



FCAC 2.16 Pretrial Services Observation and Interview Standards

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:



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- ☐ 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.



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- ☐ 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 of 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



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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



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- ☐ 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



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- ☐ 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



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- ☐ 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