.

**27.01M**

A directive describes procedures for transporting inmates to include:

**I. Bullets**

- A. Inmates of the opposite sex;
- B. ~~Inmates in medical distress~~ ~~sick, disabled, or injured inmates~~;
- C. Juvenile offenders;
- D. Violent inmates; and
- E. Custodial levels and types of restraints

**II. Proofs of Compliance**

- *Written* directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed reports or activity logs with notations (Qty Initial: 3) (Qty Reaccred: 3)
- Interview transport *employees*

**III. Required References**

Section 985.101, Florida Statutes

**IV. Assessor Guidelines**

~~Policy should address medical distress during transport or special conditions such as pregnancy.~~

**V. Accreditation Manager Notes**