

# Standards Committee Meeting Minutes

ACA Winter Conference

Hyatt Regency Phoenix  
Phoenix, Arizona  
January 7, 2005

## Members present:

Glenn Goord, Chair, New York

George Owens, Ohio

Lannette Linthicum, MD, Vice Chair, Texas

Howard Ross, Tennessee

Leonard Dixon, Michigan

Timothy Ryan, Florida

Michael Frawley, Missouri

David Thomas, MD, JD, Florida

Robert Garvey, Massachusetts

Joe Williams, New Mexico

Michael Hamden, JD, North Carolina

Dwight Harris, Texas

Harley Lappin, Washington D.C.

John Larivee, Massachusetts

Geno Natalucci-Persichetti, Ohio

## Members absent:

John Bittick, Georgia

Patricia Caruso, Michigan

James Crosby, Florida

Alton Lick, North Dakota

Cheryl Townsend, Arizona

## Staff:

Robert J. Verdeyen, Director, Standards and Accreditation

Melissa J. Mall, Assistant Director

## Welcoming Remarks

Chairperson Goord called the meeting to order at 8:25 a.m. The 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Committee was advised that revisions 05-09, 05-16 A-B, 05-17 A, 05-25 A-D, 05-26 A-B, 05-33 through 05-60 were withdrawn from the agenda by the proposers.

## Open Hearing

Bonita Sweeney, Administrator for Accreditation and Standards, Ohio Department of Youth Services and member of the ad-hoc committee revising the Standards for Juvenile Correctional Facilities provided an overview to the Standards Committee on the progress the group was making. Ms. Sweeney stated that the manual sections of Administration, Care and Justice were complete and sections Safety, Program and Activity, Security and Order are in the process of being reviewed.

Chad Sokolowski, Director, Oakview Juvenile Residential Center testified for the adoption of standards revisions 05-19, 05-20, A-B, 05-21 and 05-22.

Tracy Reveal, Superintendent, Training Academy, Ohio Department of Rehabilitation and Corrections and the Adult State Training Director's Network, testified for the adoption of standards revisions 05-12 A-B and 5-13 A-B.

## Standards Committee Meeting Convenes

Issue: Approval of Standards Committee Meeting Minutes, August 2004.  
Action: Dr. Thomas moved to approve the minutes. Mr. Williams seconded. The motion carried.

Issue: Comments from the Chairman of the Commission on Accreditation for Corrections.  
Discussion: Mr. Garvey gave a brief overview of Commission activities. The group was informed that the Commission would hold accreditation hearings for 211 agencies at this conference.

## Proposed Standard Revisions

Proposal: 05-01                      Revision 4-ALDF-2C-03

A strip search of an arrestee at intake shall only be conducted when there is reasonable belief or suspicion that he/she may be in possession of an item of contraband. The least invasive form of search is conducted. Reasonable belief may be based on:

- current charges or previous convictions for escape, possession of drugs or weapons, or crimes of violence;
- current or historical institutional behaviors of contraband possession or refusals to be searched; or
- contact with the public or exposure to public areas *after being brought to the jail*.

Comment: *For arrestees, generally the least invasive form of search should be conducted. "Arrestees, not otherwise subject to a strip search incident to their arrest and booking, may not be observed in a state of complete undress by correctional officers incident to showering, changing clothes, a "hygiene check", or medical examination unless extraordinary circumstances exist, are justified in writing, and approved in each case by a supervisor."*

Protocols: Written policy and procedure. Search procedures.

Process Indicators: Observation. Facility records and logs. Inmate and staff interviews.

Action: Disapproved.

Proposal: 05-02 Revision 4-4132 (3-4128-1)

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

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

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

2. When confinement exceeds ten hours per day, there are at least 80 square feet of total floor space per occupant.

~~3. Housing is in compliance with American Correctional Association standards 4-4137, 4-4138, 4-4139, 4-4142, 4-4151, and 4-4295.~~

4.3. Medium-security inmates housed in multiple-occupancy cells/rooms require direct supervision.

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

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

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

Action:       Approved.

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Proposal:   05-02-A       Revision 3-ALDF-2C-03

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

1.	<u>Number of occupants</u>	<u>Amount of Unencumbered Space*</u>
	1	35 square feet per occupant
	2-64	25 square feet

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

2.               When confinement exceeds 10 hours per day there are at least 80 square feet of total floor space per occupant.

3. ~~Housing is in compliance with American Correctional Association standards 3-ALDF-2C-08, 3-ALDF-2C-09, 3-ALDF-2C-10, 3-ALDF-2C-13, 3-ALDF-2D-07, and 3-ALDF-4B-01.~~

4.3.   In direct supervision housing units, multiple-occupancy cells/rooms for minimum- and medium-security inmates may have a capacity of 2 to 64 inmates.

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

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

Medium-security inmates housed in multiple occupancy cells/rooms require direct supervision.

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

Action:       Approved.

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Proposal:     05-02-B       Revision 3-JTS-2C-02

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

1.	<u>Number Of Occupants</u>	<u>Amount Of Unencumbered Space</u>
	1	35 square feet
	2-50	25 square feet 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 fixtures and equipment is subtracted. All fixtures and equipment must be in operational position and must provide the following minimums per person: bed, plumbing fixtures (if inside the cell/room), desk, locker, and chair or stool.

2. When confinement exceeds 10 hours per day, there are at least 80 square feet of total floor space per occupant.

~~3. Housing is in compliance with American Correctional Association standards 2C-06, 2C-07, 2C-08, 2C-09, 2D-04, and 5B-02.~~

4.3. Medium-security juveniles housed in multiple-occupancy cells/rooms require direct supervision.

A classification system is used to divide the occupants into groups that reduce the

probability of assault and disruptive behavior. At minimum, the classification system evaluates the following:

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

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

Action:       Approved.

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Proposal:     05-03           Revision 4-4384; 4-ALDF-4D-05; 4-ACRS-7B-02; 1-HC-2A-05

(Mandatory) All professional staff comply with applicable state and federal licensure, certification, or registration requirements. Verification of current credentials ~~and job descriptions~~ are on file in the facility.

Action:       Approved.

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Proposal:     05-03-A       Revision 3-JCRF-4C-03

Appropriate state and federal licensure, certification or registration requirements, and restrictions apply to personnel who provide health care services to juveniles. The duties and responsibilities of such personnel are governed by written job descriptions approved by the health authority. Verification of current credentials ~~and job descriptions~~ are on file in the facility.

Action:       Approved.

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Proposal:     05-04           Revision 4-ALDF-1A-15

All inmate rooms/cells provide the occupants with access to natural light. (~~Existing~~ *New Construction, Renovation, Addition only*)

Action:       Disapproved.

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Proposal: 05-04-A Revision 3-ALDF-2D-03; 4-4147 (3-4140)

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~~ *New Construction, Renovation, Addition only*)

Action: Disapproved.

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Proposal: 05-05 Deletion 3-JCRF-1B-12

Action: Approved.

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Proposal: 05-06 Revision Outcome Measures 1A-2; 1A-5; 1A-6; 1A-8; 1A-9; 1A-10; 1A-11; 1A-12; 1A-13; 1A-14; 1A-15; 1A-16; 1A-17; 1A-24; 1A-25; 1A-26; 1A-27; 1A-28; 1A-29; 5A-1; 6A-2; 6A-3; 6A-7

Denominator

divided by: Total number of inmate admissions to the facility during the year plus the inmate average daily population.

Action: Tabled for consideration by the ACA Health Care Committee and the Commission of Accreditation for Corrections ad-hoc committee.

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Proposal: 5-07 Revision Outcome Measure 1A-15

Number of offender admissions to *on-site infirmary or hospital* (where available) ~~on an annual basis~~ *in the past 12 months*.

Action: Tabled for further consideration by the ACA Health Care Committee and the Commission of Accreditation for Corrections ad-hoc committee.

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Proposal: 5-08 Revision Outcome Measure 1A-24

This can simply be added after “the past 12 months” in the Numerator/Denominator column as follows:

*total male=*

*total female=*

Action:        Tabled for further consideration by the ACA Health Care Committee and the Commission of Accreditation for Corrections ad-hoc committee.

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Proposal:     05-09

Action:        Withdrawn by the proposer.

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Proposal:     05-10            Revision 4-4084 (3-4081)

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

- Security procedures
- Supervision of offenders
- Signs of suicide risks
- Suicide precautions
- Use-of-force regulations and tactics
- Report writing
- Offender rules and regulations
- Rights and responsibilities of offenders
- Fire and emergency procedures
- Safety procedures
- Key control
- Interpersonal relations
- Social/cultural lifestyles of the offender population
- Communication skills
- First aid/CPR
- Counseling techniques
- Cultural diversity
- Sexual abuse/assault
- *code of ethics*

Comment:

Since the duties of correctional officers frequently involve most institutional



operations, their training should be comprehensive. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedures.

Action:       Approved.

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Proposal:     05-10-A       Revision 4-ACRS-7B-17

All new offender careworkers receive 40 hours of training, in addition to their orientation training, during their first year of employment and an additional 40 hours of training each subsequent year. At a minimum, this training covers the following areas:

- security procedures
- supervision of offenders
- signs of suicide risks
- suicide precautions
- use-of-force regulations and techniques
- report writing
- offenders rules and regulations
- rights and responsibilities of offenders
- fire and emergency procedures
- safety procedures
- key control
- interpersonal relations
- social/cultural lifestyles of the offenders population
- cultural diversity training
- communication skills
- first aid/cardiopulmonary resuscitation (CPR)
- counseling techniques
- crisis intervention
- sexual harassment
- legal issues
- *code of ethics*

Comment:

Since the duties of offender careworkers frequently involve most facility operations, their training should be comprehensive. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedures.

Action:       Approved.

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Proposal: 05-10-B Revision 3-ALDF-1D-12

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

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

Comment:

Since the duties of correctional officers frequently involve most facility operations, their training should be comprehensive. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedures.

Action: Approved.

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Proposal: 05-10-C Revision 4-ALDF-7B-08

All new professional and support employees, including contractors, who have regular or daily inmate contact receive training during their first year of employment. 40 hours are completed prior to being independently assigned to a particular job. An

additional 40 hours of training is provided each subsequent year of employment. At a minimum, this training covers the following areas:

- security procedures and regulations
- supervision of inmates
- signs of suicide risk
- suicide precautions
- use-of-force regulations and tactics
- report writing
- inmate rules and regulations
- key control
- rights and responsibilities of inmates
- safety procedures
- all emergency plan and procedures
- interpersonal relations
- social/cultural lifestyles of the inmate population
- cultural diversity
- communication skills
- CPR/First aid
- counseling techniques
- sexual harassment/sexual misconduct awareness
- *code of ethics*

Comment:

None.

Action:       Approved.

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Proposal:    05-10-D                      Revision 1-ABC-1D-10

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

- Security procedures
- Supervision of offenders
- Signs of suicide risks and suicide precautions
- Use of discipline in boot camps
- Use-of-force regulations and restraint techniques
- Report writing
- Offender rules and regulations

- Program rules and regulations
- Rights and responsibilities of offenders
- Fire and emergency procedures
- Safety procedures
- Firearms training
- Key control
- Interpersonal relations
- Social/cultural lifestyles of the offender population
- Cultural diversity training
- Communication skills
- First aid/cardiopulmonary resuscitation (CPR)
- Counseling techniques
- Crisis intervention
- Sexual harassment
- Legal issues
- Specialized training, such as physical fitness, drill and ceremonies, various program components, and aftercare issues
- Sexual abuse/assault
- *Code of Ethics*

Comment:

Since the duties of correctional officers involve drills and ceremonies, their training should incorporate these activities. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedure. See related standard on initial orientation.

Action:       Approved.

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Proposal:    05-10-E       Revision SJ-028

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

- security procedures
- supervision of offenders
- signs of suicide risks
- suicide precautions
- use of force regulations and tactics
- report writing
- offender rules and regulations

- rights and responsibilities of offenders
- fire and emergency procedures
- safety procedures
- key control
- interpersonal relations
- social/cultural lifestyles of the offender population
- communication skills
- first aid/CPR
- counseling techniques
- cultural diversity
- sexual abuse/assault
- *code of ethics*

Comment:

Since the duties of correctional officers frequently involve most facility operations, their training should be comprehensive. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedures.

Action:        Approved.

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Proposal:     05-10-F                      Revision 3-JTS-1D-09; 3-JDF-1D-09

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

- security procedures
- supervision of juveniles
- signs of suicide risks
- suicide precautions
- use-of-force regulations and tactics
- report writing
- juvenile rules and regulations
- rights and responsibilities of juveniles
- fire and emergency procedures
- safety procedures
- key control
- interpersonal relations
- social/cultural lifestyles of the juvenile population
- communication skills

- first aid/CPR\
- counseling techniques
- cultural diversity
- sexual abuse/assault
- *code of ethics*

Comment:

Since the duties of juvenile careworkers frequently involve most institutional operation, their training should be comprehensive. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedures.

Action:       Approved.

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Proposal:    05-10-G

Revision 1-JBC-1D-09

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

- Security procedures
- Supervision of juveniles
- Signs of suicide risks and suicide precautions
- Use of discipline in boot camps
- Use-of-force regulations and restraint techniques
- Report writing
- Juvenile rules and regulations
- Program rules and regulations
- Rights and responsibilities of juveniles
- Fire and emergency procedures
- Safety procedures
- Firearms training
- Key control
- Interpersonal relations
- Social/cultural lifestyles of the juvenile population
- Cultural diversity training
- Communication skills
- First aid/cardiopulmonary resuscitation (CPR)
- Counseling techniques
- Crisis intervention
- Sexual harassment
- Legal issues

- Specialized training, such as physical fitness, drill and ceremonies, various program components, aftercare issues, etc.
- Sexual abuse/assault
- *Code of Ethics*

**Comment:**

Since the duties of professional specialists may involve marching and drill ceremonies, their training should incorporate these activities. Ongoing training during subsequent years of employment enables employees to sharpen their skills and keep abreast of changes in operational procedures. (See related standard on initial orientation.)

**Action:**        **Approved.**

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**Proposal:**     5-10-H        Revision 1-SJD-1D-05

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

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

**Comment:**

Since the duties of full-time employees frequently involve most institutional

operations, their training should be comprehensive. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedure.

Action:       Approved.

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Proposal:     05-11           Revision 4-4082 (3-4079); 1-HC-2A-06

Written policy, procedure, and practice provide that all new full-time employees must complete a formalized 40-hour orientation program before undertaking their assignments. At a minimum, the orientation program should include instruction in the following: the purpose, goals, policies, and procedures for the facility and parent agency; security and contraband regulations; key control; appropriate conduct with offenders; responsibilities and rights of employees; *a class on the code of ethics of the institution*; universal precautions; occupational exposure; personal protective equipment; biohazardous waste disposal; and an overview of the correctional field.

Action:       Tabled to be reconsidered by the proposer.

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Proposal:     05-11-A

Action:       Withdrawn.

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Proposal:     05-11-B           Revision 3-3082 (Adult Probation and Parole Field Services)

Written policy, procedure, and practice provide that all new full-time employees receive 40 hours of orientation training before undertaking their assignments. Orientation training includes, at a minimum, the following: orientation to the purpose, goals, policies, and procedures of the institution and parent agency; working conditions and regulations; employees rights and responsibilities; *a class on the code of ethics of the institution*; and an overview of the correctional field. Depending on the employee(s) and the particular job requirements, orientation training may include preparatory instruction related to the particular job.

Action:       Tabled for further reconsideration by the proposer.

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Proposal:     05-11-C

Action:       Withdrawn.

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Proposal: 05-11-D Revision 4-ACRS-7B-14

All new full-time employees receive 40 hours of orientation training before undertaking their assignments. Orientation training includes, at a minimum, the following: a historical perspective of the facility, facility goals and objectives, program rules and regulations, job responsibilities, *a class on the code of ethics of the facility*, personnel policies, offender supervision, and report preparation. The employee signs and dates a statement indicating that orientation has been received.

Action: Tabled for further consideration by the proposer.

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Proposal: 05-11-E Revision 1-ABC-1D-08

Written policy, procedure, and practice provide that initial orientation is provided for all employees during their first week of employment at the facility. Orientation training includes, at a minimum, the following:

- Program philosophy and goals
- Use of discipline regulations
- Legal responsibilities of staff
- *A class on the code of ethics of the facility*
- Offender legal rights and responsibilities
- Offender rules and sanctions
- Chain of command
- Suicide prevention
- Emergency procedures
- Security procedures
- First aid
- Report writing
- Supervision of offenders

Each employee signs and dates a statement that orientation has been received.

Action: Tabled for further consideration by the proposer.

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Proposal: 05-11-F Revision 3-JCRF-1D-03

The facility provides initial orientation for all new employees during their first week of employment. This orientation/training includes, at a minimum, the following: a historical perspective of the facility, facility goals and objectives, program rules and regulations, job responsibilities, *a class on the code of ethics of the facility*, personnel policies, juvenile supervision, and report preparation. The employee signs and dates a

statement indicating that orientation has been received.

Action: Tabled for further consideration by the proposer.

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Proposal: 05-11-G Revision 1-JBC-1D-07

Written policy, procedure, and practice provide that initial orientation is provided for all employees during their first week of employment at the boot camp program. Orientation training includes, at a minimum, the following:

- Program philosophy and goals
- Use of discipline regulations
- Legal responsibilities of staff
- A class on the code of ethics of the boot camp
- Juvenile legal rights and responsibilities
- Juvenile rules and sanctions
- Chain of command
- Suicide prevention
- Emergency procedures
- Security procedures
- First aid
- Report writing
- Supervision of juveniles

Each employee signs and dates a statement that orientation has been received.

Action: Tabled for further consideration by the proposer.

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Proposal: 05-11-H Revision 3-JDF-1D-07; 1-SJD-1D-03

Written policy, procedure, and practice provide that all new full-time employees receive 40 hours of orientation training before undertaking their assignments. This training includes at a minimum the following: orientation to the purpose, goals, policies, and procedures of the institution and parent agency; working conditions and regulations; employees' rights and responsibilities; *a class on the code of ethics of the institution*; and an overview of the correctional field. Depending on the employee(s) and the particular job requirements, orientation training may include preparatory instruction related to the particular job.

Action: Tabled for further consideration by the proposer.

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Proposal: 05-11-I Revision 1-CTA-3A-09

Written policy, procedure, and practice provide that all new full-time academy employees receive orientation training before undertaking their assignments. Orientation training includes at a minimum the following:

- orientation to the purpose, goals, policies, and procedures of the academy and parent agency
- working conditions and regulations
- employees' rights and responsibilities
- *a class on the code of ethics of the academy*
- security responsibilities
- personnel practices
- prohibitions concerning sexual harassment, religious prejudice, and minority rights

Depending on the employee(s) and the particular job requirements, orientation training may include preparatory instruction related to the particular job.

Action: Tabled for further consideration by the proposer.

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Proposal: 05-11-J Revision 1-EM-1D-08

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

Action: Tabled for further consideration by the proposer.

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Proposal: 05-12 Revision 4-4084

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

- security procedures

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

Comment:

Since the duties of correctional officers frequently involve most institutional operations, their training should be comprehensive. ~~Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedures.~~

Action: Tabled for further consideration by Tracy Reveal, Superintendent, ODRC Training Academy, Ohio Department of Rehabilitation and Corrections; Ross Kimbrel, Training Manager, CDOC Training Academy, Colorado Department of Corrections; and Standards Committee members, Harley Lappin, John Larivee, Robert Garvey, Joe Williams, and Tim Ryan.

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Proposal: 05-12-A Revision 4-ALDF-7B-08

All new professional and support employees, including contractors, who have regular or daily inmate contact receive training during their first year of employment. 40 hours are completed prior to being independently assigned to a particular job. ~~An additional 40 hours of training is provided each subsequent year of employment.~~ At a minimum, this training covers the following areas:

- security procedures and regulations
- supervision of inmates
- signs of suicide risk

- suicide precautions
- use-of-force regulations and tactics
- report writing
- inmate rules and regulations
- key control
- rights and responsibilities of inmates
- safety procedures
- all emergency plan and procedures
- interpersonal relations
- social/cultural lifestyles of the inmate population
- cultural diversity
- communication skills
- CPR/First aid
- counseling techniques
- sexual harassment/sexual misconduct awareness.

Comment:

None.

Action: Tabled for further consideration by Tracy Reveal, Superintendent, ODRC Training Academy, Ohio Department of Rehabilitation and Corrections; Ross Kimbrel, Training Manager, CDOC Training Academy, Colorado Department of Corrections; and Standards Committee members, Harley Lappin, John Larivee, Robert Garvey, Joe Williams, and Tim Ryan.

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Proposal: 05-12-B Revision 3-ALDF-1D-12

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

- security procedures
- supervision of offenders
- signs of suicide risk
- 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
- sexual abuse/assault

**Comment:**

Since the duties of correctional officers frequently involve most facility operations, their training should be comprehensive. ~~Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedures.~~

**Action:** Tabled for further consideration by Tracy Reveal, Superintendent, ODRC Training Academy, Ohio Department of Rehabilitation and Corrections; Ross Kimbrel, Training Manager, CDOC Training Academy, Colorado Department of Corrections; and Standards Committee members, Harley Lappin, John Larivee, Robert Garvey, Joe Williams, and Tim Ryan.

**Proposal:** 05-13      *New Standard Adult Correctional Institutions*

Written policy, procedure, and practice provide that all correctional officers receive at least 40 hours of annual training. This training shall:

- be based on a documented needs assessment that considers, at a minimum but not limited to, all the topics listed in standard #4-4084;
- incorporate measurable, performance-based objectives;
- be consistent with the maintenance of employee and inmate health and safety and agency needs, goals and objectives.

**Comment:**

The annual needs assessment may require information from many resources as reflected in Standard #4-4075 such as: observation and analysis of job components; staff surveys regarding training needs, reviews of agency/facility operations; staff reports; and evaluations and findings from sources within and outside the jurisdiction. This training will enable employees to sharpen skills, maintain certification and keep abreast of changes in policies, procedures and legislative, judicial or executive actions.

Action: Tabled for further consideration by Tracy Reveal, Superintendent, ODRC Training Academy, Ohio Department of Rehabilitation and Corrections; Ross Kimbrel, Training Manager, CDOC Training Academy, Colorado Department of Corrections; and Standards Committee members, Harley Lappin, John Larivee, Robert Garvey, Joe Williams, and Tim Ryan.

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Proposal: 05-13-A New Standard *Adult Local Detention Facilities, fourth edition*

Written policy, procedure, and practice provide that all correctional officers receive at least 40 hours of annual training. This training shall:

- be based on a documented needs assessment that considers, at a minimum but not limited to, all the topics listed in standard #4-ALDF-7B-10;
- incorporate measurable, performance-based objectives;
- be consistent with the maintenance of employee and inmate health and safety and agency needs, goals and objectives.

Comment:

The annual needs assessment may require information from many resources such as reflected in: observation and analysis of job components; staff surveys regarding training needs, reviews of agency/facility operations; staff reports; and evaluations and findings from sources within and outside the jurisdiction.

Action: Tabled for further consideration by Tracy Reveal, Superintendent, ODRC Training Academy, Ohio Department of Rehabilitation and Corrections; Ross Kimbrel, Training Manager, CDOC Training Academy, Colorado Department of Corrections; and Standards Committee members, Harley Lappin, John Larivee, Robert Garvey, Joe Williams, and Tim Ryan.

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Proposal: 05-13-B New Standard *Adult Local Detention Facilities, third edition*

Written policy, procedure, and practice provide that all correctional officers receive at least 40 hours of annual training. This training shall:

- be based on a documented needs assessment that considers, at a minimum but not limited to, all the topics listed in standard #3-ALDF-1D-12;
- incorporate measurable, performance-based objectives;

- be consistent with the maintenance of employee and inmate health and safety and agency needs, goals and objectives.

Comment:

The annual needs assessment may require information from many resources such as reflected in observation and analysis of job components; staff surveys regarding training needs, reviews of agency/facility operations; staff reports; and evaluations and findings from sources within and outside the jurisdiction.

Action: Tabled for further consideration by Tracy Reveal, Superintendent, ODRC Training Academy, Ohio Department of Rehabilitation and Corrections; Ross Kimbrel, Training Manager, CDOC Training Academy, Colorado Department of Corrections; and Standards Committee members, Harley Lappin, John Larivee, Robert Garvey, Joe Williams, and Tim Ryan.

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Proposal: 05-14 Deletion 4-4131

Action: Tabled for further consideration by the proposer.

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Proposal: 05-14-A Deletion 3-ALDF-2C-01

Action: Tabled for further consideration by the proposer.

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Proposal: 05-15 Revision 4-4133

Written policy, procedure, and practice provide that single-occupancy cells/rooms 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:

While the standard permits the housing of medium-security inmates in multiple



cells/rooms, there is a need for single cells/rooms for the inmate groups listed. The caveat “when indicated” refers to determinations made by the classification system, medical diagnosis, or other professional conclusions.

Action: Tabled for further consideration by the proposer.

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Proposal: 05-15-A Revision 3-ALDF-2C-01-1

Written policy, procedure and practice provide that single occupancy cells/rooms 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 other inmates who have other special needs for single-occupancy housing
- *maximum custody inmates*

Comment:

While the standard permits the housing of medium-security inmates in multiple cells/rooms, there is a need for single cells/rooms for the inmate groups listed above. The caveat “when indicated” refers to determinations made by the classification system, cell/room size, medical diagnosis, or other professional conclusion.

Action: Tabled for further consideration by the proposer.

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Proposal: 05-16 and 05-16-A-B

Action: Withdrawn by proposer.

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Proposal: 05-17 and 05-17-A-G

Action: Withdrawn by proposer.

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Proposal: 05-18 Revision 4-ACRS-7B-17

All new offender careworkers receive 40 hours of training, ~~in addition to~~ *during* their orientation training, *and 20 hours of training each subsequent year based on developmental needs, current trends, and best practices.* ~~during their first year of~~

~~employment and an additional 40 hours of training each subsequent year. At a minimum, this orientation training covers the following areas:~~

- Security procedures
- Supervision of offenders
- Signs of suicide risks
- Suicide precautions
- Use-of-force regulations and restraint techniques
- 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
- Cultural diversity training
- Communication skills
- First aid/cardiopulmonary resuscitation (CPR)
- Counseling techniques
- Crisis intervention
- Sexual harassment
- Legal issues

Action: Disapproved.

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Proposal: 05-18-A

Revision 4-4084 (3-4081); SJ-028

Written policy, procedure, and practice provide that all new correctional officers receive an added 120 hours of training and ~~during their first year of employment and an added 40~~ 20 hours of training each subsequent year based on developmental needs, current trends, and best practices. ~~of employment.~~ At a minimum this *orientation* 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
- Sexual abuse/assault

Comment:

Since the duties of correctional officers frequently involve most institutional operations, their training should be comprehensive. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedures.

Action: Disapproved.

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Proposal: 05-18-B Revision 4-ALDF-7B-10

All new correctional officers receive 160 hours of training during their first year of employment. At least 40 of these hours are completed prior to being independently assigned to any post. Correctional officers receive at least *20 hours of training each subsequent year based on developmental needs, current trends, and best practices.* ~~40 hours of training each subsequent year of employment.~~ At a minimum, this *orientation* training covers the following areas:

- security procedures and regulations
- supervision of inmates
- signs of suicide risk
- suicide precautions
- use-of-force regulations and tactics
- report writing
- inmate rules and regulations
- key control
- rights and responsibilities of inmates
- safety procedures
- all emergency plans and procedures
- interpersonal relations
- social/cultural lifestyles of the inmate population
- cultural diversity for inmates and staff
- communication skills
- cardiopulmonary resuscitation (CPR)/first aid

- counseling techniques
- sexual abuse/assault awareness

Action: Disapproved.

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Proposal: 05-18-C Revision 3-ALDF-1D-12

Written policy, procedure, and practice provide that all new correctional officers receive an added 120 hours of training during their first year of employment and *20 hours of training each subsequent year based on developmental needs, current trends, and best practices*. At a minimum this *orientation* 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
- sexual abuse/assault

Comment:

Since the duties of correctional officers frequently involve most facility operations, their training should be comprehensive. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedures.

Action: Disapproved.

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Proposal: 05-18-D Revision 1-ABC-1D-10

Written policy, procedure, and practice provide that in addition to orientation, all newly hired correctional officers receive an additional 120 hours of training during their first year of employment and *20 hours* of training each subsequent year *based on developmental needs, current trends, and best practices*. At a minimum, this *orientation* 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
- Sexual abuse/assault

Comment:

Since the duties of correctional officers involve drills and ceremonies, their training should incorporate these activities. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedure. See related standard on initial orientation.

Action: Disapproved.

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Proposal: 05-18-E

Revision 3-3083 (Adult Probation and Parole Field

Services);

1-EM-1D-09

Written policy, procedure, and practice provide that all administrative and managerial staff receive 40 hours of training ~~in addition to~~ *during orientation training and 20 hours of training each subsequent year based on developmental needs, current trends, and best practices during their first year of employment and 40 hours of training each year thereafter*, in areas relevant to their position.

Action: Disapproved.

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Proposal: 05-18-F

Revision 2-7054

Written policy and procedure provide that all new full-time employees receive 40 hours of orientation prior to job assignment; *20 hours of training each subsequent year based on developmental needs, current trends, and best practices*; provisions exist for acknowledging and giving credit for prior training received.

Action: Disapproved.

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Proposal: 05-18-G

Revision 3-JTS-1D-09; 3-JCRF-1D-10; 1-JDTP-1D-08;  
3-JDF-1D-09; 1-SJD-1D-08

Written policy, procedure, and practice provide that all new juvenile careworkers receive an added 120 hours of training during their *orientation training, and 20 hours of training each subsequent year based on developmental needs, current trends, and best practices*. ~~first year of employment and an added 40 hours of training each subsequent year of employment~~. At a minimum, this *orientation* 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/cardiopulmonary resuscitation (CPR)
- counseling techniques
- cultural diversity
- sexual abuse diversity

Action: Disapproved.

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Proposal: 05-18-H Revision 1-JBC-1D-09

Written policy, procedure, and practice provide that all newly hired professional specialists and juvenile care workers receive 120 hours of training in addition to *during their orientation training and 20 hours of training each subsequent year based on developmental needs, current trends, and best practices.* ~~during their first year of employment and 40 hours of training each subsequent year.~~ At a minimum, this *orientation* 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.
- Sexual abuse/assault

Comment:

Since the duties of professional specialists may involve marching and drill ceremonies, their training should incorporate these activities. Ongoing training during subsequent years of employment enables employees to sharpen their skills and keep abreast of changes in operational procedures. (See related standard on initial orientation.)

Action: Disapproved.

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Proposal: 5-10-H Revision 1-SJD-1D-05

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

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

Comment:

Since the duties of full-time employees frequently involve most institutional operations, their training should be comprehensive. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedure.

Action: Disapproved.



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Proposal: 05-19 Revision 1-JDTP-3D-20

In its use of community resources, the ~~agency facility~~ maintains and annually updates an inventory ~~and evaluation~~ and evaluation of ~~functioning~~ community agencies with which the facility interacts.

*Comment: The evaluation should be a simple assessment of the quality of services provided to the juveniles by each community agency with which the facility interacts.*

Action: Approved with revision.

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Proposal: 05-20 Revision 3-JCRF-1F-03

The facility provides for an annual evaluation of information systems and research operations and progress toward goals and objectives.

Comment:

~~None.~~ *Each agency should complete an annual self assessment to evaluate information systems and research areas in an effort to enhance the program.*

Action: Disapproved.

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Proposal: 05-20-A Revision 1-EM-1F-03

Written policy, procedure, and practice provide for an annual evaluation of information systems and research operations and progress toward goals and objectives.

Comment:

~~None.~~ *Each agency should complete an annual self assessment to evaluate information systems and research areas in an effort to enhance the program.*

Action: Disapproved.

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Proposal: 05-20-B Revision 1-ABC-1F-03

Written policy, procedure, and practice provide for an annual evaluation of information systems, research operations, and progress toward goals and objectives.

Comment:

~~None.~~ Each agency should complete an annual self assessment to evaluate information systems and research areas in an effort to enhance the program.

Action: Disapproved.

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Proposal: 05-21 Revision 3-JCRF-2E-03

Written policy, procedure, and practice, provide for adequate and appropriate areas for visiting. ~~and recreation.~~

Comment:

An important part of the residential program is providing for relatives and friends to visit the juveniles at the facility.

Action: Approved.

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Proposal: 05-22 Revision 3-JCRF-5E-01

Written policy, procedure and practice provide for ~~space to accommodate~~ adequate and appropriate areas for indoor and outdoor recreational and leisure time needs of juveniles. Juveniles should be encouraged to be physically active, dependent upon their capabilities, and receive at least two hours of planned recreation per day.

Comment:

Provision should be made for periodic group activities outside the facility. Also, there should be space for indoor leisure time activities, such as television, games, reading, and studying.

Action: Approved with revisions.

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Proposal: 05-23 Revision 4-4404 (3-4368)

A transfer that results in an offender's placement in a noncorrectional facility or in a special unit within the facility *or agency*, specifically designated for the care and treatment of the severely mentally ill or developmentally disabled, follows due process procedures as specified by federal, state, and local law prior to the move being effected. In emergency situations, a hearing is held as soon as possible after the transfer.

Action:       Approved.

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Proposal:     05-23-A       Revision 4-ALDF-4D-20

Due process is ensured prior to a transfer that results in an inmate's placement in a non-correctional facility or in a special unit within the facility *or agency*, specifically designated for the care and treatment of the severely mentally ill or developmentally disabled. Procedures for transfer comply with federal, state, and local law. In emergency situations, a hearing is held as soon as possible after the transfer.

Action:       Approved.

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Proposal:     05-24       Revision Outcome Measure 1A-26

Number of *dental services rendered* ~~individualized dental treatment plans~~ in the past 12 months.  
divided by  
Average daily population in the past 12 months.

Action:       Tabled for consideration by the ACA Healthcare Committee and the Commission on Accreditation for Corrections ad-hoc committee.

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Proposal:     05-25 and 05-25-A-D

Action:       Withdrawn by proposer.

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Proposal:     05-26 and 05-26-A-B

Action:       Withdrawn by proposer.

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Proposal: 05-27 Revision 4-4357; 1-HC-1A-14

(Mandatory) There is a written plan to address the management of HIV infection. The plan includes procedures for the identification, surveillance, immunization (when applicable), treatment, follow-up, and isolation (when indicated).

Protocols: Written policy and procedure. Treatment guidelines.

Process Indicators: Health records. Laboratory reports, ~~x-ray reports~~, and logs. Chronic care forms and clinic visit logs. Minutes of communicable disease and infection control committee meetings. Interviews.

Action: Disapproved.

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Proposal: 05-28 Revision 4-ALDF-2A-53

Inmates in segregation receive daily visits from the facility administrator or designee, members of the program staff on request. ~~and a qualified health care official three times per week unless medical attention is needed more frequently.~~

Action: Approved.

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Proposal: 05-29 Revision 4-4468 (3-4412-1)

Written policy, procedure, and practice provide for a vocational program that is consistent with the needs of the inmate population.

Comment:

While many institutions house inmates with sentences of a few days or weeks, there are increasing numbers that are held for longer periods. ~~sometimes up to five years.~~ A vocational program for those longer-term inmates should include an evaluation of vocational needs and a method for providing for those needs.

Action: Approved.

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Proposal: 05-30 Revision 4-4465 (3-4410-1)

Written policy, procedure, and practice provide for an educational program that is consistent with the needs of the inmate population.

Comment:

While many institutions house inmates with sentences of a few days or weeks, there are increasing numbers that are held for longer periods. ~~sometimes up to five years.~~ An educational program for those longer-term inmates should include an evaluation of educational needs and a method for providing for those needs.

Action: Approved.

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Proposal: 05-31 New Standard *Adult Correctional Institutions*

Written policy, procedure and practice provide for a system that identifies and closely monitors the movements and activities of inmates who are considered dangerous and pose a significant concern to the security and orderly management of correctional institutions. The procedures should include, at a minimum:

- A detailed validation program;
- Level of inmate gang involvement or terrorist activities;
- Staff roles, training and qualification;
- Certification of groups and validation of individuals;
- Access and dissemination of information;
- Methods employed in the tracking and monitoring of threat group offenders; and,
- A renunciation program.

Comment:

Security Threat Group inmates include but are not limited to gang members, domestic and international terrorists and other dangerous inmates.

Action: Tabled for further reconsideration by the proposer and to work in conjunction with the Federal Bureau of Prisons and New York Department of Correctional Services.

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Proposal: 05-32 New Standard *Juvenile Detention Facilities; Small Juvenile Detention Facilities; Juvenile Community Residential Facilities; Juvenile Correctional Facilities; Juvenile Correctional Boot Camp*

### *Programs*

Written policy, procedure and practice provide that there be a minimum ratio of one direct care staff member to no more than eight (1:8) juveniles during the day and a ratio of one direct care staff member to 16 (1:16) juveniles during the night.

Action: Tabled for further consideration by the proposer.

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Proposal: 05-33 through 05-60

Action: Withdrawn by proposer.

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Issue: *Performance Based Standards for Health Care in Adult Local Detention Facilities.*

Discussion: The draft manual was brought before the committee for publication approval.

Action: A motion by Dr. Thomas was made to accept the *Performance- Based Standards for Health Care in Adult Local Detention Facilities*. 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. Motion was seconded by Joe Williams.

### Closing Comments

Mr. Goord thanked the committee for their hard work and diligence. The meeting was adjourned at 1:47 p.m.

Recorded by:

Melissa J. Mall

Assistant Director

Standards and Accreditation