

## Standards Committee Meeting Minutes

### January Conference

Gaylord Opryland Resort and Convention center

January 27, 2006

#### Members present:

Lannette Linthicum, MD, Vice Chair, Texas  
Patricia Caruso, Michigan  
Leonard Dixon, Michigan  
Michael Frawley, Missouri  
Robert Garvey, Massachusetts  
Michael Hamden, JD, North Carolina  
Dwight Harris, Texas  
Harley Lappin, Washington D.C.  
Albert Murray, Georgia  
George Owens, Ohio  
Timothy Ryan, Florida  
David Thomas, MD, JD, Florida

#### Members absent:

Glenn Goord, Chair, New York  
John Bittick, Georgia  
James Crosby, Florida  
John Larivee, Massachusetts  
Howard Ross, Tennessee  
Cheryln Townsend, Arizona  
Joe Williams, New Mexico

#### Staff:

Jeffrey Washington, Acting Director, Standards and Accreditation  
Eric Lane, Regional Manager  
Cecil Patmon, Regional Manager  
Nicole Spann, regional Manager  
Tai Chin Johnson, Standards Associate

#### Welcoming Remarks

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

### Open Hearing

Newton Kendig, MD, Medical Director, Federal Bureau of Prisons and Chairman, ACA Health Care Subcommittee for Performance Based Standards addressed the committee relative to the work of the subcommittee concerning recommended revisions to the expected practices, definitions and Outcome Measures for the Performance-Based Standards for Correctional Health Care for Adult Correctional Institutions and Standards for Adult Correctional Institutions, fourth edition.

Michael Buckman, Director Policy Analysis, New York State Division of Parole provided oral testimony in support of the field test version of the Performance-Based Standards for Adult Probation and Parole Field services

Dave Taylor, Team supervisor, Montgomery County Probation Department offered testimony in support of the field test version of the Performance-Based Standards for Adult Probation and Parole Field Services.

### Standards Committee Meeting Convenes

Welcome and introduction of new members to the committee, Victoria Meyers and Jeffrey Beard.

**Issue:** Approval of Standards Committee Meeting minutes from the 135<sup>th</sup> Congress of Corrections in Baltimore, Maryland.

**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:** Sheriff Robert Garvey gave a brief overview of Commission activities. The group was informed that the Commission would hold accreditation hearings for 240 agencies at this conference. He also stated 143 hearings were held at the 135<sup>th</sup> Congress of Corrections in Baltimore, Maryland.

Mr. James A. Gondles, Jr., Executive Director, American Correctional Association gave an overview of the Commission on Safety and Abuse in America's prisons, and the National Prison Rape Elimination Commission. Ms. Gwendolyn Chunn, ACA President, addressed the Committee to

reinforce the importance of the Standards Committee to both ACA and the larger corrections community, and to thank the members for their valuable contribution

#### Proposed Standard Revisions

Proposal: 06-01                      Revision 4-ALDF-1A-15

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

#### Comment:

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

Action:              Approved.

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Proposal: 06-02                      Deletion 4-ALDF-1A-16

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

#### Comment:

The committee voted to have staff review other manuals with language similar to, or like, that in proposal 06-02 and report back at the next meeting with a recommendation.

Action:              Tabled

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Proposal: 06-03                      New Standard

***Written policy, procedure and practice provide that designated staff is responsible for coordination of victim's programs; and that curriculum is established for providing training to staff involved with victim's issues. This curriculum includes the following topics:***

- ***specific services available to crime victims***
- ***changes in laws impacting victims***
- ***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***

Comment:

None

#### General Comments

Corrections-based victim services is a developing field with changing laws and rapidly emerging best practices. Many staff who work in corrections-based victim services come from within the corrections system, where they have been expected to know a great deal about working with offenders and not so much about working with crime victims. Training, targets that potential deficiency, while also serving to remind staff of the human impact of crime and thus of the reason why crime victims are also the business of corrections.

Action:      Approved.

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Proposal:      06-04

#### New Standard

***Written policy, procedure, and practice provide that, consistent with the laws and legal practices within the jurisdiction, restitution is collected and ultimately made available to the victims of crime and/or their survivors. Where supported by statute, and feasible, victim awareness classes are offered to help offenders understand the impact of their crimes on the victims, their communities, and their own families.***

Comment:

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

#### GENERAL COMMENTS

Correctional agencies have come to recognize crime victims as a legitimate constituency. In keeping with that, agencies must indicate clearly what individuals are responsible for the coordination of victim's services, what services are available, and how and under what conditions they can be accessed and/or reviewed.

Action:       Approved. Staff to review for applicability to other standards manuals.

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Proposal:    06-05

Revision SJ-061

The facility provides space for religious services, educational programs, and visiting.

Comments:

None

General Comments

If the standard is calling for all three programs/services, then the word "**or**" should be changed to "**and**."

Action:       Approved.

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Proposal:    06-06

Revision: 4-4196

(Mandatory)

Written policy, procedure, and practice govern the control and use of tools, culinary and medical equipment.

Comment:

None.

(Mandatory)

Written policy, procedure, and practice govern the control, **inventory** and use of tools, culinary and medical equipment/**dental instruments and supplies (syringes, needles and other sharps).**

**General Comments**

Expected Practices #4-4196 and #4-4421 within the Adult Correctional Institutions manual are redundant and include the same requirements that medical equipment be

controlled. By slightly revising the wording of Expected Practice #4-4196 to include terminology from Expected Practice #4-4421, Expected Practice #4-4421 could be eliminated, thereby eliminating the need for facility staff and auditors to maintain and audit two files requiring the same practice. In addition, eliminating redundant requirements within the manuals will allow for a more meaningful compliance score, as each practice will stand alone. Currently, compliance scores are skewed when one requirement is duplicated in to multiple expected practices.

Action:       Approved.

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Proposal:     06-07

Deletion: 4-4421

(Mandatory)

Medical/dental instruments and supplies (syringes, needles and other sharps) are controlled and inventoried.

Comment: None.

General Comments.

Expected Practices #4-4196 and #4-4421 within the Adult Correctional Institutions manual are redundant and include the same requirements that medical equipment be controlled. By slightly revising the wording of Expected Practice #4-4196 to include terminology from Expected Practice #4-4421, Expected Practice #4-4421 could be eliminated, thereby eliminating the need for facility staff and auditors to maintain and audit two files requiring the same practice. In addition, eliminating redundant requirements within the manuals will allow for a more meaningful compliance score, as each practice will stand alone. Currently, compliance scores are skewed when one requirement is duplicated in to multiple expected practices.

Action:       Approved.

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Proposal:     06-08

Revision: 4-4287

There is a program for inmates during the reception period.

Comment:

The daily program in the reception unit should include interviews, tests and other admissions-related activities, including distribution of information on programs and services. New inmates should be provided reading materials, be permitted to attend religious services, receive exercise on the same

schedule as the general population, and perform work assignments on the reception unit

## Proposal

~~There is a program for inmates during the reception period.~~ ***Written policy, procedure, and practice provide for a reception program for new inmates upon admission to the correctional system. Except in unusual circumstances, initial reception and orientation of inmates is completed within ~~four weeks~~ 30 calendar days after admission.***

## General Comments

This submission proposes to combine standards #4-4287 and #4-4289. Currently, the reception and orientation chapter contains several repetitive standards that contain the same requirements and require the same documentation as protocols and process indicators. Because of the redundancies and lack of clarity, many facilities are unclear as to which standards apply to reception centers and which apply to facilities that only accept intra-system transfers. Combining the standards clarifies this issue without relaxing or changing the standard requirements. Standard #4-4287, as proposed, would clearly apply to reception centers that accept inter-system transfers and/or inmates new to the system. In addition, it makes the audit score more meaningful by eliminating redundant standards that may falsely inflate the compliance rate.

Action:      Approved.

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Proposal:      06-09

Deletion: 4-4289

Written policy, procedure, and practice provide that, except in unusual circumstances, initial reception and orientation of inmates is completed within four weeks after admission.

Comments: Inmates should be removed from the reception unit as soon as possible.

## General Comments

This submission proposes to combine standards #4-4287 and #4-4289. Currently, the reception and orientation chapter contains several repetitive standards that contain the same requirements and require the same documentation as protocols and process indicators. Because of the redundancies and lack of clarity, many facilities are unclear as to which standards apply to reception centers and which apply to facilities that only accept intra-system transfers. Combining the standards clarifies this issue without relaxing or changing the standard requirements. Standard 4-4287, as

proposed, would clearly apply to reception centers that accept inter-system transfers and/or inmates new to the system, allowing #4-4289 to be eliminated. In addition, it makes the audit score more meaningful by eliminating redundant standards that may falsely inflate the compliance rate.

Action:       Approved.

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Proposal:     06-10                     Revision 4-4290

Inmates transferred from other institutions receive an orientation to the new institution.

Comment:

Every institution has procedures, rules, and regulations unique to its purposes, physical plant, and security status. Inmates transferred within the correctional system should be provided with the necessary information about the new institution.

Proposal

***Written policy, procedure, and practice ensure that*** inmates transferred from other institutions ***within the correctional system*** receive an orientation to the new institution. ***Except in unusual circumstances, reception and orientation for inmates transferred from another institution within the system is completed within ~~one week~~ seven calendar days after admission.***

Comment:

Every institution has procedures, rules, and regulations unique to its purposes, physical plant, and security status. Inmates transferred within the correctional system should be provided with the necessary information about the new institution

**General Comments**

This submission proposes to combine standards #4-4290 and #4-4291. Currently, the reception and orientation chapter contains several repetitive standards that contain the same requirements and require the same documentation as protocols and process indicators. Because of the redundancies and lack of clarity, many facilities are unclear as to which standards apply to reception centers and which apply to facilities that only accept intra-system transfers. Combining the standards clarifies this issue without relaxing or changing the standard requirements. Standard #4-4290, as proposed, would clearly apply to facilities that accept intra-system transfers from within the correctional system.

Action:       Approved.

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Proposal: 06-11

Deletion 4-4291

Written policy, procedure, and practice provide that, except in unusual circumstances, reception and orientation for inmates transferred from another institution within the correctional system is completed within one week after admission.

**Comment:**

None.

**General Comments**

This submission proposes to combine standards #4-4290 and #4-4291. Currently, the reception and orientation chapter contains several repetitive standards that contain the same requirements and require the same documentation as protocols and process indicators. Because of the redundancies and lack of clarity, many facilities are unclear as to which standards apply to reception centers and which apply to facilities that only accept intra-system transfers. Combining the standards clarifies this issue without relaxing or changing the standard requirements. ACA Standard #4-4290, as proposed, would clearly apply to facilities that accept intra-system transfers from within the correctional system. In addition, it makes the audit score more meaningful by eliminating redundant standards that may falsely inflate the compliance rate.

Action: Approved.

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Proposal: 06-12/13      Revision: Performance – Based Standards  
for Correctional Health Care in Adult Correctional Institutions  
1-HC-1A-03 thru 1-HC-7A-08

The Expected Practices contained in these revisions are to be field-tested and presented by the sub-committee at the next Standards Committee meeting.

Comment: None.

Action: Approved.

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**Closing Comments**

Dr. Linthicum thanked the committee for their hard work and diligence. The meeting was adjourned at 11:50 a.m.

Recorded by:

Cecil Patmon  
Regional Manager  
Standards and Accreditation