

Standards Committee Meeting Minutes

2007 Winter Conference

*Embassy Suites Hotel, Tampa, Florida
January 19, 2007*

Members present:

*Harley G. Lappin, Chairperson, Washington D.C.
Lannette Linthicum, MD, Vice Chair, Texas
Patricia Caruso, Michigan
Jeffrey Beard, Pennsylvania
Robert Garvey, Massachusetts
George Owens, Ohio
Robert Hofacre, Ohio
Vicky Myers, Missouri
Ron Budzinski, Illinois
Daniel Craig, Iowa
Kathleen Dennehy, Massachusetts
Steve Gibson, Montana
David K. Haasenritter, Virginia
Robert Kennedy, New York
Cheryl K. Townsend, Nevada
Joe R. Williams, New Mexico*

Members absent:

*Brad Livingston, Texas
John Cary Bittick, Georgia
Dwight Harris, Texas*

Staff:

Mark Flowers, Director, Standards and Accreditation

Welcoming Remarks:

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

Comments:

Gary Maynard, President, American Correctional Association addressed the Committee about small jail standards and thanked the committee for all of their hard work.

James A. Gondles, Jr., Executive Director, American Correctional Association introduced the Health Care Professional Interest Section (HPIS), and spoke about the HPIS reception, breakfast and luncheon. Mr. Gondles mentioned that three or four Commissioners from the Prison Rape Elimination Act Commission would be attending the conference.

Robert J. Garvey, Chairperson, Commission on Accreditation for Corrections (CAC), stated that 213 agencies would be appearing before the CAC panel hearings. Mr. Garvey stated that the CAC was looking forward to working with the Standards Committee.

Open Hearing:

Art Beeler, Warden, Federal Correctional Complex, Butner, North Carolina, Federal Bureau of Prisons

Dr. Mack Bonner, Clinical Director, Federal Correctional Complex, Butner, North Carolina, Federal Bureau of Prisons.

Dr. Bonner and Warden Beeler provided oral testimony on their experiences with the Health Care Outcome Measures.

Dr. Mike Jackson, Chief Medical Officer, Oklahoma, Department of Corrections, provided oral testimony of his experiences with the Health Care Outcome Measures.

Mary Galey, Facility Design Committee, Projects Administrator, Federal Bureau of Prisons

Allen L. Patrick, Facility Design Committee, Patrick Consulting

Mary and Allen provided oral testimony on their Acoustical Measurements and Analysis.

Tracy Reveal, Chairperson, Training Definition Sub-committee, Ohio Department of Rehabilitation & Correction, provided an update on the definition of "Training".

Chairperson Lappin opened the floor to the Committee members for questions and discussion with the guest speakers.

Standards Committee Meeting Convened:

Issue: Approval of Standards Committee Meeting minutes from the 136th Congress of Correction in Charlotte, North Carolina.

Action: Robert Garvey made a motion to approve the minutes, as amended. There were some corrections needed: Michael Garrett in place of Harley Lappin, Vicky Myers should be added as attending, and Cherlyn Townsend is from NV not Arizona.

Dr. Jeffrey Beard seconded the motion. The motion carried.

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

Action: CAC Chairperson Garvey gave a brief overview of the CAC activities.

Proposed Standard Revisions:

Proposal: 2007-01 Revision: 4-ACRS-4C-10

Policies direct actions to be taken by employees concerning offenders who have been diagnosed with HIV, including, at a minimum, the following:

- When and under what conditions offenders are to be separated
- Issues of confidentiality
- Counseling and support services

Deleted: <#>When and where offenders are to be tested¶
<#>Appropriate safeguards for staff and offenders¶
<#>Who shall conduct the tests¶

Comment/Action: Tabled, Sent to the Health Care and Safety Committee for review.

Deleted: <#>Staff and offender training procedures¶

Proposal: 2007-02 Revision: 4-ALDF-2A-01 4-ALDF-2A-02

It is recommended that the language of 4-ALDF-2A-02 be added to 4-ALDF-2A-01 and that 4-ALDF-2A-02 be deleted.

4-ALDF-2A-01

Space is provided for a 24-hour continuously staffed secure control center for monitoring and coordinating the facility's security, life safety, and communications systems. Staff assigned to a control center has access to a toilet and washbasin. There are multiple communication systems between the control center and inmate occupied areas.

Deleted: 4-ALDF-2A-02¶

Deleted: The secure control center is staffed continuously.

Comment/Action: Approved, with revisions. Need to add process indicators from 4-ALDF-2A-02 to revised standard. ACA staff to reconcile across standards books.

Proposal: 2007-03 Revision: 4-ALDF-2A-34 - 4-ALDF-2A-35

4-ALDF-2A-34

Single occupancy cells/rooms are **provided** when indicated for the following:

Deleted: available

- Maximum and close custody
- 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-occupancy housing.

No less than ten percent of the rated capacity of the facility is available for single occupancy.

Comment/Action: Approved

Deleted: 4-ALDF-2A-35 ¶

Deleted: Inmates not suitable for housing in multiple occupancy cells are housed in single occupancy cells. No less than ten percent of the rated capacity of the facility is available for single occupancy. ¶

Proposal: 2007-04 Revision: 4-ALDF-2C-01 - ALDF-2C-02 - ALDF-2C-06

4-ALDF-2C-01

~~Procedures guide searches of facilities and inmates to control contraband.~~ **Procedures guide searches of facilities and inmates to control contraband and provide for its disposition. Procedures govern the circumstances in which canine units, from outside agencies, may be used in the facility for security and control.**

Deleted:

4-ALDF-2C-02

When a canine unit is operated by the facility:

- There is a mission statement, including goals and objectives
- The circumstances in which canine units may be used are clearly defined
- Emergency plans are integrated into the overall emergency plans of the facility
- There are criteria for selecting, training and caring for animals
- There are criteria for the selection, training, and physical fitness of handlers
- There is an approved sanitation plan that covers inspection, housing, transportation and daily grooming for the animals
there are daily and current records on training, care of dogs and significant events.

4-ALDF-2C-06

Procedures govern the preservation, control, and disposition of all physical evidence obtained in connection with a violation of law and/or institutional regulation. At a minimum, the procedures address the following:

- *Chain of custody*
- *Evidence handling*
- *Location and storage requirements*
- *Manner of disposition*

Comment/Action: Approved, with revisions. Standards 2C-02 and 2C-06 remain unchanged.

Proposal: 2007-05 Revision: 4-ALDF-7D -06 - ALDF-7D-07

4-ALDF-7D-06

Written policies and procedures describe all facets of facility operation maintenance, and administration, and are reviewed annually. These are available to all employees unless security concerns justify limited access. ▼

Deleted: *Employees participate in the formulation of policies, procedures and programs.*

4-ALDF-7D-07

Employees participate in the formulation of policies, procedures, and programs.

Comment/Action: Approved

Proposal: 2007-06 Revision: 4-ALDF-2A-21 4-ALDF-2A-23

4-ALDF-2A-21

Admission processes for a newly-admitted inmate include, but are not limited to:

- *recording basic personal data and information to be used for mail and visiting list*
- *criminal history check*
- *photographing and fingerprinting, including notation of identifying marks or other unusual physical characteristics*
- *assignment of registered number to the inmate*
- *medical, dental, and mental health screening*
- *screening to detect signs of drug/alcohol abuse*
- *suicide screening*
- *inventory of personal property*
- *secure storage of inmate property, including money and other valuables. The inmate is given a receipt for all property held until release.*

Comment/Action: Approved

Proposal: 2007-07

Revision: 4-ALDF-2A-55

Deleted: 4-ALDF-2A-23 ¶

¶
There is an itemized inventory of all personal property of newly-admitted inmates and secure storage of inmate property, including money and other valuables. The inmate is given a receipt for all property held until release.¶

Staff operating special management units maintains a permanent log that contains at a minimum the following information for each inmate admitted to segregation:

- name
- number
- housing location
- date admitted
- type of infraction or reason for admission
- tentative release date
- special medical or psychiatric problems or needs

Officials who inspect the units or counsel the inmate's behavior and all releases also use the log to record all visits.

Comment/Action: Approved

Proposal: 2007-08

Revision: 4-ALDF-5B-18

4-ALDF-5B-18

Procedures for releasing inmates from the facility at the end of their term include, but are not limited to, the following:

- Identification of outstanding warrants, wants, or detainers
- Verification of identity
- Verification of release papers
- Completion of release arrangements, including notification of the parole authorities in the jurisdiction or release, if required
- Return of personal property
- Verification that no facility property leaves the facility
- Arrangements for completion of any pending action, such as grievances or claims for damages or lost possession
- Medical screening and arrangements for community follow-up where needed, to include medication.
- Instructions for forwarding or return of mail

Deleted: , and instructions for forwarding or return of mail

Comment/Action: Approved

Proposal: 2007-09

Revision: APA 2-1040

2-1040

Tenure on the parole authority is no less than four years, and the terms of the members must be staggered. Legal provision allows for the removal of parole authority members for good and demonstrated cause only after a full and open hearing when one has been requested by the member. (Important)

Deleted: five

Comment/Action: Tabled, Referred to Probation and Parole subcommittee for review.

Proposal: 2007-10 Revision: ACI 4-4129

ACI 4 - 4129: The number of inmates does not exceed the facility's rated bed capacity

Comment/Action: Tabled, because the SCBC formula was not available for review and comments. This will be available for comment and will be presented at the next conference.

Proposal: 2007-11 Revision: ACI 4-4132

4-4132:

Cells/rooms used for housing inmates shall provide, at a minimum, 25 square feet of unencumbered space 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.

Comment/ Action: Approved

Proposal: 2007-12 New Standard

Written policy, procedure, and practice require that ongoing, but not less than semi-annually, consultation takes place as determined by the agency or parent

Deleted: 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. Number of occupants . Amount of unencumbered space*¶
 - 1 . . 35 sq. 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), writing surface, and proximate area to sit, and locker.¶
- ¶ 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 4-4137, 4-4138, 4-4139, 4-4142, 4-4151, and 4-4295.¶
- ¶ 4. 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.

agency with the local Joint Terrorism Task Force (JTTF), or another like agency, on all terrorism matters to include:

- A list of known terrorist inmates in local custody
- Intelligence regarding inmates with suspected terrorist ties
- Information regarding specific incidents, events, or threats affecting the institution or detention facility that have a possible terrorism connection

Comment: Examples of reportable intelligence might include attempts by such inmates to radicalize or recruit among fellow inmates, or efforts to continue contact with terrorist groups in the community. Documentation of the consultations should be determined by agency standards, and may include log books, e-mails exchanged with the JTTF or another like agency, or minutes of telephone calls.

Comment/Action: Approved, with revisions. ALDF standard should be put in the performance-based format.

Proposal: 2007-13 New Standard

Written policy, procedure, and practice require vetting procedures for all contractors and volunteers providing religious services to inmates, which include comprehensive identifier information to be collected and run against law enforcement indices. If suspect information is returned, such additional vetting should include ongoing consultations with the local Joint Terrorism Task Force (JTTF) on matters which could potentially include a terrorism connection.

Comment: The primary purpose of this proposed standard is to help institutions detect, deter, and interdict efforts by terrorist or extremist groups to radicalize or recruit among inmate populations. Additionally, this proposed standard helps detect other contractors or volunteers with general criminal histories which could potentially pose a threat to institution security. Intelligence indicates that various terrorist groups have specifically targeted US prisons as a possible area for attempted radicalization and recruiting. Additionally, terrorist inmates may attempt to continue contact with their terrorist groups in the community. Contractors and volunteers with ties to such groups may attempt to radicalize or recruit among inmate populations or may attempt to act as illicit communications conduits. Effective vetting protocols for contractors and volunteers, coupled with coordination with each local JTTF, will help detect efforts by terrorist and extremist groups to enter correctional facilities.

Action: Tabled, the Standards Committee believes that this proposal should be broader and should not target a specific group of volunteers.

Proposal: 2007-14 Revision: 4-ALDF-1A-18

Noise levels in inmate housing areas must be contained to facilitate communication by meeting the following minimum criteria: - Noise levels in inmate housing unit dayrooms and cells do not exceed 70 dBA (A Scale) in daytime and 45 dBA (A Scale) when unoccupied, but with lighting and mechanical systems operational and running in their normal mode. (Renovation, Addition, New Construction Only) – The maximum reverberation time (500 Hz) in an unoccupied inmate housing unit dayroom shall be less than 2.0 seconds.

Comment/Action: Tabled, the Standards Committee is unclear of the intent with this proposal and the dBA levels proposed.

Proposal: 2007-15 Revision: ACI 4-4150

Noise levels in inmate housing areas must be contained to facilitate communication by meeting the following minimum criteria: - Noise levels in inmate housing unit dayrooms and cells do not exceed 70 dBA (A Scale) in daytime and 45 dBA (A Scale) when unoccupied, but with lighting and mechanical systems operational and running in their normal mode. (Renovation, Addition, New Construction Only) – The maximum reverberation time (500 Hz) in an unoccupied inmate housing unit dayroom shall be less than 2.0 seconds.

Comment/Action: Tabled, the Standards Committee is unclear of the intent with this proposal and the dBA levels proposed.

Proposal: 2007-16 Revision: 4A-07

Therapeutic diets should be available on medical or dental authorization. Specific diets should be prepared and served to juveniles (return to original language not inmates) according to the orders of the treating physician or dentist or as directed by the responsible health authority official. Medical or dental diet prescriptions should be specific and complete, furnished in writing to the food service manager, and rewritten monthly. Special diets should be kept as simple as possible and should conform as closely as possible to the foods served other (return to original language not inmates).

Comment/Action: Tabled, the Standards Committee asked ACA staff to verify what was being proposed.

Proposal: 2007-17 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. The training is completed prior to being independently assigned to a particular job. At a minimum, this training covers the following areas: · Security procedures and regulations · Emergency and fire procedures · Supervision of inmates · Suicide intervention/prevention · Use of force · Inmate rights · Inmate rules and regulations · Key control · Interpersonal relations · Communication skills · Standards of conduct/ethics · Cultural awareness · Sexual abuse/assault awareness · Code of ethics Additional topics may be added at the discretion of the agency or facility. Comment: None. Protocols: Written policy and procedure. Job descriptions. Training curriculum. Training record forms and formats.

Comment/Action: Tabled, this standard is not eligible to be revised until August 2007 since it was revised in August 2005.

Proposal: 2007-18

Revision: 4-ACRS-1A-15

Offenders are permitted to decorate their living and sleeping quarters with personal possessions. Rules regarding the decorating of living/sleeping quarters are available to all offenders and staff. These rules are reviewed annually and revised, if necessary

Comment/Action: Approved

Summary of Proposals:

*10 Proposals were Approved
00 Proposals were Denied
08 Proposals were Tabled
00 Proposals had No Action Taken*

Closing Comments

Issue: Meeting Adjournment

Action: Robert Garvey made a motion to adjourn.

Patricia Caruso seconded the motion. The motion carried.

Chairperson Lappin thanked the committee for their hard work and diligence. The meeting was adjourned at 11:45 a.m.