

Standards Committee Update

by Diane Blemberg, Assistant Director

The Standards Committee convened on August 2, 2002, in Anaheim, California. Draft *Performance-Based Standards for Adult Probation and Parole Field Services, fourth edition*, and *Performance-Based Standards for Adult Local Detention Facilities, fourth edition*, were approved for field testing. A draft manual of *Performance-Based Health Care Standards for Juvenile Correctional Facilities, first edition*, was approved for field testing by the Louisiana Department of Public Safety and Corrections while a juvenile health care committee continued to further refine the draft.

At the open hearing several individuals provided testimony on various issues. Representatives of several juvenile justice organizations spoke in support of a proposal to reverse Committee action from January 2002 that revised the rated capacity and unit size standard for Juvenile Training Schools and in opposition to a comparable proposal for Juvenile Detention Facilities to be considered at this session. A representative from the Department of Justice spoke in support of the proposals targeted toward eliminating sexual abuse/assault in correctional facilities. The president of the American Correctional Chaplains Association spoke in support of proposals 02-53, 53A, and 53B regarding credentialing of chaplains. A representative from CURE spoke in support of proposal 02-42 in regard to telephone surcharges imposed by facilities. The Secretary of the Louisiana Department of Public Safety and Corrections spoke in support of proposals 02-38 through 02-39B concerning processing and delivery of offender mail under emergency situations or when there is suspicion of contraband or contamination.

A presentation of the Online Correctional Academy was provided by ACA staff to familiarize the Committee members with training options and their potential relevance to standards compliance.

The following is a record of the actions of the Standards Committee.

Proposal: 02-22 Revision to 3-JTS-2B-03

The training school operates with living units of no more than ~~rate capacity~~ *25 juveniles each*. The training school does not exceed a bed capacity of ~~larger than rated capacity~~ *150 juveniles*.

Action: Tabled

Rationale: To be referred to a task force to be created by Association President Kehoe to consider implications of capacity on facility design, building and operation. The issue will also be raised with the Council of Juvenile Correctional Administrators so that it may be considered in the development of performance-based standards.

Proposal: 02-23 Revision 3-JDF-2B-02

The detention facility operates with living units of no more than ~~25 juveniles each~~ *rated capacity*. The detention facility does not exceed a bed capacity ~~of 150 juveniles~~ *larger than rated capacity*.

Action: Tabled

Rationale: To be referred to a task force to be created by Association President Kehoe to consider implications of capacity on facility design, building and operation. The issue will also be raised with the Council of Juvenile Correctional Administrators so that it may be considered in the development of performance-based standards.

Proposal: 02-24 Deletion 3-3015 (APPFS)

The term of office of the administrator of field services is continuous and may be terminated only by the appointing authority for good cause and subsequent to a formal and open hearing on specific charges, if requested.

Action: Approved

Proposal: 02-24-A Deletion 3-ALDF-1A-10

Written policy, procedure, and practice provide that the term of the facility administrator is continuous, except for assignment to a position of equal responsibility, and may be terminated by the appointing authority and, if requested, subsequent to a formal hearing.

Action: Approved

Proposal: 02-24-B Deletion 2-7026 (JPAS)

Written policy and procedure provide that the term of office of the administrator of field services is continuous and may be terminated only by the appointing authority for good cause and subsequent to a formal and open hearing on specific charges, if requested.

Action: Approved

Proposal: 02-24-C Deletion 3-JDF-1A-17, 3-JTS-1A-14, 1 SJD-1A-12

Written policy, procedure, and practice provide that the term of office of the facility administrator and appointed personnel not covered by merit systems, civil

service regulations, or union contracts is continuous and can be terminated by the appointing authority only for good cause and, if requested, following a formal hearing on specific charges.

Action: Approved

Proposal: 02-24-D Deletion 1-JBC-1A-09

Written policy, procedure, and practice provide that the term of office of the boot camp program administrator and appointed personnel not covered by merit systems, civil service regulations, or union contracts is continuous and can be terminated by the appointing authority only for good cause and, if requested, following a formal hearing on specific charges.

Action: Approved

Proposal: 02-24-E Deletion 1-JDTP-1A-13

Written policy, procedure, and practice provide that the term of office of the program administrator and appointed personnel not covered by merit systems, civil service regulations, or union contracts is continuous and can be terminated by the appointing authority only for good cause and, if requested, following a formal hearing on specific charges.

Action: Approved

Proposal: 02-25 Revision 3-JTS-5B-02-1; 3-JDF-5B-01-1; 3-JCRF-5B-01-1; 3-JBC-5B-02-1; 3-JDTP-3D-01-1; 1-SJD-5B-01-1; SJ-196-1, 1-ABC-5A-01-1; 3-ALDF-4B-02-1; 3-4380-1

COMMENT: Services, programs, and activities include, but are not limited to, the following:

- academic and vocational education (*including developmental and rehabilitative programs*)
- *work programs/work release programs (by providing reasonable accommodations or alternatives for offenders with disabilities so that the benefits of these programs, including sentence reduction credits, are available to offenders with disabilities)*
- recreation, exercise, and activities
- mail, telephone, visiting
- library

- religious programs
- reception and orientation
- *transportation services (to provide for safety and security, and to avoid undue discomfort, in light of the offender's disabilities)*
- classification
- food service
- sanitation and hygiene
- health care
- social services
- release
- discipline, grievance procedures, and due process proceedings
- safety and emergency procedures
- access to media, courts, counsel, and law library
- commissary/canteen
- volunteer programs
- psychological and psychiatric services

Action: Approved

Note: The approved action affects only the comment.

Proposal: 02-25-A New Standard: Adult Parole Authorities, Electronic Monitoring Programs

Written policy, procedure, and practice prohibit discrimination on the basis of disability in the provision of services, programs, and activities administered for program beneficiaries and participants.

Action: Approved

Proposal: 02-26 Revision 3-ABC-5D-11

Written policy, procedure, and practice provide for *inmate* access to public telephones. *Inmates with hearing and/or speech disabilities, and inmates who wish to communicate with parties who have such disabilities, shall be afforded access to a Telecommunications Device for the Deaf (TDD), or comparable equipment. Public telephones with volume control shall also be made available to inmates with hearing impairments.*

Action: Approved

Proposal: 02-26-A Revision 4-ACRS-5A-19

Written policy, procedure, and practice provide for *inmate* access to public telephones. *Inmates with hearing and/or speech disabilities, and inmates who wish to communicate with parties who have such disabilities, shall be afforded access to a Telecommunications Device for the Deaf (TDD), or comparable equipment. Public telephones with volume control shall also be made available to inmates with hearing impairments.*

Action: Approved

Proposal: 02-26-B Revision 3-ALDF-5D-09, 1-SJF-179

Written policy, procedure, and practice provide for inmate access to public telephones. *Inmates with hearing and/or speech disabilities, and inmates who wish to communicate with parties who have such disabilities, shall be afforded access to a Telecommunications Device for the Deaf (TDD), or comparable equipment. Public telephones with volume control shall also be made available to inmates with hearing impairments.*

Action: Approved

Proposal: 02-26-C Revision 3-JTS-5H-11; 3-JDF-5G-11; 1-JBC-5H-11, 1- SJD-5G-11

Written policy, procedure, and practice provide for juvenile access to public telephones. *Juveniles with hearing and/or speech disabilities, and juveniles who wish to communicate with parties who have such disabilities, shall be afforded access to a Telecommunications Device for the Deaf (TDD), or comparable equipment. Public telephones with volume control shall also be made available to juveniles with hearing impairments.*

Action: Approved

Proposal: 02-26-D Revision 3-JCRF-5G-05

Written policy, procedure, and practice provide for juvenile access to public telephones. *Juveniles with hearing and/or speech disabilities, and juveniles who wish to communicate with parties who have such disabilities, shall be afforded access to a Telecommunications Device for the Deaf (TDD), or comparable equipment. Public telephones with volume control shall also be made available to juveniles with hearing impairments.*

Action: Approved

Proposal: 02-27 *New standard affecting Standards for Adult Correctional Institutions, third edition; Standards for Adult Local Detention Facilities, third edition; Standards for Adult Community Residential Facilities, fourth edition; Standards for Adult Correctional Boot Camp Programs, first edition; Standards for Juvenile Community Residential Facilities, third edition; Standards for Juvenile Detention Facilities, third edition; Standards for Juvenile Correctional Boot Camp Programs, first edition; Standards for Juvenile Training Schools, third edition; Standards for Small Juvenile Detention Facilities, first edition; and Small Jail Facilities, first edition.*

Policy, procedure and practice provide for critical incident debriefing to be conducted after each critical incident. The debriefing process should include but not be limited to:

- *Coordination and feedback about the incident with designated representatives of the organization as soon as possible after the incident and no later than within 24 hours of the incident.*
- *A review with staff of their actions in the incident.*
- *A review with offenders of their actions in the incident.*
- *A review of the incident's impact on staff.*
- *A review of the incident's impact on offenders.*
- *A review of corrective actions taken or still needed.*
- *Plans for improvement to minimize harm or avoid another incident and /or corrective action.*
- *Critical incidents are reviewed by the administration, security and health services.*

COMMENT:

Critical incidents may include suicides (or attempts), riots, escapes, hostage taking, sexual assaults, the death of an offender or staff member, use of force resulting in serious injury or death, or any incidents where serious injury occurs to an offender or staff member.

Action: Tabled

Rationale: The committee believes the standard wording can be improved. Mr. Larivee is to chair a committee to revise and re-submit.

Proposal: 02-28 Revision 3-ALDF-3A-27, 3-4193, 1-ABC-3A-26

(Mandatory)

Firearms, chemical agents and related security equipment are inventoried at least monthly to determine their condition and expiration dates. *Written policy, procedure and practice require that firearms, chemical agents and related equipment must be checked in and out upon their issuance or return in order to insure the control of their use and an accounting of their location and the identity of the possessor at all times.*

COMMENT:

The facility must use an accounting system that will, upon view, immediately identify the current possessor of this equipment.

Action: Disapproved

Rationale: The proposal is too vague and there is concern with the added mandatory requirement.

Proposal: 02-28-A Revision 3-JTS-3A-27, 1-JBC-3A-28

(Mandatory)

Firearms, chemical agents and related security equipment are inventoried at least monthly to determine their condition and expiration dates. *Written policy, procedure and practice require that firearms, chemical agents and related equipment must be checked in and out upon their issuance or return in order to insure the control of their use and an accounting of their location and the identity of the possessor at all times.*

COMMENT:

The facility must use an accounting system that will, upon view, immediately identify the current possessor of this equipment.

Action: Failed for lack of a motion.

Proposal: 02-29 New standard affecting *Standards for Adult Correctional Institutions, third edition; Standards for Adult Local Detention Facilities, third edition; Standards for Adult Correctional Boot Camp Programs, first edition; Standards for Juvenile Detention Facilities, third edition; Standards for Juvenile Correctional Boot Camp Programs, first edition;*

*Standards for Juvenile Training Schools, third edition;
Standards for Small Juvenile Detention Facilities, first edition;
and Small Jail Facilities, first edition.*

Firearms, ammunition, and chemical agents are stored in a secure area outside of facility housing and activities areas. Written policy, procedure and practice provide that this area is inaccessible to offenders at all times.

Action: Failed for lack of a motion.

Proposal: 02-30 Revision 3-JTS-3B-11

The facility has a written evacuation plan prepared in the event of a fire or major emergency *including a “shelter-in-place” plan for life threatening, airborne hazardous material releases that is certified by an independent, outside inspector* trained in the application of appropriate codes. The plan is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction.

The plan includes the following:

- location of building/room floor plan
- use of exit signs and directional arrows for traffic flow
- location of publicly posted plan
- monthly fire drills in all occupied locations of the facility
- staff drills for the evacuation of residents
- ~~special instructions for high security juveniles~~

COMMENT:

The evacuation plan should specify routes of evacuation, subsequent disposition and housing of juveniles, and provision for medical care or hospital transportation for injured juveniles and/or staff. Fire drills should include evacuation of all juveniles except when there is clear and convincing evidence that facility security is jeopardized. Upon such showing, actual evacuation during drills is not required, although staff supervising such juveniles should be required to perform their roles/activity in monthly drills. *A “shelter-in-place” plan for airborne hazardous materials should identify the protective actions to be taken and identify the emergency supplies that should be present in the emergency supply kit.*

Action: Disapproved

Rationale: The committee felt that existing circumstances did not warrant the change.

Proposal: 02-30-A

Revision 3-4209, 3-ALDF-3B-11

There is a written evacuation plan to be used in the event of fire or major emergency *including a “shelter-in-place” plan for life threatening, airborne hazardous material releases that is certified by an independent, outside inspector* trained in the application of national fire safety codes and is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction. The plan includes the following: ~~The plan is certified by an independent, outside inspector trained in the application~~

The plan includes the following:

- location of building/room floor plans
- use of exit signs and directional arrows for traffic flow
- location of publicly posted plan
- at least quarterly drills in all institution locations, including administrative areas
- staff drills when evacuation of extremely dangerous inmates may not be included

COMMENT:

The evacuation plan should specify evacuation routes, subsequent disposition and housing of inmates, and provision for medical care or hospital transportation for injured inmates and/or staff. Fire drills should include evacuation of all inmates except when there is clear and convincing evidence that institutional security is jeopardized; upon such showing, actual evacuation during drills is not required, although staff supervising such inmates should be required to perform their roles/activity in quarterly drills. *A “shelter-in-place” plan for airborne hazardous materials should identify the protective actions to be taken and identify the emergency supplies that should be present in the emergency supply kit.*

Action: Disapproved

Rationale: The committee felt that existing circumstances did not warrant the change.

Proposal: 02-30-B

Revision 4-ACRS-1C-02

There is a written emergency plan, which includes an evacuation plan, to be used in the event of a major emergency *including a “shelter-in-place” plan for life threatening, airborne hazardous material releases that is certified by an independent, outside inspector.* The plan is reviewed annually, updated if

necessary. The plan includes the following:

- location of building/room floor plan
- use of exit signs and directional arrows that are easily seen and read
- location of publicly posted plan

COMMENT:

The evacuation plan also should specify evacuation routes, subsequent disposition and temporary housing of offenders, and provision for medical care or hospital transportation for injured offenders and/or staff. *A “shelter-in-place” plan for airborne hazardous materials should identify the protective actions to be taken and identify the emergency supplies that should be present in the emergency supply kit.*

Action: Disapproved

Rationale: The committee felt that existing circumstances did not warrant the change.

Proposal: 02-30–C Revision 1-ABC-3B-06

The facility has a written evacuation plan prepared in the event of a fire or major emergency *including a “shelter-in-place” plan for life threatening, airborne hazardous material releases that is certified by an independent, outside inspector* trained in the application of national fire safety codes. The plan is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction. The plan includes the following:

- location of building/room floor plan
- use of exit signs and directional arrows for traffic flow
- location of publicly posted plan
- at least monthly drills in all facility locations, including administrative areas

COMMENT:

The evacuation plan also should specify evacuation routes, subsequent disposition and temporary housing of offenders, and provision for medical care or hospital transportation for injured offenders and/or staff. *A “shelter-in-place” plan for airborne hazardous materials should identify the protective actions to be taken and identify the emergency supplies that should be present in the emergency*

Action: *supply kit.*
Disapproved

Rationale: The committee felt that existing circumstances did not warrant the change.

Proposal: 02-30-D Revision to 3-JCRF-3B-06

The facility has a written evacuation plan prepared in the event of a fire or major emergency *including a “shelter-in-place” plan for life threatening, airborne hazardous material releases that is certified by an independent, outside inspector* trained in the application of national fire safety codes. The plan is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction.

The plan includes the following:

- location of building/room floor plan
- use of exit signs and directional arrows for traffic flow
- location of publicly posted plan
- monthly drills in all facility locations

COMMENT:

The evacuation plan should also specify routes of evacuation, subsequent disposition and temporary housing of juveniles, and provision for medical care or hospital transportation for injured juveniles and/or staff. Fire drills should include evacuation of all juveniles. Actual evacuation during drills is not required, although staff supervising such juveniles should be required to perform their roles. *A “shelter-in-place” plan for airborne hazardous materials should identify the protective actions to be taken and identify the emergency supplies that should be present in the emergency supply kit.*

Action: Disapproved

Rationale: The committee felt that existing circumstances did not warrant the change.

Proposal: 02-30-E Revision to 3-JDF-3B-10

The facility has a written evacuation plan prepared in the event of a fire or major emergency *including a “shelter-in-place” plan for life threatening, airborne hazardous material releases that is certified by an independent, outside inspector* trained in the application of appropriate codes. The plan is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction.

The plan includes the following:

- location of building/room floor plan
- use of exit signs and directional arrows for traffic flow
- location of publicly posted plan
- monthly drills in all occupied locations of the facility
- staff drills when evacuation of dangerous juveniles may not be included

COMMENT:

The evacuation plan should specify routes of evacuation, subsequent disposition and housing of juveniles, and provision for medical care or hospital transportation for injured juveniles and/or staff. Fire drills should include evacuation of all juveniles except when there is clear and convincing evidence that facility security is jeopardized. Upon such showing, actual evacuation during drills is not required, although staff supervising such juveniles should be required to perform their roles/activity in monthly drills. *A “shelter-in-place” plan for airborne hazardous materials should identify the protective actions to be taken and identify the emergency supplies that should be present in the emergency supply kit.*

Action: Disapproved

Rationale: The committee felt that existing circumstances did not warrant the change.

Proposal: 02-30-F Revision 1-SJD-3B-08

The facility has a written evacuation plan prepared in the event of a fire or major emergency *including a “shelter-in-place” plan for life threatening, airborne hazardous material releases that is certified by an independent, outside inspector* trained in the application of appropriate codes. The plan is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction.

The plan includes the following:

- location of building/room floor plan
- use of exit signs and directional arrows for traffic flow
- location of publicly posted plan
- monthly drills in all occupied locations of the facility
- staff drills when evacuation of dangerous residents may not be included

COMMENT:

The evacuation plan should specify routes of evacuation, subsequent disposition

and housing of juveniles, and provision for medical care or hospital transportation for injured juveniles and/or staff. Fire drills should include evacuation of all juveniles except when there is clear and convincing evidence that facility security is jeopardized. Upon such showing, actual evacuation during drills is not required, although staff supervising such juveniles should be required to perform their roles/activity in monthly drills. *A “shelter-in-place” plan for airborne hazardous materials should identify the protective actions to be taken and identify the emergency supplies that should be present in the emergency supply kit.*

Action: Disapproved

Rationale: The committee felt that existing circumstances did not warrant the change.

Proposal: 02-30-G Revision 1-JBC-3B-10

The boot camp program has a written evacuation plan prepared in the event of a fire or major emergency *including a “shelter-in-place” plan for life threatening, airborne hazardous material releases that is certified by an independent, outside inspector* trained in the application of appropriate codes. The plan is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction and/or other responding agencies.

The plan includes the following:

- location of building/room floor plan
- location of publicly posted plan
- staff drills for the evacuation of residents
- use of exit signs and directional arrows for traffic flow
- monthly fire drills in all occupied locations of the boot camp program

COMMENT:

The evacuation plan should specify routes of evacuation, subsequent disposition and housing of juveniles, provision for medical care, and transportation for injured persons. *A “shelter-in-place” plan for airborne hazardous materials should identify the protective actions to be taken and identify the emergency supplies that should be present in the emergency supply kit.*

Action: Disapproved

Rationale: The committee felt that existing circumstances did not warrant the change.

Proposal: 02-30-H Revision 1-JDTP-2C-06

The program has a written evacuation plan prepared in the event of a fire or another major emergency *including a “shelter-in-place” plan for life threatening, airborne hazardous material releases that is certified by an independent, outside inspector* trained in the application of national fire safety codes. The plan is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction.

The plan includes the following:

- location of building/room floor plan
- use of exit signs and directional arrows for traffic flow
- location of publicly posted plan
- monthly drills in all facility locations

COMMENT:

The evacuation plan should also specify routes of evacuation, subsequent disposition and temporary housing of juveniles, and provision for medical care or hospital transportation for injured juveniles and/or staff. Fire drills should include evacuation of all juveniles. *A “shelter-in-place” plan for airborne hazardous materials should identify the protective actions to be taken and identify the emergency supplies that should be present in the emergency supply kit.*

Action: Disapproved

Rationale: The committee felt that existing circumstances did not warrant the change.

Proposal: 02-30-I Revision SJ-076

The facility has a written evacuation plan prepared in the event of a fire or major emergency *including a “shelter-in-place” plan for life threatening, airborne hazardous material releases that is certified by an independent, outside inspector* trained in the application of appropriate codes. The plan is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction.

The plan includes the following:

- location of building/room floor plan
- use of exit signs and directional arrows for traffic flow
- location of publicly posted plan
- monthly ~~fire~~ drills in all occupied locations of the facility

- staff drills for the evacuation of residents
- ~~special instructions for high security juveniles~~

COMMENT:

An evacuation plan is essential to reducing confusion and speeding the safe evacuation of the facility. The evacuation plan should also specify routes of evacuation, subsequent disposition and housing of inmates, and provision for medical care or hospital transportation for injured inmates and/or staff. Fire drills should include evacuation of all inmates except when there is clear and convincing evidence that facility security is jeopardized. On such showing, actual evacuation during drills is not required, although staff relevant to supervising such inmates should be required to execute their roles/activity in quarterly drills. *A “shelter-in-place” plan for airborne hazardous materials should identify the protective actions to be taken and identify the emergency supplies that should be present in the emergency supply kit.*

Action: Disapproved

Rationale: The committee felt that existing circumstances did not warrant the change.

Proposal: 02-31 Revision 4-ACRS-2A-10

Possession and use of *deadly* weapons *are* prohibited in the facility except in case of an emergency.

COMMENT:

This does not preclude the temporary storage of deadly weapons by visiting law enforcement officers.

Action: Failed for lack of a motion.

Proposal: 02-31-A Revision 3-JDF-3A-29, 3-JTS-3A-30, 1-SJD-3A-26

Possession and use of *deadly* weapons *are* prohibited in the facility except in case of an emergency.

COMMENT:

This does not preclude the temporary storage of deadly weapons by visiting law enforcement officers.

Action: Failed for lack of a motion.

Proposal: 02-31-B Revision 1-JBC-3A-29

Possession and use of *deadly* weapons *are* prohibited in the facility except in case of an emergency.

COMMENT:

This does not preclude the temporary storage of deadly weapons by visiting law enforcement officers.

Action: Failed for lack of a motion.

Proposal: 02-31-C Revision 1-JDTP-3E-13

Possession and use of *deadly* weapons *are* prohibited in the facility except in case of an emergency.

COMMENT:

This does not preclude the temporary storage of deadly weapons by visiting law enforcement officers.

Action: Failed for lack of a motion.

Proposal: 02-32 Revision 3-JTS-2D-03

Noise levels in juvenile housing units *are checked not less than annually, or at other intervals as defined by state or federal guidelines and* do not exceed 70 dBA (a scale) in daytime and 45 dBA (a scale) at night.

Action: Disapproved

Rationale: Consensus could not be reached on the frequency of testing and the timing in relation to audits.

Proposal: 02-32-A Revision 1-ABC-2D-02

Noise levels in juvenile housing units *are checked not less than annually, or at other intervals as defined by state or federal guidelines and* do not exceed 70 dBA (a scale) in daytime and 45 dBA (a scale) at night.

Action: Disapproved

Rationale: Consensus could not be reached on the frequency of testing and the timing in relation to audits.

Proposal: 02-32-B Revision SJ-047

In general population housing, each room or cell has, at a minimum, the following facilities and conditions:

1. Sanitation facilities, including access to a toilet above floor level that is available for use without staff assistance twenty-four hours a day and a wash basin with hot and cold running water
2. A bed above floor level, desk or writing space, hooks or closet space, chair or stool
3. Natural light
4. Documentation by an independent, qualified source that lighting is at least twenty footcandles at desk level and in the personal grooming areas.
5. Circulation of at least ten cubic feet of outside or recirculated filtered air per minute per human occupant
6. Temperatures appropriate to the summer and winter comfort zones
7. Noise levels *are checked not less than annually, or at other intervals as defined by state or federal guidelines and* not exceeding seventy decibels in daytime and forty-five decibels at night.

Action: Disapproved

Rationale: Consensus could not be reached on the frequency of testing and the timing in relation to audits.

Proposal: 02-32-C Revision 3-4143, 3-ALDF-2D-06

Noise levels in inmate housing units *are checked not less than annually, or at other intervals as defined by state or federal guidelines and* do not exceed 70 dBA (a scale) in daytime and 45 dBA (a scale) at night.

Action: Disapproved

Rationale: Consensus could not be reached on the frequency of testing and the timing in relation to audits.

Proposal: 02-32-D Revision 1-JBC-2D-02

Written policy, procedure, and practice provide that noise levels in juvenile housing units *are checked not less than annually, or at other intervals as defined by state or federal guidelines* and do not exceed 70 dBA (a scale) in daytime and 45 dBA (a scale) at night.

Action: Disapproved

Rationale: Consensus could not be reached on the frequency of testing and the timing in relation to audits.

Proposal: 02-33 Revision 3-JTS-2D-04, 1-JBC-2D-03

Circulation is at least 15 cubic feet of outside or re-circulated filtered air per minute per occupant for rooms, housing areas, staff stations, and dining areas, as documented by an independent, qualified source *are checked not less than once per accreditation cycle. annually or at other intervals as defined by state or federal guidelines.*

Action: Approved as amended.

Definition: Accreditation cycle is defined as within the past three years.

Proposal: 02-33-A Revision 3-4144

Circulation is at least 15 cubic feet of outside or recirculated filtered air per minute per occupant for cells/rooms, officer stations, and dining areas, as documented by an independent, qualified source *and are checked not less than once per accreditation cycle. annually or at other intervals as defined by state or federal guidelines.*

Action: Approved as amended.

Definition: Accreditation cycle is defined as within the past three years.

Proposal: 02-33-B Revision 3-ALDF-2D-07

Written policy, procedure, and practice provide that a ventilation system is provided that supplies at least 15 cubic feet per minute of circulated filtered air per occupant with a minimum of five cubic feet per minute of outside air. Toilet rooms and cells with toilets shall have no less than four airchanges per hour. Air quantities shall be documented by a qualified independent source *and are checked*

not less than once per accreditation cycle. ~~annually or at other intervals as defined by state or federal guidelines.~~

Action: Approved as amended.

Definition: Accreditation cycle is defined as within the past three years.

Proposal: 02-33-C Revision 4-ACRS-1A-08

Air circulation is at least fifteen cubic feet of outside or recirculated filtered air per minute per person *and are checked not less than once per accreditation cycle. ~~annually or at other intervals as defined by state or federal guidelines.~~*

Action: Approved as amended.

Definition: Accreditation cycle is defined as within the past three years.

Proposal: 02-33-D Revision 3-JCRF-2D-01

Written policy, procedure, and practice provide that all sleeping quarters in the facility are well-lighted and properly ventilated. Natural lighting should be provided wherever possible. Documentation shall be provided by an independent, qualified source that lighting is at least 20 footcandles at desk level and air circulation is at least 15 cubic feet of outside or recirculated filtered air per minute per person *and are checked not less than once per accreditation cycle. ~~annually or at other intervals as defined by state or federal guidelines.~~*

Action: Approved as amended.

Definition: Accreditation cycle is defined as within the past three years.

Proposal: 02-33-E Revision 1-JDTP-2A-04

Natural lighting should be provided wherever possible. Documentation shall be provided by an independent, qualified source that lighting is at least twenty footcandles at desk level and air circulation is at least fifteen cubic feet of outside or recirculated filtered air per minute per person *and are checked not less than once per accreditation cycle. ~~annually or at other intervals as defined by state or federal guidelines.~~*

Action: Approved as amended.

Definition: Accreditation cycle is defined as within the past three years.

Proposal: 02-34 Revision 3-4352; 1-CTA-3F-03; 3-ALDF-4E-25; 1-ABC-4E-30

First aid kits ~~and Automatic External Defibrillators~~ are available in designated areas of the facility based on need and an automatic external defibrillator is available for use at the facility.

Action: Approved as amended.

Proposal: 02-34-A Revision 4-ACRS-4C-05

First aid kits ~~and Automatic External Defibrillators~~ are available in designated areas of the facility. Contents and locations are approved by the health authority. An automatic external defibrillator is available for use at the facility.

Action: Approved as amended.

Proposal: 02-34-B Revision 3-JTS-4C-29, 3-JDF-4C-28, 1-SJD-4C-24, 1-JBC-4C-30

Written policy, procedure, and practice require that first aid kit(s) ~~and Automatic External Defibrillators~~ are available. The responsible physician approves the contents, number, location, and procedure for periodic inspection of the kit(s). An automatic external defibrillator is available for use at the facility.

Action: Approved as amended.

Proposal: 02-34-C Revision 3-JCRF-4C-16

The facility has available at all times first aid equipment ~~and Automatic External Defibrillators~~ approved by a recognized health authority. An automatic external defibrillator is available for use at the facility.

Action: Approved as amended.

Proposal: 02-34-D Revision 1-JDTP-3B-07

The day treatment program has available at all times first aid equipment ~~and Automatic External Defibrillators~~ approved by a recognized health authority and an automatic external defibrillator is available for use at the facility.

Action: Approved as amended.

Proposal: 02-35

Revision 1-ABC-2C-01

Each sleeping ~~room~~ *area* has, at a minimum, the following facilities and conditions:

- ~~25~~ ~~35~~ 25 square feet of unencumbered space per occupant
- access to toilets and a wash basin with hot and cold running water 24 hours a day
- a bed *or bunk bed*, mattress, pillow, ~~desk~~ *writing surface*, chair or stool, and hooks or closet space, *or locker*
- natural light
- temperatures that are appropriate to the summer and winter comfort zones

COMMENT:

The bed should be elevated from the floor and have a clean, covered mattress with blankets provided, as needed. "Unencumbered space" is usable space that is not encumbered by furnishings or fixtures. At least one dimension of the unencumbered space is no less than seven feet. In determining unencumbered space in the ~~room~~ *area*, the total square footage is obtained and the square footage of fixtures and equipment is subtracted. All fixtures and equipment must be in operational position. The facility must provide the following, at a minimum: one bed per ~~person~~ *offender or bunk beds for two offenders*, plumbing fixtures (if inside the room), ~~desk~~ *writing surface*, locker, and chair or stool.

Action: Approved as amended.

Proposal: 02-35-A

Revision 1-JBC-2C-01

Each sleeping ~~room~~ *area* has, at a minimum, the following facilities and conditions:

- ~~25~~ ~~35~~ 25 square feet of unencumbered space per occupant
- access to toilets and a wash basin with hot and cold running water 24 hours a day without staff assistance
- a bed *or bunk bed*, mattress, pillow, ~~desk~~ *writing surface*, chair or stool, and hooks or closet space, *or locker*
- natural light
- temperatures that are appropriate to the summer and winter comfort zones

COMMENT:

The bed should be elevated from the floor and have a clean, covered mattress with

blankets provided, as needed. “Unencumbered space” is usable space that is not encumbered by furnishings or fixtures. At least one dimension of the unencumbered space is no less than seven feet. In determining unencumbered space in the ~~room~~ *area*, the total square footage is obtained and the square footage of fixtures and equipment is subtracted. All fixtures and equipment must be in operational position. The facility must provide the following, at a minimum: one bed per ~~person~~ *offender or bunk beds for two offenders*, plumbing fixtures (if inside the room), ~~desk~~ *writing surface*, locker, and chair or stool.

Action: Approved as amended.

Proposal: 02-36 Deletion 3-ALDF-5B-01

Written policy and procedure provide for inmate access to educational programs, vocational counseling and, when available, vocational training.

Action: Failed for lack of a motion.

Proposal: 02-37 Deletion 3-ALDF-2C-04

At a minimum, the facility is designed to provide single-occupancy cells for one-third of the population.

Action: Disapproved

Rational: Revision of the standard will be accomplished in the fourth edition.

Proposal: 02-38 Revision 3-4437, 3-ALDF-5D-08, 1-ABC-5D-09

Written policy, procedure, and practice require that, excluding weekends and holidays *or emergency situations*, incoming and outgoing letters are held for no more than 24 hours and packages are held for no more than 48 hours.

COMMENT:

Inspection for contraband letters should take no longer than 24 hours to complete so that incoming letters should be distributed to inmates and outgoing letters sent to the post office within 24 hours of receipt. Similarly, inspection of packages should take *normally* no longer than 48 hours to complete. The standard does not prohibit the holding of mail for inmates who are temporarily absent from the facility (e.g., hospital, court).

Action: Approved. An “emergency” is defined as “Any significant disruption of normal”

facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster, employee action, or other serious incident.”

Proposal: 02-38-A Revision SJ-177

Written policy, procedure, and practice require that, excluding weekends and holidays *or emergency situations*, incoming and outgoing letters are held for no more than 24 hours and packages are held for no more than 48 hours.

COMMENT:

Inspection for contraband letters should take no longer than 24 hours to complete so that incoming letters should be distributed to inmates and outgoing letters sent to the post office within 24 hours of receipt. Similarly, inspection of packages should take *normally* no longer than 48 hours to complete. The standard does not prohibit the holding of mail for inmates who are temporarily absent from the facility (e.g., hospital, court).

Action: Approved. An “emergency” is defined as Any significant disruption of normal facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster, employee action, or other serious incident.”

Proposal: 02-38-B Revision 3-JTS-5H-09; 3-JDF-5G-09; 1-SJD-5G-09; 1-JBC-5H-09

Written policy, procedure, and practice require that, excluding weekends and holidays *or emergency situations*, incoming and outgoing letters are held for no more than 24 hours and packages are held for no more than 48 hours.

COMMENT:

Inspection for contraband letters should take no longer than 24 hours to complete so that incoming letters should be distributed to inmates and outgoing letters sent to the post office within 24 hours of receipt. Similarly, inspection of packages should take *normally* no longer than 48 hours to complete. The standard does not prohibit the holding of mail for inmates who are temporarily absent from the facility (e.g., hospital, court).

Action: Approved. An “emergency” is defined as Any significant disruption of normal facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster, employee action, or other serious incident.”

Proposal: 02-39

Revision 3-4434; 3-ALDF-5D-06; 1-ABC-5D-06

Written policy, procedure, and practice specify that inmates are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to the following: courts; counsel; officials of the confining authority; state and local chief executive officers; administrators of grievance systems; and members of the paroling authority. Mail to inmates from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate, unless waived in writing, *or in the following circumstances which may indicate contamination.*

COMMENT

Suspicious mail may include packages and letters ~~are~~ unusual in appearance or appear different from mail normally received or sent by the individual; packages and letters ~~are~~ of a size or shape not customarily received or sent by the individual; packages and letters have with a city and/or state postmark that is different from the return address; or packages and letters ~~are~~ leaking, stained or emitting a strange or unusual odor or have a powdery residue.

Action: Approved as amended.

Proposal: 02-39-A

Revision SJ-178

Written policy, procedure, and practice specify that inmates are permitted to send sealed letters to specified groups of persons and organizations, including but not limited to the courts; counsel; officials of the confining authority; government officials, administrators of grievance systems; and members of the parole authority. Mail to inmates from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate, *or in the following circumstances which may indicate contamination.*

COMMENT

Suspicious mail may include packages and letters ~~are~~ unusual in appearance or appear different from mail normally received or sent by the individual; packages and letters ~~are~~ of a size or shape not customarily received or sent by the individual; packages and letters have with a city and/or state postmark that is different from the return address; or packages and letters ~~are~~ leaking, stained or emitting a strange or unusual odor or have a powdery residue.

Action: Approved as amended.

Proposal: 02-39B Revision 3-JTS-5H-04; 3-JDF-5G-04; 1-JBC-5H-04, 1-SJD-5G-04

Written policy, procedure, and practice specify that juveniles are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to: courts; counsel; officials of the confining authority; administrators of grievance systems; and members of the releasing authority, *or in the following circumstances which may indicate contamination.*

COMMENT

Suspicious mail may include packages and letters ~~are~~ unusual in appearance or appear different from mail normally received or sent by the individual; packages and letters ~~are~~ of a size or shape not customarily received or sent by the individual; packages and letters ~~have~~ with a city and/or state postmark that is different from the return address; or packages and letters ~~are~~ leaking, stained or emitting a strange or unusual odor or have a powdery residue.

Action: Approved as amended.

Proposal: 02-40 Revision 3-3198 (APPFS)

Unless prohibited by law, written policy, procedure and practice provide for staff recommendations to parole authorities for the advancement of parole dates in hardship or exceptional cases.

Action: Approved

Proposal: 02-41 Revision 3-4320

The institution provides for the thorough cleaning and, when necessary, disinfecting of inmate personal clothing before storage. ~~or before allowing the inmate to keep and wear personal clothing.~~ *Written policy, procedure, and practice require the confiscation and proper disposition of inmate's personal clothing during reception, and inmates be provided distinctive institutional uniforms that clearly differentiate between uniforms and clothing worn by staff members.*

COMMENT:

Inmate personal clothing should be cleaned and disinfected to prevent odors and pests and should be stored outside of the inmate housing area. *With the exception of undergarments, all clothing that inmates arrive to the institution with, shall*

be confiscated and stored as personal property, or per the inmate's choice and cost, shipped outside or disposed. Distinctive inmate uniforms are issued and maintained by the institution. The institution may choose to issue inmates of different custody and class, a respectively different uniform; however, all inmate uniforms will clearly differentiate between the clothing worn by staff.

Action: Motion for approval died for lack of a second.

Proposal: 02-42 *New standard affecting Standards for Adult Correctional Institutions, third edition; Standards for Adult Local Detention Facilities, third edition; Standards for Adult Community Residential Facilities, fourth edition; Standards for Adult Correctional Boot Camp Programs, first edition; Standards for Juvenile Community Residential Facilities, third edition; Standards for Juvenile Detention Facilities, third edition; Standards for Juvenile Correctional Boot Camp Programs, first edition; Standards for Juvenile Training Schools, third edition; Standards for Small Juvenile Detention Facilities, first edition; and Small Jail Facilities, first edition.*

Written policy, procedure and practice ensure that inmates/juvenile-offenders have access to a range of reasonably priced telecommunications telephone services. Correctional agencies ~~should~~ ensure that:

- Contracts involving telecommunications telephone services for inmates/juvenile offenders comply with all applicable state and federal regulations;
- Contracts are based on rates and surcharges that are commensurate with those charged to the general public for like services. Any deviation from ordinary consumer rates ~~should~~ reflects actual costs associated with the provision of services in a correctional setting; and
- Contracts for inmate/juvenile offender telecommunications telephone services provide the broadest range of calling options determined by the agency administrator to be consistent with the requirements of sound correctional management.

COMMENT

When procuring and renewing telephone services, correctional officials should inquire into the reasons for proposed deviations from standard charges and seek the best possible rates for the broadest possible range of calling options.

Action: Approved as amended.

Proposal: 02-43 *New standard affecting Standards for Adult Correctional Institutions, third edition; Standards for Adult Local Detention Facilities, third edition; Standards for Adult Community Residential Facilities, fourth edition; Standards for Adult Correctional Boot Camp Programs, first edition; Standards for Juvenile Community Residential Facilities, third edition; Standards for Juvenile Detention Facilities, third edition; Standards for Juvenile Correctional Boot Camp Programs, first edition; Standards for Juvenile Training Schools, third edition; Standards for Small Juvenile Detention Facilities, first edition; and Small Jail Facilities, first edition.*

Written policy, procedure, and practice provide education, equipment and facilities, and the support necessary for offenders with disabilities to perform self-care and personal hygiene in a reasonably private environment.

COMMENT:

A “reasonably private” environment will vary, depending on individual and institutional circumstances, but is one that will maintain the dignity of the disabled individual in light of that person’s disability.

Action: Approved

Proposal: 02-44 *New standard affecting Standards for Adult Correctional Institutions, third edition; Standards for Adult Local Detention Facilities, third edition; Standards for Adult Community Residential Facilities, fourth edition; Standards for Adult Correctional Boot Camp Programs, first edition; Standards for Juvenile Community Residential Facilities, third edition; Standards for Juvenile Detention Facilities, third edition; Standards for Juvenile Correctional Boot Camp Programs, first edition; Standards for Juvenile Training Schools, third edition; Standards for Small Juvenile Detention Facilities, first edition; and Small Jail Facilities, first edition.*

Written policy, procedure, and practice provide for staff and offender access to an appropriately trained and qualified individual who is educated in the problems and challenges faced by offenders with physical and/or mental impairments, programs designed to educate and assist disabled offenders, and all legal requirements for the protection of offenders with disabilities.

COMMENT:

An “appropriately trained and qualified individual,” as used in this standard, is one who has been designated by the warden, superintendent, or other authority to coordinate efforts to comply with and carry out responsibilities defined by the *Americans with Disabilities Act*. That individual should develop relationships with, and utilize the expertise of, institutional staff, advocacy groups, non-profit organizations, agencies of government, and others that have relevant knowledge and experience.

Action: Approved

Proposal: 02-45 Revision 4-ACRS-1B-01

(Mandatory)

An annual safety inspection of all vehicles is conducted by qualified individuals and in accordance with state statutes for any vehicle that is owned, leased, or used in the operation of the facility.

Action: Approved

Proposal: 02-46 Revision 3-4128-1

Single cells/rooms and multiple occupancy cells/rooms may be used for housing inmates in medium/minimum custody when the classifications system, cell/room size, and level of supervision meet the following requirements:

1.	<u>Number of occupants</u>	<u>Amount of unencumbered space*</u>
	1	35 square feet per occupant
	2-50	25 square feet

*“Unencumbered space” is usable space that is not encumbered by furnishings or fixtures. At least one dimension of the unencumbered space is no less than seven feet. In determining unencumbered space in the cell or room, the total square footage is obtained and the square footage of fixtures and equipment is subtracted. All fixtures and equipment must be in operational position and must provide the following minimums per person: bed, plumbing fixtures (if inside the cell/room), ~~desk~~, *writing surface, and proximate area to sit, and* locker. ~~and chair or stool.~~

2. When confinement exceeds 10 hours per day there are at least 80 square feet of total floor space per occupant.
3. Housing is in compliance with American Correctional Association

- standards 3-4132, 3-4133, 3-4134, 3-4137, 3-4144, and 3-4282.
4. Medium security inmates housed in multiple occupancy cells/rooms require direct supervision.

A classification system is used to divide the occupants into groups that reduce the probability of assault and disruptive behavior. At a minimum, the classification system evaluates the following:

- mental and emotional stability
- escape history
- history of assaultive behavior
- medical status
- age
- enemies of record

Male and female inmates are housed in separate cells/rooms.

Action: Approved

Proposal: 02-47 Revision 3-4081, 3-ALDF-1D-12, SJ-028

Written policy, procedure, and practice provide that all new correctional officers receive an added 120 hours of training during their first year of employment and an added 40 hours of training each subsequent year of employment. At a minimum this training covers the following areas:

- security procedures
- supervision of offenders
- signs of suicide risks
- suicide precautions
- use of force regulations and tactics
- report writing
- offender rules and regulations
- rights and responsibilities of offenders
- fire and emergency procedures
- safety procedures
- key control
- interpersonal relations
- social/cultural lifestyles of the offender population
- communication skills
- first aid/CPR
- counseling techniques
- cultural diversity

- ~~rape prevention/intervention~~ sexual abuse/assault

Action: Approved as amended.

Proposal: 02-47-A Revision 1-ABC-1D-10

Written policy, procedure, and practice provide that in addition to orientation, all newly hired correctional officers receive an additional 120 hours of training during their first year of employment and an additional 40 hours of training each subsequent year. At a minimum, this training covers the following areas:

- security procedures
- supervision of offenders
- signs of suicide risks and suicide precautions
- use of discipline in boot camps
- use-of-force regulations and restraint techniques
- report writing
- offender rules and regulations
- program rules and regulations
- rights and responsibilities of offenders
- fire and emergency procedures
- safety procedures
- firearms training
- key control
- interpersonal relations
- social/cultural lifestyles of the offender population
- cultural diversity training
- communication skills
- first aid/cardiopulmonary resuscitation (cpr)
- counseling techniques
- crisis intervention
- sexual harassment
- legal issues
- specialized training, such as physical fitness, drill and ceremonies, various program components, and aftercare issues
- ~~rape prevention/intervention~~ sexual abuse/assault

Action: Approved as amended.

Proposal: 02-47-B Revision 1-ABC-1D-12

Written policy, procedure, and practice provide that all support employees who have regular or daily contact with offenders receive 40 hours of training in

addition to orientation training during their first year of employment and 40 hours of training each year thereafter. At a minimum, this training covers the following areas:

- security procedures
- supervision of offenders
- signs of suicide risks and suicide precautions
- use of discipline
- use-of-force regulations and restraint techniques
- report writing
- offender rules and regulations
- boot camp program rules and regulations
- rights and responsibilities of offenders
- fire and emergency procedures
- safety procedures
- firearms training
- key control
- interpersonal relations
- social/cultural lifestyles of the offender population
- cultural diversity training
- communication skills
- first aid/cardiopulmonary resuscitation (CPR)
- counseling techniques
- crisis intervention
- sexual harassment
- legal issues
- specialized training, such as physical fitness, drill and ceremonies, various program components, and aftercare issues
- ~~rape prevention/intervention~~ sexual abuse/assault

Action: Approved as amended.

Proposal: 02-47-C Revision 3-JTS-1D-09, 3-JDF-1D-09

Written policy, procedure, and practice provide that all new juvenile careworkers receive an added 120 hours of training during their first year of employment and an added 40 hours of training each subsequent year of employment. At a minimum this training covers the following areas:

- security procedures
- supervision of juveniles

- signs of suicide risks
- suicide precautions
- use-of-force regulations and tactics
- report writing
- juvenile rules and regulations
- rights and responsibilities of juveniles
- fire and emergency procedures
- safety procedures
- key control
- interpersonal relations
- social/cultural lifestyles of the juvenile population
- communication skills
- first aid/cpr
- counseling techniques
- cultural diversity
- ~~rape prevention/intervention~~ sexual abuse/assault

Action: Approved as amended.

Proposal: 02-47-D Revision 3-JTS-1D-10

Written policy, procedure, and practice provide that all professional specialist employees who have juvenile contact receive an additional 120 hours of training during their first year of employment and an additional 40 hours of training each subsequent year of employment. This training covers at a minimum the following areas:

- security procedures
- use-of-force regulations and tactics
- juvenile rules and regulations
- fire and emergency procedures
- interpersonal relations
- first aid
- search and seizure
- social/cultural lifestyles of the juvenile population
- supervision of juveniles
- report writing
- rights and responsibilities of juveniles
- key control
- communication skills
- sexual harassment
- rules of evidence
- ~~rape prevention/intervention~~ sexual abuse/assault

Action: Approved as amended.

Proposal: 02-47-E Revision 3-JDF-1D-10

Written policy, procedure, and practice provide that all professional specialist employees who have juvenile contact receive an additional 120 hours of training during their first year of employment and an additional 40 hours of training each subsequent year of employment. At a minimum this training covers the following areas:

- security procedures
- supervision of juveniles
- signs of suicide risks
- suicide precautions
- use-of-force regulations and tactics
- report writing
- juvenile rules and regulations
- rights and responsibilities of juveniles
- fire and emergency procedures
- key control
- interpersonal relations
- communication skills
- first aid
- counseling techniques
- social/cultural lifestyles of the juvenile population
- ~~rape prevention/intervention~~ sexual abuse/assault

Action: Approved as amended.

Proposal: 02-47-F Revision 1-SJD-1D-05

Written policy, procedure, and practice provide that all new staff receive 120 hours of training during their first year of employment and an additional 40 hours of training each year thereafter. At a minimum this training covers the following areas:

- security procedures
- supervision of juveniles
- signs of suicide risks
- suicide precautions
- use-of-force regulations and tactics
- report writing
- juvenile rules of conduct
- rights and responsibilities of juveniles

- fire and emergency procedures
- safety procedures
- key control
- interpersonal relations
- social/cultural lifestyles of the juvenile population
- communication skills
- first aid/CPR
- counseling techniques
- ~~rape prevention/intervention~~ sexual abuse/assault

Action: Approved as amended.

Proposal: 02-47-G Revision 1-JBC-1D-09

Written policy, procedure, and practice provide that all newly hired professional specialists and juvenile careworkers receive 120 hours of training in addition to orientation during their first year of employment and 40 hours of training each subsequent year. At a minimum, this training covers the following areas:

- security procedures
- supervision of juveniles
- signs of suicide risks and suicide precautions
- use of discipline in boot camps
- use-of-force regulations and restraint techniques
- report writing
- juvenile rules and regulations
- program rules and regulations
- rights and responsibilities of juveniles
- fire and emergency procedures
- safety procedures
- firearms training
- key control
- interpersonal relations
- social/cultural lifestyles of the juvenile population
- cultural diversity training
- communication skills
- first aid/cardiopulmonary resuscitation (cpr)
- counseling techniques
- crisis intervention
- sexual harassment
- legal issues
- specialized training, such as physical fitness, drill and ceremonies, various program components, aftercare issues, etc.

- ~~rape prevention/intervention~~ sexual abuse/assault

Action: Approved as amended.

Proposal: 02-47-H Revision 1-JBC-1D-10

Written policy, procedure, and practice provide that all support employees who have regular or daily contact with juveniles receive 40 hours of training in addition to orientation during their first year of employment and 40 hours of training each year thereafter. At a minimum, this training covers the following areas:

- security procedures
- supervision of juveniles
- signs of suicide risks and suicide precautions
- use of discipline
- use-of-force regulations and restraint techniques
- report writing
- juvenile rules and regulations
- boot camp rules and regulations
- rights and responsibilities of juveniles
- fire and emergency procedures
- safety procedures
- firearms training
- key control
- interpersonal relations
- social/cultural lifestyles of the juvenile population
- cultural diversity training
- communication skills
- first aid/cardiopulmonary resuscitation (cpr)
- counseling techniques
- crisis intervention
- sexual harassment
- legal issues
- specialized training, such as physical fitness, drill and ceremonies, various program components, aftercare issues, etc.
- ~~rape prevention/intervention~~ sexual abuse/assault

Action: Approved as amended.

Proposal: 02-48 New standard affecting *Standards for Adult Correctional Institutions, third edition; Standards for Adult Local*

Detention Facilities, third edition; Standards for Adult Correctional Boot Camp Programs, first edition; Standards for Juvenile Detention Facilities, third edition; Standards for Juvenile Correctional Boot Camp Programs, first edition; Standards for Juvenile Training Schools, third edition; Standards for Small Juvenile Detention Facilities, first edition; and Small Jail Facilities, first edition.

Offenders are screened and classified within 24 hours of arrival at the facility for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior. Housing assignments are made accordingly.

Action: Tabled

Rationale: The Standards and Accreditation Director will work with a committee chaired by Dr. Wright to review the proposal and determine if redundancy exists with existing classification standards and if the time limit is feasible for adult reception and classification centers. A revised proposal will be submitted for consideration in January 2003.

Proposal: 02-49 *New standard affecting Standards for Adult Correctional Institutions, third edition; Standards for Adult Local Detention Facilities, third edition; Standards for Adult Correctional Boot Camp Programs, first edition; Standards for Juvenile Detention Facilities, third edition; Standards for Juvenile Correctional Boot Camp Programs, first edition; Standards for Juvenile Training Schools, third edition; Standards for Small Juvenile Detention Facilities, first edition; and Small Jail Facilities, first edition.*

Written policy, procedure, and practice ensure that information is provided to offenders about sexual abuse/assault including:

- prevention/intervention
- self-protection
- reporting sexual abuse/assault
- treatment and counseling

The information is communicated orally and in writing, in a language clearly understood by the offender, upon arrival at the facility.

Action: Approved

Proposal: 02-50 *New standard affecting Standards for Adult Correctional Institutions, third edition; Standards for Adult Local Detention Facilities, third edition; Standards for Adult Correctional Boot Camp Programs, first edition; Standards for Juvenile Detention Facilities, third edition; Standards for Juvenile Correctional Boot Camp Programs, first edition; Standards for Juvenile Training Schools, third edition; Standards for Small Juvenile Detention Facilities, first edition; and Small Jail Facilities, first edition.*

Written policy, procedure, and practice require preventive measures for incidents of sexual assault are implemented. In the event of sexual assault, an investigation is conducted and documented. Offenders with a history of sexually assaultive behavior are identified, monitored, counseled. Offenders identified as high or at risk are assessed by a mental health professional for victimization and sexual predatory behavior.

Action: Tabled

Rationale: The Standards and Accreditation Director will work with a committee chaired by Dr. Wright to review the proposal. A revised proposal will be submitted for consideration in January 2003.

Proposal: 02-51 *New standard affecting Standards for Adult Correctional Institutions, third edition; Standards for Adult Local Detention Facilities, third edition; Standards for Adult Correctional Boot Camp Programs, first edition; Standards for Juvenile Detention Facilities, third edition; Standards for Juvenile Correctional Boot Camp Programs, first edition; Standards for Juvenile Training Schools, third edition; Standards for Small Juvenile Detention Facilities, first edition; and Small Jail Facilities, first edition.*

Written policy, procedure, and practice ensure that sexual conduct between offenders, and staff and offenders, regardless of consensual status, is prohibited and subject to administrative and criminal disciplinary sanctions.

Actions: Tabled

Rationale: The Standards and Accreditation Director will work with a committee chaired by Dr. Wright to review the proposal. A revised proposal will be submitted for consideration in January 2003.

Proposal: 02-52 New standard affecting *Standards for Adult Correctional Institutions, third edition; Standards for Adult Local Detention Facilities, third edition; Standards for Adult Correctional Boot Camp Programs, first edition; Standards for Juvenile Detention Facilities, third edition; Standards for Juvenile Correctional Boot Camp Programs, first edition; Standards for Juvenile Training Schools, third edition; Standards for Small Juvenile Detention Facilities, first edition; and Small Jail Facilities, first edition.*

Victims of sexual assault are referred under appropriate security provisions to a community facility for treatment and gathering of evidence. When performed in-house, these procedures include:

- a history taken by health care professionals who conduct an examination to document the extent of physical injury and to determine if referral to another medical facility is indicated.
- with the victim's consent, the examination includes collection of evidence from the victim, using a kit approved by the appropriate authority.
- testing for sexually transmitted diseases and counseling, as appropriate.
- prophylactic treatment and follow-up for sexually transmitted diseases are offered to victims, as appropriate.
- evaluation by a mental health professional to assess the need for crisis intervention, counseling and long-term follow-up.
- a report to the facility or program administrator or designee.
- separation of the victim from the assailant.

COMMENT:

Examples of sexually transmitted diseases include HIV, gonorrhea, hepatitis, chlamydia, and syphilis.

Action: Tabled

Rationale: The Standards and Accreditation Director will work with a committee chaired by Dr. Wright to review the proposal. It was felt there may be a contradiction between whether the treatment and gathering of evidence is performed in-house or outside the facility. A revised proposal will be submitted for consideration in January 2003.

Proposal: 02-53 Revision 3-4454, 3-ALDF-5F-01, 1-ABC-5F-01

There is a qualified chaplain (or chaplains) with minimum qualifications of (1) clinical pastoral education or equivalent specialized training and (2) endorsement

as a correctional chaplain by the appropriate religious certifying body (ongoing religious body endorsement is documented); and (3) documented relevant specialized training or continuing education of at least 15 hours annually; and (4) within 4 years of employment, the chaplain is certified by a professional chaplaincy organization such as: ~~The chaplain assures equal status and protection for all religions.~~

American Correctional Chaplains Association (ACCA)

American Catholic Correctional Chaplains Association (ACCCA)

Association of Professional Chaplains (APC)

National Association of Jewish Chaplains (NAJC)

American Association of Pastoral Counselors (AAPC)

Association for Clinical Pastoral Education (ACPE)

National Association of Veterans Affairs Chaplains (NAVAC)

The chaplain demonstrates an ability to:

- *Provide leadership in spiritual care within the institution;*
- *Minister to and with persons of diverse cultural and religious backgrounds (e.g., inmates, volunteers, contract religious staff);*
- *Function as part of the correctional team;*
- *Develop a comprehensive program of services appropriate to the population being served with demonstrable outcomes;*
- *Discern and involve oneself with ethical issues relevant to the setting;*
- *Respond to the crisis experienced by inmates.*

In the absence of an employed chaplain, these criteria's are applicable to volunteer or contractual chaplains.

Facilities with a population too small to support a full- or part-time staff chaplain position: there is a qualified staff person who coordinates the facility's religious programs. If the person is not professionally trained in the provision of religious services, he/she should receive appropriate training and administrative support to ensure the spiritual needs of the population are being served.

COMMENTS:

Documents that may be used to determine if the chaplain meets the above criteria include:

- copy of endorsement with current update or listing in faith group's directory
- copy of CPE certificate(s)
- documentation of specialized training certificates

- copy of certification with national professional chaplaincy organization

Action: Disapproved

Rationale: There is too much specificity in the standard; it is unlikely that agencies will be able to comply.

Proposal: 02-53-A Revision 3-JTS-5G-01; 3-JDF-5F-01; 1-SJD-5F-01

There is a qualified chaplain (or chaplains) with minimum qualifications of (1) clinical pastoral education or equivalent specialized training and (2) endorsement as a correctional chaplain by the appropriate religious certifying body (ongoing religious body endorsement is documented); and (3) documented relevant specialized training or continuing education of at least 15 hours annually; and (4) within 4 years of employment, the chaplain is certified by a professional chaplaincy organization such as:

*American Correctional Chaplains Association (ACCA)
 American Catholic Correctional Chaplains Association (ACCCA)
 Association of Professional Chaplains (APC)
 National Association of Jewish Chaplains (NAJC)
 American Association of Pastoral Counselors (AAPC)
 Association for Clinical Pastoral Education (ACPE)
 National Association of Veterans Affairs Chaplains (NAVAC)*

The chaplain demonstrates an ability to:

- *Provide leadership in spiritual care within the institution;*
- *Minister to and with persons of diverse cultural and religious backgrounds (e.g., inmates, volunteers, contract religious staff);*
- *Function as part of the correctional team;*
- *Develop a comprehensive program of services appropriate to the population being served with demonstrable outcomes;*
- *Discern and involve oneself with ethical issues relevant to the setting;*
- *Respond to the crisis experienced by inmates.*

In the absence of an employed chaplain, these criteria's are applicable to volunteer or contractual chaplains.

Facilities with a population too small to support a full- or part-time staff chaplain position: there is a qualified staff person who coordinates the facility's religious programs. If the person is not professionally trained in the provision of religious services, he/she should receive appropriate training and

administrative support to ensure the spiritual needs of the population are being served.

COMMENTS:

This position may be full-time or part-time and may be filled by volunteer or contract personnel. If the person is not trained in religious programs, he/she should receive appropriate training. *Documents that may be used to determine if the chaplain meets the above criteria include:*

- *copy of endorsement with current update or listing in faith group's directory*
- *copy of CPE certificate(s)*
- *documentation of specialized training certificates*
- *copy of certification with national professional chaplaincy*

Action: Disapproved

Rationale: There is too much specificity in the standard; it is unlikely that agencies will be able to comply.

Proposal: 02-53-B Revision 1-JBC-5G-01

There is a qualified chaplain (or chaplains) with minimum qualifications of (1) clinical pastoral education or equivalent specialized training and (2) endorsement as a correctional chaplain by the appropriate religious certifying body (ongoing religious body endorsement is documented); and (3) documented relevant specialized training or continuing education of at least 15 hours annually; and (4) within 4 years of employment, the chaplain is certified by a professional chaplaincy organization such as:

- American Correctional Chaplains Association (ACCA)*
- American Catholic Correctional Chaplains Association (ACCCA)*
- Association of Professional Chaplains (APC)*
- National Association of Jewish Chaplains (NAJC)*
- American Association of Pastoral Counselors (AAPC)*
- Association for Clinical Pastoral Education (ACPE)*
- National Association of Veterans Affairs Chaplains (NAVAC)*

The chaplain demonstrates an ability to:

- *Provide leadership in spiritual care within the institution;*
- *Minister to and with persons of diverse cultural and religious backgrounds (e.g., inmates, volunteers, contract religious staff);*

- *Function as part of the correctional team;*
- *Develop a comprehensive program of services appropriate to the population being served with demonstrable outcomes;*
- *Discern and involve oneself with ethical issues relevant to the setting;*
- *Respond to the crisis experienced by inmates.*

In the absence of an employed chaplain, these criteria's are applicable to volunteer or contractual chaplains.

Facilities with a population too small to support a full- or part-time staff chaplain position: there is a qualified staff person who coordinates the facility's religious programs. If the person is not professionally trained in the provision of religious services, he/she should receive appropriate training and administrative support to ensure the spiritual needs of the population are being served.

COMMENTS:

This position may be full-time or part-time and may be filled by volunteer or contract personnel. Appropriate training should be received by the person coordinating the program, if the person is not trained in religious programs. *Documents that may be used to determine if the chaplain meets the above criteria include:*

- *copy of endorsement with current update or listing in faith group's directory*
- *copy of CPE certificate(s)*
- *documentation of specialized training certificates*
- *copy of certification with national professional chaplaincy organization*

Action: Disapproved

Rationale: There is too much specificity in the standard; it is unlikely that agencies will be able to comply.