

## **PORT ST. JOE, FLORIDA**

**JANUARY 9, 2007**

### **WORKSHOP**

The Gulf County Board of County Commissioners met this date in workshop session with the following members present: Chairman Carmen L. McLemore, Vice Chairman Bill Williams, and Commissioners Billy E. Traylor, Nathan Peters, Jr. and Jerry W. Barnes.

Others present were: County Attorney Timothy McFarland, Clerk Becky Norris, Clerk Finance Officer Carla Hand, Deputy Clerk Kari Summers, Chief Administrator Don Butler, Deputy Administrator Lynn Lanier, Building Official Lee Collinsworth, Emergency Management Secretary Stephanie Richardson, G.I.S. Director Larry Davis, Grant Writer Loretta Costin, Human Resources Director Denise Manuel, Jail Administrator Evette Farmer, Planner David Richardson, T.D.C. Director Paula Pickett, Sheriff's Office Investigator Paul Beasley, Sheriff's Office Investigator Chris Buchanan, Sheriff's Office Major Mike Harrison, and Sheriff's Office Deputy Tom Stacey.

Chairman McLemore called the workshop to order at 5:03 p.m., E.T.

### **GULF COUNTY JAIL**

Chief Administrator Butler introduced Juliane Day, F.M.J.S. Inspector and F.D.L.E. Certified Instructor, and Rachel Turner, F.C.A.C. Assessor and F.D.L.E. A.T.M.S. Certified, who performed an evaluation of the Gulf County Jail. Ms. Day appeared and discussed the jail inspection that was performed on December 16 -17, 2006, and stated that the facility was found to be in non-compliance, with notable violations in different areas of the jail. Ms. Day discussed that the jail is functional as it stands at this time, however there are maintenance issues that need to be addressed. Upon inquiry by Commissioner Traylor regarding certified Correctional Officers, Ms. Day discussed that F.M.J.S. requires that an annual report be submitted yearly, stating that the report was voluntarily until 2002. She further reported that in 2004 the Florida Sheriff's Association passed a decree that it be mandatory that all Sheriff's Offices who operated a facility had to conduct an independent Florida Model Jail Standards inspection annually and submit the report and corrective action report to the County Commissioners and the Florida Model Jail Centers Committee Standards Chairperson (Lieutenant Gary Harbon, of the Monroe County Sheriff's Office). Upon inquiry by Commissioner Traylor regarding the status of Certified Correctional Officers, Chief Administrator Butler discussed that the County has one male and four female Certified Correctional Officers, and they are advertising to hire Certified Correctional Officers at this time. Chairman McLemore discussed that the Board was not aware of all of these problems with the jail. Ms. Day discussed that she has contacted Lieutenant Gary Harbon of Monroe County, and that Gulf County Sheriff's Office has never submitted an annual report. Commissioner Traylor discussed that the Board is committed to do whatever it takes to get the jail right and run it correctly. Upon inquiry by Commissioner Traylor regarding female Correctional Officers, Ms. Day discussed that anytime there are female inmates, there must be a female Correctional Officer on duty at all times. Ms. Turner discussed implementing policies

and procedures for the facility with personnel who is in charge of reviewing the policies and procedures which sets forth the rules for the officers to follow. She stated there should also be a training officer to train the new officers and one officer certified to do the F.D.L.E. reports that are needed for the facility. Ms. Day discussed that they have included a proposal for additional services that they will work with the Board on to correct the issues for the jail facility. Commissioner Peters discussed the general provisions in the audit report, stating that all personnel must be trained in C.P.R. and first aid care according to Florida Statutes, and that if this had been brought to the Board's attention, this could have been taken care of through the E.M.S. service.

There being no further business, the workshop did then adjourn at 5:33 p.m., E.T.

**CARMEN L. MCLEMORE  
CHAIRMAN**

**ATTEST:**

**REBECCA L. NORRIS  
CLERK**