

Standards Committee Meeting
Minutes

135th Congress of Correction

Hyatt Regency Baltimore
Baltimore, Maryland
August 5, 2005

Members present:

Glenn Goord, Chair, New York
Lannette Linthicum, MD, Vice Chair, Texas
Patricia Caruso, Michigan
Leonard Dixon, Michigan
Michael Frawley, Missouri
Robert Garvey, Massachusetts
Dwight Harris, Texas
Harley Lappin, Washington D.C.
John Larivee, Massachusetts
Albert Murray, Georgia
George Owens, Ohio

Howard Ross, Tennessee
Timothy Ryan, Florida
David Thomas, MD, JD, Florida
Cheryl Townsend, Arizona
Joe Williams, New Mexico

Members absent:

John Bittick, Georgia
James Crosby, Florida
Alton Lick, North Dakota
Michael Hamden, JD, North Carolina

Staff:

Jeffrey Washington, Acting Director, Standards and Accreditation
Melissa J. Mall, Assistant Director
Eric Lane, Regional Manager
Cecil Patmon, Regional Manager
Tai Chin Johnson, Standards Associate

Welcoming Remarks

Chairperson Goord called the meeting to order at 8:00 a.m. The members of the Standards Committee and guests introduced themselves. Mr. Goord gave a brief overview of the agenda.

Open Hearing

Tracy Reveal, Superintendent, Ohio Corrections Training Academy, Ohio Department of Rehabilitation and Correction testified regarding standards 05-62, A and 05-63 on behalf of the Adult State Training Director's Network.

Ed Cohan, National Major Gang Task Force, provided testimony on standard revision 05-72.

Bernie Rochford, Executive Vice President, Oriana House, Inc., testified regarding proposal 05-73 on behalf of the Ohio Correctional and Court Services Association.

Standards Committee Meeting Convenes

Issue: Approval of Standards Committee Meeting Minutes, January 2005.
Action: Dr. Thomas moved to approve the minutes. Mr. Lappin 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 143 agencies at this conference. He also stated 80 hearings were held at the Correctional Accreditation Managers Association (CAMA) conference in Boston, Massachusetts.

Proposed Standard Revisions

Proposal: 05-61 Revision 3-JTS-4A-06; 3-JDF-4A-05; 3-JDTP-3A-04

The food service plan provides for a single menu for staff and juveniles.

Comment:

All juveniles ~~and staff~~ in the program, except those ~~persons~~ on special diets, should eat the same meals. When staff are dining with the residents they should also eat the same meal.

Action: Disapproved.

Proposal: 05-62 Revision 4-4084; 4-ALDF-7B-10; 1-ABC-1D-10; 4-ACRS-7B-17; SJ-028; 3-JTS-1D-09; 3-JDF-1D-09; 1-SJD-1D-05

Written policy, procedure, and practice provide that all new correctional officers/juvenile careworkers/ offender 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 and safety procedures
- emergency and fire procedures
- supervision of offenders
- ~~signs of suicide risks~~ Suicide intervention/prevention
- ~~suicide precautions~~
- ~~use-of-force regulations and tactics~~
- ~~report writing~~
- offender rights
- ~~rights and responsibilities of offenders~~
- ~~fire and emergency procedures~~
- key control
- interpersonal relations
- ~~social/cultural lifestyles of the offender population~~
- communication skills
- standards of conduct/ethics
- ~~first aid/CPR~~
- ~~counseling techniques~~
- ~~cultural diversity~~ cultural awareness
- sexual abuse/assault intervention
- code of ethics

Additional topics may be added at the discretion of the agency or facility.

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.

Written policy, procedure, and practice provide that all newly hired professional specialists and juvenile care workers 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 and suicide precautions~~ Suicide intervention/prevention
- 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~~
- Cultural awareness
- 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

Additional topics may be added at the discretion of the agency or facility.

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.

Proposal: 05-63

Written policy, procedure, and practice provide that all correctional officers/juvenile care workers/offender careworkers/ professional specialists receive at least 40 hours of annual training. This training shall include at a minimum the following areas:

- Standards of Conduct/Ethics
- Security/Safety/Fire/Medical/Emergency Procedures
- Supervision of Offenders including training on Sexual Abuse and Assault
- Use of force

Additional topics shall be included based upon a needs assessment of both staff and institution requirements.

Comment:

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: Approved.

Proposal: 05-64

Written policy and procedure establish guidelines for providing services to victims and include the following topics:

- specific services available to crime victims in the jurisdiction
- way(s) of gaining access to the services
- confidentiality of victim information
- ways for victims to communicate complaints and other concerns
- program evaluation measures, which include victim input regarding the

effectiveness of services and ways for them to make suggestions regarding agency policies and practices intended to assist crime victims

Comments:

Confidentiality provisions should encompass all victim contacts with the agency. Written procedures regarding complaints should include guidelines for investigating complaints, the range of possible agency responses, and provisions for notifying victims in a timely manner of the outcome.

Action: Tabled. The Standards Committee believes that victims rights are very important and tabled it to the ACA's Victim Subcommittee. Harley Lappin, Patricia Caruso, Cheryl Townsend, Joe Williams and Tim Ryan volunteered to be members of the ad-hoc committee to further discuss this issue.

Proposal: 05-65

Written policy, procedure, and practice provide that designated staff are responsible for coordination and support of victim services throughout the agency.

Comment:

Victim services should be overseen by someone in a management-level position who has easy access to the agency's top leadership and supported by staff who can respond appropriately to crime victims who contact the agency.

Action: Tabled. The Standards Committee believes that victims rights are very important and tabled it to the ACA's Victim Subcommittee. Harley Lappin, Patricia Caruso, Cheryl Townsend, Joe Williams and Tim Ryan volunteered to be members of the ad-hoc committee to further discuss this issue.

Proposal: 05-66

Written policy, procedure, and practice provide that staff whose regular assignments include frequent interaction with crime victims shall receive appropriate orientation and in-service training in areas such as the following:

- changes in laws impacting victims
- resources for crime victims
- victimization theory (e.g., victim reactions to crime and criminal justice system,

- needs specific to various crimes)
effective program management

Comment: None.

Action: Tabled. The Standards Committee believes that victims rights are very important and tabled it to the ACA's Victim Subcommittee. Harley Lappin, Patricia Caruso, Cheryl Townsend, Joe Williams and Tim Ryan volunteered to be members of the ad-hoc committee to further discuss this issue.

Proposal: 05-67

Written policy, procedure, and practice provide that, consistent with the law of the jurisdiction, restitution is available to crime victims or their survivors who have experienced quantifiable losses as a result of a crime.

Comment: None.

Action: Tabled. The Standards Committee believes that victims rights are very important and tabled it to the ACA's Victim Subcommittee. Harley Lappin, Patricia Caruso, Cheryl Townsend, Joe Williams and Tim Ryan volunteered to be members of the ad-hoc committee to further discuss this issue.

Proposal: 05-68

Written policy, procedure and practice provide that victim awareness classes are offered to help offenders understand the impact that their crimes have on their victims, their communities, and their own families.

Comments: None.

Action: Tabled. The Standards Committee believes that victims rights are very important and tabled it to the ACA's Victim Subcommittee. Harley Lappin, Patricia Caruso, Cheryl Townsend, Joe Williams and Tim Ryan volunteered to be members of the ad-hoc committee to further discuss this issue.

Proposal: 05-69 Deletion 4-4131

Action: Approved.

Proposal: 05-70

Revision 4-4133

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

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

Comment:

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

Action: Approved.

Proposal: 05-71

Revision 4-ALDF-6C-18

Inmates may appeal decisions of the disciplinary hearing officer(s) to the administrator or independent authority. The administrator or independent authority must affirm or reverse the decision of the disciplinary hearing officer(s) within 15 days of the appeal. For facilities that are part of an agency with a system-wide appeal process, the decision to affirm or deny the appeal is made within 30 days.

Comment: None.

Action: Approved.

Proposal: 05-72

Written policy, procedure and practice provide for a system that identifies and monitors the movements and activities of inmates who pose a significant concern to the safety, security and orderly management of correctional institutions. This system should ensure that appropriate staff are made aware of these inmates, and that procedures exist to ensure information is current and communicated in a timely fashion.

Comment:

Inmates include but are not limited to disruptive gang members, domestic and international terrorists and other inmates the facility determines are security threats.

Action: Approved.

Proposal: 05-73 Revision 4-ACRS-4C-07

Each newly admitted resident who was not transferred from a correctional facility, who is under the age of 40 and has not had a medical examination within the past five years, or who is 40 years of age or older who has not had a medical examination within the past year shall undergo or be referred to a community resource for a medical examination. ~~within fourteen days of admission.~~

Comment:

~~None.~~ A medical examination may be provided outside of the correctional facility by a qualified medical examiner who meets the educational and license/criteria specified by their respective professional discipline. Referrals will be made by the correctional facility and the client may be responsible for the cost of services provided. Health and wellness issues will be incorporated into the client's individual case plan and will be affirmatively addressed and documented. Client self-report can be included to determine if a medical examination has been conducted by the guidelines established in the standard. This will be clearly documented in the client file.

Protocols: Written policy/procedure.

Process Indicators: Offender records. Facility logs.

Action: Disapproved.

Proposal: 05-74

(MANDATORY) Written policy, procedure and practice govern the control and use of all flammable, toxic, and caustic materials.

Comment:

The following definitions apply to this standard: flammable materials-liquids with a

flash point below 10 degrees F; toxic materials-substances that through chemical reaction or mixture can produce possible injury or harm to the body by entering through the skin, digestive tract, or respiratory tract (for example, zinc chromate paint, ammonia, chlorine, antifreeze, herbicides, pesticides); caustic materials-substances that can destroy or eat away by chemical reaction (for example, lye, caustic soda, sulfuric acid). If a substance possesses more than one of the above properties, the safety requirements for all applicable properties should be considered.

All flammable, toxic, and caustic materials should be stored in secure areas that are inaccessible to juveniles, and a prescribed system should be used to account for their distribution. Juveniles should never possess such items unless they are under the close supervision of qualified staff.

Substances that do not contain one or more of the above properties but that are labeled "Keep Out of the Reach of Children" or "May Be Harmful If Swallowed" are not prohibited; their use and control, however, should be addressed in agency policy.

Action: Approved.

Proposal: 05-75 Revision 4-ALDF-4D-22-6

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

- A history is 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 victims 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 designee to assure separation of the victim from his or her assailant.

Action: Tabled. The Standards Committee believes this subject matter is extremely important and needs to be re-evaluated to determine whether it fits the

criteria to be a mandatory or non-mandatory standard. The proposal was referred back to staff to be further researched.

Proposal: 05-76 Revision 4-ALDF-1C-12

~~(MANDATORY)~~ Essential lighting and life-sustaining functions are maintained inside the facility and with the community in an emergency.

Action: Approved.

Proposal: 05-77 Revision 4-ALDF-4A-16

~~(MANDATORY)~~ Stored shelf goods are maintained at 45 degrees to 80 degrees Fahrenheit, refrigerated foods at 35 degrees to 40 degrees Fahrenheit, and frozen foods at 0 degrees Fahrenheit or below, unless national or state health codes specify otherwise. Temperatures are checked and recorded daily.

Action: Approved.

Proposal: 05-78 Revision 4-ALDF-7D-12

The facility or parent agency fiscal process includes an independent financial audit of the facility annually, or as stipulated by statute or regulation, but at least every three years.

Action: Approved.

Proposal: 05-79 Deletion 1-CTA-1A-08

Action: Approved.

Proposal: 05-80 Revision 4-4271

Written policy, procedure and practice provide that inmates in administrative segregation and protective custody are allowed telephone privileges.

Comment: None. ~~This standard also applies to inmates held in disciplinary detention for more than 60 days.~~

Action: Approved.

Proposal: 05-81 Revision 1-CTA-3A-01; 2-1055; SJ-025

Written policy, procedure, and practice provide that the academy's/authorities staff development and student training programs are planned, coordinated, and supervised by qualified employees. The training plan is reviewed annually.

Action: Approved.

Proposal: 05-81-A Revision 1-ABC-1D-05

Written policy, procedure, and practice provide that all training programs are presented by persons who are qualified in the areas in which they conduct training. The training plan is reviewed annually.

Action: Approved.

Proposal: 05-81B Revision 1-JDTP-1D-01

Written policy, procedure, and practice provide that the staff development and training program is planned, coordinated, and supervised by a qualified employee who has completed TOT (training of trainers) training or its equivalent. The training plan is reviewed annually.

Action: Approved.

Proposal: 05-82 Revision 1-CTA-3A-03

Training plans are developed, evaluated, and updated based on a valid annual assessment that identifies current job-related training needs.

Action: Approved.

Proposal: 05-82A Revision 1-EM-1D-02

Written policy, procedure and practice provide that the training plan is developed,

evaluated, and updated ~~at least quarterly to determine progress and to resolve problems.~~ based on a valid annual assessment that identifies current job-related training needs. ~~A written record of the review is signed and maintained.~~

Action: Approved.

Proposal: 05-83 Revision 1-CTA-3A-22

~~Training for correctional officers assigned to an emergency unit consists of at least 40 hours of specialized training annually. Basic correctional officer training is a pre-requisite. At least 16 hours of the specialized training must be directly related to the specific emergency unit assignment.~~ Written policy, procedure, and practice provide that correctional officers assigned to an emergency unit have at least one year of experience as a correctional officer and 40 hours of specialized training before undertaking their assignments. The specialized training may be part of the officer's first-year training program. Officers on emergency units receive 40 hours of training annually, at least 16 of which are specifically related to emergency unit assignment.

Action: Approved.

Proposal: 05-83A Revision SJ-030

When there is an emergency unit, written policy, procedure, and practice provide that ~~all assigned~~ correctional officers assigned to an emergency unit have at least one year of experience as a correctional officer and ~~receive~~ 40 hours of specialized training before undertaking their ~~relevant emergency unit training prior to~~ assignments. The specialized training may be part of the officer's first-year training program. Officers on emergency units receive 40 hours of training annually, at least 16 of which are specifically related to emergency unit assignment.

Action: Approved.

Proposal: 05-84 Revision 4-4141

All cells/room in segregation provide a minimum of 80 square feet, of which 35 square feet is unencumbered space per inmate.

Action: Tabled. The Chairperson created a sub-committee consisting of Harley Lappin, Joe Williams, Patricia Caruso and John Larivee for further consideration.

Proposal: 05-85 Deletion 4-ALDF-1A-16

Action: Tabled. The Chairperson created a sub-committee consisting of Harley Lappin, Joe Williams, Patricia Caruso and John Larivee for further consideration.

Proposal: 05-86 Deletion 4-ALDF-4D-22

Action: Approved.

Proposal: 05-87 Revision 4-ALDF-4C-30

(MANDATORY) ~~All~~ Inmates who are referred as a result of the mental health screening or by staff referral will receive a mental health appraisal by a qualified mental health person within 14 days of admission to the facility. If there is documented evidence of a mental health appraisal within the previous 90 days, a new mental health appraisal is not required, except as determined by the designated mental health authority. Mental health examinations include, but are not limited to:

- assessment of current mental status and condition
- assessment of current suicidal potential and person-specific circumstances that increase suicide potential
- assessment of violence potential and person-specific circumstances that increase violence potential
- review of available historical records of inpatient and outpatient psychiatric treatment
- review of history of treatment with psychotropic medication
- review of history of psychotherapy, psycho-educational groups, and classes or support groups
- review of history of drug and alcohol treatment
- review of educational history
- review of history of sexual abuse-victimization and predatory behavior
- assessment of drug and alcohol abuse and/or addiction
- use of additional assessment tools, as indicated
- referral to treatment, as indicated
- development and implementation of a treatment plan, including recommendations concerning housing, job assignment, and program participation

Action: Approved.

- Issue:** *Performance Based Standards for Juvenile Correctional Facilities.*
- Discussion:** The draft manual was brought before the committee for field test approval.
- Action:** A motion by Mr. Larivee was made to accept the *Performance- Based Standards for Juvenile Correctional Facilities*. Motion was seconded by Cherlyn Townsend.
- Issue:** *Performance Based Standards for Health Care in Juvenile Correctional 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 Juvenile Correctional 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.
- Issue:** *The American Correctional Association's On-Line Training Academy*
- Discussion:** William Sondervan, Ed. D., CCE, Director, Professional Development, discussed OCA's utilization for meeting standards requirements.
- Action:** The Standards Committee stated that they would not endorse the On-Line Training Academy but would accept the utilization of its training as meeting standards requirements.
- Issue:** *Utilization of computer-based training to meet standard requirements.*
- Discussion:** This issue was discussed as a precursor to an email received by ACA staff from Tracy Reveal, Superintendent, Ohio Corrections Training Academy, Ohio Department of Rehabilitation and Correction, regarding the use of computer-based training at the training academy or institution level to satisfy standard requirements. The Standards Committee, with a willingness to move into the computer age, believed that computer based training is an important innovation but had some questions that they felt needed to be addressed before approving such a practice. Chairman Goord formed a sub-committee with Ms. Reveal as chairperson with Patricia Caruso, Harley Lappin, Tim Ryan, John Larivee, and Bill Sondervan as members. This sub-committee is appointed to explore the validity of interactive programs, methodology of computer based training and it's competency with teaching correctional practices.
- Action:** For the sub-committee members to present to the Standards Committee on the validity of interactive programs, methodology of computer based training and it's competency with teaching correctional practices.

Closing Comments

Mr. Goord thanked the committee for their hard work and diligence. The meeting was adjourned at 12:05 p.m.

Recorded by:
Melissa J. Mall
Assistant Director
Standards and Accreditation