

Standards Committee Meeting Minutes

Winter Conference

**Adams Mark Hotel
Charlotte, North Carolina
January 10, 2003**

Members present:

Ron Angelone, Chair, Virginia
Glenn Goord, Vice Chair, New York

David L. Thomas, Florida
Terry Borjeson, Connecticut

Evelyn Ridley-Turner, Indiana
Robert Garvey, Massachusetts
David M. Bogard, New York
Ralph Kelly, Kentucky

Harley Lapin, Maryland
Geno Natalucci-
Persichetti, Ohio
Michael W. Moore, Florida
Francis J. Sheridan, New
York
John Larivee, Massachusetts
Howard R. Ross, Tennessee
Leonard Dixon, Michigan
Lannette Linthicum, Texas

Members absent:

Cheryln Townsend, Arizona
Harold Wilbur, Florida
William S. Overton, Michigan
Mark Fitzgibbons, South Carolina

Staff:

Robert J. Verdeyen, Director, Standards and Accreditation
Diane Blemberg, Assistant Director
Kathleen McKim, Administrator, Health Care Programs

Welcoming Remarks

Chairperson Angelone called the meeting to order at 8:00 a.m. The members of the Standards Committee and guests introduced themselves. Mr. Angelone gave a brief overview of the agenda. The Committee and new members were also welcomed by Association president, Charles Kehoe and executive director, James A. Gondles, Jr., who both emphasized the importance of the Committee as the sole authority to approve standards for the American Correctional Association and thanked the members for their participation and hard work. Handouts of comments regarding proposed revisions received after the deadline were distributed to Committee members.

Open Hearing

Michael Carrington, Assistant Attorney General for Policy Development, Department of Justice, discussed proposed federal legislation that would enable the U.S. Attorney General to develop standards targeted toward the elimination of sexual assaults in correctional institutions. The Department of Justice is seeking a cooperative effort with the American Correctional Association to jointly announce that sexual assaults are a problem, and a possible partnership in developing best practices and stronger attention to the subject. Mr. Carrington spoke in support of Proposals 03-01 through 03-06.

Michael Frawley, AIA, former Commissioner, Commission on Accreditation for Corrections, spoke on behalf of proposals 03-07, 08, and 09 concerning natural light. He defined the problem with the current standards, the application of the standards, and the need to define specific terminology to assure consistent interpretation and application. He encouraged the Committee to consider passing the proposals as a package as they are interdependent upon each other. A handout of the salient points of the presentation was also distributed.

Reverend Doris Woodruff-Filbey, Retired Director, Religious Services, Indiana Department of Corrections and Past President, American Correctional Chaplains Association, spoke in support of Standards Proposals 03-14 through 29, that would generate new standards pertaining to religious programming for the manual of *Standards for Administration of Correctional Agencies*. Reverend Woodruff-Filbey stated that these proposals would provide the necessary central office oversight for religious programming in the individual institutions.

Standards Committee Meeting Convenes

Issue: Approval of Standards Committee Meeting Minutes, August 2002.
Action: Mr. Natalucci-Persichetti moved to approve the minutes. Mr. Kelly seconded. The motion passed.

Issue: Comments from the Chairman of the Commission on Accreditation for Corrections

Discussion: Dr. David Thomas gave a brief overview of Commission activities. At this conference the Commission will hold accreditation hearings for 240

agencies, a new record. Dr. Thomas also stated that ten new commissioners were sworn in and observed the hearings in August 2002, in Anaheim, California, and are beginning their terms at this conference. A work session was held in December 2002, in New Orleans, Louisiana, in order to train the new commissioners as well as conduct sub-committee work sessions. The work session was partially grant-funded and was very successful.

Issue: Time line for the Resubmission of Standard Revision Proposals Previously Denied by the Committee

Discussion: The Committee was presented two options prepared by staff to consider relative to reconsideration of previous Committee action. Both options are listed on page 355 of the Standards Committee Workbook. With a motion by Sheriff Garvey and a second by Mr. Larivee, Option B, as revised, was approved as follows:

Reconsideration is permitted under the following circumstances:

1. There must be a time lapse of at least ~~three~~ two years from previous consideration of the proposal that contains like language; or,
2. There are legislative and/or judicial decisions or any other compelling information that, if available to the Committee at the time of consideration, might have resulted in a different decision. Approval by two-thirds of the members present is necessary to introduce reconsideration prior to the lapse of the two year time period.

This action is limited to the current Standards Committee for the next two years as there is no existing provision in the constitution and by-laws to apply it to succeeding committees. Mr. Goord moved that the Committee chair forward the action to the Constitution and By-laws Committee for permanent action. The motion passed.

Rationale: The proposal was adopted to allow the Committee flexibility in considering previously unknown information, while not continuing to unnecessarily review previous actions without giving the action an opportunity to be thoroughly tested in the field.

Action : Forward proposal to the Constitution and Bylaws Committee for Consideration.

Proposed Standard Revisions

Proposal: 03-01 New Standard: *Adult Correctional Institutions, Adult Local Detention Facilities, and Adult Correctional Boot Camps*

Inmates are screened 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: Approved

Proposal: 03-01-A New Standard: *Juvenile Correctional Boot Camp Programs, Juvenile Detention Facilities, Juvenile Training Schools, and Small Juvenile Detention Facilities*

Juveniles are screened 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: Approved

Proposal: 03-02 New Standard: *Adult Correctional Institutions, Adult Local Detention Facilities, and Adult Correctional Boot Camps*

~~***Written policy, procedure, and practice require that an investigation is conducted and documented whenever a sexual assault occurs. Inmates with a history of sexually assaultive behavior are identified, monitored, and counseled. Inmates identified as high risk or at risk are assessed by a mental health professional for victimization and sexual predatory behavior.***~~

Action: Approved as revised below as three separate standards:

1. Written policy, procedure, and practice require that an investigation is conducted and documented whenever a sexual assault or threat is reported.

Comment: The agency should report occurrences/allegations of sexual assault or threat in accordance with the laws of the jurisdiction. The investigation may be limited by what is allowed by the laws of the jurisdiction.

2. Written policy, procedure, and practice require that inmates identified as high risk with a history of sexually assaultive behavior are assessed by a mental health or other qualified professional. Inmates with a history of sexually assaultive behavior are identified, monitored, and counseled.

3. Written policy, procedure, and practice provide that inmates identified as at risk for sexual victimization are assessed by a mental health or other qualified professional. Inmates at risk for sexual victimization are identified, monitored, and counseled.

Proposal: 03-02-A

New Standard: *Juvenile Correctional Boot Camp Programs, Juvenile Detention Facilities, Juvenile Training Schools, and Small Juvenile Detention Facilities*

~~**Written policy, procedure, and practice require that an investigation is conducted and documented whenever a sexual assault occurs. Juveniles with a history of sexually assaultive behavior are identified, monitored, and counseled. Juveniles identified as high risk or at risk are assessed by a mental health professional for victimization and sexual predatory behavior.**~~

Action: Approved as revised below as three separate standards:

1. Written policy, procedure, and practice require that an investigation is conducted and documented whenever a sexual assault is alleged, threatened or occurs.

Comment: The agency should report occurrences/allegations of sexual assault or threat in accordance with the laws of the jurisdiction. The investigation may be limited by what is allowed by the laws of the jurisdiction.

2. Written policy, procedure, and practice require that juveniles identified as high risk with a history of assaultive behavior are assessed by a mental health or other qualified professional. Such juveniles are identified, monitored, counseled, and provided appropriate treatment.

3. Written policy, procedure, and practice require that juveniles identified as at risk for sexual victimization are assessed by a mental health or other qualified professional. Such juveniles are identified, monitored, and counseled.

Proposal: 03-03

New Standard: *Adult Correctional Institutions, Adult Local Detention Facilities, and Adult Correctional Boot Camps*

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

Action: Approved

Proposal: 03-03-A New Standard: *Juvenile Correctional Boot Camp Programs, Juvenile Detention Facilities, Juvenile Training Schools, and Small Juvenile Detention Facilities*

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

Action: Approved

Proposal: 03-04 New Standard: *Adult Correctional Institutions, Adult Local Detention Facilities, Adult Correctional Boot Camp Programs, Juvenile Detention Facilities, Juvenile Correctional Boot Camp Programs, Juvenile Training Schools, Small Juvenile Detention Facilities*

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

- 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.***
- provision is made for testing for sexually transmitted diseases (for example, HIV, gonorrhea, hepatitis, and other diseases) and counseling, as appropriate.***
- prophylactic treatment and follow-up for sexually transmitted diseases are offered to all victims, as appropriate.***
- following the physical examination, there is availability of an***

evaluation by a mental health professional to assess the need for crisis intervention counseling and long-term follow-up.

• a report is made to the facility or program administrator or designee to assure separation of the victim from his or her assailant.

Action: Approved

Proposal: 03-05

New Standard: *Adult Correctional Institutions, Adult Local Detention Facilities, and Adult Correctional Boot Camps*

Written policy, procedure and practice provide that inmates who are victims of sexual abuse have the option to report the incident to a designated staff member other than an immediate point-of-contact line officer.

Action: Approved

Proposal: 03-05-A

New Standard: *Juvenile Correctional Boot Camp Programs, Juvenile Detention Facilities, Juvenile Training Schools, and Small Juvenile Detention Facilities*

Written policy, procedure and practice provide that juveniles who are victims of sexual abuse have the option to report the incident to a designated staff member other than an immediate point-of-contact line staff member.

Action: Approved

Proposal: 03-06

New Standard: *Adult Correctional Institutions, Adult Local Detention Facilities, Adult Correctional Boot Camp Programs, Juvenile Detention Facilities, Juvenile Correctional Boot Camp Programs, Juvenile Training Schools, Small Juvenile Detention Facilities*

Written policy, procedure and practice provide that all case records associated with claims of sexual abuse, including incident reports, investigative reports, offender information, case disposition, medical and counseling evaluation findings,

and recommendations for post-release treatment and/or counseling are retained in accordance with an established schedule.

Action: Approved

Proposal: 03-07 Revision 3-4140; 3-ALDF-2D-03

All inmate rooms/cells provide ***inmates with*** access to natural light ***by means of at least three square feet of transparent glazing, plus two additional square feet of transparent glazing per inmate in rooms/cells with three or more inmates.*** (Existing, renovation, addition only)

Action: Approved

Proposal: 03-08 Revision 3-4142; 3-ALDF-2D-05

Each dayroom provides ***inmates with access to natural light by means of at least 12 square feet of transparent glazing in the dayroom, plus two additional square feet of transparent glazing per inmate whose room/cell is dependent on access to natural light through the dayroom.*** (New construction only)

Action: Approved

Proposal: 03-09 Deletion 3-4141; 3-ALDF-2D-04

Inmates in general population who are confined in their rooms/cells for 10 or more hours daily have access to natural light by means of an opening or window of at least three square feet with a view to the outside.

Inmates in general population who are confined in their rooms/cells for less than 10 hours daily have access to natural light through an opening or window as described above or through an opening or window of at least three square feet between their room/cell and an adjacent space. (New construction only)

Action: Approved

Proposal: 03-10 Revision 3-4208

All institution personnel are trained in the implementation of written emergency plans. Work stoppage ~~***and riot/disturbance***~~ plans are

communicated only to the appropriate supervisory or other personnel directly involved in the implementation of those plans.

Action: Failed for lack of a motion

Proposal: 03-10-A Revision 1-JBC-3B-12

All boot camp program personnel are trained in the implementation of written emergency plans. Work stoppage ~~and riot/disturbance~~ plans are communicated only to the appropriate supervisory or other personnel directly involved in the implementation of those plans.

Action: Failed for lack of a motion

Proposal: 03-10-B Revision 3-JDF-3B-11; 1-SJD-3B-09; 3-JTS-3B-12

All facility personnel are trained in the implementation of written emergency plans. Work stoppage ~~and riot/disturbance~~ plans are communicated only to the appropriate supervisory or other personnel directly involved in the implementation of those plans.

Action: Failed for lack of a motion

Proposal: 03-11 Revision 3-JDF-1A-04-1

Written policy, procedure and practice provide that the facility is used solely for pretrial holding and not as a post-trial treatment center ***unless the state law authorizes post-trial detention in a facility.*** Juveniles may be held post-trial awaiting placement.

Action: Disapproved

Proposal: 03-12 Deletion 4-ACRS-2A-05; 3-4174; 3-ALDF-3A-08

When both males and females are housed in the facility, at least one male and one female staff member are on duty at all times.

Action: Failed for lack of a motion

Proposal: 03-12-A Deletion 1-ABC-3A-07

Written policy, procedure, and practice provide that there is at least one staff person on the facility premises 24 hours a day who is readily available

and responsible for offender needs. When both males and females are housed in the facility, at least one male and one female staff member is on duty at all times.

Action: Failed for lack of a motion

Proposal: 03-12-B Deletion 1-JBC-3A-06

Written policy, procedure, and practice require that when both males and females are housed in the boot camp program, at least one male and one female staff member are on duty at all times.

Action: Failed for lack of a motion

Proposal: 03-12-C Deletion 3-JTS-3A-07

Written policy, procedure, and practice require that when both males and females are housed in the facility, at least one male and one female staff member are on duty at all times.

Action: Failed for lack of a motion

Proposal: 03-12-D Deletion 3-JDF-3A-07

Written policy, procedure, and practice require that when both males and females are housed in the facility, at least one male and one female staff member are on duty at all times.

Action: Failed for lack of a motion

Proposal: 03-12-E Deletion 3-SJD-3A-07

Written policy, procedure, and practice require that when both males and females are housed in the facility, at least one male and one female staff member are on duty at all times.

Action: Failed for lack of a motion

Proposal: 03-13 Revision 3-4032

The ***institution's*** accounting system is designed to show the current status of appropriations and expenditures.

Action: Approved

Proposal: 03-13-A

Revision 3-ALDF-1B-05

The ~~facility's~~ accounting system is designed to show the current status of appropriations and expenditures.

Action: Approved

Proposal: 03-13-B

Revision 1-CTA-1B-06

The ~~academy's~~ accounting system is designed to show the current status of appropriations and expenditures.

Action: Approved

Proposal: 03-13-C

Revision 3-JDF-1B-09

The **facility's** accounting system is designed to show the current status of income and expenditures.

Action: Approved

Proposal: 03-13-D

Revision 3-JTS-1B-08

The ~~facility's~~ accounting system is designed to show the current status of income and expenditures

Action: Approved

Proposal: 03-13-E

Revision 1-JDTP-1B-08

The ~~day treatment program's~~ accounting system is designed to show the status of income and expenditures.

Action: Approved

Proposal: 03-14

New Standard *Administration of Correctional Agencies*

Written policy, procedure and practice provide that a senior staff member is responsible for coordinating the agency religious program.

Comment:

The complexity of the religious program requires the assignment of a person, preferably certified by a national professional chaplaincy organization, who will administer the program to help ensure that offenders are allowed equitable opportunities to practice the requirements of their faith, program development consistent with religious and spiritual needs of the populations being served, and professional development of the chaplaincy staff.

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-15

New Standard *Administration of Correctional Agencies*

Written policy specifies the lines of authority, responsibility and accountability for the religious program.

Comment:

None

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-16

New Standard *Administration of Correctional Agencies*

Written policy, procedure and practice provide for budgetary support for the religious services program and the equitable distribution of resources among authorized faith groups.

Comment:

None

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-17 New Standard *Administration of Correctional Agencies*

Written policy, provide offenders the opportunity to practice and adhere to the requirements of a religious faith, within established limits.

Comment:

Limitations or restrictions of religious practice should be in accordance with constitutional and statutory requirements and applicable case law.

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-18 New Standard *Administration of Correctional Agencies*

Written policy provides that offenders are not subjected to coercion, harassment or ridicule of religious affiliation.

Comment:

None

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-19 New Standard *Administration of Correctional Agencies*

Written policy governs the recruitment, selection, orientation, training and supervision of volunteer and/or contractual chaplains.

Comment:

In addition to general orientation provided by citizen involvement/volunteer regulations, training is provided

regarding issues of religious freedom, pluralism, religious practices, line of authority and privileged communications.

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-20 New Standard *Administration of Correctional Agencies*

Written policy provides that staff who have direct contact with offenders are given training in religious beliefs and practices.

Comment:

A better understanding of the plurality of religious beliefs and practices will enable staff to ensure that offenders are allowed to practice their faith without unnecessary interference.

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-21 New Standard *Administration of Correctional Agencies*

Written policy provides for continuing specialized training for chaplaincy staff and attendance at judicatory meetings required to maintain credentials and endorsement.

Comment:

The professional status of chaplains requires them to maintain faith group credentials which involve attendance at faith group meetings, retreats, assemblies/conferences and continuing education training.

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-22 New Standard *Administration of Correctional Agencies*

Written policy enables offenders to identify religious preference upon entering the system and provides a process where preferences may be changed.

Comment:

Religious freedom allows for offenders to accept, reject or change beliefs and to worship and live in accordance with these beliefs without external constraint.

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-23 New Standard *Administration of Correctional Agencies*

Written policy provides for the distribution of religious program information to offenders.

Comment:

None

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-24 New Standard *Administration of Correctional Agencies*

Written policy describes the conditions and circumstances under which clergy privileged communications exist. Circumstances under which privileged communication in the correctional setting does not apply should be clearly stated.

Comment:

None

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-25 New Standard *Administration of Correctional Agencies*

Written policy provides for authorization of religious group

activity, individual practices, and offender possession of religious symbols and/or items essential the practice of a religious faith.

Comment:

None

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-26 New Standard *Administration of Correctional Agencies*

Written policy provides for religious worship and study group leadership consistent with equitable treatment and the safety and security of the facility.

Comment:

None

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-27 New Standard *Administration of Correctional Agencies*

Written policy provides for the observance of religious diets, holiday, ceremonies, work restrictions, use of otherwise prohibited substances, e.g., wine or tobacco, and sacramental rites.

Comment:

None

Action: Tabled for consolidation and consideration of the Committee's concerns by the proposer.

Proposal: 03-28 New Standard *Administration of Correctional Agencies*

Written policy provides for reasonable access to publications related to religious beliefs and practices.

training includes, at a minimum, the following: a historical perspective of the facility, facility goals and objectives, program rules and regulations, job responsibilities, personnel policies, offender supervision, and report preparation. The employee signs and dates a statement indicating that he or she has received orientation.

Action: Disapproved

Rationale: The Committee felt that the number of required training hours should not be reduced.

Proposal: 03-30-B

Revision 1-EM-1D-08

Written policy, procedure and practice provide that all new employees receive ***one workweek*** ~~40 hours~~ of orientation training before undertaking their assignments. Orientation training includes, at a minimum, the following: a historical perspective of the program, program goals and objectives, program rules and regulations, job responsibilities, personnel policies, offender supervision, and report preparation. Each employee signs and dates a statement indicating that orientation received.

Action: Disapproved

Rationale: The Committee felt that the number of required training hours should not be reduced.

Proposal: 03-31

Revision 3-4080; 4-ACRS-7B-15; 1-ABC-1D-09; 3-3083; 3-ALDF-1D-13; 3-JDF-1D-08; 1-SJD-1D-04; 3-JCRF-1D-09; 3-JTS-1D-08; 1-JBC-1D-08; 1-JDTP-1D-07; 1-EM-1D-09

Written policy, procedure and practice provide that all administrative and managerial staff receive ***one workweek*** ~~forty hours~~ of training in addition to orientation training during their first year of employment and ***one workweek*** ~~forty hours~~ of training each year thereafter, in areas relevant to their position.

Action: Disapproved

Rationale: The Committee felt that the number of required training hours should not be reduced.

Proposal: 03-32

Revision 3-4081; 3-ALDF-1D-12

Written policy, procedure and practice provide that all new correctional officers receive an added **three workweeks** ~~120 hours~~ of training during their first year of employment and an added **one workweek** ~~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

Action: Disapproved

Rationale: The Committee felt that the number of required training hours should not be reduced.

Proposal: 03-32-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 **three workweeks** ~~120 hours~~ of training during their first year of employment and an additional **one workweek** ~~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

Action: Disapproved

Rationale: The Committee felt that the number of required training hours should not be reduced.

Proposal: 03-32-B Revision 3-JTS-1D-09; 3-JCRF-1D-10; 1-SJD-1D-05

Written policy, procedure, and practice provide that all new juvenile careworkers receive an added **three workweeks** ~~120 hours~~ of training during their first year of employment and an added **one workweek** ~~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

Action: Disapproved

Rationale: The Committee felt that the number of required training hours should not be reduced.

Proposal: 03-32-C

Revision 3-JDF-1D-10

Written policy, procedure, and practice provide that all professional specialist employees who have juvenile contact receive an additional **three workweeks** ~~120 hours~~ of training during their first year of employment and an additional **one workweek** ~~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

Action: Disapproved

Rationale: The Committee felt that the number of required training hours should not be reduced.

Proposal: 03-32-D

Revision 1-JBC-1D-09

Written policy, procedure, and practice provide that all newly hired professional specialists and juvenile careworkers receive **three workweeks** ~~120 hours~~ of training in addition to orientation during their first year of employment and **one workweek** ~~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.

Action: Disapproved

Rationale: The Committee felt that the number of required training hours should not be reduced.

Proposal: 03-32-E

Revision 3-4083

Written policy, procedure and practice provide that all support employees who have regular or daily contact with inmates receive **one workweek** ~~40 hours~~ of training in addition to orientation training during their first year of employment and **one workweek** ~~40 hours~~ of training each year thereafter.

Action: Disapproved

Rationale: The Committee felt that the number of required training hours should not be reduced.

Proposal: 03-33

Revision 3-4018

Written policy, procedure, and practice provide for a system to monitor operations and programs through inspections and reviews. This monitoring is conducted by the warden/ superintendent or designated staff at least annually **and by qualified professionals not affiliated with the facility or system at least once every three years.**

Action: Approved

Proposal: 03-33-A

Revision 1-ABC-1A-16

Written policy, procedure, and practice provide for ~~an internal~~ a system for **to monitoring operations and** programs through inspections ~~or~~ **and** reviews. **This monitoring is** conducted by the administrator or designated staff. ~~Reviews are held at least annually, or as stipulated by statute or regulation~~ **and by a qualified professional not affiliated with the facility or system at least once every three years.**

Action: Approved

Proposal: 03-34

Revision 3-4343-1; 3-ALDF-4E-19-1; SJ-157-1

Written policy, procedure, and practice provide that pregnancy management is specific as it relates to the following:

- pregnancy testing
- routine prenatal care
- high-risk prenatal care
- management of the chemically addicted pregnant inmate
- postpartum follow-up
- **unless mandated by state law, birth certificates/registry does not list a correctional facility as the place of birth.**

Action: Approved

Proposal: 03-34-A

Revision 3-JTS-4C-24-1; 3-JDF-4C-21-1

Written policy, procedure, and practice provide that pregnancy management is specific as it relates to the following:

Action: Approved

Proposal: 03-37

New Standard *Adult Correctional Institutions, Adult Local Detention Facilities; Performance-Based Standards for Adult Community Residential Facilities*

An inmate is informed in a timely manner of the death or serious illness of an immediate family member. In case of the critical illness of an immediate family member, the inmate is authorized, whenever statutes and circumstances allow, to go to his bedside under escort or alone.

COMMENT:

Classification, status, geography, security level and other specified criteria should determine eligibility. Immediate family is usually defined as parent, spouse, child, sibling, grandparent or legal guardian.

Action: Tabled for substantial revision including the addition of the terms “critical” and “verifiable.”

Proposal: 03-38

Revision 3-ALDF-4B-03

The facility provides for the separate management of the following categories of inmates:

- female and male inmates
- other classes of detainees (witnesses, civil inmates)
- community custody inmates (work releases, weekender, trustees)
- inmates with special problems (alcoholics, narcotics addicts, mentally disturbed persons, physically
- handicapped persons, persons with communicable diseases)
- inmates requiring disciplinary detention
- inmates requiring administrative segregation
- juveniles
- ***detainees in pretrial custody***

Action: Failed for lack of a motion

Proposal: 03-39

Revision 3-4055

Comment:

All hiring policies and employment qualifications should be examined with

the assistance of equal employment specialists from outside the agency to ensure that the personnel system is open and fair with no artificial barriers to employment. Qualifications should be demonstrably related to the skills needed to perform the work. ***Integrity, humanity, professional capacity and personal suitability for the work should be considered.***

Action: Failed for lack of a motion

Proposal: 03-40 Revision 3-4067

A written code of ethics ***requires employees to conduct themselves and perform their duties in such a way as to set a good example for inmates and thereby command their respect. The code of ethics*** prohibits employees from using their official position to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest. This code is available to all employees.

Action: Approved

Proposal: 03-40-A Revision 3-ALDF-1C-23

A written code of ethics ***requires employees to conduct themselves and perform their duties in such a way as to set a good example for inmates and thereby command their respect. The code of ethics*** prohibits employees from using their official position to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest. ***This code*** is provided to all employees.

Action: Approved

Proposal: 03-41 New Standard *Adult Correctional Institutions, Adult Local Detention Facilities*

Persons arrested or imprisoned without charge shall be accorded, at a minimum, the same protections accorded to offenders.

Action: Failed for lack of a motion

Proposal: 03-42 Deletion 3-4390

following: Temporary release programs should include but not be limited to the

- written operational procedures
- careful screening and selection procedures
- written rules of conduct and sanctions
- a system of supervision to minimize inmate abuse of program privileges
- a complete recordkeeping system
- a system for evaluating program effectiveness
- efforts to obtain community cooperation and support

COMMENT:

All temporary release programs should be staffed and funded adequately and operated according to a detailed written plan. Participation should be restricted to inmates who are eligible for release within one year and others deemed suitable, and selection should be based on an assessment of the potential benefits to the inmate and the safety of the community. Sanctions commensurate with rule violations should be specified, ranging from reprimand to removal from the program.

Action: Failed for lack of a motion

Proposal: 03-43

New Standard *Standards for Adult Correctional Institutions, third edition; Standards for Adult Local Detention Facilities, third edition; Performance-Based Standards for Adult Community Residential Services, fourth 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 Juvenile Community Residential Facilities, third edition; Standards for Small Juvenile Detention Facilities, first edition; and Small Jail Facilities, first edition.*

Written policy, procedure and practice define critical incidents for the facility and provide for a debriefing to be conducted after each such incident. The debriefing process includes coordination and feedback about the incident with designated staff of the facility as soon as possible after the incident. A

debriefing includes, but is not limited to:

- ***a review of staff and offender actions during the incident;***
- ***a review of the incident's impact on staff and offenders;***
- ***a review of corrective actions taken and still needed;***
- ***plans for improvement to avoid another incident.***

Comment:

A critical incident is any event or situation that threatens staff or offenders in their community (criminal justice setting). While debriefings should occur as soon as possible, some information may not be available until later. All staff impacted by a critical incident should be included in the debriefings and referred to appropriate services to mitigate the stress associated with these events. All critical incidents should be reviewed by the administration, security and health services. A two-week follow-up debriefing should occur to review the validity and appropriateness of all policies, plans and information used during the critical incident and immediately after.

Action: Approved

Proposal: 03-44 Revision 3-ALDF-4G-05

Where statute ***and physical plant*** permits, written policy and procedure allow for inmate participation in work or educational release programs.

Action: Failed for lack of a motion.

Proposal: 03-44-A Revision 3-ABC-4G-04

Where statute ***and physical plant*** permits, written policy and procedure allow for offenders' participation in employment, restitution, or school release programs.

Action: Failed for lack of a motion.

Proposal: 03-44-B Revision 1-JBC-5I-04; 3-JTS-5I-05

Where statutes ***and physical plant*** permits, written policy, procedure, and practice allow for juveniles' participation in employment, restitution, or school release programs.

Action: Failed for lack of a motion.

Proposal: 03-45 Revision 3-4449

There is available to the institution a person with a Master of Library Science degree, ***Information Resources, Media Services or related degree*** who assists in coordinating and supervising library services and is responsible for training of all library staff.

Action: Approved

Rationale: The change was adopted to accommodate new degree programs that meet the requirements of the standard.

Proposal: 03-45-A Revision 1-ABC-5E-03

Written policy, procedure, and practice provide that there is available to the facility a person with a Master of Library Science degree, ***Information Resources, Media Services or related degree*** who assists in coordinating and supervising library services and is responsible for training of all library staff.

Action: Approved

Rationale: The change was adopted to accommodate new degree programs that meet the requirements of the standard.

Discussion Items

Issue: Standard Interpretation on Use and Dispensing of Oleoresin Capsicum (OC spray)

Discussion: Mr. Verdeyen presented a report from the International Association of Chiefs of Police that describes the properties and effects of Oleoresin Capsicum and requested clarification from the Committee as to whether it should be considered or excluded as a “chemical agent” as to its content and/or effect.

Action: The Committee feels that the effects of Oleoresin Capsicum are such that it should be considered a “chemical agent” and treated as such in interpreting the standard.

Issue: Performance-Based Standards Manuals Update

Discussion: Ms. Blemberg advised the Committee that field tests of performance-based standards manuals are being conducted as follows:

Adult Probation and Parole Field Services, 4th edition—four test sites
Adult Local Detention Facilities, 4th edition—six test sites
Performance-Based Health Care/ALDF—four test sites
Therapeutic Communities—six test sites
Juvenile Probation and Aftercare Services, 3rd edition—working group
begins February 2003

Action: Staff will coordinate field tests and the working group and report the results to the Committee.

Closing Comments

Mr. Angelone thanked the Committee for their hard work and diligence. Mr. Verdeyen thanked the Committee for their diligence in adopting the sexual misconduct standards. The meeting was adjourned at 2:25 p.m.

Recorded by:
Diane P. Blemberg
Assistant Director
Standards and Accreditation