Sheriff
(352) 793-0222

WILLIAM O. "BILL" FARMER, JR. – SUMTER COUNTY
MEMBER, FLORIDA SHERIFFS ASSOCIATION
1010 NORTH MAIN STREET
BUSHNELL, FLORIDA 33513

December 9, 2009

The delay of 5 months was due to the report apparently not making it to Bushnell. When we discovered we have never received it, we asked for another copy to be forwarded to us.

Sumter County Detention Center

FILED
DEC 09 2009
IN THE OFFICE OF
BOARD OF COUNTY COMMISSIONERS
SUMTER COUNTY
BUSHNELL, FLORIDA

Copy To:

Commrs	5	Pub Wks Div	
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Sheriff
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WILLIAM O. "BILL" FARMER, JR. – SUMTER COUNTY
MEMBER, FLORIDA SHERIFFS ASSOCIATION
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BUSHNELL, FLORIDA 33513

December 9, 2009

Honorable Doug Gilpin, Chairman
Board of County Commissioners
Sumter County
Bushnell, FL 33513

Chairman Gilpin:

On Thursday, May 28, 2009, the Regional Peer Review Inspection Team held the annual Florida Model Jail Standards onsite inspection at the Sumter County Detention Center. Please note by the attached copy of the inspection, which was received at the Detention Center on December 8, 2009, there was one section where the Jail was not in compliance. The Jail was found to be in compliance with all serious violations. The one area that was not in compliance was in a notable area.

The deficiency as noted above was in The Sanitation Section. This was due to having more inmates than beds, showers and restroom facilities. This has been greatly improved with the new buildings coming on line. When the last new building comes on line there will be more than enough beds available.

As you know, all of the inmates that were housed out of county have been returned to Sumter County.

In spite of the overcrowding the inspectors highly commended the facility for its cleanliness and the professionalism shown by the personnel.

Sincerely,

Thomas G. Moffitt, Captain
Jail Administrator
Sumter County Detention Center

CC: Hunt Insurance Group
Sheriff Bill Farmer, Sumter County
Sgt. Ann Swilley, Alachua County Jail

Florida Model Jail Standards

Peer Review Inspection

Alachua / Gilchrist / Levy / Marion / Putnam / Sumter Counties

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Date: May 28, 2009

To: Sheriff William Farmer Jr.

From: Sergeant Ann Swilley

Subject: Jail Inspection

1. Introduction:

The Regional Peer Review Inspection Team conducted an inspection of the Sumter County Detention Center on Thursday, May 28, 2009. The inspection team consisted of members from Alachua, Levy, Gilchrist and Marion Counties.

2. Inspection process:

Sgt. Julianne Day assisted the team during the inspection by coordinating the tour and ensuring each inspector was accompanied by a staff member during the tour. I would like to express my gratitude and the gratitude of the team for the courtesy provided.

During the course of the inspection, the team was highly complimentary on the cleanliness and orderliness of the facility and the professionalism displayed by all personnel with whom the team came into contact. We also enjoyed the tour of the new buildings being constructed and look forward to seeing them during next years inspection.

While several inmates were questioned regarding confinement conditions; none expressed any significant complaints.

3. Compliance Issues:

During the course of the inspection, the Sumter County Detention Center was found to be in compliance with the Florida Model Jail Standards other than the issue of overcrowding which is being remedied by the new construction which is being done at this time.

4. Conclusion:

An exit interview was conducted and those in attendance included the Peer Review Team Inspectors, Captain Tom Moffitt, Sgt. Julianne Day and Officer Strickland. During the exit interview each inspector described the areas they inspected, their observations and the outcome from their portion of the inspection.

5. Limitation of Liability

The listed inspectors, who are members of the Regional Peer Review Inspection Team, compiled this report in accordance with the Florida Model Jail Standards. The team only warrants that on the date of the above inspection, the Sumter County Detention Center met or exceeded the Florida Model Jail Standards as set forth in this report. Pursuant to state law, the facilities must maintain the operation of the jails at the standards provided by the Florida Model Jail Standards. However, the Regional Peer Review Team is not responsible for the continued adherence with these standards subsequent to the date of this inspection.

The ultimate responsibility for the proper operation of the facilities and adherence with minimum standards rests solely with the individual or entity designated as the Chief Correctional Officer of the Sumter County Detention Center. The Chief Correctional Officer, hereby agrees to release and hold harmless the Peer Review Inspection Team, to the extent allowed by law, from any liability, losses or damages, including attorneys fees and cost of defense, which the Chief Correctional Officer or the officers, employees and agents may incur as a result of claims, demands, suits, causes or actions or proceedings of any kind or nature arising out of, resulting to, or resulting from the jail inspection process.

As a reminder, FMJS Paragraph 2.05 requires the Officer-In-Charge to compile a response to this report and submit a copy of the report and any corrective action plan, if appropriate, to the agency's County Commission and the Chairperson of the Florida Model Jail Standards Committee. Inspection reports, responses, and all other reports or documents prepared by the FMJS Inspector(s) or Officer-in-Charge shall become-public records, and shall be subject to review under 119, Florida State Statutes.

Sergeant Ann Swilley
Alachua County Sheriff's Office Department of the Jail
Team Leader

APPENDIX C

FLORIDA MODEL JAIL STANDARDS

ANNUAL FACILITY INSPECTION REPORT

Part I – Facility Identification

Name of Facility: Sumter County Detention Center

Facility Type: Adult Detention Center

Mailing Address: P.O. Box 188

City: Bushnell County: Sumter Phone: 352-793-0225

Agency Head: Sheriff Farmer Jr Facility Administrator: Captain Moffitt

Chairperson – County Commission: Garry Breeden

Chairperson or Mayor – City Council: Joe Strickland

Date and time of Inspection: 05/28/09 @ 0900

Inspector(s) and Agency:

(Please attach additional sheets as needed and ensure all participating inspectors are listed.)

1. Sgt. Ann Swilley Alachua County Sheriff's Office
2. Sgt. Michelle Lorette Alachua County Sheriff's Office
3. Sgt. Anders Levy County Sheriff's Office
4. Lt. Guyton Levy Couty Sheriff's Office
5. Ofc. James Aguiar Marion County Sheriff's Office
6. Lt. Brown Gilchrist County Sheriff's Office
7.
8.
9.

Population on date of inspection: 227

Date of Last Inspection: 05/29/08

Average Daily Population for the Preceding 12 Month Period: 238.37

Maximum Rated Capacity: 178

Housing:

a. Number of Beds: 178

b. Single Occupancy Cells: 4

c. Multiple Occupancy Cells: 0

d. Number of Dormitories: 10

Date Facility was Constructed: May 1988

Date of Last Renovation: 1998 - Booking Area

Are there any plans for new construction? Yes ☒ No ☐

If yes, please provide details: (Attach additional sheets as needed)

$22 Million Expansion has already begun.

Is the facility under any court order? Yes ☐ No ☒

If yes, please provide details: (Attach additional sheets as needed)

Facility Staff:		Male	Female
	Certified Staff	39	15
	Non-Certified Staff	4	10
	TOTALS	**43**	**25**

FLORIDA MODEL JAIL STANDARDS

ANNUAL FACILITY INSPECTION REPORT

Part II - Standards' Assessment

Note: A "Yes" response indicates compliancy with the applicable standard. Non-compliance of any bold printed questions shall be considered serious violations.

GENERAL PROVISIONS

		YES	NO	N/A
1.	Are inmates held no longer than eight (8) hours in holding cells without documentation justifying the extension and including 15 minute documented checks? Sec. 2.01 (f) (1) (2)	☒	☐	☐
2.	Are all policies and procedures formally reviewed at least annually and updated as needed? Sec. 2.10	☒	☐	☐
3.	Are appropriate Inspection Reports, Corrective Action Plans, Responses, and all other reports and/or documents related to previous facility inspections up to date and on file? Sec. 2.06	☒	☐	☐
4.	***Are personnel trained in CPR and first aid care on duty at all times as required by FSS 943? Sec. 20.7 (a) (5) and 7.08.***	☒	☐	☐
5.	Are there written procedures addressing:			
a.	The detection, prevention, reduction or punishment of sexual abuse inmates. Sec. 2.17	☒	☐	☐
b.	The safety and treatment needs of inmates who have been a victim of a sexual act. Sec. 2.17	☒	☐	☐
c.	The discipline and prosecution of any person who perpetrate sexual acts upon inmates. 2.17	☒	☐	☐
6.	Is new employee orientation and annual refresher training being provided to staff covering required topics in section 2.17 (a)?	☒	☐	☐
7.	Are inmates being provided information required in section 2.17 (b)?	☒	☐	☐

Comments: (Attach additional sheets as needed)

A special thanks to Officer's Strickland and Selzer.

ADMISSION, CLASSIFICATION, AND RELEASE

		YES	NO	N/A
8.	During the classification process, is each inmate given or provided access to a copy of the Rules and Regulations of the facility? Sec. 4.06	☒	☐	☐
9.	Are all established rules, regulations and legal procedures met and any questions clearly resolved as to inmate admissions? Sec. 4.01	☒	☐	☐
10.	Is each inmate searched by a certified staff member upon admission, subject to F.S.S. 901.211? Sec. 4.03	☒	☐	☐
11.	During the admission and booking process, are inmates examined for contraband and permitted to bathe? Sec. 4.02	☒	☐	☐
12.	Are body cavity searches only conducted by licensed medical personnel? Sec. 4.03	☒	☐	☐
13.	When a body cavity search is conducted, is a complete report written and given to the Officer-in-Charge? Sec. 4.03	☒	☐	☐
14.	Unless medically cleared, unconscious, seriously ill, or seriously injured persons are not admitted to the facility? Sec. 4.04	☒	☐	☐
15.	Are male staff present to admit male inmates and female staff present to admit female inmates? Sec. 4.05	☒	☐	☐
16.	Is a female correctional officer on duty at all times when female inmates are housed? Sec. 4.05	☒	☐	☐
17.	Are inmate admission records compiled and maintained on each inmate and contain: Sec. 407			
a.	Full name and known alias	☒	☐	☐
b.	Age, date of birth, sex	☒	☐	☐
c.	Date admitted	☒	☐	☐
d.	Race	☒	☐	☐
e.	Height	☒	☐	☐
f.	Weight	☒	☐	☐
g.	Specific reason for custody	☒	☐	☐
h.	Name of attorney, if known	☒	☐	☐
i.	Signature of person(s) delivering and receiving inmate	☒	☐	☐
j.	Written inventory of items taken from inmate	☒	☐	☐
k.	Current or last known address	☒	☐	☐

		YES	NO	N/A
l.	Next of kin of inmate	☒	☐	☐
m.	Marital status	☒	☐	☐
n.	Religion	☒	☐	☐
18.	Are all persons booked into the facility photographed and fingerprinted? Sec. 4.08	☒	☐	☐
19.	Is inmate personal property safeguarded and receipts signed by staff and inmate? Sec. 4.07 (j)	☒	☐	☐
20.	During the admission process, are inmates given access to a telephone to call attorney, family members or others? Sec. 4.09	☒	☐	☐
21.	As soon as practical following the admission, are inmates classified? Sec. 4.10	☒	☐	☐
22.	Is classification criteria incorporated into the inmate rules and regulations as to housing, programs and privileges? Sec. 4.13	☒	☐	☐
23.	Are personal records maintained and kept confidential from other inmates and contain: Sec. 4.14			
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.	Photographs, when taken	☒	☐	☐
g.	Record of any detainer or other civil or criminal process	☒	☐	☐
h.	Personal property records	☒	☐	☐
i.	Date and terms or conditions of release, the authority for release and signature of the releasing employee.	☒	☐	☐
24.	Is the classification process a uniform process for all inmates? Sec. 4.15	☒	☐	☐
25.	Does the classification process follow an inmate throughout his/her incarceration? Sec. 4.15	☒	☐	☐
26.	Is there written procedures for legally releasing inmates and positive identification? Sec. 4.16	☒	☐	☐
27.	At the time of release, does the inmate sign for the return of his/her property and is the receipt countersigned by an employee? Sec. 4.17	☒	☐	☐

Comments: (Attach additional sheets as needed)

HOUSING

		YES	NO	N/A
28.	Do housing areas conform to applicable standards in Section 12 of F.M.J.S. Sec. 5.01	☒	☐	☐
29.	Are dangerous felons housed separate from misdemeanants? Sec. 5.03(b)	☒	☐	☐
30.	Does close supervision of special inmates include regular, documented physical sight checks by correctional officers or medical personnel at intervals not to exceed 15 minutes? Sec. 5.04	☒	☐	☐
31.	Until such time as the health authority determines in writing, inmates identified as suicidal are not housed in single cells unless they are directly observed 24 hours per day with documented 15 minute checks. Sec. 5.04	☒	☐	☐
32.	Is special housing for medical reasons provided to inmates upon orders of the health authority? Sec. 5.04	☒	☐	☐
33.	Are persons brought to the facility for detoxification reasons housed in an area designed for that use and are held only so long to meet statutory requirements? Sec. 5.05	☒	☐	☐
34	Are inmates assigned housing based upon classification with special attention paid to a demonstrated history of, or exhibit aggressiveness towards other inmates? Sec. 5.06	☒	☐	☐
35.	Inmates are not subjected to discrimination except that males and females are housed separately? Sec. 5.07	☒	☐	☐
36.	Do all sinks provide cold and either hot or tempered running water? Sec. 5.08 (c) (5)	☒	☐	☐
37.	Do all showers provide tempered running water, under pressure, that is thermostatically controlled to temperatures ranging from 100 degrees to 120 degrees Fahrenheit? Sec. 5.08 (c) (5) and 1.46.	☒	☐	☐
38.	Are cells adequately ventilated and illuminated? Sec. 5.08 (b) (4) (5) (c) (1) (2)	☒	☐	☐
39.	Are accommodations for reading and writing available for use during non-sleeping hours? Sec. 5.08 (c) (6)	☒	☐	☐
40.	Is each inmate provided reasonable access to toothpaste, toothbrush, shaving equipment, a comb, soap and a clean towel upon admission and thereafter, if indigent? Sec. 5.08 (d)	☒	☐	☐

		YES	NO	N/A
41.	Are female inmates provided necessary hygiene items? Sec. 5.08 (e)	☒	☐	☐
42.	Is hair grooming services made available for inmates? Sec. 5.08 (f)	☒	☐	☐
43.	Are inmates required to bathe at least twice weekly? Sec. 5.08 (g)	☒	☐	☐
44.	Are drinking cups provided unless bubblers or fountains are available? Sec. 5.08 (h)	☒	☐	☐
45.	Are inmates in general population allowed to bathe daily? Sec. 5.08 (i)	☒	☐	☐
46.	Are sink, toilet, water fountains, and floor drains kept in good repair? Sec. 5.08 (j)	☒	☐	☐
47.	Are utility closets, pipe chases, and corridors kept clean and free of clutter? Sec. 5.08 (k)	☒	☐	☐
48.	Is inmate property stored in an orderly manner? Sec. 5.08 (l)	☒	☐	☐
49.	When an inmate is confined for medical reasons, is he/she examined by a physician or designee within 48 hours? Sec. 5.08 (m)	☒	☐	☐
50.	Does a physician or designee determine when an inmate is to be removed from medical isolation? Sec. 5.08 (n)	☒	☐	☐

Comments: (Attach additional sheets as needed)

FOOD SERVICES

		YES	NO	N/A
51.	Do Food Service operations conform to acceptable standards of H.R.S. Rule 64E-11? Sec. 6.01	☒	☐	☐
52.	***Employees or inmates are not allowed to work in any food service area if known to have a communicable disease, open wound, sore or respiratory infection. Sec. 6.02***	☒	☐	☐
53.	Are clean outer garments worn by food service workers and a high degree of personal hygiene maintained? Sec. 6.02	☒	☐	☐
54.	Is food prepared or supervised by an employee trained in culinary services and holding a Professional Food Manager certification as required by Chapter64E-11 F.A.C.? Sec. 6.03	☒	☐	☐
55.	Are inmates given three wholesome, nutritious meals per day? Sec. 6.04	☒	☐	☐
56.	Do no more than 14 hours pass between the evening meal and the morning meal? Sec. 6.04	☒	☐	☐
57.	***Are modified diets prepared and served when ordered by a physician or designee? Sec. 6.05 (b)***	☒	☐	☐
58.	Are records of meals maintained for one (1) year? Sec. 6.05 (c)	☒	☐	☐
59.	Food is not used as a disciplinary measure; however, an inmate may be placed upon a SPECIAL MANAGEMENT MEAL program approved by a physician or qualified medical staff member. Sec. 6.05 (e)	☒	☐	☐
60.	Does the Officer-in-Charge or designee make weekly, documented inspections of the food service area and take corrective action, documenting the same? Are these reports maintained for one (1) year? Sec. 6.06	☒	☐	☐
61.	Are food supplies not in use maintained in a clean, well ventilated room, free from vermin? Sec. 6.07	☒	☐	☐
62.	***Is a separate storage area maintained for cleaning compounds, soaps, waxes, insecticides and is kept locked? Sec. 6.07***	☒	☐	☐
63.	Is delivery of food supervised by an employee, using common sanitary measures? Sec. 6.08	☒	☐	☐
64.	If drinking cups are allowed in the cell, are inmates allowed to exchange or clean them once a day? Sec. 6.08	☒	☐	☐

		YES	NO	N/A
65.	Is food service equipment kept clean and in good repair? Sec. 6.09	☒	☐	☐
66.	***Is there a procedure to account for cutlery equipment? Sec. 6.11***	☒	☐	☐

Comments: (Attach additional sheets as needed)

Special thanks to Brenda Judd for her assistance.

CLOTHING AND BEDDING

		YES	NO	N/A
67.	Are inmates provided a fire retardant mattress and pillow that meets Florida Fire Marshal's Standards and is in good repair, a pillow case, sheets, and blanket as needed? Sec. 8.01	☒	☐	☐
68.	Are linens laundered at least once per week? Sec. 8.02	☒	☐	☐
69.	Do inmates have the opportunity to have clothing laundered at least twice per week? Sec. 8.05	☒	☐	☐
70.	Are uniforms and linens washed prior to re-issue? Sec. 8.02 and 8.05	☒	☐	☐
71.	If clothing is issued, do inmates held beyond first appearance receive an issue? Sec. 8.05	☒	☐	☐
72.	When an inmate has no funds and needs shoes, are they provided? Sec. 8.06	☒	☐	☐
73.	Are inmates, who are on work status, issued clothing and footwear appropriate to their job? Sec. 8.06	☒	☐	☐
74.	Are inmates deprived of clothing and bed linens only to protect them from inflicting injury to themselves or others? Sec. 8.07	☒	☐	☐
75.	If clothing and linens are taken from an inmate, is a record maintained identifying the reason and length of time for such deprivation? Sec. 8.08	☒	☐	☐

Comments: (Attach additional sheets as needed)

Special thanks to Officer's Vega and Ross for their assistance.

PROGRAMS

		YES	NO	N/A
76.	Does at least one employee in each facility act as a liaison between the facility and community groups that offer needed programs and services? Sec. 9.01	☒	☐	☐
77.	Are all representatives of outside agencies and volunteers familiar with facility rules and regulations and have agreed in writing to comply? Sec. 9.02	☒	☐	☐
78.	If correspondence is denied, is the inmate given a written reason for the denial? Sec. 9.03 (d)	☒	☐	☐
79.	Is incoming privileged mail opened only in the presence of the inmate? Sec. 9.03 (e)	☒	☐	☐
80.	Is outgoing privileged mail held no longer than 72 hours pending verification of being properly addressed and it is not opened? Sec. 9.03 (f)	☒	☐	☐
81.	Is inmate mail, incoming and outgoing, handled without delay and received only through the facility? Sec. 9.03 (h)	☒	☐	☐
82.	Are indigent inmates provided with stamps and writing materials? Sec. 9.03 (g)	☒	☐	☐
83.	Are there no list of correspondents and no limit on incoming mail that may be received? Sec. 9.03 (i)	☒	☐	☐
84.	Are rules and regulations pertaining to conduct at visitation and the hours of visitation posted for inmates and visitors? Sec. 9.04(a)	☒	☐	☐
85.	Does each inmate in general population have the opportunity for visitation for at least two hours per week? Sec. 9.04 (a)	☒	☐	☐
86.	Are all visitors required to register recording name, address, and relationship to the inmate? Sec. 9.04 (c)	☒	☐	☐
87.	Non-sentenced inmates are not required to work more than is necessary to maintain cleanliness and order in their housing and living areas. Sec. 9.05(a)	☒	☐	☐
88.	Inmates are not required to work more than 10 hours per day, but may do so if voluntary. Sec. 9.05 (b)	☒	☐	☐
89.	Do working inmates have supervision in keeping with their custody status, while outside the secure facility? Sec. 9.05 (c)	☒	☐	☐
90.	Are inmate workers checked by staff to ensure security and accountability? Sec. 9.05 (c)	☒	☐	☐

		YES	NO	N/A
91.	Do inmates working voluntarily for charitable or nonprofit organizations have prior written authorization from the Officer-in-Charge? Sec. 9.05 (f) (2)	☒	☐	☐
92.	Prior to being assigned to a work program, is an inmate first medically cleared by the health authority in accordance with the Americans with Disabilities Act? Sec. 9.05 (g)	☒	☐	☐
93.	Is outdoor exercise, weather permitting, allowed for a minimum of three (3) hours per week? Sec. 9.06 (a)	☒	☐	☐
94.	Is space and staffing sufficient to allow for group or individual activities? Sec. 9.06 (b)	☒	☐	☐
95.	Does each inmate have reasonable access to a telephone at reasonable times? Sec. 9.08	☒	☐	☐
96.	At a minimum, do pro-se inmates, have reasonable access to legal material to assist them in filing any type of action cognizable in Florida courts? Sec. 9.09	☒	☐	☐
97.	Do all inmates, regardless of gender, have equal access to programs, privileges, exercise, visitation, and work release opportunities? Sec. 9.10	☒	☐	☐

Comments: (Attach additional sheets as needed)

Special thanks to Sgt. Albritton and Mrs. Bass for their assistance.

PRIVILEGES

		YES	NO	N/A
98.	If a commissary has been established, has an inmate welfare fund also been established? Sec. 10.01 (a)	☒	☐	☐
99.	If inmates are allowed to have cash, has a limit been set in writing and all monies found on an inmate in excess of that amount confiscated and placed in the inmate welfare fund? Sec. 10.01 (a)	☐	☐	☒
100.	Does the commissary shopping list clearly show prices and any special condition of sale? Sec. 10.01 (a)	☒	☐	☐
101.	If valuable items are sold through the commissary, are they marked for identification and added to the inmate's property list? Sec. 10.01 (a)	☒	☐	☐
102.	Commissary prices do not exceed the fair market value for comparable products sold in the community? Sec. 10.01 (b)	☒	☐	☐
103.	Are profits from the commissary used for the overall inmate welfare? Sec. 10.01 (d)	☒	☐	☐
104.	When funds from the welfare fund are expended, is it with the final approval of the Officer-in-Charge or designee? Sec. 10.01 (d)	☒	☐	☐
105.	Is an annual audit of the commissary conducted by a disinterested party? Sec. 10.01 (e)	☒	☐	☐
106.	Are commissary transactions and inventory records kept current? Sec. 10.01 (e)	☒	☐	☐
107.	Is reading material available to inmates held beyond first appearance? Sec. 10.02 (b)	☒	☐	☐

Comments: (Attach additional sheets as needed)

Special thanks to Deputy Pace for his assistance.

99. No cash allowed.

SECURITY AND CONTROL

		YES	NO	N/A
108.	***Are emergency plans written for the following: (Sec. 11.01***			
a.	***Alarms systems and notification***	☒	☐	☐
b.	***Transmission of alarm to fire department, EMS, or other law enforcement agencies***	☒	☐	☐
c.	***Response to alarms***	☒	☐	☐
d.	***Isolation and control of fire or disturbance areas***	☒	☐	☐
e.	***Emergency response equipment, its use and maintenance***	☒	☐	☐
f.	***Release and evacuation activity***	☒	☐	☐
g.	***Prevention of escape during evacuation***	☒	☐	☐
h.	***Fire fighting and medical emergency plans***	☒	☐	☐
i.	***The chin-of-command to be followed during an emergency and specific staff duties***	☒	☐	☐
j.	***Inspection schedules of hazardous areas and review of fire plan***	☒	☐	☐
k.	***Documentation required following an emergency.***	☒	☐	☐
109.	Are fire drills and evacuation drills held quarterly and the records of such maintained? Sec. 11.02	☒	☐	☐
110.	Are security inspections held weekly and the results recorded and maintained by the Officer-in-Charge or designee? Sec. 11.03	☒	☐	☐
111.	Are all housing areas and other areas used by inmates checked daily and the results recorded and maintained? Sec. 11.03	☒	☐	☐
112.	Are deficiencies noted in the above, recorded and corrected, including time and date of correction? Are these records maintained? Sec. 11.03	☒	☐	☐
113.	***Is the facility in compliance with FAC 694-54 as to fire safety and prevention? Sec. 11.04***	☒	☐	☐
114.	Is a key control system in place, including the following: Sec. 11.05			
a.	Location of all locks and keys in the facility	☒	☐	☐

		YES	NO	N/A
b.	Complete inventory of all keys	☒	☐	☐
c.	Written report of security problems with locks and keys (e.g., broken, missing, etc.)	☒	☐	☐
d.	Absolute control of keys by staff, not inmates	☒	☐	☐
e.	Location of emergency keys away from facility	☒	☐	☐
f.	A system ensuring that missing keys are immediately identified.	☒	☐	☐
115.	Is one full "lock down" count conducted daily? Sec. 11.06	☒	☐	☐
116.	Are all inmates visually checked every hour between 11:00 p.m. and 6:00 a.m. and the results recorded and maintained? Sec. 11.06	☒	☐	☐
117.	***Is there a tool control system to ensure that tools are kept from inmates? Sec. 11.07***	☒	☐	☐
118.	If tools are brought into the facility, are they accounted for at all times? Sec. 11.07	☒	☐	☐
119.	Does the facility have an identification system to ensure that staff, visitors, and inmates are positively identified to prevent bypassing of security measures? Sec. 11.08	☒	☐	☐
120.	***Are firearms and ammunition allowed in the secure facility under only emergency conditions and then the Officer-in-Charge or designee must authorize it? Sec. 11.09***	☒	☐	☐
121.	If staff uses oleoresin capsicum, are they trained in its use? Sec. 11.09	☒	☐	☐
122.	***If staff uses electronic weapons, are they trained in its use? Sec. 11.09***	☒	☐	☐
123.	Are weapon depositories maintained at the secure entrance of the facility? Sec. 11.09	☒	☐	☐
124.	Are hazardous or incendiary chemicals kept in a secure area and used only under the supervision of an employee? Sec. 11.10	☒	☐	☐
125.	Restraints are not used as punishment. Sec. 11.11	☒	☐	☐
126.	***When moving "high risk" inmates in or out of a housing area, are two certified staff members present? Sec. 11.12***	☒	☐	☐
127.	***Does each floor of a detention housing facility have a correctional officer present? Sec. 11.12***	☒	☐	☐

		YES	NO	N/A
128.	Does each housing area and floor of a detention facility have a secondary means of egress or fire exit? Sec. 11.13	☒	☐	☐
129.	***Are correctional officers posted to allow them to respond promptly to calls for help? Sec. 11.14***	☒	☐	☐
130.	Inmates are never allowed to supervise or in any way exercise control over other inmates. Sec. 11.15	☒	☐	☐
131.	***Is sufficient staff maintained so that at all times the inmates are within hearing distance of officers? Sec. 11.16***	☒	☐	☐

Comments: (Attach additional sheets as needed)

Special thanks to Deputy Pace and Ms. Albritton for their assistance.

SANITATION

		YES	NO	N/A
132.	Are water supplies adequate and in good repair? Sec. 12.01	☒	☐	☐
133.	Does food service comply with Chapter 64E-11, Florida Administrative Code? Sec. 12.02	☒	☐	☐
134.	Is sewage and liquid waste disposed of into an approved public sewerage system? If not, does the disposal system meet the requirements of Chapter 10D-6, Florida Administrative Code? Sec. 12.03 (a)	☒	☐	☐
135.	Do all plumbing fixtures comply with Chapter 10D-9, Florida Administrative Code? Sec. 12.03 (b)	☒	☐	☐
136.	Is drinking water accessible to all inmates? Sec. 12.03 (c)	☒	☐	☐
137.	Are water fountains constructed and maintained accordingly? Sec. 12.03 (d)	☐	☐	☒
138.	Are single service cups provided? Sec. 12.03 (c)	☒	☐	☐
139.	Are plumbing fixtures (i.e., toilets, sinks, etc.) constructed and maintained accordingly? Sec. 12.03 (d)	☒	☐	☐
140.	Are all mop sinks and curbed areas appropriately positioned? Sec. 12.03 (e)	☒	☐	☐
141.	Are showers available to inmates at least twice weekly? Sec. 12.03 (f)	☒	☐	☐
142.	Do showers have running tempered water (temperature not to exceed 120 degrees or less than 100 degrees Fahrenheit) under pressure? Sec. 12.03 (f)	☒	☐	☐
143.	Does secure housing areas have at least one sink and one toilet in each cell? Sec. 12.03 (g)	☒	☐	☐
144.	Do dormitories and multiple occupancy cells have at least one toilet and one sink for each eight (8) inmates or fraction thereof? (Note: Urinals may be substituted for ½ of the toilets in the male housing areas.) Sec. 12.03 (g)	☐	☒	☐
145.	Is there at least one showerhead with tempered water for each 16 inmates or fraction thereof? Sec. 12.03 (g)	☐	☒	☐
146.	Are all floor drains properly constructed and maintained? Sec. 12.03 (h)	☒	☐	☐
147.	Are plumbing fixtures clean, sanitary, and properly maintained? Sec. 12.03 (i)	☒	☐	☐

		YES	NO	N/A
148.	Is there a preventative maintenance program established? Sec. 12.04	☒	☐	☐
149.	Is all inmate residential garbage, trash, and rubbish collected daily? Sec. 12.05	☒	☐	☐
150.	Is storage facility garbage removed at least twice per week? Sec. 12.05	☒	☐	☐
151.	Is wet garbage collected and stored in impervious, leak proof, fly tight containers? Sec. 12.05	☒	☐	☐
152.	Are all containers, storage areas, and surrounding premises clean and free of vermin? Sec. 12.05	☒	☐	☐
153.	If there is on-site disposal, does it comply with Chapter 17-7, Florida Administrative Code? Sec. 12.05	☒	☐	☐
154.	Are all floors, walls, ceilings, windows, door, and all appurtenances of the structure properly constructed, maintained, and clean? Sec. 12.06 (a)	☒	☐	☐
155.	Are all walls, ceilings, and area partitions light colored? Sec. 12.06 (a)	☒	☐	☐
156.	Is applicable lighting at least 20 foot candles and clean? Sec. 12.06 (b)	☒	☐	☐
157.	Does bed spacing meet the following requirements? Sec. 12.06 (c)			
a.	12" from the floor (clear space)	☐	☒	☐
b.	36" clear ceiling height (above mattress)	☒	☐	☐
c.	27" between double bunks	☒	☐	☐
d.	36" laterally <u>and</u> end-to-end	☒	☐	☐
e.	6' between inmates' heads if a solid barrier is not used	☒	☐	☐
158.	Are all facilities free of offensive odors and have adequate ventilation? Sec. 12.06 (d)	☒	☐	☐
159.	If utilizing natural ventilation, does the opened window area equal one-tenth of the floor space in the inmate residential area? Sec. 12.06 (d) (1)	☐	☐	☒
160.	If mechanical ventilation or cooling systems are used: Sec. 12.06 (d) (2)			
a.	Are they clean?	☒	☐	☐
b.	Properly maintained?	☒	☐	☐
c.	Are dust filters removable?	☒	☐	☐

		YES	NO	N/A
d.	Provide 10 cubic feet of fresh/ purified air per minute for each inmate? Sec. 12.06 (d) (2)	☒	☐	☐
161.	Are all toilet rooms provided with direct openings to the outside or provided with mechanical ventilation to the outside? Sec. 12.06 (d) (3)	☒	☐	☐
162.	Does the facility have adequate heating (at least 60 degrees Fahrenheit at a point twenty (20) inches above the floor in inmate sleeping areas)? Sec. 12.06 (d) (4)	☒	☐	☐
163.	Where laundry facilities are provided, are they: Sec. 12.06 (4)			
a.	Adequate to insure ample quantities of clean clothing, bed linens, and towels?	☒	☐	☐
b.	Soundly constructed and maintained?	☒	☐	☐
c.	Clean?	☒	☐	☐
d.	Provide adequate lighting and ventilation?	☒	☐	☐
e.	Offer exterior ventilation for dryers and dry cleaning machines? Sec. 12.06(4)	☒	☐	☐
164.	Are beds and bedding kept in good repair, clean, and sanitized regularly? Sec. 12.07	☒	☐	☐
165.	Are sheets and personal clothing washed weekly and properly stored? Sec. 12.07	☒	☐	☐
166.	Are blankets cleaned quarterly and stored properly? Sec. 12.08	☒	☐	☐
167.	Are inmates that are held longer than 24 hours provided clothing and personal comfort items? Sec. 12.08	☒	☐	☐
168.	Are residential areas clean and containing no perishable foods? Sec. 12.09	☒	☐	☐
169.	Are bath room facilities cleaned daily? Sec. 12.09	☒	☐	☐
170.	Are cleaning supplies/facilities clean, well vented, and appropriately stored? Sec. 12.09	☒	☐	☐
171.	Is the facility free of vermin? Sec. 12.10	☒	☐	☐
172.	Are all openings sealed or screened? Sec. 12.10	☒	☐	☐
173.	Are pesticides appropriately applied and stored? Sec. 12.10	☐	☐	☒
174.	Are outdoor exercise facilities clean and well drained? Sec. 12.11	☒	☐	☐

		YES	NO	N/A
175.	If bath room facilities are provided, are they clean and properly maintained? Sec. 12.11	☒	☐	☐
176.	Are industrial facilities clean and well lit (30 ft. candles)? Sec. 12.12	☐	☐	☒
177.	If noise levels exceed an average of 90 dba in 8 hours in industrial facilities, is appropriate ear protection provided? Sec. 12.12	☐	☐	☒
178.	Are formal sanitation inspections conducted by the Officer-in-Charge or designee at least once each week? Sec. 12.13	☒	☐	☐

Comments: (Attach additional sheets as needed)

144/145. Facility overcrowded and in process construction.

157. Inmates flip "boats" and sleep inside.

173. Facilty uses an outside Pest Control Company.

ORDER AND DISCIPLINE

		YES	NO	N/A
179.	Are rules and regulations governing the conduct of inmates and visitors posted and available to each inmate and all visitors? Sec. 13.01	☒	☐	☐
180.	Does the facility have written procedures for steps to be taken for breaches of discipline by inmates or visitors? Sec. 13.02	☒	☐	☐
181.	Are translations for disabled and/or non-English- speaking inmates provided? Sec. 13.02	☒	☐	☐
182.	Does the Officer-in-Charge establish a disciplinary committee or a hearing officer for disciplinary infractions? Sec. 13.04	☒	☐	☐
183.	Are staff members who are witnesses to a rule infraction prohibited from sitting on the disciplinary committee? Sec. 13.04	☒	☐	☐
184.	When a disciplinary infraction occurs, is a written report completed and forwarded to the Officer-in-Charge or designee? Sec. 13.05	☒	☐	☐
185.	Does the report contain at a minimum: Sec. 13.05			
a.	Date of infraction	☒	☐	☐
b.	Place and time of infraction	☒	☐	☐
c.	Date of report	☒	☐	☐
d.	Specific rules violated	☒	☐	☐
e.	Details of the incident	☒	☐	☐
f.	Actions taken by employee	☒	☐	☐
g.	Names of witnesses (as security allows)	☒	☐	☐
186.	Does the Officer-in-Charge or designee cause an investigation of the alleged infraction(s) and forward the report to the disciplinary hearing officer or committee? Sec. 13.06	☒	☐	☐
187.	Are inmates, accused of violating rules, notified in writing of the charges brought against them and given at least 24 hours advanced notification of impending disciplinary action? Sec. 13.07	☒	☐	☐
188.	Are disciplinary hearings held within seven working days (excluding holidays) after the incident? Sec. 13.08	☒	☐	☐

		YES	NO	N/A
189.	If a continuance is permitted, is documentation provided justifying the extension and is the hearing held within the maximum time of ten (10) days? Sec. 13.08 (a) (b)	☒	☐	☐
190.	Does the committee or hearing officer determine that the inmate understands the charges and the possible actions that can result? Sec. 13.08	☒	☐	☐
191.	Does the committee chairperson, or majority, or hearing officer have authority to call for witnesses, evidence, and/or documents? Sec. 13.09	☒	☐	☐
192.	Are reasons for not calling witnesses or restricting information documented by the committee or hearing officer? Sec. 13.09 (b)	☒	☐	☐
193.	When an inmate is unable to defend himself due to language or literacy problems, does the committee or hearing officer offer staff assistance to the inmate? Sec. 13.09 (c)	☒	☐	☐
194.	Are charged inmates allowed to be present at the hearing unless, a written waiver is obtained, the inmate refuses or security is threatened? Sec. 13.10 (a)	☒	☐	☐
195.	If an inmate is not present, does the committee or hearing officer record the reason? Sec. 13.10 (a)	☒	☐	☐
196.	Does the inmate receive a written decision from the committee or hearing officer? Sec. 13.10 (b)	☒	☐	☐
197.	Does the inmate have the right to appeal the decision to the Officer-in-Charge or designee? Sec. 13.10 (d)	☒	☐	☐
198.	Are all steps in the process maintained as a written record? Sec. 13.10 (e)	☒	☐	☐
199.	Are "Not Guilty" decisions noted on the report? Sec. 13.10 (e)	☒	☐	☐
200.	Are decisions of guilt based solely on witnesses, evidence and documentation? Is a statement to this effect made part of the official record? Sec. 13.10 (f)	☒	☐	☐
201.	The Officer-in-Charge or designee cannot increase an inmate's punishment. Sec. 13.11	☒	☐	☐
202.	Is corporal punishment prohibited? Sec. 13.12	☒	☐	☐
203.	Does the facility adhere to procedures for placing inmates in administrative confinement, including documentation? Sec. 13.13	☒	☐	☐

		YES	NO	N/A
204.	When an inmate is released from confinement, administrative or disciplinary, is the date and time recorded and maintained? Sec. 13.13 (a)	☒	☐	☐
205.	Do inmates in administrative confinement receive privileges comparable to general population inmates? Sec. 13.13 (b)	☒	☐	☐
206.	Does the Officer-in-Charge or designee see and talk with inmates in administrative or disciplinary confinement twice daily? Sec. 13.14	☒	☐	☐
207.	Is the attitude and general condition of the inmate in confinement documented? Sec. 13.14	☒	☐	☐

Comments: (Attach additional sheets as needed)

CONTRABAND

		YES	NO	N/A
208.	Has the Officer-in-Charge or designee established a list of acceptable items, anything else being considered contraband? Sec. 14.01	☒	☐	☐
209.	Unless needed for a hearing or trial, are confiscated monies placed in the inmate welfare fund or into the inmate's canteen account? Sec. 14.02	☒	☐	☐

Comments: (Attach additional sheets as needed)

DIRECT SUVERVISION JAILS

		YES	NO	N/A
210.	Inmates are not housed in direct supervision units unless approved by classification. Sec. 15.01	☐	☐	☒
211.	Does staff receive appropriate training prior to being assigned to the direct supervision unit? Sec. 15.02	☐	☐	☒
212.	Do certified correctional officers in the facility perform the following duties: Sec. 15.03			
a.	Provide direct supervision of inmates in the housing unit	☐	☐	☒
b.	Provide emergency backup to the supervising officer as a priority of the employee's assigned duties	☐	☐	☒
213.	Have facility rules and regulations been developed specifically for direct supervision? Sec. 15.04	☐	☐	☒
214.	Do staff members have access to the rules and regulations? Sec. 15.04	☐	☐	☒
215.	Are officers assigned to direct supervision units equipped with a secondary means of communications? Sec. 15.05	☐	☐	☒

Comments: (Attach additional sheets as needed)

There is no direct supervision at this facility.

ADMISSION, CLASSIFICATION AND RELEASE OF JUVENILES

		YES	NO	N/A
216.	Are juveniles not transferred to the adult system by direct file, waiver or grand jury indictment or who have not been found to have committed a criminal offense as an adult held in temporary custody if release is not possible? Sec. 17.02	☒	☐	☐
217.	Juveniles held in temporary custody are held in an area of the facility for fingerprinting and photographing and transportation to an appropriate juvenile facility. The time held does not exceed six hours. Sec. 17.02	☒	☐	☐
218.	Are juveniles, held in temporary custody, kept out of sight and sound of adult inmates? Sec. 17.02	☒	☐	☐
219.	Are juveniles held only if the facility has adequate staff to monitor them at all times? Sec. 17.02	☒	☐	☐
220.	Prior to admitting the juvenile, are all appropriate and legal documents presented? Sec. 17.03	☒	☐	☐
221.	Does this documentation remain part of the juvenile's permanent file? Sec. 17.03	☒	☐	☐
222.	Unless wanted in another jurisdiction as an adult, juveniles are not housed in an adult jail unless: Sec. 17.03			
a.	The juvenile has been indicted	☒	☐	☐
b.	The juvenile waived	☒	☐	☐
c.	The juveniles was direct filed	☒	☐	☐
d.	Adult sanctions were imposed by the court	☒	☐	☐
223.	Can juveniles taken to a facility for criminal traffic violations demand to be taken before a magistrate, and if the demand is not made, the facility immediately notifies the parents, responsible adult, or guardian of the juvenile? Sec. 17.04	☒	☐	☐
224.	If a juvenile is charged with a traffic offense involving death or injury, under no circumstances is the juvenile placed with adults? Sec. 17.05	☒	☐	☐

Comments: (Attach additional sheets as needed)

In compliance with all standards.

HOUSING OF JUVENILES

		YES	NO	N/A
225.	A juvenile transferred for prosecution as an adult is not housed with adults, nor is a juvenile who is wanted for prosecution as an adult in another jurisdiction? Sec. 18.01 (a)	☒	☐	☐
226.	Does the facility have a housing area designated for juveniles and have sufficient staff to supervise and monitor the juveniles at all times? Sec. 18.01 (b)	☒	☐	☐
227.	When a juvenile is housed as an adult, is all of the below criteria met: Sec. 18.02			
a.	The courts have certified the juvenile for prosecution as an adult.	☒	☐	☐
b.	The juvenile has been tried as an adult.	☒	☐	☐
c.	The juvenile was found guilty as an adult.	☐	☒	☐
d.	The juvenile was sentenced as an adult.	☐	☒	☐
228.	Is a juvenile being housed with adult sanctions being housed only with inmates with the same classification? Sec. 18.03	☒	☐	☐

Comments: (Attach additional sheets as needed)