

*Standards Committee Meeting Minutes
141st Congress of Correction
Gaylord Palms Resort and Convention Center
Kissimmee, Florida
August 5th, 2011*

Members Present

Harley Lappin, Chair, Washington D.C.
Dr. Lannette Linthicum, Vice Chair, Texas
Kathleen Bachmeier, North Dakota
Michael Bradley, Florida
Joyce Burrell, New York
Brian Fischer, New York
Stanley Glanz, Oklahoma
David Haasenritter, Virginia
Justin Jones, Oklahoma
Kevin Myers, Tennessee
Denise Robinson, Ohio
Raman Singh, Louisiana
Michael Wade, Virginia
Marge Webster, New Hampshire
John E. Wetzel, Pennsylvania

Members Absent

Adrian Garcia, Texas
James LeBlanc, Louisiana
Brad Livingston, Texas
William Marshall, Illinois

Staff

Kathy Black-Dennis, Director of Standards, Accreditation and Professional Development
Terri Jackson, Accreditation Specialist
Terry Carter, Accreditation Specialist
Ben Shelor, ACA Intern

Welcoming Remarks

Harley Lappin welcomed the committee members and guests. A motion was made and was seconded to approved the January 2011 Standards Committee Meeting Minutes from the ACA Winter Conference in San Antonio, Texas. The motion was approved unanimously.

ACA Executive Director James A. Gondles addressed the Committee and encouraged everyone to attend the healthcare reception at 6:00PM. Mr. Gondles also highlighted the week's upcoming events including

a luncheon on mental health, a luncheon on correctional healthcare, and the opening session for the Congress of Correction on Monday morning.

Kathy Black-Dennis, Director of Standards, Accreditation, and Professional Development for ACA, addressed the Committee to highlight some important information. She welcomed new Commissioner Lori Ammons as well as introducing Ben Shelor as the newest member of the Standards and Accreditation Staff. Mrs. Black-Dennis also noted the coming completion of the 2012 Standards Supplement and urged those with comments or concerns to contact ACA staff. A brief reminder of Auditor training was given, as well as an update on the work being done on various Standards manuals.

Ed Spooner, representative of the ACA Facilities and Design Committee, spoke on the 2010 update to the Americans with Disabilities Act and the implications of that act for correctional facility design and operation. Mr. Spooner pointed out several new regulations that will minimally impact correctional facility design, namely changes to the percentage of restrooms that must be handicap accessible (up from 2% of all restrooms to 3%, but all restrooms can now be concentrated in one complex). Mr. Spooner also recommended that the Committee consider the Standards revisions proposed by the Facilities and Design Committee very carefully.

Sister Sheila Richardson addressed the Committee on a Standards revision that she submitted regarding the administration of faith based services in an inmate's native language. She urged the Committee to consider the revision carefully.

Steve Jett and former ACA President Charles Kehoe then addressed the committee regarding their recent revisions to the Juvenile Detention Facility (JDF) Manual and proposed that the new 4th Edition JDF standards be field tested in Richmond, Virginia starting in the fall of 2011. The Committee unanimously approved the field testing.

Gary Hill addressed the Committee on his recent study of the resolutions of the United Nations General Assembly rules for the Treatment of Women Prisoners and the implications/interaction of such rules with ACA standards. Mr. Hill will continue his work in the coming months and is looking to travel to Vienna, Austria to study the work of the U.N.

James A. Gondles addressed the Committee regarding the creation of Core International Standards by the Association and emphasized the important opportunities being presented to the Association from foreign nations. Mr. Gondles outlined the interactions between members of the Association leadership and those at high levels in the corrections system in Mexico, Saudi Arabia, and the UAE regarding the creation and testing of new standards. With the help of Mr. David Haasenritter and others, the Association created and is ready to field-test the new Standards in the fall of 2011. Several members of the Standards Committee volunteered to take a more active role in the continued development of the Core International Standards (Kevin Myers, Michael Bradley, and Kathleen Bachmeier). Several members of the Committee discussed the importance and impact of the international standards as well as some concerns over the current draft. The Committee voted unanimously to allow the field testing of the standards. Mr. Gondles hailed the decision as a watershed moment for the Association and the beginning of a substantial step forward for ACA.

Mr. Lappin thanked Mr. Gondles and the Standards and Accreditation Department for their work.

Kathy Black-Dennis spoke on some confusion among auditors regarding ACI Standard #4-4257 requiring checks on the status of special management inmates every 30 minutes. A motion was made to waive the rule of the re-visitation of standards changes prior to discussion of the proposed Standards revisions.

Standards for Review- August 2011 Conference

1. **2011-016: ABC, ACI, ACRS, ALDF, CJ, JCRF, JCF, JBC, JDTP, JDF, SJ, SJDF, TC (New):** administration of faith-based services in native language
2. **2011-017: ACI 4-4378 and 4-ALDF-2D-03/4C-38 (Revision):** definition of a syringe
3. **2011-018: ACI 4-4510 (Revision):** Library services are available daily to all inmates. Revision serves as a clarification of the current standard.
4. **2011-019: 1-CORE-4A-04 (Revision):** Inspection and treatment of food service personnel would be under the rules and regulations of the local authority.
5. **2011-020: ACI 4-4112 (Revision):** Wardens/Superintendents must approve any research undertaken- new standard would not conflict with 2-CO-1F-12.
6. **2011-021: ACI 4-4074 (Revision):** Those responsible for training must receive at least 40 hours of training regarding correct training techniques
7. **2011-022: ACI 4-4509 (Revision):** inter-library loan services only mandated where implementation is possible
8. **2011-023: ACI 4-4321-1 (New):** this standard was reviewed at the January 2011 conference, but the proposal is for a new subsection to be added to the standards. The new section would address the need for training in the use of food service equipment, in addition to the inspection of the equipment by an independent agency that is already a part of the standard.
9. **2011-024: All Manuals (Revision/Definition):** Definition New Construction.
10. **2011-025: All Manuals (Revision/Definition):** Definition New Construction
11. **2011-026: ACI 4th Edition (New):** Dormitories
12. **2011-027: ACI 4th Edition (New):** Dormitories/natural light
13. **2011-028: ACI 4-4132 (Revision):** Quantity of fixtures and furnishings
14. **2011-029: ACI 4-4137 (Revision):** Inmate access to toilets/wash basins, toilet to inmate ratio
15. **2011-030: ACI 4-4138 (Revision):** Inmate access to hot/cold running water, washbasin to inmate ratio
16. **2011-031: ACI 4-4139 (Revision):** Inmate access to temperature controlled showers, shower to inmate ratio
17. **2011-032: ACI 4th Edition (Deletion):** Part 2, Physical plant
18. **2011-033: ACI 4th Edition (Deletion):** Part 1, Safety/Inmate housing
19. **2011-034: ACI 4-4133 (Revision):** Single occupancy cell unencumbered space

Manual: ABC, ACI, ACRS, ALDF, CJ, JCRF, JCF, JBC, JDTP, JDF, SJ, SJDF, TC

Edition No: All

Standard No: none

Agency /Facility:

Facility Size:

Proposal Type: New

Exist Standard: None

Proposal: Religious and Faith-Based Services in Native Languages - The need for this standard arises from administrative policies in some prisons and jails requiring English-only religious and faith-based services for all inmates. The standard proposed to the ACA was reviewed through the ACCA Standards Committee and has been approved by the American Correctional Chaplains Association at the January 2011 meeting. It was also approved by the ACA Religious and Faith-Based Services Committee at that meeting, and recommended to be adopted at the ACA at the Congress of Correction in August, 2011.

Proposed ACA Standard for Religious Services in Native Languages: The facility chaplain shall endeavor to provide opportunities for religious practice in languages spoken by a group of inmates. An outside religious provider, endorsed by their religious organization, who has been approved to offer faith-based and religious services to the inmates, and who speaks the native language of a number of inmates, may communicate those services to the inmates in a language that the inmates can understand. When necessary for the security of the orderly operation of the facility, however, the facility administrator may discontinue such a religious activity or practice, or limit participation to a reasonable number of detainees or to members of a particular religious group, after consulting with the chaplain. Facility records shall reflect the limitation or discontinuance of a religious practice along with the reason for such limitation or discontinuance

Comments: The American Correctional Chaplains Association, Standards Committee, conducted a survey of practices in jails and prisons concerning religious and faith-based services in native languages for groups of inmates, by a chaplain, minister, or volunteer who speaks their native language. The results of the survey support a standard for religious and faith-based services in the native language of groups of inmates. Over 85% of the respondents report they do allow religious services in native languages. This indicates current jail and prison administration practices provide security and orderly operation for such services within their administration. Ten per cent of the respondents report they do not allow any or some religious services other than in English. This finding is supportive of adopting a standard promoting a uniform practice allowing religious services in native languages. This exclusion may be from an administrative priority in security, as it is important for corrections officers and staff to know what the inmates and volunteer visitors are saying.

The ACCA recommends that where security concerns result in an English-only policy, it should be evidence based. An existing English-only administrative policy may be part of the English Second Language [ESL] program to improve some inmates understanding and use of English.

One of the basic principles of ESL programs is to prohibit the learner from speaking their native language, in order to learn English faster. The ACCA recommends that should not take priority over the inmates' freedom of worship in a language they can understand for spiritual matters.

The proposed standard is designed to have zero fiscal impact on the jails, prisons, and departments of correction. It does not require hiring another administrator to administer it, or giving additional duties to a prison administrator, as all jails and prisons now have in place a system for approving and supervising outside volunteers to minister in the jail or prison and this standard is designed to fit within that existing administrative process. If the chaplain for a jail or prison is in a position to provide services in a native language, and chooses to do so, that may also be done under this standard. The standard concerns the ability to communicate with inmates in a language they understand, for religious and faith-based services. It should be a standard, and not simply a policy. As a religious standard, it would not prevent ACA certification of a jail or prison. It would provide an industry standard for those jails or prisons who chose to comply with the ACA standards. Those who chose not to comply would not be meeting that industry standard. The existing ICE/DRO Detention Standard concerning Religious Practices contains language concerning communications in the jails and state prisons with arrangements with ICE/DRO for housing detainees awaiting a hearing on deportation, or awaiting deportation after the hearing. This federal standard is the source of the new proposed ACA standard. The proposal is not based in RLUIPA, which often does not apply unless an inmate has requested a religious service through an approved administrative procedure. It is based in the Constitutional test. Therefore this standard would apply even where RLUIPA has not been initiated. We ask that this standard be approved by the American Correctional Association membership and adopted at the August 2011 Congress of Correction.

Submit Name: Sister Sheila Richardson

COMMENTS:

*Tami Williams, Accreditation Administrator
Colorado Department of Corrections*

Does not concur - The Colorado DOC does not support the standard as it is currently written. The standard should be revised. As the standard currently reads there could be many groups of offenders who speak a native language, but clearly understand English. In this case the service should not be required for these groups in their native language. It should only be required when there are a significant number of offenders who do not understand the English language. This language is in line with the same type of wording used in other ACA standards. Many facilities are located in rural areas and finding a volunteer to provide this service may be difficult. If the facility can demonstrate their attempt to find volunteers but were unsuccessful, this should also be acceptable. Additionally, offender can obtain written religious material in their native language which allows him spiritual worship.

Melanie Gregory, ACA Auditor
Adams County Sheriff's Office - retired
Concur

Walt Pulliam, Jr.
Virginia Department of Corrections – Retired
Does not concur - The existing Standards could be modified by just adding the phrase - "in their native language", e.g., 4-ACRS - 5A-22 would read "All offenders have the opportunity to practice their religion in their native language."

FOR ACA STAFF USE ONLY - ACA File No. 2011-016

The above proposed revision, addition, or deletion would also affect the following manuals:

All

Action taken by the standards committee:

Tabled/Referred

Proposed Standard referred to ACA Policy and Resolution Committee for consideration.

Manual: Adult Correctional Institutions/Adult Local Detention Facilities

Edition No: 4th Editions

Standard No: 4-4378 and ALDF-2D03/4C38

Agency/Facility: Corrections Corporation of America

Facility Size:

Accredited: Yes

Proposal Type: Revision

Existing Standard:

ACI 4-4378. Proper management of pharmaceuticals includes the following provisions:

- a formulary is available
- a formalized process for obtaining non-formulary medications
- prescription practices, including, requirements that
 1. medications are prescribed only when clinically indicated as one facet of a program of therapy
 2. a prescribing provider reevaluates a prescription prior to its renewal
- procedures for medication procurement, receipt, distribution, storage, dispensing, administration, and disposal
- **secure storage and perpetual inventory of all controlled substances, syringes, and needles**
- the proper management of pharmaceuticals is administered in accordance with state and federal law
- administration of medication by persons properly trained and under the supervision of the health authority and facility or program administrator or designee
- accountability for administering or distributing medications in a timely manner and according to physician orders

4-4421 (Mandatory) removed from the proposal as **4-4421 was deleted January 2006.**

4-ALDF-2D-03 Medical and dental instruments, equipment, and supplies (syringes, needles, and other sharps) are controlled and inventoried.

4-ALDF-4C-38 Management of pharmaceuticals includes:

- a formulary
- a formalized method for obtaining non-formulary medications
- prescription practices, including, requirements that medications are prescribed only when clinically indicated as one facet of a program of therapy, and a prescribing provider reevaluates a prescription prior to its renewal

- medication procurement, receipt, distribution, storage, dispensing, administration, and disposal
- **secure storage and perpetual inventory of all controlled substances, syringes, and needles**
- administration and management in accordance with state and federal law and supervision by properly licensed personnel
- administration of medication by persons properly trained and under the supervision of the health authority and facility or program administrator or designee
- accountability for administering or distributing medications in a timely manner and according to physician orders

Proposal: In addition to the existing standard verbiage add: For the purposes of this standard a syringe is identified as an instrument (as for the injection of medicine or the withdrawal of bodily fluids) that consists of a hollow barrel fitted with a plunger and a hollow needle.

Comments: In order to clarify the definition of a syringe. A differing opinion / interpretation has arisen among at least one ACA audit team in terms of what exactly constitutes a syringe. Previously all of the auditors the company has encountered have interpreted a syringe as a device which includes a needle (or sharp) component, rather than the just the plastic plunger and tube component without a needle. Recently during a 2011 ACA audit, one auditor and Visiting Committee Chair wanted to require a perpetual (daily) inventory of the plastic components that had not yet been fitted with the needle. They were subsequently overruled by ACA accreditation staff. The facility in question had the plastic components logged on an inventory, but not a daily count inventory until such time as the needles were inserted into the tube/plunger. The facility did have the separated needles on a daily inventory before and after their joining to the plunger/tube. The definition of a syringe, as defined in Webster's Ninth New Collegiate Dictionary (page 1198) is as indicated above in the recommended verbiage addition and it does state a syringe would include a needle. The standards identified here are clear in that their intent is to count "sharps" or instruments and devices having needles. Other standards are in place that address the inventory of items (medical and otherwise) other than sharps. The additional language recommended for these standards would clarify the definition of a syringe in keeping with the intent of each standard.

Submit Name: Don Murray, Managing Director QA

COMMENTS:

Federal Bureau of Prisons

Disagree – Syringes without needles can be manipulated to be an injectable device.

William Haggett

ACA Auditor, Retired NY DOCCS

Does not concur - This seems unnecessary. These kinds of interpretation issues should be handled by staff. It appears an outsized reaction to a limited issue.

David L. Thomas, MD JD
Professor & Chairman Department of Surgery
Professor & Chairman Division of Correctional Medicine
Professor of Public Health
Nova Southeastern University

4-4378 and ALDF-2D-03/4C-38 which deals with syringe logs.

It is a standard of medical and hospital practice that Needles are not inserted onto the syringe until ready for use, therefore we should have perpetual daily logs of BOTH needles and SYRINGES. (Some syringes come from the manufacturer preloaded with the needle and the whole package is sterile but for most applications the needle is in a separate sterile container and the syringe is in a separate sterile container and just before use they are combined)

Ray Mulally, Program Administrator
Florida Department of Corrections

Does not concur - A syringe should be inventoried regardless if a needle is attached. The working supply of syringes should be inventoried at least daily. The bulk supply should be inventories either weekly or when stock is removed to resupply the working stock.

Melanie Gregory, ACA Auditor
Adams County Sheriff's Office - retired

Concur - Any time a clarification such as this can be made it increases the consistency of the auditing process. I think most auditors would agree that it can be very frustrating for both the facility and the audit team when one team interprets a standard one way and the next team changes the outcome. Clear definitions will help prevent these situations.

Theresa Grenier, Correctional Program Specialist
Department of the Army

Concur - Adding the definition would clarify the standard and be helpful to both the facilities and the auditors.

FOR ACA STAFF USE ONLY - ACA File No. 2011-017

The above proposed revision, addition, or deletion would also affect the following manuals:

ABC-3A-21 and 4A-16	JCF 4C-28 and 4C-61
1-CORE 2D-01	JDF 4C-18
HC-1A-35 and 6A-02	SJD 4C-16
JBC 4A-18	SJ-146

Action taken by the standards committee:

Tabled/Referred

Standard Proposal referred to the medical committee for consideration and development of the definition of a "syringe" for the purposes of ACA manuals.

Manual: Adult Correctional Institutions

Edition No: 4th Edition

Standard No: 4-4510

Agency/Facility: U.S. Army

Facility Size: System

Accredited: Yes

Proposal Type: Revision

Existing Standard: Library services are available daily, including evenings and weekends.

Proposal: Library services are available daily to all inmates, including evenings and weekends.

Comments: Some jurisdictions and auditors have interpreted the standard to mean the library is open seven days a week, but inmates may only be allowed library services once a week. That was not the intent of the standard as covered in numerous auditor training. Library services does not mean a library open seven days a week, library services could be through use of book carts in areas inmates have access to daily, or could write a request to go the library and would not be denied. Adding "all inmates" clarifies the intent of the standard. In comments may want to define library services to include book carts, etc.

Submit Name: David Haasenritter, Assistant Deputy (Corrections)

COMMENTS:

Federal Bureau of Prisons

While not opposed to the proposed change, we do not believe it clarifies the points of confusion the author articulates.

Ray Mulally, Program Administrator

Florida Department of Corrections

Concur - The Florida Department of Corrections concurs with the proposed revision to the standard. However, the Comment should be modified to add the ability of a book cart to cover library services.

Tom Schmitt, Deputy Commandant

U.S. Army Corrections Command – Kansas

Concur - I believe the availability of Library Services is the intent of the standard - not that the library is open seven days per week. Book carts could provide an alternative for daily access that would not overburden a facility with the need to staff a library seven days per week.

Actually, this will make the system more real world for inmates and help them learn to pre-plan their time - consistent with what we all must do outside of prison.

Theresa Grenier, Correctional Program Specialist

Department of the Army

Concur - This has been an issue during many audits. ACA has trained on this issue, but the word is not getting out to the auditors or the facilities which is creating a situation where the standard is not enforced uniformly. This will clarify the intent.

FOR ACA STAFF USE ONLY - ACA File No. 2011-018

The above proposed revision, addition, or deletion would also affect the following manuals:

None

Action taken by the standards committee:

Denied

The comments of Standard #4510 will be revised by ACA staff to indicate/clarify the meaning of the standard and the importance of daily access to library services.

Manual: Core Jail
Edition No: 1st Edition
Standard No: 1-Core-4A-04
Agency/Facility: U.S. Army
Facility Size: System
Accredited: Yes
Proposal Type: Revision

Existing Standard: There is adequate health protection for all inmates and staff in the facility and for inmates and other persons working in food service. All persons involved in the preparation of the food receive a pre-assignment medical examination to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils.

Proposal: There is adequate health protection for all inmates and staff in the facility and for inmates and other persons working in food service. Where required by law and/or regulation applicable in the community where the facility is located, all persons involved in the preparation of the food receive a pre-assignment medical examination to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils.

Comments: Core jail standard exceeds the ALDF standard by requiring pre-assignment medical examination. ALDF only requires pre-assignment medical examination, where required by law and/or regulation applicable in the community. ALDF 4-ALDF-4A-13 (Mandatory) There is adequate health protection for all inmates and staff in the facility, and for inmates and other persons working in food service, including the following: - where required by laws and/or regulations applicable in the community where the facility is located, all persons involved in the preparation of the food receive a pre-assignment medical examination and periodic reexamination to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils - all examinations are conducted in accordance with local requirements - when an outside agency or individual provides the facility's food services, the facility has written verification that the outside provider complies with the state and local regulations regarding food service - all food handlers are instructed to wash their hands on reporting to duty and after using toilet facilities Inmates and other persons working in food service are monitored each day for health and cleanliness by the food service supervisor or designee.

Submit Name: David Haasenritter, Assistant Deputy (Corrections)

COMMENTS:

Dianne Tramutola-Lawson
MD CURE

Why should food safety be compromised because of a weakness in local law? The original standard makes sense, even if local statutes do not reflect that.

Glen McKenzie

Posted standards change is: 1-CORE-4A-04 “pre-assignment medical examinations and periodic re-examinations to ensure freedom from diarrhea, skin infections and other illnesses transmissible by food or utensils” is generally consistent among manuals in they attempt to prevent the transmission of contagious illness and infectious diseases. The requirement is only that medical examinations are conducted to ensure freedom from There is no requirement that results be known and considered prior to job assignment. The results being received and considered may be implied, but not specified. I wonder why the standard does not require that the results of the examination (reexam) to be considered prior to job assignment or contact with juveniles, other staff and/or visitors? It seems if the only requirement is that the pre-assignment medical exam is conducted, many times staff are allowed to start work before the results of the examination are known. Agency policies generally follow ACA standards, it causes me to wonder if policies should be reconsidered?

Federal Bureau of Prisons

Does not concur- While we agree the intent of the Core Jail standards is not to be more restrictive than the ALDF, we believe the ALDF standard should be modified to meet the existing core standard, rather than lower the requirement for all.

*Theresa Grenier, Correctional Program Specialist
Department of the Army*

Concur - This will align the Core Jail standard with the ALDF. Since the core standards were drawn from the ALDF standards this revision makes sense.

*Melanie Gregory, ACA Auditor
Adams County Sheriff's Office - retired*
Concur

*Tom Schmitt, Deputy Commandant
U.S. Army Corrections Command – Kansas*

Concur - I agree that the standard should align with the requirements of the community where the facility is located. The present standard is too restrictive in requiring a pre-assignment medical examination - even though local community standards may not require such a physical.

FOR ACA STAFF USE ONLY - ACA File No. 2011-019

The above proposed revision, addition, or deletion would also affect the following manuals:

Action taken by the standards committee:

Denied

ACA staff will review the history of this standard to determine if it is inconsistent with other manuals and the appropriate course of action.

Manual: Adult Correctional Institutions

Edition No: 4th Edition

Standard No: 4-4112

Agency/Facility: U.S. Army

Facility Size: System

Accredited: Yes

Proposal Type: Revision

Existing Standard: The warden/superintendent reviews and approves all institutional research projects prior to implementation to ensure they conform to the policies of the parent agency.

Proposal: The warden/superintendent reviews and when authorized by parent agency approves all institutional research projects prior to implementation to ensure they conform to the policies of the parent agency.

Comments: Standard conflicts with Administration of Correctional Agencies standard 2-CO-1F-12 Written policy, procedure, and practice provide that the agency administrator or designee reviews and approves all research proposals and/or designs prior to their implementation. Rewritten standard allows for wardens/superintendent to approve research when authorized by parent agency, thus standards from the two manuals would not conflict.

Submit Name: David Haasenritter, Assistant Deputy (Corrections)

COMMENTS:

Federal Bureau of Prisons

Disagree-There is no reason to add the proposed language, 2-CO-1F-12, pertains to Headquarters' approval of a research project. 4-4112 pertains to the individual warden

Ray Mulally, Program Administrator

Florida Department of Corrections

Concur - The Florida Department concurs with the proposed revision of this standard.

Laura Mitchell, Correctional Program Specialist

Department of the Army

Concur - Strongly recommend the change due to the conflict between manuals.

FOR ACA STAFF USE ONLY - ACA File No. 2011-020

The above proposed revision, addition, or deletion would also affect the following manuals:

ABC-1F-06	EM-1F-06	JPAS 2-7082
ACRS-7D-12	JBC-1F-04	SJ-036
ALDF-7D-18	JCF-6F-06	SJD-1F-03
APA-1065	JCRF-1F-06	
3-APPFS-3112	JDF-1F-05	
4-APPFS-3D-36	JDTP-1F-06	

Action taken by the standards committee:

Tabled

Mr. Haasenritter will review and rewrite the submission for consideration by the committee at the January 2012 Conference.

Manual: Adult Correctional Institutions

Edition No: 4th Edition

Standard No: 4-4074

Agency/Facility: U.S. Army

Facility Size: System

Accredited: Yes

Proposal Type: Revision

Existing Standard: The qualified individual coordinating the staff development and training program has specialized training for that position. Full time training personnel have completed at least a 40 hour training for trainers course.

Proposal: The qualified individual coordinating the staff development and training program has specialized training or experience for that position.

Comments: There are numerous courses that qualify a person for the position. Also in other standards for qualified individuals we do not specify specific courses. Qualifications could be through experience in other agencies. Current standard requires a specific course with specific hours, and does not provide flexibility for other courses or experience.

Submit Name: David Haasenritter, Assistant Deputy (Corrections)

COMMENTS:

Dianne Tramutola-Lawson

MD CURE

4-4074: I agree that experience should be an equivalent to training - as long as there are standards in place to determine what kind of experience qualifies. If that's not controlled for, an agency could end up with friends and family related to the "right" people becoming qualified as trainers!

Federal Bureau of Prisons

Agree.

Ray Mulally, Program Administrator

Florida Department of Corrections

Concur - The Florida Department of Corrections concurs with the proposed revision to this standard.

Theresa Grenier, Correctional Program Specialist

Department of the Army

Concur - This revision falls in line with like standards requiring education or experience.

Walt Pulliam, Jr.

Virginia Department of Corrections – Retired

Does not concur - This should not be limited to ACI. The person responsible for training in all Standards area should have instruction in 'evidence-based training techniques'. Who can define 'correct' ?

Tom Schmitt, Deputy Commandant

U.S. Army Corrections Command – Kansas

Concur - The present standard is overly restrictive on what qualifies as acceptable training. The proposed change addresses this restriction and acknowledges various training programs and experience may meet the intent of this standard.

FOR ACA STAFF USE ONLY - ACA File No. 2011-021

The above proposed revision, addition, or deletion would also affect the following manuals:

ALDF-7B-06	CTA-3A-02	JPAS-2-7049
3-APPFS-3074	JCRF-1D-01	
4-APPFS-3A-07	JDTP-1A-01	

Action taken by the standards committee:

Denied

Manual: Adult Correctional Institutes
Edition No: 4th Edition
Standard No: 4-4509
Agency/Facility: Virginia Department of Correctional Education
Facility Size: Not applicable
Proposal Type: Revision

Existing Standard: The library participates in interlibrary loan programs. Comment: Participation in interlibrary loan programs with local and state public library systems can increase the materials available to inmates without increasing acquisition expenses.

Proposal: The library participates in interlibrary loan programs. Exceptions may be made in certain circumstances, with proper documentation.

Comments: The Virginia Department of Correctional Education (DCE) is an independent agency. It is unique from other correctional education programs that are part of the Department of Corrections, Department of Education, Department of Rehabilitative Services or Community Colleges. It is one of only two agencies in the United States that fall in this category. Some of the libraries within the Virginia Department of Correctional Education have experienced numerous losses, damages and incurred high costs (for postage/fees for delivery and return of books) while offering interlibrary loan services. Others have experienced local public and community college libraries refusing to enter into an interlibrary loan agreement due to the aforementioned. In addition, some librarians have even stated that there is a lack of interest from inmates requesting materials through interlibrary loan. This is largely due to the fact that over the past years the DCE libraries' collections have increased allowing librarians to offer a variety of quality reading materials and more selections to accommodate inmate requests. Librarians also offer inmates the opportunity to recommend that popular titles be ordered. These requests are met if the titles are appropriate. I am requesting be an exception to the rule of adhering to this standard due to our individual circumstances.

Submit Name: Rita H. Bibbins, Director of Library Services, Virginia DOC

COMMENTS:

Dianne Tramutola-Lawson

MD CURE

4-4509: The VA interlibrary loan system. Just a couple of questions - do the DOC operated libraries have the same trouble? And if not, why - is it a systems issue or an individual management issue?

Federal Bureau of Prisons

Disagree-The only reasonable way to modify this requirement would be to implement more stringent requirements for minimum library resources.

Ray Mulally, Program Administrator

Florida Department of Corrections

Does not Concur - The proposal is very vague as to what an exception would be. Based upon the comments it may be possible for this standard to be ruled as Not Applicable for the agency.

William Haggett

ACA Auditor, Retired NY DOCCS

Does not concur - The justification describes a situation for which the Discretionary Compliance process was designed. It does not rise, in my view, to a level of concern that requires modification of an effective standard.

Theresa Grenier, Correctional Program Specialist

Department of the Army

Does not concur - The revision is too vague. There is no way to determine under what circumstances an exception should be made.

Tom Schmitt, Deputy Commandant

U.S. Army Corrections Command – Kansas

Does not concur - I agree that the standard may be difficult to meet and should be eliminated. However, I disagree with giving exceptions to a standard due to "circumstances." Either it applies to all or it should be eliminated.

Personally, I see no added value with this standard. What is the value added that this standard brings to the library? program?

FOR ACA STAFF USE ONLY - ACA File No. 2011-022

The above proposed revision, addition, or deletion would also affect the following manuals:

Action taken by the standards committee:

Denied

Manual: Adult Correctional Institutions
Edition No: 4th Edition
Standard No:
Agency/Facility: The GEO Group Inc.
Facility Size:
Accredited: Yes
Proposal Type: New

Proposal: 4-4321-1 All staff, contractors, and inmate workers are trained in the use of food service equipment and in the safety procedures to be followed in the food service department.
Comment: None

Comments: The ACI manual does not address the need for training of staff, inmate workers, and contractors that work in the food service department in the proper use of food service equipment and the safety procedures to be followed in the food service area. Given the potential for injury if food service equipment is not used properly and if proper safety procedures are not followed this standard will add a much needed requirement to the ACI food service standards. This proposed standard language, with one minor revision, mirrors the language of standard 4-ALDF-4A-12.

Submit Name: Michael Bradley, Director of Accreditation

COMMENTS:

*John Baxter, Ed.D., Director of Mental Health
Corrections Corporation of America*

As it is written, the new standard proposed below will apply to all staff, contractors, and inmates in the facility, not simply those working in food services. In addition, clarification is needed regarding the equipment each person must be trained in the use of (i.e., all equipment in the area, or only equipment they are assigned or authorized to use).

Federal Bureau of Prisons
Agree.

*Ray Mulally, Program Administrator
Florida Department of Corrections*

Concur - The Florida Department of Corrections concurs with this new proposed standard.

*Walt Pulliam, Jr.
Virginia Department of Corrections – Retired*

Concur - This requirement is good and should be extended to All Manuals in which there is a Standard about "preparing or serving" food.

*Tami Williams, Accreditation Administrator
Colorado Department of Corrections*

Colorado Department of Corrections supports the new standard with a slight revision. The standard should state: All staff, contractors, and inmate workers "that work in the food service department" are trained in the use of the equipment and in the safety procedures to be followed in the food service department. As the standard was proposed it would require ALL staff, contractors and inmate workers to be trained in food service equipment, when I believe the intent is that the staff, contractors and inmate workers who work in the food service department should be trained. Otherwise this is a good standard. Perhaps the language in 4-ALDF-4A-12 should also clarify that it would be for the worker in the food service department.

FOR ACA STAFF USE ONLY - ACA File No. 2011-023

The above proposed revision, addition, or deletion would also affect the following manuals:

ABC-4C-09 and 10	CORE-4A-03 and 04	JDF-4A-9 and 10	JDTP-3A-02
ALDF-4A-11 and 12	CTA-3D-02	JBC-4A-08	SJ-133
ACRS-4A-04	HC-6A-13	JCRF-4A-07	SJD-4A-09

Action taken by the standards committee:

Approved

The Standards Committee approved the revision with the incorporation of the phrase "that work in the food service department" (as proposed by Tami Williams in her comment above).

Manual: All
Standard No: Definition New Construction
Agency/Facility: U.S. Army
Facility Size: System
Accredited: Yes
Proposal Type: Revision

Existing Standard: Physical plant standards are added every few years for new construction. ACA existing definitions in standard manuals include ALDF Manual: New construction is for final plans approved after January 1, 1992. ACI Manual: New construction is for final plans approved after January 1, 1990. August 2008 Standards Committee Meeting tabled a proposed new definition.

Proposal: Recommend in lieu of using the term "new construction", when a new physical plant standard is established it states applicable to facilities with final plans approved (projected four months from actual date update scheduled to be published). Example any new physical plant standard for "new construction" approved in August 2011 standards committee meeting would state applicable for facilities whose final plans are approved after April 1, 2012.

Comments: Standards passed as new construction in 2008 for a ACI facility final plans approved in 2004 are applicable by the current definition. Example would be noise standard 4-4150-1 which was added in 2008. Intent is to ensure facilities are designed to standard as standards change, but not hold existing facilities responsible for new standards. This would be a current and fair guide for applicability. This will require ACA to review all physical plant standards in all manuals to provide a date for each standard that says new construction. This may also effect definition of "existing" in some standards and adding a date to current standards when a new standard is added to update an existing standard. Example is when 4-4150-1 was added as new construction, 4-4150 should have added (existing or before April 2010) based on standard was approved in August 2008, but not published till January 2010.

Submit Name: David Haasenritter, Assistant Deputy (Corrections)

COMMENTS:

Federal Bureau of Prisons

Disagree-Proposal language is not clear and proposal #26 addresses this issue.

*Ray Mulally, Program Administrator
Florida Department of Corrections*

Concur - The Florida Department of Corrections concurs with this proposal. However, the four month time frame would appear to be too short and suggest this be extended.

*Theresa Grenier, Correctional Program Specialist
Department of the Army*

Concur - The current definition is outdated. This helps tie the standard to the design date of a facility. Facilities and auditors will be able to easily identify which standards apply.

*Melanie Gregory, ACA Auditor
Adams County Sheriff's Office - retired*

Concur - Clarification and standardization definitely needed but prefer wording in file 2011-025 as it is simpler.

*Tom Schmitt, Deputy Commandant
U.S. Army Corrections Command – Kansas*

Concur - The present standard is outdated and needs revision. The proposed revision ensures facilities are audited to the standards in effect at the time of design.

FOR ACA STAFF USE ONLY - ACA File No. 2011-024

The above proposed revision, addition, or deletion would also affect the following manuals:

All as it relates to new construction

Action taken by the standards committee:

Tabled/Referred

This revision will be referred back to the Architectural Review Committee for further refinement/consideration with the input of several members of the Standards Committee.

Manual: All
Edition No:
Standard No: Definition New Construction
Agency/Facility: ACA Facility Design Committee
Facility Size:
Accredited:
Proposal Type: Revision

Existing Standard: For accreditation purposes, any new architectural design, building, and/or renovation of the institution must be in accordance with the current standards manual at the time of the design, building, and/or renovation. In such cases, different standards would be applied to separate parts of the institution, according to these changes in the physical plant

Proposal: For accreditation purposes, any new architectural design, building, addition and/or renovation of the institution must be in accordance with the current standards manual at the time when a legal building permit was issued or when the plans were approved for construction by the appropriate authority having jurisdiction. In such cases, different standards would be applied to separate parts of the institution, according to these changes in the physical plant.

Comments: The revised language more closely resembles language used by the International Building Code and National Fire Protection Association.

Submit Name: Edward C. Spooner, AIA Chairman

COMMENTS:

Federal Bureau of Prisons

Agree-Delete note under Part 2.

Under comments noted below the proposal, after reference to NFPA, Add “and introduction to accreditation in the standards manual”.

Melanie Gregory, ACA Auditor

Adams County Sheriff's Office - retired

Concur - Clarification and standardization definitely needed.

FOR ACA STAFF USE ONLY - ACA File No. 2011-025

The above proposed revision, addition, or deletion would also affect the following manuals:

All as it relates to new construction

Action taken by the standards committee:

Tabled/Referred

This revision will be referred back to the Architectural Review Committee for further refinement/consideration with the input of several members of the Standards Committee.

Manual: Adult Correctional Institutions
Edition No: 4th Edition
Standard No: New
Agency/Facility: ACA Facility Design Committee
Facility Size:
Accredited:
Proposal Type: New
Existing Standard: None

Proposal: Dormitories are inmate housing units that consist of both inmate sleeping areas and dayrooms contained within the same room. To minimize disruption to inmates, distinct sleeping and dayroom spaces should be separate from each other. The area requirement per inmate for a dormitory is 60 square feet of space unencumbered by furniture, fixtures and shower-toilet-lavatory areas.

Comments: This standard is proposed as a clarification to the existing standards that require an interpretation of the combined Room/Cell and Dayroom standards.

Submit Name: Edward C. Spooner, AIA Chairman

COMMENTS:

Federal Bureau of Prisons

Agree-However it states the new standard is to clarify existing standards. Is the proposal to delete the existing standards?

Ray Mulally, Program Administrator

Florida Department of Corrections

Does not Concur - The Florida Department of Corrections does not concur with this provided definition of a dormitory.

William Haggett

ACA Auditor, Retired NY DOCCS

Concur - The proposed language appears useful but flawed it should include "multiple occupancy" as part of the definition and the phrase "sleeping areas and dayrooms contained within the same room" is confusing. A phrase suggesting generally free access to the dayroom or that it be in immediately contiguous might help.

FOR ACA STAFF USE ONLY - ACA File No. 2011-026

The above proposed revision, addition, or deletion would also affect the following manuals:

All as it relates to physical plant standards

Action taken by the standards committee:

Denied

Manual: Adult Correctional Institutions
Edition No: 4th Edition
Standard No: New
Agency/Facility: ACA Facility Design Committee
Facility Size:
Accredited:
Proposal Type: New
Existing Standard: None

Proposal: Dormitories: Each dormitory provides inmates with access to natural light by means of at least 12 square feet, plus two additional square feet of transparent glazing per inmate in the dormitory

Comments: This standard is proposed as a clarification to the existing standards that require an interpretation of the combined Room/Cell and Dayroom standards.

Submit Name: Edward C. Spooner, AIA Chairman

COMMENTS:

Federal Bureau of Prisons

Agree-However it states the new standard is to clarify existing standards. Is the proposal to delete the existing standards?

Ray Mulally, Program Administrator

Florida Department of Corrections

Does not concur - The Florida Department of Corrections does not agree with this proposed standard.

Bryan Reicks, Associate Warden of Security

Iowa Department of Corrections

Concur - While I agree with the proposal, a question comes to mind. In the proposal, unencumbered space is defined as “unencumbered by furniture, fixtures and shower-toilet-lavatory areas”. This is the accepted practice for standard review during the audit. In all dormitories, there is a main line of traffic for movement through the room. Why is this space included as unencumbered space for the individual offender? It is not space they can use. If they attempted to, they would be directed to move as it would block entrance/egress from/through the dormitory. Has any thought been given to reviewing this aspect of the dormitory?

FOR ACA STAFF USE ONLY - ACA File No. 2011-027

The above proposed revision, addition, or deletion would also affect the following manuals:

All as it relates to physical plant standards

Action taken by the standards committee:

Denied

Manual: Adult Correctional Institutions
Edition No: 4th Edition
Standard No: 4132
Agency/Facility: ACA Facility Design Committee
Facility Size:
Accredited:
Proposal Type: Revision

Existing Standard: 4-4132 Revised January 2007. Cells/rooms used for housing inmates shall provide at a minimum, 25 square feet of unencumbered space per occupant. 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 the fixtures and the 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
- Locker
- Chair or stool

Proposal: Cells/rooms used for housing inmates shall provide at a minimum, 25 square feet of unencumbered space per occupant. 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 the fixtures and the equipment is subtracted. All fixtures and equipment are measured in operational position and must provide the following minimums:

- Bed – one per inmate
- plumbing fixture (in a ratio as required by standard 4-4137)
- desk – one per inmate
- chair or stool - one per inmate
- locker/personal storage unit - one per inmate

Comments: This proposed revision clarifies the quantity of plumbing fixtures and furnishings.
Submit Name: Edward C. Spooner, AIA Chairman

FOR ACA STAFF USE ONLY - ACA File No. 2011-028

The above proposed revision, addition, or deletion would also affect the following manuals:

All as it relates to physical plant standards

Action taken by the standards committee:

Denied

Manual: Adult Correctional Institutions
Edition No: 4th Edition
Standard No: 4137
Agency/Facility: ACA Facility Design Committee
Facility Size:
Accredited:
Proposal Type: Revision

Existing Standard: 4-4137 (Ref. 3-4132) Inmates have access to toilets and hand-washing facilities 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas.

Toilets are provided at a minimum ratio of 1 for every 12 inmates in male facilities and 1 for every 8 inmates in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with 3 or more inmates have a minimum of 2 toilets. These ratios apply unless national or state building or health codes specify a different ratio.

Proposal: Inmates have access to toilets and hand-washing facilities 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas.

Toilets are provided at a minimum ratio of 1 for every 12 inmates in male facilities and 1 for every 8 inmates in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with 3 or more inmates have a minimum of 2 toilets. These ratios apply unless national or state building or health codes require additional fixtures.

Comments: This revision sets a minimum fixture ratio based on the operational requirements of corrections. Local codes with a lesser requirement would not be applicable.

Submit Name: Edward C. Spooner, AIA Chairman

FOR ACA STAFF USE ONLY - ACA File No. 2011-029

The above proposed revision, addition, or deletion would also affect the following manuals:

All as it relates to physical plant standards

Action taken by the standards committee:

Tabled/Referred

This revision will be referred back to the Architectural Review Committee for further refinement/consideration with the input of several members of the Standards Committee.

Manual: Adult Correctional Institutions
Edition No: 4th Edition
Standard No: 4138
Agency/Facility: ACA Facility Design Committee
Facility Size:
Accredited:
Proposal Type: Revision

Existing Standard: 4-4138 (Ref. 3-4133) Inmates have access to operable washbasins with hot and cold running water in the housing units at a minimum ratio of 1 basin for every 12 occupants, unless national or state building or health codes specify a different ratio.

Proposal: Inmates have access to operable washbasins with hot and cold running water in the housing units at a minimum ratio of 1 basin for every 12 occupants, unless national or state building or health codes require additional fixtures.

Comments: This revision sets a minimum fixture ratio based on the operational requirements of corrections. Local codes with a lesser requirement would not be applicable.

Submit Name: Edward C. Spooner, AIA Chairman

FOR ACA STAFF USE ONLY - ACA File No. 2011-030

The above proposed revision, addition, or deletion would also affect the following manuals:

All as it relates to physical plant standards

Action taken by the standards committee:

Tabled/Referred

This revision will be referred back to the Architectural Review Committee for further refinement/consideration with the input of several members of the Standards Committee.

Manual: Adult Correctional Institutions
Edition No: 4th Edition
Standard No: 4139
Agency/Facility: ACA Facility Design Committee
Facility Size:
Accredited:
Proposal Type: Revision

Existing Standard: Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every eight inmates, unless national or state building or health codes specify a different ratio. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and promote hygienic practices.

Proposal: Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every twelve inmates, unless national or state building or health codes specify a different ratio. These ratios apply unless national, state or local codes require additional fixtures. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and promote hygienic practices.

Comments: This revision sets a minimum fixture ratio based on the operational requirements of corrections. This modification also is consistent with the current requirement for Adult Local Detention Facilities, Fourth Edition. Local codes with a lesser requirement would not be applicable.

Submit Name: Edward C. Spooner, AIA Chairman

FOR ACA STAFF USE ONLY - ACA File No. 2011-031

The above proposed revision, addition, or deletion would also affect the following manuals:

All as it relates to physical plant standards

Action taken by the standards committee:

Tabled/Referred

This revision will be referred back to the Architectural Review Committee for further refinement/consideration with the input of several members of the Standards Committee.

Manual: Adult Correctional Institutions
Edition No: 4th Edition
Standard No: Part 2 Physical Plant
Agency/Facility: ACA Facility Design Committee
Facility Size:
Accredited:
Proposal Type: Deletion

Existing Standard: Unless otherwise noted, each standard applies to existing institutions, renovations, additions and/or new plant construction. “New construction” is for final plans approved after January 1, 1990.

Proposal: DELETE ENTIRE PARAGRAPH

Comments: This standard contradicts a similar paragraph in the *Introduction to Accreditation*. Please reference the separate proposed revision to the *Introduction to Accreditation*.

Submit Name: Edward C. Spooner, AIA Chairman

FOR ACA STAFF USE ONLY - ACA File No. 2011-032

The above proposed revision, addition, or deletion would also affect the following manuals:

All as it relates to physical plant standards

Action taken by the standards committee:

Tabled/Referred

This revision will be referred back to the Architectural Review Committee for further refinement/consideration with the input of several members of the Standards Committee.

Manual: Adult Local Detention Facilities
Edition No: 4th Edition
Standard No: Part 1 Safety/Inmate Housing
Agency/Facility: ACA Facility Design Committee
Facility Size:
Accredited:
Proposal Type: Deletion

Existing Standard: Unless otherwise noted, each standard applies to existing institutions, renovations, additions and/or new plant construction. “New construction” is for final plans approved after January 1, 1992.

Proposal: DELETE ENTIRE PARAGRAPH

Comments: This standard contradicts a similar paragraph in the *Introduction to Accreditation*. Please reference the separate proposed revision to the *Introduction to Accreditation*.

Submit Name: Edward C. Spooner, AIA Chairman

FOR ACA STAFF USE ONLY - ACA File No. 2011-033

The above proposed revision, addition, or deletion would also affect the following manuals:

All as it relates to physical plant standards

Action taken by the standards committee:

Tabled/Referred

This revision will be referred back to the Architectural Review Committee for further refinement/consideration with the input of several members of the Standards Committee.

Manual: Adult Correctional Institutions
Edition No: 4th Edition
Standard No: 4-4133
Agency/Facility:
Facility Size:
Accredited:
Proposal Type: Revision

Existing Standard: Revised August 2005. Written policy, procedure, and practice provide that single-occupancy cells/rooms, measuring a total of 80 square feet, of which 35 square feet is unencumbered space, shall be available, when indicated, for the following:

- Inmates with severe medical disabilities
- Inmates suffering from serious mental illness
- Sexual predators
- Inmates likely to be exploited or victimized by others
- Inmates who have other special needs for single housing
- Maximum custody inmates

COMMENT: The standard permits housing inmates of all security levels in multiple cells/rooms unless there is a need for single cells/rooms for an inmate in one of the groups listed. The caveat “when indicated” refers to determinations made by the classification system, medical diagnosis, or other professional conclusions.

Proposal: Revised August 2005. Written policy, procedure, and practice provide that single-occupancy cells/rooms with a minimum of 25 square feet of unencumbered space shall be available for special management or segregation housing, when indicated, for the following:

- Inmates with severe medical disabilities
- Inmates suffering from serious mental illness
- Sexual predators
- Inmates likely to be exploited or victimized by others
- Inmates who have other special needs for single housing
- Maximum custody inmates

Where confinement in the single cell/room exceeds 14 hours a day, the cell/room shall measure a total of 80 square feet, of which 35 square feet is unencumbered space,

COMMENT: The standard permits housing inmates of all security levels in multiple cells/rooms unless there is a need for single cells/rooms for an inmate in one of the groups listed. The caveat “when indicated” refers to determinations made by the classification system, medical diagnosis, or other professional conclusions. More space in the cell/room is required when the inmate is

confined to the cell for longer periods of time due to their particular classification and institutional practice concerning out of cell time for that classification.

General Comments:

More space in the cell/room is required when the inmate is confined to the cell for longer periods of time due to their particular classification and institutional practice concerning out of cell time for that classification. Some of the classifications noted above do generally result in long periods of confinement each day, while others may not. ACA standards used to recognize the fact that cell size should be connected with the amount of time that inmates are confined, but those time frames were dropped along the way (note that the concept of more space based on longer confinement is captured in the comment under the standard for segregation cells, 4-4141). In addition, there is an apparent conflict with Standard 4-4129, which allows for either 80 square feet or 35 unencumbered square feet in the calculation of rated capacity. Also, adding in the words “for special management housing” makes it clear that this standard is for those purposes and not for segregation (discussed in 4-4141) or general population.

Submit Name: David Bogard, Principal, Pulitzer/Bogard & Associates

FOR ACA STAFF USE ONLY ACA File No. 2011-034

The above proposed revision, addition, or deletion would also affect the following manuals:

All as it relates to physical plant.

Action taken by the standards committee:

Tabled/Referred

This revision will be referred back to the Architectural Review Committee for further refinement/consideration with the input of several members of the Standards Committee.

After consideration of the proposed revisions, the Committee addressed the current confusion over ACI Standard #4257. A proposal was made that changed the language of the Standard (see below).

Original Standard:

Written policy, procedure, and practice require that all special management inmates are personally observed by a correctional officer at least every 30 minutes on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation; suicidal inmates are under continuing observation.

New Standard:

Written policy, procedure, and practice require that all special management inmates are personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation; suicidal inmates are under continuing observation.

The Committee unanimously approved the change in the standard. Mr. Lappin thanked all the Committee members for their time and the meeting was adjourned.