



# Florida Corrections Accreditation Commission, Inc.

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## MEMORANDUM

Date: March 4, 2024  
From: R. Stacy Lehman, Executive Director  
Subject: FCAC Standards Manual Change Notice 4.22

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The following revisions were approved by the Commission at the February 21, 2024, 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  
12.03  
18.01M

## 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 A – Exceptions discussed with employee(s) at the beginning of the rating period may be verified through interview.**

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.

## **12.03**

A *written directive* specifies inmates in *administrative confinement* receive services and privileges comparable to those in general population, unless classified as a *special management inmate*.

### **I. Bullets**

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating comparable services and privileges (Qty Initial: 1) (Qty Reaccred: 1 each year)
- *Employee* and inmate interviews

### **III. Required References**

Section 15.13(b), Florida Model Jail Standards

### **IV. Assessor Guidelines**

### **Accreditation Manager Notes**

## **18.01M**

A *written directive* requires inmates to be provided with the following **or its equivalent as defined by the agency**:

### **I. Bullets**

- A. Mattress meeting the applicable Florida Fire Marshal standards and be in good repair;
- B. Pillow;
- C. Pillow case, if applicable;
- D. Sheets; and
- E. Blankets, as needed.

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of items listed in standard
- Fire Marshal certification (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

**A pillow mattress combination and/or a bed linen combination may be substituted as determined by the agency.**

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

The initial issuance of a sheet may be substituted with a second blanket. A sheet shall be issued no later than 7 days after incarceration.

**Bed linen combinations must be laundered at least once per week. Reference FCAC 18.02M**