

# **Standards Committee Meeting Minutes**

## **2004 ACA Winter Conference**

**Hyatt Regency New Orleans  
New Orleans, Louisiana  
January 9, 2004**

### **Members present:**

Glenn Goord, Chair, New York  
Lannette Linthicum, MD, Vice Chair, Texas  
Patricia Caruso, Michigan  
Leonard Dixon, Michigan  
Mark Fitzgibbons, South Carolina  
Robert Garvey, Massachusetts  
Ralph Kelly, Ed D, Kentucky  
John Larivee, Massachusetts

Michael Moore, Texas  
Geno Natalucci-Persichetti, Ohio  
George Owens, III, Ohio  
Howard Ross, Tennessee  
David Thomas, MD, JD, Florida  
Cheryl Townsend, Arizona  
Harold Wilber, Florida  
Joe Williams, New Mexico

### **Members absent:**

David Bogard, New York  
Harley Lappin, Washington DC  
Alton Lick, North Dakota  
Francis Sheridan, New York

### **Staff:**

Robert J. Verdeyen, Director, Standards and Accreditation  
William Scott, JD, Assistant Director  
Leslie Kummer, RN, Administrator of Health Care Programs  
Melissa J. Mall, Regional Manager

## Welcoming Remarks

Chairperson Goord called the meeting to order at 8:16 a.m. Mr. Goord introduced the newest member of the Standards Committee, George Owens, Correctional Officer, Ohio Department of Rehabilitation and Correction. He also recognized the new vice chair of the Standards Committee, Lannette Linthicum, MD, Texas. The remaining members of the Standards Committee and guests introduced themselves. Mr. Goord gave a brief overview of the agenda. At this time, the Standards Committee was advised that revisions 04-06 and 04-07 were withdrawn from the agenda by the proposer.

## Open Hearing

Barbara Dooley, PhD, Commissioner, Commission on Accreditation for Corrections and Associate Director of Training, National Juvenile Detention Association, provided testimony on compensation for staff training, (revisions 04-02 and 04-02 A-B) and the presence of firearms in facilities, (revision 04-04).

Al Bennett, Chairperson, Field Advisory Committee, gave a brief overview of the issues that were discussed at the meeting held on Thursday, January 8, 2004. Mr. Bennett also asked Marv Wilson, another member of the Field Advisory Committee, to speak on behalf of the draft of the *Performance-Based Standards for Adult Local Detention Facilities*. Mr. Goord stated his gratitude and support for the Field Advisory Committee and thanked Mr. Bennett and Mr. Wilson for appearing before the Standards Committee.

## Standards Committee Meeting Convenes

**Issue:** Approval of Standards Committee Meeting Minutes, August 2003.  
**Action:** Mr. Moore moved to approve the minutes. Dr. Thomas seconded. The motion carried.

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

**Discussion:** Dr. David Thomas gave a brief overview of Commission activities. The group was informed that the Commission would hold accreditation hearings for 194 agencies at this conference. Approximately 223 hearings were held at the 133<sup>rd</sup> Congress of Correction in Nashville, Tennessee.

## Proposed Standard Revisions

**Proposal:** 04-01            Revision 3-ALDF-4B-04

Written policy, procedure, and practice prohibit the confinement of juveniles under the age of 18 within the facility, ***unless mandated by state statute.***

**Action:**        Disapproved.

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**Proposal:** 04-02            Revision 4-4081; 3-4078

~~The institution's budget includes funds to reimburse staff for their time~~ When training is conducted during off-duty hours ***staff is compensated with compensatory time or reimbursed with funds if the budget allows for payment.***

**Action:**        Tabled.

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**Proposal:** 04-02-A        Revision 3-JTS-1D-07; 3-JDF-1D-06

~~The facility's budget includes funds to reimburse staff for their time~~ When training is conducted during off-duty hours ***staff is compensated with compensatory time or reimbursed with fund if the budget allow for payment.***

**Action:**        Tabled.

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**Proposal:** 04-02-B        Revision 1-JDTP-1D-06

~~The program's budget includes funds to reimburse staff for their time~~ When training is conducted during off-duty hours ***staff is compensated with compensatory time or reimbursed with fund if the budget allow for payment.***

**Action:**        Tabled.

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**Proposal:** 04-03            Revision 4-4059; 3-4057; 3-ALDF-1A-10; 3-JTS-1C-12; 3-JDF  
1C-10; 1-SJD-1C-08; 1-JDTP-1C-13

Written policy, procedure, and practice provide that employees covered by merit systems, Civil Service regulations, or union contract are appointed initially for a

probationary term of at least six months but no longer than ~~one~~ **two** years.

COMMENT: Employee performance during the probationary term should be evaluated at least every two months using forms developed for that purpose, and all employees should have the opportunity to discuss their evaluations. Those not performing satisfactorily should be terminated during their probationary period. Employees transferring from one facility to another within the same system should not be required to repeat a probationary term.

**Action:** Disapproved.

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**Proposal:** 04-04          Revision 1-JDTP-3E-13

Written policy, procedure, and practice prohibit the presence of firearms of any kind within the facility or on facility grounds, ***except for police personnel officially on duty.***

**Action:** Tabled.

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**Proposal:** 04-05          New Standard *Adult Correctional Institutions*

***Written policy, procedure and practice provide for the identification, tracking and housing of Security Threat Group inmates.***

***COMMENT: Security threat group inmates include but are not limited to gang members, domestic and international terrorists and dangerous inmates who pose a high risk in general population or high security housing assignment. Policy should include the validation process by which STG inmates are identified.***

**Action:** Tabled for consideration by the American Correctional Association's (ACA) Correctional Intelligence Committee.

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**Proposal:** 04-06          Revision 2-CO-5E-01

**Action:** Withdrawn by proposer.

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**Proposal:** 04-07          New Standard *Adult Correctional Institutions*

**Action:** Withdrawn by proposer.

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**Proposal:** 04-08      *New Standard Adult Correctional Institutions; Adult Local Detention Facilities*

***Written policy, procedure, and practice require that the warden/superintendent evaluate the need and application of personal body armor for correctional employees. When a specified need is identified, the application of personal body armor shall be completed in accordance with the recommendations and standards of the National Institute of Justice.***

***COMMENT: The evaluation should include the identification of the type and frequency of weapons, assaults, and injuries that occur in the institution. The selection of appropriate levels of protection should be determined from this evaluation based on recommendations and standards of the National Institute of Justice.***

**Action:** Tabled for consideration by the ACA's Safety Committee.

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**Issue:** *Performance Based Standards for Adult Local Detention Facilities, fourth edition.*

**Discussion:** The draft manual was brought before the committee for approval for publication. Mr. Wilson, Assistant Chief Deputy, Polk County Sheriff's Office and a member of the Field Advisory Committee spoke in support of the draft.

**Action:** A motion by Dr. Thomas was made to accept the *Performance- Based Standards for Adult Local Detention Facilities, fourth edition*. An amendment was made to waive the two year prohibition on standards revisions rule and have ACA staff advise the Standards Committee on any significant problems or editing needed on the manual.

**Issue:** *Performance-Based Standards for Juvenile Correctional Facilities, fourth edition.*

**Discussion:** The conversion of all standards manuals to performance-based expected practices is a high priority of the American Correctional Association. As such and due to the increasing number of juvenile facilities eager to utilize standards that focus on the attainment of measurable goals, the committee agreed that the conversion of the *Standards for Juvenile Correctional Facilities* should be a priority. A large portion of the manual, health care specifically, has been converted to reflect the more current expected practices

and is now in the field test phase.

**Action:** Ms. Townsend made a motion to move forward on the conversion of the *Standards for Juvenile Correctional Facilities, third edition* to *Performance-Based Standards for Juvenile Correctional Facilities, fourth edition*, with a second from Mr. Moore. Mr. Goord asked for volunteers from the Standards Committee to help with the conversion to performance-based; Mr. Kelly, Mr. Dixon, and Mr. Natalucci-Persichetti volunteered for the ad hoc committee. Mr. Goord will also take into consideration other juvenile correctional professionals not on the Standards Committee to complete the ad hoc committee. A draft version will be submitted to the Standards Committee at the 134<sup>th</sup> Congress of Correction in Chicago, Illinois.

**Issue:** *Interpretation of health care standards, 4-4365 and 3-ALDF-4E-21.*

**Discussion:** Dr. Thomas interpreted these standards, 4-4365 and 3-ALDF-4E-21, to be that the criterion for testing for venereal diseases is at the discretion of the agencies/facilities health authority.

**Action:** Mr. Moore made a motion to accept the interpretation and Mr. Fitzgibbons seconded.

## **Closing Comments**

Mr. Goord thanked the committee for their hard work and diligence. The meeting was adjourned at 10:11 a.m.

Recorded by:

Melissa J. Mall  
Regional Manager  
Standards and Accreditation