# FLORIDA CORRECTIONS ACCREDITATION COMMISSION, INC.

# FCAC STANDARDS

## Edition 4.29

October 2026

## PREFACE

The Standards Manual is the principal publication of the Florida Corrections Accreditation Commission, Inc. The first edition was published in February 1998 with 260 standards. The second edition was published in July 2000. The third edition was published in July 2004. The fourth edition was published in February 2016 and is the current version of the Florida Standards Manual.

This manual and other Florida corrections accreditation publications are available from:

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## LIMITATION OF LIABILITY

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# ACKNOWLEDGMENTS

In an effort to keep up with current corrections trends, criminal justice issues, and Florida Statutes, the Standards Review and Interpretations Committee (SRIC) and the Commission have been accepting and reviewing input from corrections practitioners for improving the Florida Standards Manual. The fourth edition is the final result of various committee and subcommittee meetings, executive workshops, and numerous individual hours dedicated to addressing all suggestions and concerns.

The work of the Standards Review and Interpretations Committee is endless and many dedicated professionals contributed to this edition. The Florida Corrections Accreditation Commission, Inc. thanks the past and present members of the SRIC for ensuring the fourth edition continues to meet the needs of the Florida corrections community.

# PROGRAM DEVELOPMENT

An accreditation program has long been recognized as a means of maintaining the highest standards of professionalism. Schools, universities, and hospitals are some of the most well-known organizations required to maintain accredited status. The accreditation process is an outstanding management tool for criminal justice agencies. Accreditation provides a blueprint for building an agency committed to providing value-based services through accountability and transparency to the communities it serves.

**The Florida Corrections Accreditation Commission, Inc. (FCAC)**

In July 1997, during the Florida Sheriff's Association (FSA) meeting in Naples, Florida, a sub-committee was formed by the Florida Model Jail Standards (FMJS) Committee to develop an independent, voluntary corrections accreditation program.

The FCAC program offers correctional facilities, pretrial and probation agencies the opportunity to evaluate their operations against established standards.

The Commission's purpose is to improve the delivery of correctional, pretrial and probation services through an accreditation program based on Florida law and best practices. The program has the following objectives:

- Establishment and maintenance of a system of professional operating standards for local correctional facilities
- Administration of an accreditation process that encourages facilities to raise their level of professionalism by voluntarily complying with standards promulgated and approved by the Commission
- Review levels of compliance with standards through a comprehensive, assessment of an agency's policies, procedures, and actual practice
- Development and provision of training programs to assist agencies and their personnel with the accreditation process
- Ensure that the business affairs and programs of the Commission are conducted in a professional manner
- Promote the concept of accreditation to correctional agencies throughout the State of Florida

# THE COMMISSION

The FCAC was formed in January 1998 as an independent, not-for-profit corporation. The Commission's purpose is to establish a program for accreditation that can be achieved by all Florida jails and pretrial agencies. The Commission is comprised of 12 volunteer members:

- Four sheriffs appointed by the FSA
- Six jail administrators appointed by the FCAC Nominating Committee
- One pretrial professional appointed by the Association of Pretrial Professionals of Florida (APPF)
- One probation professional appointed by the Florida Association of Community Corrections

## The Role of the Commission

The Commissioners set forth all policies and procedures for the accreditation process. They are responsible for the direction and operation of the Florida Accreditation Office (FAO).

The Commission holds three meetings annually for reviewing agencies for accreditation or reaccreditation. Assessors play a key role in this review process by serving as representatives of the Commissions. Commissioners determine an agency's accredited status based on the information provided by the assessment team. The Commissions hear all appeals and are responsible for resolving any conflicts that cannot be resolved during the assessment.

## The Philosophy of the Commission

The Florida accreditation process is designed to reflect best practices in the areas of law enforcement, inspectors general, corrections and pretrial management, administration, operations, and support services. The Commission expects agencies to maintain compliance and presumes agencies operate in compliance with their established directives.

## Commission Staff

The Florida Department of Law Enforcement (FDLE) provides funding for positions in an effort to support the Commissions and agencies going through the accreditation process. In conjunction with the FDLE, the CFA and the FCAC appoint the Executive Director, who manages the FAO staff and the accreditation programs.

The Executive Director and staff have the responsibility and authority to carry out all policies, procedures, and activities of the Commissions and their committees. This includes supporting agencies working toward accreditation or reaccreditation, overseeing the assessment process, coordinating Commission meetings and review, and handling all business matters and daily operations.

The FAO serves as the Commissions' information and materials resource center.

Training classes are regularly held for accreditation managers and new assessors. Specialized training is also offered during each accreditation conference.

# PROGRAM OVERVIEW

The Commission offers a method for correctional facilities to become state accredited. Agencies shall comply with all applicable state standards.

# INITIAL ACCREDITATION

Agencies begin the accreditation process with an application. Once the application is completed and submitted to the Commission for review to determine eligibility, an agreement and invoice are sent to the applicant agency. The formal accreditation process begins when the agency executes this agreement, which specifies the obligations of the agency and the Commission. The agency has 24 months to complete the self-assessment phase from the date the executive director signs the accreditation agreement.

# REACCREDITATION

Initial accreditation is valid for three years and annual reports must be submitted by January 31st of each year. The accreditation manager should continue to evaluate the agency's progress toward meeting accreditation standards by monitoring changes to the written directive system and how they affect agency compliance.

Proofs for a reaccreditation are required to show compliance from assessment to assessment. The Commission review for reaccreditation will occur on or about the agency's anniversary date.

# THE STANDARDS

## Scope

The Commission expects accredited agencies to maintain compliance and live by the letter and spirit of the standards. The Commission presumes agencies operate in compliance with their written directives. The agency must consider its mission, its legally mandated responsibilities, and the demands of its service community when determining which standards are applicable and how to comply with applicable standards. The standards provide a description of "what" must be accomplished by the applicant agency. The agency has wide latitude in determining "how" to achieve compliance.

## Composition

Each chapter begins with an "Introduction", which provides important guidance to an agency regarding the subject area, its applicability, or related standards.

Each standard is composed of the standard statement and at least one proof of compliance. The standard statement is a declarative sentence that places a requirement on the agency. Many standards require the development and implementation of directives. Other standards require an activity, a report, an inspection, equipment, or other action that may be observed. The standard statement is binding on the agency.

Proofs of compliance are the recommended means for the agency to demonstrate compliance with standards. The proofs are included to help the Accreditation Manager and others involved in the process to understand the type and sufficiency of proofs necessary to demonstrate compliance.

## Applicability

Standards may or may not be applicable depending upon the functions performed by the agency. Assessors must review all standards to identify those not applicable by function. For example, if an agency does not perform the court security function, then the chapter dealing with court security becomes not applicable (N/A). However, simply because an agency may not perform the function, the standard may still apply. For example, standards in the communication chapter of the CFA standards manual would need to be addressed even if the agency does not perform these functions internally. Standards are considered applicable if the function is an integral element for improving the delivery of services or professional management of an agency. Standards beginning with an "if" statement indicates a conditional requirement. If the condition pertains to a function not applying to the agency, the standard becomes N/A. Assessors will verify that functions are not applicable during the assessment. The Commission reserves the right to require compliance with any standard.

Standards that are mandatory address life, health, and safety issues; legal matters; or essential law enforcement requirements. These standards have a letter "M" placed immediately following the standard number. The agency is required to meet all of these standards unless a standard does not apply to the agency's function.

If an agency is prevented from complying with an applicable mandatory standard due to circumstances beyond its control, such as labor contracts, court decrees, it may ask the Commission to waive the obligation to comply. The agency must make the request in writing during the self-assessment phase. Assessors will verify waiver conditions during the assessment and complete the form. The Commission will make a final determination during the agency's review.

All remaining standards are non-mandatory and address good business practices. Correctional facilities may select any of these standards to satisfy accreditation requirements, but must comply with at least 90 percent of the applicable non-mandatory standards.

## Proofs of Compliance

A standard is in compliance when the proofs demonstrate an agency has met all of the standard requirements to include interviews, observations and time-sensitive requirements.

Elements of a File

- Written directives
  - Policy/procedure
  - Plan
  - Rule
  - General/special order
  - State law or local ordinance
  - Collective bargaining agreement

- Supporting documentation (other than written directives)
  - Memoranda
  - Computer printouts
  - Job description/JTAs
  - Letters from citizens
  - Logs/rosters/evaluations
  - Budget documents
  - Instructional materials
  - Police reports
  - Incident reports

- Observations/Interviews
  - Activities
  - Equipment
  - Security
  - Facility
  - Policies
  - Procedures

Agencies have one year from the published date of the standards manual to comply with newly issued standards, or as directed by the Commission or Florida Statutes. Agencies

must notify their FAO Program Manager regarding which edition and change notices apply prior to conduct of the assessment. Assessors will verify agencies are following the appropriate standards manual.

## New or Amended Standards

Unless otherwise directed by the Commission, new or amended standards are effective upon publication. Agencies seeking initial accreditation, reaccreditation, or having already achieved accreditation or reaccreditation must demonstrate compliance with new or amended standards at their first assessments following the publication dates of those standards. However, if those assessments occur within one year after publication of new or amended standards, agencies may delay compliance for up to one year after the enactment dates of those standards.

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# CHAPTER 1
# GENERAL ADMINISTRATION

**1.01**
The facility has distributed or posted a current organizational chart, having routine updates as organizational changes occur.

## I. Bullets

## II. Proofs of Compliance

- Current organizational charts showing components/functions (Qty Initial: 1) (Qty Reaccred: 1 each year, if change occurs)
- Documented distribution of charts, as occurs (Qty Initial: 1) (Qty Reaccred: 1 each year, if change occurs)
- Observations

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**1.02M**
A *written directive* states each facility is managed by a single administrator, to whom all *members* are responsible.

## 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

**1.03**
If the agency has a strategic plan, it will include:

## I. Bullets

A. Goals and objectives;
B. A process for measuring achievement of goals; and
C. Provisions for a documented annual review.

## II. Proofs of Compliance

- Strategic Plan (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating review (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**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; and
D. Major problems and plans for solving same.

## II. Proofs of Compliance

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

## III. Assessor Guidelines

## IV. Accreditation Manager Notes

**1.05M**
The facility maintains current both scheduled and unannounced FMJS inspection reports and related corrective action documentation.

## I. Bullets

## II. Proofs of Compliance

- Both scheduled and unannounced inspection reports and related corrective action documentation (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

Section 951.23, Florida Statutes

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**1.06**
A *written directive* establishes the public information function.

## 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

# CHAPTER 2
# WRITTEN DIRECTIVE SYSTEM

**2.01M**
The agency has a written directive system which includes:

## I. Bullets

A. A description of the format for each type of directive;
B. Procedures for numbering and revising directives, as appropriate;
C. A system for keeping the directives current;
D. Procedures for review and/or approval of proposed policies, procedures, and rules and regulations prior to their promulgation;
E. Identification of individuals or positions within the agency having authority to issue written directives:
F. Procedures for dissemination and receipt of new and revised directives within a specified timeframe; and
G. Procedures for storing and archiving directives.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of each type of written directive.
- Proof of review and/or approval process. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Proof of receipt of written directives (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Interviews

## III. Required References

## IV. Assessor Guidelines

Bullet B-Applies to formal directives, but may not be necessary for informal communications, such as memoranda or interoffice mails.

Bullet D-Assessors should review additional examples. Assessors should be aware that staff approval prior to promulgation may not be an option with smaller agencies.

## V. Accreditation Manager Notes

If the agency uses an electronic policy tracking system, compliance may be proven through observation only.

**2.02M**
The agency electronically submits an annual accreditation report to the Commission reporting compliance efforts by January 31 of each year.

## I. Bullets

## II. Proofs of Compliance

- Annual Reports (Qty Initial: N/A) (Qty Reaccred: 1 each year)
- Documentation verifying submission of annual reports (Qty Initial: N/A) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

The annual report form, available on the Florida Accreditation website, is required to be filed for each calendar year, January 1 – December 31.

# CHAPTER 3
# FISCAL SERVICES

**3.01M**
The *agency* has an accounting system, which includes:

## I. Bullets

A. Initial appropriation for each account;
B. Expenditures and encumbrances; and
C. The unencumbered balance.

## II. Proofs of Compliance

- Observation of accounting system.

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**3.02M**
A *written directive* specifies the *procedures* used for collecting, safeguarding, and disbursing cash to include:

## I. Bullets

A. Maintenance of an allotment system, if any, or records of appropriations among organizational components; and
B. Persons or positions authorized to accept or disburse cash.

## 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

This standard covers all inmate and operational cash issues, i.e., commissary, bond money, cash handled during prisoner intake and release processing, *employee* dining, if applicable. This does not apply to check transactions.

**3.03M – Deleted (June 2021)**

**3.04**
The facility maintains insurance coverage to include:

## I. Bullets

A. Worker's compensation;
B. Civil liability for employees and volunteers; and
C. Liability for official vehicles.

## II. Proofs of Compliance

- Current insurance documents for each element of the standard (Qty Initial: 1 each type) (Qty Reaccred: 1 each type )

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**3.05M**
A *written directive* describes the *agency's* inventory control system for *agency* property, equipment and other assets.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of inventory control system

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 4
# HUMAN RESOURCES

**4.01M**
Written directives address the human resources function, are available to all *employees*, and include:

## I. Bullets

A. Recruitment and selection, to include equal opportunity employment provisions;
B. Job descriptions and qualifications for all positions;
C. Benefits, holidays, leave, and work hours; and
D. Retirement, resignation, and termination procedures.

## II. Proofs of Compliance

- Written directives addressing elements of the standard. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**4.02M**
A background investigation is conducted on *civilian* applicants hired by the agency. The investigation includes:

## I. Bullets

A. Warrants check;
E. Fingerprint check;
F. Local records check; and
G. Prior employment check; and
E. Criminal history.

## II. Proofs of Compliance

- Completed background investigation (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**4.03M**
A *written directive* requires all *employees* whose primary responsibility is the supervision, protection, care, custody, and/or control of inmates be given a *medical screening* prior to job assignment. The agency determines job classifications requiring a *medical screening*.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of *medical screening* (Qty Initial: 1 each type) (Qty Reaccred: 1 each year)
- List of job classifications requiring a *medical screening.* (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

The file must contain documentation for both certified and civilian personnel.

**4.04**
A *written directive* details the promotion process, which includes:

## I. Bullets

A. A written announcement of positions for which vacancies exist, which includes eligibility requirements, dates, times, and locations of all elements of the process; and
B. A description of the selection criteria.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Announcements addressing all elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Proofs must demonstrate compliance with each component of the promotional processes for both certified and civilian personnel. Elements may be addressed on separate documents.

**4.05M**
A *written directive* describes the *agency's grievance* process, and includes:

## I. Bullets

A. Procedures for filing a grievance;
B. Acknowledging the receipt of the grievance by noting the date and receiving agent; and
C. Formal written response requirements; and
D. Identifying the remedy or adjustment, if any, to be made to resolve the grievance.

## 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

**4.06M**
If the *agency* allows its certified *employees* to engage in *extra-duty* employment, a *written directive* addresses the following:

## I. Bullets

A. Agency authorization for members;
B. Behavior and activities of employees; and
C. The initial approval and revocation process of each extra-duty employer.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Approval and revocation process documentation (Qty Initial: 1 each type) (Qty Reaccred: 1 each year)
- Interviews.

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**4.07**
A written directive regulates the types of off-duty employment in which agency members may or may not engage, in accordance with Florida Statutes.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

Sections 30.2905, 561.25, and 648.44, Florida Statutes

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**4.08M**
A written directive requires all *members* to abide by a code or canon of ethics.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Code or canon of ethics. (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**4.09M**
A *written directive* prohibits all forms of harassment in the workplace, regardless of the source, and provides means by which it can be reported and protocols for investigations.

## 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

**4.10M**
A *written directive* describes *policy* regarding campaigning, lobbying, and political practices. This *policy* conforms to governmental statutes and regulations.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

Sections 104.31 and 112.313, Florida Statutes

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**4.11M – Deleted (June 2022)**

# CHAPTER 5
# AUTHORITY

**5.01M**
A *written directive* requires each *employee* is accountable to only one supervisor at any given time.

## 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

**5.02M**
A *written directive* requires *employees* to obey any lawful order of a superior, including any order relayed to the *employee* by another *employee*.

## 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

**5.03M**
A *written directive* describes *procedures* an *employee* must follow when receiving unlawful or conflicting orders from supervisors.

## 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

**5.04M – DELETED**

# CHAPTER 6
# PERFORMANCE EVALUATIONS

**6.01**
A *written directive* establishes a specified *probationary period* of not less than six months for new non-exempt *employees*.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of date of hire for one civilian and one certified member (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Documentation of completion of probationary period for one civilian and one certified member (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)

## III. Required References

## IV. Assessor Guidelines

This standard does not apply to volunteers.

## V. Accreditation Manager Notes

**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.

**6.04**
If the 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

# CHAPTER 7
# DISCIPLINE/INTERNAL AFFAIRS

**7.01M**
A directive establishes a uniform system for counseling and disciplining employees**.**

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of counseling and disciplinary actions (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**7.02**
A *written directive* requires the following information is provided in writing to the affected *member* when a misconduct investigation results in dismissal:

## I. Bullets

A. The reason;
B. Effective date; and
C. A statement outlining the member's rights.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Dismissal records demonstrating elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**7.03**
A *written directive* describes *procedures* for the maintenance and secure storage of disciplinary records.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of disciplinary records and secure storage

## III. Required References

GS1-SL Items #98, #206, #371

## IV. Assessor Guidelines

Assessor will view disciplinary records system where maintained.

## V. Accreditation Manager Notes

**7.04**
A *written directive* describes *procedures* for appealing disciplinary actions.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of appeals (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**7.05M**
A written directive establishes procedures for processing all complaints against the agency or its members, to include:

## I. Bullets

A. Types of complaints to be investigated by line supervisors;
B. Types of complaints to be reviewed by the internal affairs function;
C. Types of complaints that require investigating by the internal affairs function;
D. Procedures for maintaining a record of complaints received by the agency in accordance with Florida Statutes;
E. Maintaining the confidentiality of internal affairs investigations in accordance with Florida Statutes;
F. Secure storage of internal affairs records;
G. Provisions for releasing information at the conclusion of the investigation, upon request, and in conformance with the public records law; and
H. Procedures for reporting of sustained cases involving moral character.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Complaint documentation (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- CJSTC Form 78 (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of secure storage
- Interviews

## III. Required References

Sections 112.533 and 119.07, Florida Statutes

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Include one from bullet A, one from bullet C.

**7.06M**
A *written directive* requires *employees* are notified when they are the subject of an internal affairs investigation. The *agency* issues written notification of the allegations and the *employee's* rights and responsibilities relative to the investigation.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating written notification of the allegation issued to member. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation demonstrating issuance of employee's rights and responsibilities notification. (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**7.07**
A *written directive* describes the circumstances under which an *employee* may be relieved from duty.

## 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

**7.08**
A *written directive* specifies the conditions under which the following may be used in internal affairs investigations:

## I. Bullets

A. Medical or laboratory examinations;
B. Photographs of *employees*;
C. Lineups;
D. Financial disclosure statements; and
E. Instruments for the detection of deception.

## 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

**7.09M**
A written directive requires that upon conclusion of an internal investigation, the complainant and the affected member receive written notification of the conclusion of fact.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating the various conclusions of fact. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Documentation demonstrating written notification to member and complainant. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

## III. Required References

## IV. Assessor Guidelines

This standard applies to formal *internal affairs investigations*.

## V. Accreditation Manager Notes

For this standard, Conclusion of Fact means final determination about allegations based on investigative activities which may include exonerated, sustained, not sustained, unfounded, and policy failure.

# CHAPTER 8
# INFECTIOUS DISEASES

**8.01M**
All members participate in exposure control training prior to assignment, to include:

## I. Bullets

A. Familiarization with the agency's Exposure Control Plan;
B. Familiarization with the basic description, symptoms, and the modes of transmissions of infectious diseases;
C. An explanation of the use and limitations of methods that will prevent or reduce exposure, including personal protective equipment;
D. An explanation of procedures to follow at any incident involving blood or other potentially infectious materials;
E. An explanation of procedures to follow if an exposure occurs, including reporting requirements and medical follow-up;
F. An explanation of the signs, labels, and color coding identifying biohazardous waste;
G. Familiarization with the agency's biohazardous waste disposal procedures; and
H. An opportunity to have questions answered.

## II. Proofs of Compliance

- Exposure Control Plan (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of initial training (Qty Initial: 1) (Qty Reaccred: 1 each year from various job classifications )
- Interviews.

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

If training is provided by video, there must be a document that outlines the topics covered by the video.

**8.02M – Deleted (February 2022)**

**8.03M**
A *written directive* requires all *employees* receive annual training on exposure control.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Lesson plan,* curriculum, or training brief (Qty Initial: 1 each) (Qty Reaccred 1 each)
- Documentation of training (Qty Initial 1 each) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

The agency may accomplish the training by video, lecture, or e-learning

## V. Accreditation Manager Notes

Show proofs for certified and civilian

# CHAPTER 9
# TRAINING

**9.01M**
A written directive requires certified members authorized to carry weapons receive *in-service training* which includes:

## I. Bullets

A. Annual demonstration of proficiency with firearms authorized to carry;
B. Annual use of force training;
C. Annual Dart-Firing Stun Gun training in accordance with Florida Statute; and
D. Biennial less-lethal weapon training (for weapons other than the Dart-Firing Stun Gun).

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of training for each element of the standard (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interview certified members

## III. Required References

Section 943.1717, Florida Statutes

CJSTC Rule 11B-27.00212

## IV. Assessor Guidelines

View lesson plans for each training topic identified in the standard (not necessary to be in the file)

## V. Accreditation Manager Notes

Proofs will show compliance for a variety of ranks.

**9.02M**
An *employee* is assigned to plan, coordinate, and administer development and training programs.

## I. Bullets

## II. Proofs of Compliance

- Organizational chart (Qty Initial: 1) (Qty Reaccred: 1)
- Interview

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**9.03M**
A *written directive* specifies all new *employees* receive basic orientation to the facility and operating policies and *procedures*, to include:

## I. Bullets

A. Accreditation process;
B. Security procedures;
C. Hostage plan;
D. Use of force regulations;
E. Key control;
F. Interpersonal relationships;
G. Report writing, as specified by job duties;
H. Inmate rules and regulations;
I. Fire plan;
J. Evacuation plan;
K. Escape plan;
L. Social and cultural lifestyles of the inmates; and
M. Rights and responsibilities of inmates.
N. Inmate sexual abuse/assault awareness, prevention, response, and reporting procedures;
O. Inmate sexual abuse/assault confidentiality requirements; and
P. Airborne/bloodborne pathogens and biohazards

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Orientation records (Qty Initial: 1 each) (Qty Reaccred 1 each type each year)
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**9.04M**
All new *certified members* and those working under TEAs receive training in methods of self-defense, approved by the *agency* prior to assignment to duties where force may be used.

## I. Bullets

## II. Proofs of Compliance

- Training records (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

CJSTC Rule 11B-27.00213

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

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**9.05M**
A written directive addresses the use of agency approved firearms to include:

## I. Bullets

A. On duty;
B. Off duty use;
C. Proven proficiency prior to carrying;
D. A requirement for only agency approved ammunition to be used while on duty;
E. Inspection, and approval of agency approved firearms by a qualified firearms instructor or armorer, prior to carrying;
F. A process to remove unsafe firearms; and
G. Maintaining a record on each firearm approved by the agency for official use.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing proficiency with on-duty firearms (Qty Initial: 3) (Qty Reaccred: 1 each year, different type each year)
- Documentation showing proficiency with off-duty firearms (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation showing proficiency with firearms used by tactical team members (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation demonstrating inspection and approval of firearms. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Request to carry a personal firearm, e.g., letter, *memo*, etc., if applicable. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation demonstrating removal of unsafe firearms. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews.

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Include firearms used by tactical team members.

**9.06M**
A *written directive* requires all correctional officers successfully complete a *field training program* during their probation.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Training records (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**9.07M – Deleted (March 2020)**

**9.08M**
A *written directive* requires all *employees* receive annual training on fire and evacuation procedures and use of fire suppression equipment.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Lesson plan,* curriculum, or training brief (Qty Initial: 1 each) (Qty Reaccred 1 each)
- Documentation of training (Qty Initial 1 each) (Qty Reaccred: 1 each 1 each year)

## III. Required References

## IV. Assessor Guidelines

The agency may accomplish the training by video, lecture, e-learning, or hands-on.

## V. Accreditation Manager Notes

Show proofs for certified and civilian employees.

**9.09M**
A *written directive* requires all *employees* receive annual training to include:

## I. Bullets

A. Inmate sexual abuse/assault awareness, prevention, response, and reporting procedures; and
B. Inmate sexual abuse/assault confidentiality requirements.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Lesson plans* or curricula (Qty Initial: 1 each) (Qty Reaccred: 1 each)
- Documentation of training (Qty Initial: 1 each) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

The agency may accomplish the training by video, lecture, or e-learning.

## V. Accreditation Manager Notes

Show proofs for certified and civilian employees

**9.10M**
Newly promoted first line supervisors participate in a training program, as defined by the agency.

## I. Bullets

## II. Proofs of Compliance

- Documentation of training (Qty Initial: 1) (Qty Reaccred: 1 each)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Provide proof for both civilian and certified members.

**9.11M**
A written directive establishes the agency's *remedial training* policy for certified and civilian members and includes the following:

## I. Bullets

A. Circumstances and criteria used to determine need;
B. The types available;
C. Timetables;
D. The consequences of non-participation by affected members; and
E. Procedures for members unable to demonstrate proficiency.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of *remedial training,* if any. (Qty Initial: 1) (Qty Reaccred 1 certified and 1 civilian for each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**9.12M**
Agency instructors teaching CJSTC *high liability topics* will meet CJSTC requirements for high liability instructors, except for completing the internship requirement and being affiliated with a *training school.*

## I. Bullets

## II. Proofs of Compliance

- Observe high liability instructors' ATMS records.

## III. Required References

CJSTC Guidelines Rule 11B-20

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Active certifications are not required for instructors teaching in-service courses.

**9.13M**
A written directive identifies all certified and civilian *positions* which require *specialized training.*

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Interview employees in positions which require specialized training.

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**9.14M**
A written directive requires all certified members and others identified by the agency receive educational training, as defined by the agency, related to mental health awareness, prevention, mitigation, and treatment to include Post-Traumatic Stress Disorder.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty. Initial:1) (Qty Reaccred:1)
- Proof of training (Qty Initial: 1) (Qty Reaccred: 1)
- Interview members

## III. Required References

Florida Statute112.1815

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

The standard addresses agency members

**9.15**
If an employee is assigned to the position of accreditation manager during the current accreditation cycle, they shall receive specialized accreditation manager training, as defined by the agency, within one year of being appointed to the position.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty. Initial:1) (Qty Reaccred:1)
- Documentation of training (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

At a minimum, the training should include information on the essential components of the process, the standards manual, and file maintenance.

**9.16M**
A *written directive* establishes the agency's use of force policy which must follow applicable law and specifies that members will use only the force necessary to effect lawful objectives. The use of force policy must:

## I. Bullets

A. Prohibit *vascular neck restraints* except when deadly force is authorized as defined by the agency;
B. Require *de-escalation techniques* whenever possible;
C. Address verbal warnings before shooting where appropriate; and
D. Address an officer's *duty to intervene* to prevent or stop another officer's use of excessive force.

## 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

**9.17M**
A *written directive* prohibits the agency's use of *chokeholds* unless applied in a deadly force situation as defined by the agency.

## I. Bullets

## 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**
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.

**9.19**
A written directive requires members who conduct background investigations are trained, as defined by the agency, in collecting required information.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of training for members assigned to conduct background investigations (Qty Initial: 3) (Qty Reaccred: 3)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Training may be CJSTC, investigative, or other relevant training approved by the agency.

# CHAPTER 10
# SECURITY AND CONTROL

**10.01M**
A *written directive* requires documented weekly security inspections of all occupied and unoccupied areas.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of security inspections (Qty Initial: 2) (Qty Reaccred: 2 each year, consecutive weeks)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.02M**
A *written directive* requires a documented daily inspection of all housing areas with deficiencies noted,

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of inspections (Qty Initial: 2) (Qty Reaccred: 2 each year )
- Dated documentation of repairs(Qty Initial: 2) (Qty Reaccred: 2 each year)
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.03M**
A *written directive* requires a facility lock and key control system, including:

## I. Bullets

A. Location of all locks and keys;
B. Complete inventory of all keys;
C. Written reports of security problems with locks and keys;
D. Close monitoring of lock controlling devices ;
E. Location of emergency keys away from facility;
F. System for immediate identification of missing keys ; and
G. Key issuance records.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Key control logs or records/receipts (Qty Initial: 1) (Qty Reaccred: 1)
- Inventory (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of key control systems
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.04M**
A *written directive* requires documented inmate counts at the beginning of each shift and at least one daily count with inmates immobilized and visually checked.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Facility count records (Qty Initial: 2, consecutive days) (Qty Reaccred: 2 each year, consecutive days)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.05M**
A *written directive* requires a documented physical observation of all inmates every hour between 11 p.m. and 6 a.m.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of physical observations (Qty Initial: 2 consecutive days) (Qty Reaccred: 2 each year, consecutive days)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.06M**
A *written directive* requires a tool control system that includes the following:

## I. Bullets

A. Inventories of tools used in the facility;
B. Immediate identification of missing tools; and
C. Procedures for locating missing tools.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Tool inventory documentation (Qty Initial: 1 each type) (Qty Reaccred: 1 each type for each year)
- Observation of tool control systems

## III. Required References

## IV. Assessor Guidelines

Assessor should confirm the tool control system includes tools used by employees, inmate workers, vendors, maintenance workers, etc.

## V. Accreditation Manager Notes

**10.07M**
A *written directive* requires an identification system for all *members*, visitors, and inmates.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of the identification systems

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.08M**
A *written directive* provides conditions under which any firearms and weapons may be brought into the facility, and addresses:

## I. Bullets

A. Firearms and weapons authorized for use in the facility; and
B. Restrictions outlining the introduction of firearms and weapons by outside entities.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Authorization documentation, if any (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.09M**
Weapon repositories are maintained near the secure entrances to the facility.

## I. Bullets

## II. Proofs of Compliance

- Observation of weapon repositories

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.10M**
A *written directive* prohibits the use of restraints as punishment.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Employee and* inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.11M**
A *written directive* requires at least two *certified employees* present whenever *high-risk inmates* are moved within or out of the facility.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Member* interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.12M**
A *written directive* requires sufficient staffing to ensure correctional officers are posted within sight or hearing distance of inmates and can respond promptly to calls for help.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of duty posts
- Interviews

## III. Required References

## IV. Assessor Guidelines

*Monitoring* may be accomplished through electronic means.

## V. Accreditation Manager Notes

**10.13M**
A *written directive* prohibits inmates from supervising or exercising control over other inmates.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Employee* and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.14M**
A central location is provided for 24-hour *monitoring* and coordinating of the facility's security, safety, and communications systems.

## I. Bullets

## II. Proofs of Compliance

- Observation of areas

## III. Required References

## IV. Assessor Guidelines

Assessor will confirm the facility has provisions for continuous *monitoring* during times when personnel are on breaks.

## V. Accreditation Manager Notes

**10.15M**
A written directive describes measures to prevent unauthorized exit of inmates from the facility and unauthorized entry by the general public.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of security systems/measures
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.16M**
Pedestrians and vehicles enter and leave designated perimeter points. *Safety vestibules* and *sally ports* constitute the only authorized openings in the perimeter.

## I. Bullets

## II. Proofs of Compliance

- Observation of entry/exit points

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.17M**
A written directive outlines a control system for lethal and less-lethal weapons issued for use in the facility, to include:

## I. Bullets

A. Secure storage;
B. Procedures for issuance;
C. Inventories of firearms, weapons, and ammunition; and
D. Immediate identification of missing firearms, weapons, and ammunition.

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of systems and storage areas
- Documentation of inventory (Qty Initial: 1 each type) (Qty Reaccred: 1 each type for each year)
- Documentation of issuance (Qty Initial: 1) (Qty Reaccred: 1 each type for each year)
- Documentation of missing firearms, weapons, and ammunition (Qty Initial: 1 each type) (Qty Reaccred: 1 each type for each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.18M**
A written directive addresses the use of restraints on pregnant inmates, and includes:

## I. Bullets

A. Written reports are completed as required;
B. Notification of the use of restraints is included in the inmate handbook; and
C. Signs are posted in the facility.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Written reports, if applicable (Qty Initial: 1) (Qty Reaccred: 1 each year)
- *Employee* and inmate interviews
- Observation of inmate handbook
- Observation of posted signs

## III. Required References

Section 944.241, Florida Statutes

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**10.19M**
A written directive addresses the use of restraint chairs, and includes the following:

## I. Bullets

A. Criteria for use;
B. Documentation;
C. Restrictions; and
D. Initial and annual refresher training.

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of use (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of initial training (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of refresher training (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 11
# ORDER AND DISCIPLINE

**11.01M**
A written directive requires translation services for communication between *members* and inmates are provided for non-English speaking inmates when necessary.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- List of translators (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of translation services (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**11.02M**
A *written directive* specifies acceptable items allowed within the facility, with all other items considered as *contraband*. This list is made available to inmates.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of availability of approved list
- Inmate interviews

## III. Required References

Florida Statute 951.22

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**11.03M**
A *written directive* establishes a disciplinary committee or hearing officer system for disciplinary infractions. *Employees* who are witnesses to an infraction are prohibited from sitting on the disciplinary committee or acting as the hearing officer.

## 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

**11.04M**
A *written directive* requires a written report to the *jail administrator* or designee on all infractions. The report must contain:

## I. Bullets

A. Date and time of infraction;
B. Place of infraction;
C. Date of report;
D. Specific rules violated;
E. Details of the incident;
F. Actions taken by employees or volunteers; and
G. Names of witnesses (as security allows).

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Reports indicating each bullet (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**11.05M**
A *written directive* requires the *jail administrator* or designee to cause an investigation of alleged infractions. A written report of the investigation is forwarded to the disciplinary committee or hearing officer.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Investigative reports (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**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;
E. Inmates are provided a written decision on the results of their hearings; and
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

**11.07M**
A *written directive* specifies the committee chairperson, a majority of the committee, or the hearing officer have the following responsibilities:

## I. Bullets

A. Authority to call witnesses;
B. Allow evidence, and/or documents; and
C. Document reasons for not calling witnesses, or restricting information.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Hearing records identifying witnesses, evidence, or documents (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation citing reasons for not calling witnesses or restricting information (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews of disciplinary inmates

## III. Required References

FMJS Chapter 15

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**11.08M**
A *written directive* specifies an inmate is present at his/her *disciplinary hearing* unless a written waiver is obtained, the inmate refuses, or security is threatened. The presence or absence of the inmate, including any reasons for absence, must be recorded as part of the official hearing record.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Hearing records indicating presence/absence of inmate (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Waivers (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**11.09**
A *written directive* specifies *procedures* for inmate appeals to the *jail administrator* or designee.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Inmate appeals (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**11.10**
A *written directive* specifies decisions of guilt shall be based solely on witnesses, evidence, and documentation, with statements to that effect made part of the official hearing record.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Hearing records (Qty Initial: 1) (Qty Reaccred: 1 each year)
- *Employee* and inmate interviews

## III. Required References

FMJS Chapter 15

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**11.11**
A *written directive* prohibits increasing an inmate's punishment after a decision has been made by the disciplinary committee or hearing officer.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Employee* and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**11.12M**
A *written directive* prohibits the use of *corporal punishment*.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Employee* and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**11.13**
A written directive establishes procedures for obtaining the services of a *qualified interpreter* for deaf and hearing impaired inmates.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Employee* interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**11.14M**
A *written directive* describes the *agency's* inmate *grievance* process, and includes:

## I. Bullets

A. The position or entity responsible for its coordination;
B. Procedures for filing a *grievance*;
C. A list of issues which cannot be grieved;
D. Written response requirements; and
E. Appeal process.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Completed g*rievance* documentation filed pursuant to the directive (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**11.15M**
A written directive addresses procedures to make a good faith effort to ensure a qualified professional, upon request and as defined in Florida Statute, is present at all interviews of an autistic individual, and includes initial and periodic training of affected agency members.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of initial training. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of periodic refresher training. (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

Florida Statute 943.0439
Florida Statute 943.1727

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Each agency must ensure that appropriate policies are developed and that training is provided to affected members based on those policies.

Periodic training will include instruction on the recognition of the symptoms and characteristics of an individual on the autism disorder spectrum and appropriate responses to an individual exhibiting such symptoms and characteristics.

# CHAPTER 12
# CONFINEMENT

**12.01M**
A *written directive* specifies inmates are not held longer than eight hours in holding cells, except when an inmate's behavior or intoxication prevents him/her from placement into general population. Exceptions require documentation and *close supervision*.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation proving inmates are processed within eight hours of being placed in holding cells (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation of exceptions (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation of 15 minute observations (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Documentation of observations and exceptions must be concurrent.

**12.02M**
A *written directive* describes *procedures* for administrative and *disciplinary confinement* including documentation of the following:

## I. Bullets

A. All incidents, including reasons, date and time inmate is placed in confinement;
B. Observation and communication with inmates, including their attitude and general condition, by the jail administrator or designee at least twice per day; and
C. Date and time of release.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation placing and releasing inmates (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation indicating twice per day contact and description of inmate's attitude and general condition (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**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

## V. Accreditation Manager Notes

# CHAPTER 13
# SPECIAL OPERATIONS

**13.01M**
The *facility* has written *procedures* for responding to situations that threaten facility security, including the following:

## I. Bullets

A. Riots;
B. Escapes; and
C. Inmate work stoppage.

## II. Proofs of Compliance

- Written *procedures* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**13.02M**
A written directive requires equipment used in situations that threaten facility security is inspected for operational readiness.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of inspections (Qty Initial: 1 each type) (Qty Reaccred: 1 each type for each year)
- Observation of equipment for operational readiness
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Equipment that should be tested include power generators, *emergency* lighting, batteries, tactical response equipment, etc.

**13.03M**
If the facility has established an *emergency response team*, a *written directive* provides for the following:

## I. Bullets

A. Team member selection criteria;
B. Specialized equipment;
C. Team training;
D. Call-out criteria; and
E. Deployment procedures.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of specialized equipment
- Training documentation (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interview team members

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**13.04M**
If the facility has hostage negotiators, a *written directive* requires the following:

## I. Bullets

A. Criteria for selection; and
B. Training and readiness exercises;
C. Criteria for notification procedures;
D. Deployment procedures; and
E. Interaction between hostage negotiation and tactical personnel.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Training documentation (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews

## III. Required References

## IV. Assessor Guidelines

This standard only applies if the hostage negotiators work within the correctional facility and are members of a team managed by the facility. This standard does not apply if the facility relies upon negotiators who normally work for the law enforcement function and are members of the agency tactical response team.

## V. Accreditation Manager Notes

**13.05M**
The facility has written *procedures* for handling a hostage/barricaded person situation, to include the following:

## I. Bullets

A. Notification of emergency response team and hostage negotiation personnel;
B. Notification of appropriate persons within and outside the agency;
C. Communication with other agencies;
D. Evacuation of inmates, employees, and volunteers from the affected area;
E. Evacuation of injured inmates, to include security for those transferred to a hospital outside the facility;
F. Establishment of a central command post;
G. Request for ambulance, rescue, fire, or surveillance equipment;
H. Public information policy; and
I. Documented annual review of procedures.

## II. Proofs of Compliance

- Written *procedures* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of annual review (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**13.06M**
The *agency* has written *procedures* for handling bomb related incidents to include:

## I. Bullets

A. Role of employees in obtaining details from the bomb threat caller;
B. Notification appropriate personnel both inside and outside the agency;
C. Establishment of a security perimeter;
D. Organization of search teams and search procedures;
E. General evacuation plan;
F. Notification of a bomb disposal unit when a suspected device is located ;
G. Coordination with the fire department;
H. Communication procedures during periods of radio silence; and
I. Post-explosion procedures.

## II. Proofs of Compliance

- Written *procedures* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**13.07M**
The facility has written *emergency plans* to address the following:

## I. Bullets

A. Alarm systems and notifications;
B. Internal and external communications, including fire, EMS, and law enforcement agencies;
C. Response to alarms;
D. Isolation and control of affected areas;
E. Emergency response equipment, its use and maintenance;
F. Evacuation and escape prevention;
G. Firefighting equipment;
H. Emergency medical plans;
I. Chain of command, including specific duties;
J. Inspection schedules of hazardous areas; and
K. Documentation required following an emergency**.**

## II. Proofs of Compliance

- *Emergency plans* addressing each element of the standard (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**13.08M**
The facility has a written evacuation *plan* in the event of fire or other *emergency*. The *plan* includes the following:

## I. Bullets

A. Documented quarterly fire and evacuation drills for all shifts;
B. Location of complete floor plans;
C. Requirement for the posting of signs in public areas, with a primary and secondary route identified;
D. Annual review;
E. Revised copies provided to personnel and the certified fire inspector, when applicable; and
F. Certified fire inspector approval of revised copies, when applicable.

## II. Proofs of Compliance

- Evacuation *plan* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of quarterly fire and evacuation drills (Qty Initial: 2) (Qty Reaccred: 2 per year for each year)
- Observation of floor plans
- Observation of posted signs
- Annual review/revision documentation (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documented distribution to personnel, when applicable (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of certified fire inspector approval, when applicable (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

The actual movement of inmates to holding areas outside the facility is not required.

Documented distribution and fire inspector approval are only required when revisions to the plan have been made.

## V. Accreditation Manager Notes

Proofs should be consecutive to demonstrate compliance.

**13.09M**
A directive establishes steps to be followed when responding to inmate deaths.

## 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

**13.10M**
If a facility has K-9 teams, a *written directive* specifies the following:

## I. Bullets

A. Circumstances for use;
B. Handler selection criteria;
C. Duties and responsibilities;
D. Certification;
E. Training requirements for the handler and the K-9; and
F. Deployment documentation.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Certification documentation, if applicable. (Qty Initial: 1) (Qty Reaccred: 1)
- Training documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year, different type each year)
- Deployment documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year, different type each year)
- Interviews with K-9 handler.

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Provide training documentation and certification for K-9 handler and team.

**13.11M**
If the facility uses narcotics for K-9 training, a *written directive* establishes an accounting system to include:

## I. Bullets

A. Procedures for the issuance and disposition of narcotics used for K-9 training to include when packaging has been compromised;
B. Security, storage, and accountability of issued training narcotics when not in use;
C. A documented unannounced inventory of narcotics used for K-9 training is conducted as directed by the agency's CEO; and
D. Follow-up investigative procedures for lost, missing, or stolen narcotics.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documented issuance/disposition of agency issued narcotics. (Qty Initial: 3) (Qty Reaccred: 3)
- Inventory documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

Inventory – The act or process of cataloging through a full or partial accounting, as defined by the agency, of the quantity of goods or materials on hand.

## V. Accreditation Manager Notes

# CHAPTER 14
# ADMISSION, *CLASSIFICATION*, AND RELEASE

**14.01M**
A *written directive* requires inmates are legally committed to the facility.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Inmate records (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.02M**
A *written directive* provides a *classification* process which includes:

## I. Bullets

A. Initial classification within a specified timeframe;
B. Housing;
C. Access to programs; and
D. A reclassification process.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Classification records documentation (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Employee interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.03M**
Each inmate is provided a copy or access to the *rules and regulations* of the facility within 36 hours of entering the facility.

## I. Bullets

## II. Proofs of Compliance

- *Rules and regulations* (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of inmate receipts or acknowledgements (Qty Initial: 1) (Qty Reaccred: 1)
- Inmate Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.04M**
A *written directive* requires, upon admission, inmates are searched only by *certified* correctional officers.

## 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

**14.05M**
A *written directive* requires strip searches are conducted in accordance with Florida Statutes.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Written authorizations (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

Section 901.211, Florida Statutes

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.06M**
A *written directive* requires body cavity searches are conducted by licensed medical personnel and complete written reports are submitted to the *jail administrator*.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Medical logs and corresponding written reports (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

Section 901.211, Florida Statutes

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.07M**
A *written directive* prohibits the admission of unconscious, seriously ill, or seriously injured persons into the facility unless medically cleared.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Written medical clearance with identifying information redacted (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.08M**
A *written directive* requires inmates are admitted by *certified* correctional officers. An officer of the same gender as the inmate must be present.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Rosters/schedules indicating *certified* male and female correctional officers (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of certified male and female correctional officers on duty
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.09M**
A *written directive* requires admission records are compiled and maintained on each inmate and contain:

## I. Bullets

A. Full name and known alias;
B. Age;
C. Date of birth;
D. Sex;
E. Date admitted;
F. Race;
G. Height;
H. Weight;
I. Reason in custody;
J. Signature or name of persons delivering inmate;
K. Signature or name of persons receiving inmates;
L. Documented inventory of items taken from inmate;
M. Current or last known address;
N. Next of kin;
O. Marital status; and
P. Religion.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Inmate admission records indicating each bullet (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.10M**
A *written directive* requires all persons booked into the facility on criminal charges are fingerprinted and photographed.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of fingerprinting and photographic systems

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.11M**
A written directive outlines procedures for inmate property received and released by the agency to include:

## I. Bullets

A. A description of each item;
B. Guidelines for packaging and labeling;
C. Security measures for handling and storing;
D. Receipts with employee and inmate signatures when property is received and released.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Property receipts with employee and inmate signatures (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of property storage areas

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.12M**
A *written directive* states property custodians are accountable for all inmate property within their control, and addresses the following:

## I. Bullets

A. An annual examination of conformance with agency controls, policies and procedures of the property function is conducted by a member not routinely or directly connected with control of property;
B. An annual full or partial inventory, as defined by the agency, of inmate property is conducted by the property custodian or designee and a designee of the CEO; and
C. Follow-up investigative procedures for lost, missing, or stolen inmate property.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating compliance with each element of the standard. (Qty Initial: 1 each) (Qty Reaccred: 1 each for each year)
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Agency policy for inventory must specify amounts or percentages.

Examinations and inventories are documented separately.

**14.13M**
Inmates are provided access to a telephone during the admission process.

## I. Bullets

## II. Proofs of Compliance

- Observation of inmate telephones in admission areas
- Employee and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.14**
A *written directive* requires inmate records are maintained and kept confidential from other inmates, and includes:

## I. Bullets

A. Legal authority for commitment;
B. All information contained in the booking record;
C. Classification information and progress reports;
D. Sustained disciplinary reports including investigation and disposition;
E. All absences from the facility;
F. Photograph;
G. Records of any detainer or other civil or criminal process;
H. Personal property records; and
I. Date and terms of condition of release, the authority for release, and the identification of the releasing employee.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Inmate records indicating each element of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of inmate records

## III. Required References

## IV. Assessor Guidelines

All elements of the standard may not be contained in a single inmate record.

## V. Accreditation Manager Notes

**14.15M**
A written directive requires a DNA sample is collected from each qualifying offender booked into the jail in accordance with Florida Statutes.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of DNA collection, if possible
- Staff Interviews

## III. Required References

Section 943.325, Florida Statutes

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.16**
If closed-captioning is not available for required audiovisual media, an alternative means of relaying the information must be provided.

## I. Bullets

## II. Proofs of Compliance

- Observation of audiovisual media
- Observation of closed captioning or alternative means

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.17**
A *written directive* requires inmates are provided the following personal hygiene items upon admission, and thereafter, if indigent:

## I. Bullets

A. Toothbrush;
B. Toothpaste;
C. Comb;
D. Soap; and
E. Clean towel.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Receipts of issuance, if used (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of personal hygiene items

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.18M**
A written directive requires feminine hygiene items are provided to female inmates when needed.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

FMJS Chapter 7

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**14.19M**
A written directive describes procedures for legally releasing inmates and obtaining positive identification.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of inmate release records
- Observation of inmate identification system
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 15
# INMATE HOUSING

**15.01M**
A *written directive* requires males and females are housed separately and separated by sight and normal sound.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of male and female housing units

## III. Required References

Section 951.23, Florida Statutes

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**15.02M**
A *written directive* requires dangerous felons to be housed separately from misdemeanants.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Classification* criteria (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of housing areas

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**15.03M**
A *written directive* requires correctional officers conduct documented physical observations, at intervals not to exceed 30 minutes, of *inmates* whose behavior presents a serious threat to the safety and security of the facility or *staff*.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of 30 minute physical observations (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of housing areas
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**15.04M**
A *written directive* addresses housing of inmates identified as being suicidal or a danger to themselves, to include:

## I. Bullets

A. *Direct continuous observation* for inmates housed separately or in single cells*;*
B. Documented 15 minute physical observations, regardless of housing; and
C. Written medical clearance by the physician, mental health provider, or designee prior to the inmate being removed from observation.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of 15 minute observations (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation of medical clearance by the physician, mental health provider, or designee (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of housing units

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**15.05**
A *written directive* requires special housing is provided to inmates for medical reasons.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of assignment to medical housing (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of health care units

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**15.06**
All sinks and showers provide cold and either hot or tempered running water.

## I. Bullets

## II. Proofs of Compliance

- Observations

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**15.07**
Reading and writing areas are available during non-sleeping hours.

## I. Bullets

## II. Proofs of Compliance

- Inmate interviews
- Observation of reading/writing areas

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**15.08**
Drinking cups, fountains, or bubblers are provided to all inmates.

## I. Bullets

## II. Proofs of Compliance

- Observations

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**15.09**
Sinks, toilets, floor drains, and showers are kept in good repair.

## I. Bullets

## II. Proofs of Compliance

- Repair records showing requests and completions (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of sinks, toilets, floor drains, and showers
- *Employee* and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**15.10**
Space is provided to inmates to keep authorized property in their cells.

## I. Bullets

## II. Proofs of Compliance

- Observation of storage areas

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**15.11**
A *certified* female officer is on duty at all times when female inmates are housed.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Rosters/schedules indicating certified female officers on duty(Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of *certified* female officers on duty

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**15.12M**
A written directive requires inmates who exhibit or have a demonstrated history of aggressiveness toward other inmates, or who have special classification needs to be housed appropriately.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Inmate classification records (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of housing areas

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**15.13M**
A *written directive* requires persons brought to the facility for detoxification reasons to be housed in areas designed for that purpose and are only held long enough to meet statutory requirements.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of detoxification housing units

## III. Required References

Section 397.6771, Florida Statutes
Section 397.6772, Florida Statutes
Section 397.6773, Florida Statutes

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**15.14M**
A *written directive* addresses the placing of pregnant inmates into restrictive housing. The *written directive* must include the following:

## I. Bullets

A. Documentation showing why the inmate was placed in restrictive housing;
B. Documentation showing the inmate was provided the reasons for restrictive housing within 12 hours;
C. Hourly physical observations are conducted;
D. Daily medical review by a qualified healthcare professional; and
E. If the inmate has passed her due date, she will be moved to medical housing.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing the inmate was provided reasons for restrictive housing within 12 hours. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of hourly physical observations. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of daily medical reviews. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of movement to medical housing. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews.

## III. Required References

Florida Statute 944.241

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 16
# PRIVILEGES

**16.01M**
If the facility has a commissary, a written directive requires establishment of an inmate welfare fund and governs its operation.

## 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

**16.02**
If inmates are allowed to have cash, a *written directive* specifies:

## I. Bullets

A. A maximum amount of money the inmate may have on their person; and
B. Money in excess of the maximum allowable amount is confiscated and placed in the inmate welfare fund, unless needed for a hearing or trial.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Inmate welfare fund account records showing deposits (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**16.03**
A written directive requires commissary menus clearly show prices and any special conditions of sale.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of commissary menus
- Inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**16.04M**
A *written directive* prohibits commissary prices from exceeding the *fair market value* for comparable items sold in the community, with a documented annual comparison.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documented annual comparisons (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**16.05**
A *written directive* requires profits from the commissary are used only for overall inmate welfare.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Inmate welfare fund documentation (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**16.06**
A *written directive* requires final approval of the *jail administrator* or designee prior to expending inmate welfare funds.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Approvals for purchases/expenditures (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**16.07M - DELETED**

**16.08**
A *written directive* requires reading materials are available for inmates held beyond first appearance.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of inmate library or available publications
- Employee and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**16.09M**
A written directive addresses the use of telephones in the facility, to include:

## I. Bullets

A. Inmates are provided reasonable access to a telephone at reasonable times;
B. Inmates are informed of the existence and availability of text telephone(s) (TTY) or Telecommunications Relay Services (TRS) for outside communication; and
C. If the facility has time limits for telephone use, inmates using TTY or TRS are allowed a minimum of three times the length of time permitted for voice communications.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of telephones

## III. Required References

28 CFR 35.160, 161, 163

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**16.10**
*Rules and regulations* governing conduct at visitation and the hours of availability are prominently posted for visitors and available for inmates. A *written directive* specifies *procedures* for handling violations.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of posted rules and regulations

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**16.11**
A *written directive* specifies inmates in general population are allowed at least two hours of visitation per week.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Visitation records (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**16.12M**
A *written directive* requires all visitors to register. The facility will record the visitor's name, address, relationship to inmate, and the date and time in and out.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Registration documentation (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

The directive should include registration for video visitation from remote locations, if used.

**16.13**
A written directive provides inmates a minimum of three hours per week of exercise in a recreation area, weather permitting. Uncontrollable or violent inmates and escape risks are not subject to this provision, but such exceptions must be documented and reviewed at least weekly for status change.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Logs or records indicating exercise schedules (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation of exceptions and weekly review (Qty Initial: 1) (Qty Reaccred: 2 per year for each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Files must contain consecutive reports for each year to demonstrate compliance.

**16.14M**
A written directive requires all inmates have equal access to programs, privileges, exercise, visitation, and work release opportunities unless deemed to be a threat to the safety of themselves, staff, or other inmates; or to security of the facility.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Schedules/attendance records (Qty Initial: 3) (Qty Reaccred: 1 each year)No
- Inmate/staff interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 17
# PROGRAMS

**17.01**
The facility has at least one individual to act as a liaison between the facility and community groups providing programs and services.

## I. Bullets

## II. Proofs of Compliance

- Documentation identifying liaison (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

The individual can be an *employee* or a *volunteer.*

## V. Accreditation Manager Notes

**17.02M**
A *written directive* addresses basic orientation for *volunteers* and representatives from outside entities, to include:

## I. Bullets

A. Roles and functions;
B. Training on facility *rules and regulations; and*
C. Written agreement to comply with facility rules and regulations.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Training records (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Written agreements signed by *volunteers* and outside representatives (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**17.03**
A written directive specifies that pro se inmates are provided reasonable access to legal materials to assist them in filing any type of action cognizable in Florida courts.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of law library or other forms of legal materials
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 18
# CLOTHING AND BEDDING

**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

**18.02M**
A *written directive* specifies inmates are provided the following:

## I. Bullets

A. Clean clothing, if held beyond first appearance;
B. Clean clothing at least twice per week; and
C. Clean linens at least once per week.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of initial issuance (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation showing clean clothing issued at least twice per week and clean linens at least once per week (Qty Initial: 2 consecutive weeks) (Qty Reaccred: 2 consecutive weeks for each year)
- Employee and inmate interviews

## III. Required References

## IV. Assessor Guidelines

Facility may issue clean clothing either twice per week or two sets weekly.

## V. Accreditation Manager Notes

**18.03**
If an inmate has no funds and needs shoes, the facility provides footwear.

## I. Bullets

## II. Proofs of Compliance

- Documentation of issuance (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**18.04**
A *written directive* specifies inmates on work status are provided clothing and footwear appropriate to their job.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of clothing and footwear issuance (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**18.05**
A *written directive* specifies inmates will not be deprived of clothing and other items, except when necessary to prevent the inmate from inflicting injury to self, others, or property. A record will be made of each incident, including the reason and length of time.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of incidents (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 19
# SANITATION

**19.01M**
A *written directive* requires documented weekly sanitation inspections with provisions for recording deficiencies and corrective actions.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Weekly inspection reports (Qty Initial: 3) (Qty Reaccred: 2 consecutive weeks for each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**19.02**
A *written directive* requires floors are swept and mopped, and garbage receptacles emptied and cleaned daily.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of floors and garbage receptacles
- *Employee* and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**19.03**
A *written directive* prohibits inmates from storing perishable foods in housing areas, except commissary items.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of housing areas

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**19.04M**
The facility has a program to control vermin and pests, with scheduled inspections.

## I. Bullets

## II. Proofs of Compliance

- Receipts for service, if outside contractor is used (Qty Initial: 3) (Qty Reaccred: 1 each year)
- License, if an in-house *employee* is used (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**19.05**
If drinking cups are allowed in cells, a written directive specifies inmates are permitted to clean or exchange them at least once per day.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**19.06M**
A written directive requires Safety Data Sheets (SDS) in the facility, and includes:

## I. Bullets

A. Identification of the position(s) responsible for maintaining SDS on all toxic, caustic, and flammable chemicals; and
B. Immediate accessibility to all *employees*.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of immediate access to SDS
- Staff Interviews

## III. Required References

29 CFR 1910.1200

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**19.07M**
A *written directive* addresses toxic, caustic, and flammable chemicals, to include:

## I. Bullets

A. Storage in a secure area;
B. Inventoried and used only under the direct supervision of an employee; and
C. Use of only labeled chemicals.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Chemical inventories (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of storage
- Observation of labeled chemicals
- Observation of supervised chemical use

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 20
# HYGIENE

**20.01**
A *written directive* requires hair grooming services are available to all inmates.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Employee* and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**20.02**
A *written directive* requires inmates in general population are allowed to bathe daily and are required to bathe at least twice weekly.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**20.03**
A written directive requires inmates are given the opportunity to shave.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Shaving log (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of reasons for denial (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Employee and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 21
# FOOD SERVICE

**21.01M**
Food service operations meet applicable requirements of Florida Administrative Code 64E-11. Corrective action is taken on deficiencies, if any.

## I. Bullets

## II. Proofs of Compliance

- Recent health department food service inspection reports (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Corrective actions, if any (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

Rule 64E-11.012, Florida Administrative Code

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**21.02M**
A *written directive* prohibits inmates and *employees* from working in any food service area if known to have a communicable disease, open wound, sore, or respiratory infection. Medical clearance is required before working with any food.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Medical clearance records for inmates and *employees* (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Includes employees of companies contracted to provide food services.

**21.03M**
A *written directive* requires food service *employees* and inmate workers are monitored at the beginning of each shift for health and cleanliness.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of food service *employees* and inmate workers
- *Employee* and inmate worker interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Includes employees of companies contracted to provide food services.

**21.04M**
All food preparation is performed or supervised by an *employee certified* in culinary services and holding a Professional Food Manager certification as required by Rule 64E-11.012, Florida Administrative Code.

## I. Bullets

## II. Proofs of Compliance

- Current Professional Food Manager certifications (Qty Initial: 3) (Qty Reaccred: 3)

## III. Required References

Florida Administrative Code 64E-11.012

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Proof(s) may include food service dietary certifications through the Florida Department of Health, Division of Food Safety; or licensing through the Florida Department of Business Regulation.

**21.05M**
A *written directive* requires inmates are given three nutritious meals per day, with no more than 14 hours between the evening and morning meals. Hot meals shall be served at least once daily. The facility's dietary allowances are reviewed and approved at least annually by a qualified dietician or health authority to ensure that they meet the nationally recommended dietary allowances for basic nutrition. Menus shall be planned for not less than 28 days in advance and certified by a dietician or health authority licensed by the State of Florida.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Menus approved by the health authority or dietician (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation demonstrating meal times (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**21.06M**
A *written directive* requires modified diets are served when ordered by the health authority or clergy.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation ordering modified diet (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**21.07**
A *written directive* requires meal records are maintained a minimum of one year.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Cycle menus from preceding year (Qty Initial: 1) (Qty Reaccred: 1 from previous year)

## III. Required References

GS2 Item #68

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Cycle menus must cover at least 28 days and have been used one year prior to the assessment.

**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

## 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.

**21.09**
A *written directive* requires the *jail administrator* or designee make documented weekly food service area inspections, to include deficiencies and corrective actions. Reports are kept a minimum of three years.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Inspection reports (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of corrective actions (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

GS2 Item #57

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**21.10M**
Unused food supplies are kept in a clean, well ventilated area free from vermin and pests.

## I. Bullets

## II. Proofs of Compliance

- Observation of food storage areas

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**21.11M**
A *written directive* requires cleaning compounds, soaps, waxes, and insecticides used in the food service areas are stored in a secure location separate from food supplies.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of storage areas

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**21.12M**
A *written directive* requires an *employee* supervise food delivery to inmates and sanitary measures are used.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of food delivery

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**21.13M**
A *written directive* requires all food service equipment is kept clean and operational.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of maintenance (Qty Initial: 3) (Qty Reaccred: 2 Per year for each year)
- Observation of equipment

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**21.14M**
A *written directive* specifies *procedures* to account for cutlery.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation accounting for cutlery (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of cutlery storage areas

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 22
# DIRECT SUPERVISION

**22.01**
A *written directive* specifies inmates are not housed in direct supervision units unless approved by *classification*.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Classification* guidelines (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**22.02M**
A *written directive* requires *certified* officers receive direct supervision training prior to assignment to direct supervision units.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Training records (Qty Initial: 1) (Qty Reaccred: 1 each year)
- *Employee* Interviews

## III. Required References

## IV. Assessor Guidelines

Assessor should review additional training records.

## V. Accreditation Manager Notes

**22.03M**
A *written directive* requires sufficient staffing of *certified* correctional officers to perform the following duties:

## I. Bullets

A. Provide direct supervision of inmates in direct supervision housing units; and
B. Provide emergency backup to the housing officer as a priority of the employee's assigned duties.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Employee* interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**22.04M**
A *written directive* provides *rules and regulations* specifically designed for direct supervision.

## 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

**22.05M**
Correctional officers assigned to direct supervision units are equipped with a secondary means of communication.

## I. Bullets

## II. Proofs of Compliance

- Observation of communication system

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 23
# JUVENILES

**23.01M**
A *written directive* specifies *juveniles* are not admitted to an adult jail unless accompanied by appropriate documentation demonstrating the *juvenile* has waived *juvenile* court jurisdiction, been indicted as an adult, been direct filed, or a court has imposed adult sanctions.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Juvenile* records documenting indictments, *juvenile* waivers, direct files, and adult sanctions (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**23.02M**
A *written directive* specifies *procedures* for handling *juveniles* placed in temporary custody for the purpose of fingerprinting/photographing and awaiting transportation to an appropriate *juvenile* facility. The directive includes:

## I. Bullets

A. No regular sight and sound contact between juvenile and adult inmates, including inmate workers;
B. Adequate staffing to supervise and monitor juveniles at all times;
C. Documented 10-minute checks; and
D. Time held does not exceed six hours.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating 10-minute checks (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of *juvenile* holding areas
- *Employee* interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**23.03M**
A *written directive* prohibits *juveniles*, charged with a traffic offense involving death or injury, from being placed with adults under any circumstances.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Juvenile* records/documents (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of *juvenile* housing areas

## III. Required References

Section 985.115, Florida Statutes

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**23.04M**
A *written directive* prohibits *juveniles*, transferred for prosecution as adults, and *juveniles* wanted for prosecution as adults in another jurisdiction, from being housed with adults.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of *juvenile* and adult housing areas

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**23.05M**
There is sufficient staffing to monitor and supervise *juveniles* at all times. Supervision and monitoring of juveniles shall include documented physical observations by correctional officers at intervals not to exceed 10 minutes.

## I. Bullets

## II. Proofs of Compliance

- *Employee* duty rosters (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of *juvenile* housing areas
- Documentation demonstrating 10 minute physical observations (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

Florida Statute 985.265

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**23.06M**
A *written directive* specifies when a *juvenile* is housed as an adult the *juvenile* must have been sentenced as an adult and housed only with inmates of the same *classification*.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Sentencing documentation (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Classification records demonstrating appropriate housing assignments (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 24
# MEDICAL SECTION

**24.01M**
The facility has a written agreement with one or more health authorities licensed in the State of Florida to furnish *emergency* and regular medical care services within the facility. A written protocol is established between the physician and the Advanced Registered Nurse Practitioner, if applicable.

## I. Bullets

## II. Proofs of Compliance

- *Written* agreements (Qty Initial: 1) (Qty Reaccred: 1)
- Health authority license (Qty Initial: 1 each) (Qty Reaccred: 1 each)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.02M**
Each facility shall maintain copies of current licenses of all medical staff in a central location.

## I. Bullets

## II. Proofs of Compliance

- Observation of licenses where maintained

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.03M**
The medical section has written operating *procedures* which are reviewed at least annually by the *health care authority*, and address:

## I. Bullets

A. Medical screening;
B. Health appraisal;
C. Physical examinations;
D. Necessary medical, mental, and dental services;
E. Emergency medical and dental services;
F. Suicide prevention services;
G. Notification of next of kin in case of life threatening illness, injury, or death;
H. Prenatal care;
I. Delousing procedures;
J. Infection control; and
K. Control of pharmaceuticals.

## II. Proofs of Compliance

- Written operating *procedures* addressing elements of the standard (Qty Initial: 1 Each) (Qty Reaccred: 1 Each)
- Annual review (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

Florida Statute Chapter 893

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.04M**
A *written directive* requires inmate medical screening at receiving by a *health care professional,* or *employees* trained by a *health care professional*. The screening includes a visual observation and completion of a medical screening form addressing the following:

## I. Bullets

A. Current illnesses and health problems, including any infectious disease;
B. Medications being taken and special health needs, including allergies;
C. Inquiry into cough, lethargy, and weight loss;
D. Behavioral conditions and mental state, to include past and/or current suicidal tendencies;
E. Notation of observable deformities or injuries;
F. Skin and body condition, such as rashes, needle marks, etc.;
G. Inquiry into drug and alcohol use, to include date and time of last use, and any previous signs and symptoms of withdrawal; and
H. Any other health problems.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Completed medical screening forms (Qty Initial: 1) (Qty Reaccred: 1 each year)
- *Employee and* inmate interviews
- Documentation of *employee* training by a *health care professional* (Qty Initial: 3) (Qty Reaccred: 3)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.05**
A *written directive* requires medical records are maintained on each inmate at least seven years following release, transfer, or death. These records are kept confidential and separate from the inmate's custody record.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating seven-year retention (Qty Initial: 1) (Qty Reaccred: 1)
- *Employee* interviews
- Observe separation of medical records and custody records.

## III. Required References

GS4 Item #80

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.06M**
A *written directive* requires a health appraisal for each inmate is completed within 14 days after arrival by trained medical personnel. If there is documented evidence of a health appraisal within the previous 90 days, a new health appraisal is not required except as determined by the *health care authority*. Health appraisal includes the following:

## I. Bullets

A. Review of screening forms;
B. Collection of additional data for medical, dental, psychiatric and immunization histories, including gynecological histories for females;
C. Recording of height, weight, pulse, blood pressure, and temperature;
D. Medical examinations with comments about mental and dental status;
E. Laboratory or diagnostic tests as determined necessary by the health authority to detect communicable diseases;
F. Other tests or exams as deemed appropriate; and
G. Procedures for the facility physician, physician assistant, or advanced registered nurse practitioner to review all results, health appraisals, and identify problems.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Health appraisal records reviewed by Health Care Authority (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Training records or licenses of medical personnel (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

Current licenses will suffice for Advanced Registered Nurse Practitioners and Physician Assistants, all others require training by the responsible physician.

**24.07**
A current *emergency* health care provider on-call list is available at each facility.

## I. Bullets

## II. Proofs of Compliance

- Observation of list within each facility

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.08M**
Staff trained in the delivery of emergency first aid and CPR are on duty at all times in the facility.

## I. Bullets

## II. Proofs of Compliance

- Proof of current training (Qty Initial: 1) (Qty Reaccred: 1)
- Duty roster (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

Training documentation should correspond with duty roster.

## V. Accreditation Manager Notes

**24.09M**
A *written directive* addresses *first aid,* and includes:

## I. Bullets

A. First aid supplies are readily available within the facility at all times; and
B. Inspections of all first aid supplies are conducted at least monthly, and expired or depleted items are replenished.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of *first aid* kits/supplies within the facility
- Documentation of inspections (Qty Initial: 3) (Qty Reaccred: 2 per year for each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.10**
A *written directive* describes *procedures* for sick call and includes:

## I. Bullets

A. A system for inmates to submit a written request for medical care and to receive appropriate medical services of non-emergency illness or injury, which may require a clinical visit;
B. Qualified medical personnel will triage medical requests when received, during formal sick call or medication rounds, and make appropriate referrals; and
C. A requirement for sick call to be made available daily and supervised by the *health care authority*.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Sick call documentation (Qty Initial: 3) (Qty Reaccred: 1 each year)
- *Employee* and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.11M**
The facility has a written agreement with a licensed dentist to provide necessary and *emergency* dental care.

## I. Bullets

## II. Proofs of Compliance

- Written agreement(s) or documentation of dental visit(s) (Qty Initial: 1) (Qty Reaccred: 1)
- Dentist's License (Qty Initial: 1 each) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.12M**
A *written directive* specifies medication will be administered according to the directions of a physician or others licensed in Florida to prescribe medications.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Medication orders and corresponding Medication Administration Records (MARs) (Qty Initial: 3) (Qty Reaccred: 2 per year for each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.13**
A *written directive* requires inmate health record information is provided to appropriate health care providers outside the facility, upon request of the physician or medical facility and with written approval of the inmate.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of requests (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation of inmate approval (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.14M**
A *written directive* requires inmates admitted under the influence of alcohol or drugs are separated from the general population and kept under *close supervision* for a reasonable amount of time.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation used to keep inmates under *close supervision* (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of holding areas

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.15M**
A *written directive* describes *procedures* for inmates to be tested for infectious diseases, and includes:

## I. Bullets

A. Review of test results by a physician, physician assistant, or advanced registered nurse practitioner;
B. Test results are confidential and shared only with those who have a need to know;
C. Test results are exempt from the Public Records law; and
D. Test results become part of the inmates' permanent medical file.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating test completion (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

Section 464.012(3), Florida Statutes

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.16**
A written directive addresses transfer of inmates to other facilities, and includes:

## I. Bullets

A. A requirement for inmate medical files, or a summary of the medical files, to accompany the inmate, in a sealed envelope marked “Confidential Medical Information;” and
B. At least three days dosage of medication shall accompany the medical records for inmates who are taking prescription medication, unless otherwise directed by the facility physician or authorized medical designee.

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Transfer records (Qty Initial: 3) (Qty Reaccred: 1 each year)
- *Employee* interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.17M**
A *written directive* requires pregnant inmates receive prenatal care. Pregnant inmates are exempt from work details as determined by medical personnel.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of prenatal care (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interview pregnant inmates

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.18M**
A *written directive* requires maintenance of inmate hearing aids, to include:

## I. Bullets

A. Replacement of hearing aid batteries to inmates requesting them as soon as possible. The cost of the batteries will be borne by the facility; and
B. Sending hearing aids to a repair company as soon as possible, and inform the inmate when it was sent. The cost of the repair will be borne by the facility.

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- *Employee* and inmate interviews.

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.19M**
A *written directive* requires medical clearance when an inmate is released from *medical isolation*.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of medical clearance (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**24.20**
A *written directive* requires inmates confined for medical reasons are examined by medical staff within 48 hours of such confinement.

## I. Bullets

## II. Proof 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

# CHAPTER 25
# PHARMACY

**25.01**
If medicinal drugs in quantities other than individual prescriptions are stocked, the facility maintains an agreement with a consulting pharmacist or prescribing entity.

## I. Bullets

## II. Proofs of Compliance

- Agreements (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of stock maintained in pharmacy

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**25.02M**
A *written directive* describes *procedures* for the safe handling and storage of medications, including a locked, secure storage area where individual prescriptions, bulk, refrigerated, and over-the-counter medications are kept, except while being dispensed.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of storage areas

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**25.03M**
A written directive requires individual prescriptions are labeled with:

## I. Bullets

A. Name and address of pharmacy;
B. Date of dispensing;
C. Name of prescribing practitioner;
D. Name of patient;
E. Directions for use;
F. Warning statements, when applicable;
G. Name and strength of medication;
H. Dosage;
I. Prescription number; and
J. Expiration date.

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Individual prescriptions addressing elements of the standard (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**25.04M**
A written directive describes procedures for the safe handling and storage of syringes, needles, and other sharps. These items are controlled through perpetual inventories.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of secure storage areas
- Observation of perpetual inventories

## III. Required References

Pharmaceutical Rules

Section 381.0098, Florida Statutes

Florida Administrative Code 64E-16.004

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**25.05M**
A *written directive* requires a log of all medications prescribed to each inmate, which becomes part of the inmate's medical file and includes:

## I. Bullets

A. Name and number of the inmate;
B. Name and strength of the medication;
C. Directions for use;
D. Initials, or electronic signature of issuing person;
E. Amount of medication used;
F. Special instructions or limitations on use;
G. If an inmate refuses medication during incarceration, or at the time of transfer or release, the refusal is documented in the appropriate location on the medication log, or on the appropriate refusal of medication form approved by the *Health Care Authority*; and
H. Allergies.

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Medical logs with identifying information redacted (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**25.06M**
A *written directive* requires unused medication be recorded when removed from circulation, and stored in a separate container and secured, with a list that includes the following information:

## I. Bullets

A. Prescription number;
B. Name of issuing pharmacy; and
C. Quantity of unused medication.

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of storage containers and medication list

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**25.07M**
A *written directive* requires the destruction of unused controlled and non-controlled medications by appropriate means in accordance with the Florida Board of Pharmacy Rules.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Records of destroyed medication (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

Florida Board of Pharmacy Rules

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**25.08**
A *written directive* requires, upon release, an inmate taking prescription medication is provided a minimum of three days medication, or arrangements made for the inmate to obtain the medication, , unless otherwise directed by the facility physician or authorized medical designee.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Medication Logs (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Physician's orders (Qty Initial: 3) (Qty Reaccred: 1 each year)
- *Employee* interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**25.09M**
A written directive addresses storage of medications which require refrigeration; and includes:

## I. Bullets

A. When stored in a general-use refrigerator, medications are kept in separate, covered, waterproof, labeled containers;
B. Refrigerators in which medications are stored are equipped with a thermometer, and the temperature of the refrigerator is maintained between 36 degrees Fahrenheit and 46 degrees Fahrenheit;
C. Medication refrigerators are cleaned and inspected monthly by medical staff;
D. Daily temperatures, and monthly cleanings and inspections are documented on a checklist or other form developed by the facility.
E. A refrigerator temperature log is used to record the interior of the refrigerator daily.

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Maintenance, temperature, and inspection logs demonstrating compliance (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of refrigerators

## III. Required References

Standard 9.37, Florida Model Jail Standards

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**25.10M**
A written directive requires a perpetual inventory of controlled substances.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Inventories (Qty Initial: 1) (Qty Reaccred: 1)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**25.11M**
A written directive requires the Health Authority or designee to conduct monthly inspections of all medical/laboratory supplies to ensure expiration dates are not exceeded.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observations
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

This standard does not address medications.

# CHAPTER 26
# PHYSICAL PLANT AND SAFETY

**26.01M**
The facility conforms to all applicable federal, state, and/or local fire safety codes, including:

## I. Bullets

A. A fire alarm, automatic detection system, and lighted or reflective emergency exits; and
B. A documented fire/safety inspection by a certified or authorized federal, state, or local fire official.

## II. Proofs of Compliance

- Fire inspections or other documentation demonstrating compliance (Qty Initial: 1) (Qty Reaccred: 3)
- Observation of fire alarm system, automatic detection system, and emergency exits

## III. Required References

Florida Statute 951.23(5)

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

The fire authority having jurisdiction documents compliance.

Each fire inspection report received during the reaccreditation cycle will be included as a proof(s) of compliance in the assessment when provided by the fire inspection authority.

**26.02M**
The facility has portable operational fire suppression equipment available in all secure and custody areas.

## I. Bullets

## II. Proofs of Compliance

- Repair or maintenance records (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of equipment

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**26.03**
Inmate living areas are inspected annually for adequate ventilation and illumination.

## I. Bullets

## II. Proofs of Compliance

- Documentation of inspection (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of living areas

## III. Required References

Florida Model Jail Standards Chapter 18

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**26.04**
Utility closets, pipe chases, corridors, and ventilation ducts are kept clean and free of clutter.

## I. Bullets

## II. Proofs of Compliance

- Observation of utility closets, pipe chases, corridors, and ventilation ducts

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 27
# PRISONER TRANSPORTATION

**27.01M**
A directive describes procedures for transporting inmates to include:

## I. Bullets

A. Inmates of the opposite sex;
B. 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

## V. Accreditation Manager Notes

**27.02M**
A written directive requires all inmates are searched for weapons and contraband prior to transport.

## I. Bullets

## 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

**27.03**
A written directive stipulates circumstances under which the transporting officer can stop to respond to the need for emergency services while transporting an inmate.

## 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

**27.04M**
A written directive describes procedures to follow when an escape occurs during custodial transport within and outside the agency's jurisdiction. The directive addresses the following:

## I. Bullets

A. Notifications;
B. Actions to be taken; and
C. Required reports.

## II. Proofs of Compliance

- *Written* directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed reports (Qty Initial: 3) (Qty Reaccred: 3)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**27.05M**
A written directive describes security procedures and restraint provisions when an inmate is transported to a *medical care facility*.

## I. Bullets

## II. Proofs of Compliance

- *Written* directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- *Employee* interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**27.06M**
A written directive requires the search of all agency vehicles used for transporting inmates prior to and after transport.

## I. Bullets

## II. Proofs of Compliance

- *Written* directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- *Employee* interviews

## III. Required References

## IV. Assessor Guidelines

Agency must address the search of both assigned and unassigned inmate transport vehicles.

## V. Accreditation Manager Notes

**27.07M**
A written directive establishes procedures for communication to and from inmate transport *employees* to verify a member's status after an established period of time has elapsed without contact.

## I. Bullets

## II. Proofs of Compliance

- *Written* directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- *Employee* interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 28
# INMATE WORK

**28.01**
A *written directive* addresses inmate work requirements, to include:

## I. Bullets

A. Pretrial and unsentenced inmates are not required to work except to do personal housekeeping and to clean their housing area; and
B. Inmates are allowed to volunteer for work assignments.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**28.02**
A written directive prohibits inmates from being compelled to work more than ten hours per day, except in an *emergency*.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Work records or logs (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**28.03M**
If inmates are allowed outside of the facility to work, a *written directive* requires supervision with safety and accountability checks at least once per shift.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Safety and accountability documentation (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**28.04**
If inmates are allowed to work voluntarily for charitable or non-profit organizations, a *written directive* requires inmates must receive prior written authorization from the *jail administrator* or designee.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of authorization (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**28.05M**
A *written directive* requires inmates to be medically cleared by the *health care authority* in accordance with the Americans with Disabilities Act prior to assignment to work programs.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Medical clearance documentation (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 29
# CORRESPONDENCE

**29.01**
A written directive requires incoming and outgoing mail is delivered to and from inmates without unnecessary delay.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of mail handling system
- Employee and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**29.02M**
A *written directive* specifies inmates denied correspondence are given written notification, including the reasons for denial.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Inmate notifications, including reason(s) for denial (Qty Initial: 1) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**29.03M**
A written directive specifies procedures for *privileged mail*, to include:

## I. Bullets

A. Incoming mail must be opened in the presence of the inmate; ;
B. Only the signature and letterhead on incoming mail may be read to determine it is *privileged mail*;
C. Incoming mail is inspected for contraband;
D. Outgoing mail may be inspected, in the presence of the inmate, prior to being sealed; and
E. Outgoing mail is not held longer than 72 hours pending verification of proper addressing.

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Employee and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**29.04**
A *written directive* requires indigent inmates are provided with writing materials and postage.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing issuance of postage and writing materials (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**29.05**
A *written directive* specifies the facility will not limit the volume of incoming or outgoing mail and will not maintain lists of correspondents.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Employee* and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 30
# SEXUAL ABUSE

**30.01M**
A *written directive* strictly prohibits the sexual abuse of inmates and sexual acts involving inmates, regardless of consensual status. The directive specifies that all incidents of *sexual assault* and abuse are reported promptly and investigated thoroughly.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating compliance with elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Employee interviews

## III. Required References

Section 951.221, Florida Statutes

## IV. Assessor Guidelines

The directive must address *employee*/inmate and inmate/inmate sexual abuse.

## V. Accreditation Manager Notes

**30.02M**
A written directive requires *procedures* to identify inmates who may commit *sexual assault* and inmates at risk of being victimized.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- *Classification* screening forms, confinements sheets, housing assignment or movement sheets. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- *Employee* and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**30.03M**
During the admission process, inmates are provided *sexual assault* and abuse information to include:

## I. Bullets

A. Self-protection and prevention techniques;
B. Treatment and counseling;
C. Reporting methods; and
D. Confidentiality of information.

## II. Proofs of Compliance

- Documentation demonstrating compliance with elements of the standard (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of provision of information

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**30.04M**
Any inmate who reports being sexually assaulted during their current incarceration is provided a medical evaluation and necessary treatment by a health care professional.

## I. Bullets

## II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of medical evaluation (Qty Initial: 1) (Qty Reaccred: 1)
- Employee and inmate interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# CHAPTER 31
# COURTHOUSE HOLDING AREAS

Standards in this chapter apply to facilities operating short-term holding areas to maintain custody of inmates. These areas are designed as temporary collection points used to temporarily hold inmates awaiting court or anyone remanded into custody during court proceedings. All agencies that operate a holding facility must comply with the standards in this chapter, if applicable. If the responsibility for care, custody, and control of inmates is transferred to a non-accredited entity within the Sheriff's Office, or contract provider, the standards apply to the vendor and the facility must build files and show compliance.

**31.01M-Deleted**

**31.02M**
A written directive describes the operations of the holding area and addresses the following:

## I. Bullets

A. Securing all weapons before entering, with exceptions specified;
B. Conditions under which a member enters an occupied holding area;
C. Securing holding area doors;
D. Security checks for weapons and contraband;
E. An alert system to a designated control point in the event of an emergency;
F. A security alarm system linked to a designated control point if a member is not equipped with alert or panic alarm systems, or a means of two-way communication; and
G. Inspection of equipment for damage prior to use.

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of secured weapon storage
- Observation of alert system
- Observation of security alarm system.

## III. Required References

## IV. Assessor Guidelines

Both lethal and less-lethal weapons must be addressed.

The intent of bullet E is to ensure prisoners have a method of reporting an emergency to agency personnel. The system is not required to be electronic.

## V. Accreditation Manager Notes

**31.03M**
If males, females, and/or juveniles are required to be detained at the same time, detainees are separated in order to prevent regular contact.

## I. Bullets

## II. Proofs of Compliance

- Observation of holding areas.

## III. Required References

Florida Statute 950.061
Florida Statute 985.115

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**31.04M**
Procedures for gaining access to medical services are posted in areas used by inmates, in the language(s) prevalent to the service community.

## I. Bullets

## II. Proofs of Compliance

- Observation of posted signs

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**31.05M**
A written directive describes procedures to be followed in the event of an escape to include:

## I. Bullets

A. Activating alarms;
B. Persons or agencies to be notified;
C. Assignment of available members;
D. Mobilizing resources;
E. Ending alert; and
F. Reporting requirements.

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed reports. (Qty Initial: 3) (Qty Reaccred: 3)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**31.06M – DELETED**

**31.07M**
Medical equipment, as defined by the agency, and current supplies are available in all holding areas. A documented monthly inspection is conducted and supplies are replenished as necessary.

## I. Bullets

## II. Proofs of Compliance

- Observation of medical equipment and supplies.
- Documentation of monthly inspection. (Qty Initial: 3) (Qty Reaccred: 1 each year)

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**31.08M**
Holding areas provide the following conditions for prisoners/detainees:

## I. Bullets

A. Adequate lighting; and
B. Circulation of fresh or purified air.

## II. Proofs of Compliance

- Observation of holding areas.

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**31.09M**
A written directive requires procedures for processing remanded prisoners/detainees to include:

## I. Bullets

A. The search of each prisoner/detainee prior to entering the holding area;
B. An itemized inventory and secure storage of all property taken; and
C. Handling of personal property after remand.

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Completed inventory form. (Qty initial: 3) (Qty Reaccred: 3)
- Observation of secure storage
- Interviews

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**31.10M**
A written directive requires sworn/certified staff be available to supervise prisoners/detainees on a continual basis and includes a documented physical check at least every 15 minutes for adult prisoners/detainees identified as being suicidal or a danger to themselves.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Documentation of physical observations (Qty initial: 3) (Qty Reaccred: 1 each year)
- Observation of holding area.

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**31.11M**
If a prisoner/detainee is to be secured to an immovable object, it will be designed and intended for such use.

## I. Bullets

## II. Proofs of Compliance

- Observation

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**31.12M**
If holding areas are equipped with video surveillance with the ability to observe prisoners/detainees, a written directive includes measures to ensure immediate intervention for prisoner/detainee emergencies.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of electronic surveillance equipment.

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**31.13M**
A written directive describes procedures for handling and segregating prisoners/detainees who are self-destructive, violent, ill, injured, or under the influence of alcohol or drugs, and those in need of medical assistance.

## 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

**31.14M**
A written directive requires agency staff be available to supervise prisoners/detainees on a continual basis and includes physical observation and documented checks at least every 10 minutes for juveniles.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of physical observations (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of holding area

## III. Required References

Florida Statute 985.265

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

**31.15M**
A written directive requires procedures for supervision of prisoners/detainees that are the opposite sex of the staff member providing supervision.

## I. Bullets

## II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of holding area

## III. Required References

## IV. Assessor Guidelines

## V. Accreditation Manager Notes

# GLOSSARY

**ACA:** The American Correctional Association

**Accredit:** The bestowing of credentials upon practitioners or institutions symbolizing approval from a professional organization.

**Accreditation Manager:** An employee designated by the agency administrator to supervise the planning and implementation of accreditation activities in the agency.

**Administrative Confinement:** The segregation of an inmate for investigation, protection, or some cause other than disciplinary action.

**Annual:** An event occurring once every 12 months.

**Applicant Agency:** An agency that has submitted an application to the Florida Corrections Accreditation Commission.

**Agency:** The governing authority with direct responsibility for operating a corrections program, and for formulating and implementing policy.

**Bloodborne Pathogens:** Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

**Booking:** As a police action, booking is the official recording of an arrest and the identification of the person, the time, the arresting authority, and the reason for the arrest of a person. As a jail facility procedure, booking is the procedure for the admission of a person to the jail facility; it includes a physical search of a person and his/her possessions, the taking of fingerprints and photographs, the conduct of interviews for medical history and personal history, the inventory and storage of personal belongings, and the assignment of the person to a housing area.

**Certified Member:** An agency member, employed or appointed as a full-time, part-time, or auxiliary law enforcement or correctional officer with CJSTC certification.

**CFA:** The Commission for Florida Law Enforcement Accreditation, Inc.

**Chemical Agent:** Any chemical, which can produce sensory irritation, or disabling physical effects, which disappear within a short time following termination of exposure.

**Chokeholds:** The intentional and prolonged application of force to the throat, windpipe, or airway of another person that prevents the intake of air. The term does not include any hold involving contact with another person’s neck that is not intended to prevent the intake of air.

**Civilian Member:** A full or part-time member who is not CJSTC certified.

**CJSTC:** The Criminal Justice Standards and Training Commission.

**Classification:** A system, or process for determining the needs and requirements of those persons being confined, and for assigning them to housing units and programs. Elements of this determination include the following: security level; work assignments; special treatment services; allowance or denial of certain privileges, and other assignments as may be available.

**Close Supervision:** Regular, documented, physical observation of an inmate by certified correctional officers or members of the medical staff at intervals not to exceed 15 minutes for adults and 10 minutes for juveniles. If the sole purpose of posting officers inside these units is to accomplish documentation of checks, the unit may or may not be considered Direct Supervision.

**Contraband:** Any item in the possession of an inmate, or found within the boundaries of a jail facility, which is declared illegal by law, or not specifically approved for possession by an inmate by those legally charged with the administration of a jail facility.

**Contractor:** A person or organization that agrees to furnish materials or products or perform services for the facility or jurisdiction under the terms of a written agreement at a specified price. Contractors operating in correctional facilities are subject to all applicable rules and regulations for the facility.

**Corporal Punishment:** The act of inflicting punishment directly on the body, such as beating, flogging, hitting, kicking, etc.

**Correctional Facility:** A county jail, a county stockade, a county work camp, a county residential probation center, and any other place, except a municipal detention facility used by a county or county officer for the incarceration of persons lawfully detained.

**De-escalation Techniques:** Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary.

**Direct Continuous Observation:** Uninterrupted visual observation of inmates by certified members or medical staff, who are responsible for inmate care, custody, or control. This may include electronic monitoring, i.e., cameras, if uninterrupted visual observation is maintained with no distractions due to other responsibilities, and a certified officer or medical staff member can immediately intervene on behalf of the agency or inmate.

**Direct Supervision:** A style of inmate supervision that applies a management philosophy that includes a special classification of inmates, a separate set of informal discipline and specific policies, procedures, and training. Officers have continuous direct contact with inmates and staff by being posted inside each housing unit. Officers

are not separated from inmates by physical barriers. The Sheriff/CEO is the authority to designate the facility a direct supervision facility.

**Disciplinary Confinement:** The housing or segregation of inmates found guilty of facility rule violations.

**Disciplinary Hearing:** A non-judicial administrative review conducted by a disciplinary hearing officer or committee.

**Duty to Intervene:** An attempt to prevent or stop the use of excessive force by another officer when it is *objectively reasonable* to do so.

**Emergency:** Any significant disruption of normal facility or agency procedure, policy, or activity cause by riot, escape, fire, natural disaster, employee action, or other serious incident.

**Emergency Response Teams:** A select group of officers who are specially trained and equipped to handle high risk incidents.

**Employee:** Any person employed full or part-time, under contract with, or appointed by a county or municipal government or officer, whose primary responsibility is the supervision, protection, care, custody, provision of support and/or control of inmates.

**Exonerated:** Alleged action(s) occurred but were justified, lawful and proper.

**Exposure Control Plan:** A plan designed to eliminate or minimize a member's occupational exposure to biohazardous substances.

**Extra-duty Employment:** Employment that is conditioned on the actual, or potential use of law enforcement, or correctional powers by the employee, and is rendered during a period of time not within assigned hours of duty.

**Fair Market Value:** For the purposes of this manual, comparisons should be based upon an analysis of like items from a sampling of stores in the community where the jail is located. Commissary prices should not exceed the range of prices found.

**FCAC:** Florida Corrections Accreditation Commission, Inc.

**Field Training Program:** A structured program provided for certified officers, or employees hired under temporary employment or appointment conditions (TEA), which teaches the application of skills and knowledge necessary in the corrections environment. Characteristics of a field training program include close supervision, daily observation reports, training checklists, etc.

**First Aid:** Emergency treatment administered to an injured or sick person before professional medical care is available.

**FMJS:** Florida Model Jail Standards.

**Grievance:** Formal request in writing presented to management to resolve differences in matters identified by the agency and/or collective bargaining agreement.

**Grievance Process:** A formal program designed to manage and respond to a grievance. The grievance process must be written and available to employees, and must outline steps required of the persons(s) filing the grievance and the form of response required of management.

**Health Care Authority:** The designated health administrator or agency responsible for providing inmate health care services at the correctional facility(ies).

**Health Care Professional:** Licensed, or certified individuals whose primary duty is to provide health services to inmates in keeping with their respective levels of health care training or experience.

**High-risk Inmate:** Inmates, who require special security considerations due to their charges, past actions, or other documented factors.

**Indigent:** Inmates determined by the agency to have insufficient funds in their accounts to purchase items or services.

**Inmate Medical Screening**: A systematic examination or assessment done by a health care professional, or staff trained by a health care professional, to determine the presence or absence of medical problems. The screening includes physical observation and completion of a medical screening form.

**Inmate Welfare Fund:** An account from which funds may be drawn upon for items, programs, and services that benefits the overall inmate welfare population.

**In-Service Training:** Training received by agency members to enhance knowledge, skills, or abilities. This includes periodic retraining, specialized, promotional, advanced, or roll-call training. In-service training may also include less formal types of instruction, such as roll-call training at the agency's discretion.

**Jail Administrator:** The person responsible for the overall operation and maintenance of a correctional/detention system, including the implementation of policy.

**Juvenile:** Any unmarried person, under the age of 18 years, who has not been emancipated by court order.

**Lesson Plan:** A detailed guide an instructor uses to conduct a course of instruction. A lesson plan may include goals, specific subject matter, performance objectives, references, resources, and methods for evaluating or testing students.

**Mandatory Standards:** Standards that address life, health, safety issues, legal matters or essential correctional or business practices. Every agency is required to meet all of these standards except those which do not apply to the agency/facility by reason of function. Determination as to whether a mandatory standard does not apply to an agency/facility rests solely with the Commission.

**Medical Isolation:** A cell, or housing unit, used for the purpose of separating an inmate from others for medical reasons.

**Medical Screening:** A systematic examination or assessment done by a health care professional to determine the presence or absence of medical problems. The screening includes physical observation and completion of a medical screening form.

**Member:** See employee.

**Monitoring:** The act of observing, listening, carrying-out surveillance on, and/or recording the actions of the inmate population.

**Non-Mandatory Standards:** Standards that address important or desirable correctional, management, and business practices. Every agency is required to meet at least 90 percent of applicable, non-mandatory standards.

**Not Applicable Standards:** Standards that address areas of responsibility or correctional practices for which the agency is not responsible, or is not performing due to contracts, jurisdiction, or mutual aid agreements.

**Objectively Reasonable:** The determination that the necessity for using force and the level of force used is based upon the officer's evaluation of the situation in light of the totality of the circumstances known to the officer at the time the force is used and upon what a reasonably prudent officer would use under the same or similar situations.

**Off-duty Employment:** Employment activity, non-law enforcement or correctional in nature, which does not require the exercise of any form of law enforcement or correctional powers.

**Oleoresin Capsicum Spray/Foam (O.C.):** Also known as "pepper spray" is a chemical agent that emits a chemical solution composed of oleoresin capsicum, a natural oil of pepper, and a carrier agent, such as isopropyl alcohol, which is designed to incapacitate and aggressive or resistant subject with no lasting after-effects.

**Parent Agency:** The Sheriff's Office, Board of County Commissioners, or private corporation, to whom the Jail Administrator reports and which provides administrative and/or financial support.

**Periodic:** Conducted or occurring at least every three years.

**Physical Examination:** An examination of a person by a health care provider to determine the presence, or absence, of physical problems.

**Plan:** A detailed scheme, program or method worked out in advance for the accomplishment of an objective (e.g., plan of attack); proposed or tentative project; systematic arrangement of details; an outline; drawing or diagram made to scale showing the structure or arrangement of something.

**Policy:** A course of action adopted and pursued by an agency that guides and determines present and future decisions and conduct. Policies indicate the general course or direction of an organization within which the activities of the personnel might operate. Their attainment may lead to compliance with standards as well as compliance with the overall goals of the agency or system.

**Privileged Mail:** Mail received, or sent to attorneys, courts, public officials, or the news media. (Refer to Florida Department of Corrections Definitions; Administrative Code 33-210-104, Institutional Mail; 33-210.102 Legal Documents and Legal Mail; 33-210.103, Privileged Mail; and 33-210.101, Routine Mail; for further details.

**Probationary Period:** A specific period of time, not less than 6 months, of continuous, active employment, the successful completion of which can lead to permanent employment status. Probationary periods may also include a set period of time subsequent to promotion to determine the suitability of the member to continue at the new rank, and includes disciplinary probation periods imposed to determine suitability for continued employment or achievement of specific objectives related to a continuation of employment in a current position, grade or rank.

**Procedure:** A manner of proceeding; a way of performing or effecting something; an act composed of steps; a course of action; a set of established forms or methods for conducting the affairs of the agency.

**Proofs of Compliance:** Documentation assembled as part of a file to prove compliance with a standard.

**Qualified Interpreter**: A professional who facilitates communication between deaf and hearing individuals. A qualified interpreter is able to interpret effectively, accurately and impartially both receptively and expressively, using any necessary specialized vocabulary. The qualified interpreter has specialized training in interpreting from one language to another for example, American Sign Language [ASL] to English and English to ASL. Simply knowing both sign language and English does not qualify a person as an interpreter. The role of an interpreter is to accurately convey all messages between the individuals involved in the communication setting.

**Rules and Regulations:** Specific articles describing and/or prohibiting behavior, actions or conduct.

**Sally Port:** A secured space inside, or abutting a facility, for vehicles to deliver or pick up inmates or goods.

**Security Perimeter:** The outer limits of the facility where construction prevents egress by inmates, or ingress by unauthorized persons or contraband.

**Safety (Security) Vestibule:** An enclosed space, served by at least two doors, that serves as a passageway between two areas.

**Selection Criteria:** The rules, standards, or requirements used to make a judgment concerning filling a specific position.

**Selection Process:** The combination of elements and procedures utilized to make the final decision regarding filling a position, including minimum qualifications (e.g., education, experience, citizenship, residency), written tests, performance tests, oral exams, interviews, background investigation, medical exams, polygraph tests, police academy ratings, personality inventories, psychiatric evaluations, and veteran preferences.

**Sexual Assault:** Nonconsensual oral, anal, or vaginal penetration by, or union with, the sexual organ of another or by any other object; or the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, buttocks, or mouth) for the purpose of sexual gratification.

**Special Diets:** Special foods provided to comply with medical, religious, or security requirements. Also referred to as modified diets.

**Special Management Inmate:** An individual whose behavior presents a serious threat to the safety and security of the facility, staff, general inmate population, or himself/herself. Special handling and/or housing are required to regulate his or her behavior.

**Special Management Meals:** Meals meeting the minimum daily nutritional requirement, as approved by a physician, or qualified medical staff member, substituted for regular meals in the event an inmate throws food, beverage, food utensils, food trays, or any substance, including human waste with food utensils or trays.

**Specialized Training:** Training to enhance skills, knowledge and abilities. Specialized training may address supervisory, management and/or executive development training, or it may include technical and job specific subjects (e.g., breathalyzer training, firearms, driving, labor relations, etc.).

**Standard:** A statement adopted by FCAC which defines, represents, or reflects a desired level of compliance.

**Strip Search:** Having an inmate remove or arrange some or all of his or her clothing to permit a visual or manual inspection of the genitals, buttocks, anus, breasts, or undergarments of such person.

**TRS** – Telecommunications Relay Services: TRS permits persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities.

**TTY** – Text Telephone: A special device that allows people who are deaf, hard of hearing, or speech-impaired to use the telephone to communicate, by allowing them to type messages back and forth to one another instead of talking and listening. A TTY is required at both ends of the conversation in order to communicate.

**Vascular Neck Restraints:** A technique that can be used to incapacitate individuals by restricting the flow of blood to their brain.

**Volunteer:** A person who donates his or her time and effort to provide service or labor.

**Written Directive:** Written documentation used to guide the actions of members and establish facility policy and practices. Examples include General Orders, Standard Operating Procedures, Florida State Statutes, Post Orders, or other program and /or service manuals that prove adherence to a specific standard.