



Florida Corrections Accreditation Commission, Inc.

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MEMORANDUM

Date: October 4, 2023
From: R. Stacy Lehman, Executive Director
Subject: FCAC Standards Manual Change Notice 4.21

The following revisions were approved by the Commission at the October 4, 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.

6.02
6.03
6.05

6.02

If the agency conducts performance evaluations, a *written directive* describes the evaluation system, and includes:

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, **with exceptions noted**, to be conducted at least annually;
- F. Criteria are based on the member's job description during that evaluation period;
- G. **Review of the completed evaluation between the evaluator and the member;**
- H. **Provisions for written comments by the member;**
- I. **The opportunity to acknowledge the completed evaluation indicating the member has read it;**
- J. Evaluator responsibility and training;
- K. The immediate supervisor evaluates the member;
- L. The completed evaluation is available to the member; and
- M. 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 **demonstrating compliance with each bullet** 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 **with supervisors and members both sworn and civilian.**

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

If the 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~~

6.05

If the agency conducts performance evaluations, a written directive requires a review is 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~~