



Florida Corrections Accreditation Commission, Inc.

P.O. Box 1489 ~ Tallahassee, FL 32302
(800) 558-0218 ~ (850) 410-7200

MEMORANDUM

Date: November 4, 2025
From: R. Stacy Lehman, Executive Director
Subject: FCAC Standards Manual Change Notice 4.26

The following revisions were approved by the Commission at the October 22, 2025, 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.

11.06M

11.06M

A *written directive* specifies the requirements of a disciplinary hearing to include:

I. Bullets

- A. Inmates are provided at least a 24-hour notice in writing of the impending hearing and charges against them;
- B. The hearing is held within seven working days of the **discovered** incident. If extenuating circumstances exist, the disciplinary hearing time may be extended to 10 working days of the **discovered** incident;
- C. The disciplinary committee or hearing officer must determine the inmate understands the charges and possible resulting actions;
- D. *Employee* assistance for any inmate unable to defend him/herself due to disability, language, or literacy problems; and
- E. Inmates are provided a written decision on the results of their hearings.
- F. The time spent by an inmate in disciplinary segregation shall be proportionate to the offense committed, but in no event shall it be greater than 30 days per incident.

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Written notifications to accused inmates of hearing and charges (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Disciplinary records showing hearing within seven days of the **discovered** incident. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Hearing records showing confirmation of inmate understanding (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Hearing records indicating requests for staff assistance (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation showing provision of hearing results (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Staff and inmate interviews

III. Required References

FMJS Chapter 15

IV. Assessor Guidelines

Working days are Monday through Friday, excluding holidays.

V. Accreditation Manager Notes