

Standards Committee Meeting Minutes
2008 Winter Conference
Grapevine Texan Resort, Grapevine, Texas
January 11, 2008

Members present:

Harley G. Lappin, Chairperson, Washington D.C.
Brad Livingston, Texas
Patricia Caruso, Michigan
Jeffrey Beard, Pennsylvania
Robert Garvey, Massachusetts
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
John Cary Bittick, Georgia

Members absent:

Lannette Linthicum, MD, Vice Chair, Texas

Staff:

Mark Flowers, Director, Standards and Accreditation
Leslee Hunsicker, Health Care Administrator
Cecil Patmon, Accreditation Specialist
Jeffrey Crawford, Accreditation Specialist

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 welcomed and thanked the Standards Committee for all of their hard work and dedication to the process.

Robert J. Garvey, Chairperson, Commission on Accreditation for Corrections (CAC), stated that 221 agencies would be appearing before the CAC panel hearings. Mr. Garvey stated that the CAC was looking forward to working with the Standards

Committee. Mr. Garvey mentioned discretionary compliance and systemic waiver options available to agencies as they appear before the Commission. He asked the Standards Committee to consider these options as they voted on the proposed changes and went on to say that many of the proposals could be dealt with by the CAC instead of changing the standards.

Open Hearing:

Bonnie Sweeney, Senior Administrator, Office of Accreditation and Standards, Ohio Department of Youth Services, Columbus, Ohio

Bonnie Sweeney presented an overview and an opening statement explaining the process that was used to develop the 4th Edition, Performance Based Juvenile Correctional Facilities Standards. She went on to recognize and thank the sub-committee members for their hard work and efforts on this project.

Standards Committee Meeting Convened:

Issue: Approval of Standards Committee Meeting minutes from the 137th Congress of Correction in Kansas City, Missouri.

Action: Robert Garvey made a motion to approve the minutes, as amended.

Robert Hofacre seconded the motion. The motion carried.

Proposed Standard Revisions:

4th Edition, Performance Based Juvenile Correctional Facilities Standards:

Various members of the Standards committee requested clarifications or minor modifications to the proposed standards. After several minutes of discussion and minor modifications, The 4th Edition, Performance Based Juvenile Correctional Facilities Standards were approved for publication by the Standards Committee.

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

Comment/Action: **Approved** with modifications as follows:

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

- Appropriate safeguards for staff and offenders
- When and under what conditions offenders are to be separated
- Staff and offender training procedures
- Issues of confidentiality
- Counseling and support services

ACA File No. 2008-001

Manual: Standards for Adult Parole Authorities

Edition: 2nd Edition

Standard Number(s): 2-1130

Agency/Facility

- Name of Agency/Facility: Arkansas Parole Board
- Size of Facility:
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: Written policy, procedure, and practice establish the agency's commitment to informing the public and the media of events within the agency's areas of responsibility. The procedures address emergency and non-emergency responses to the media and, at a minimum, include the following:

- the identification of areas in the facility that are accessible to media representatives
- the contact person for routine requests for information
- identification of data and information protected by federal or state privacy laws, or federal and state freedom of information laws
- special events coverage
- news release policy
- the designation of individuals or positions within the agency authorized to speak with the media on behalf of the agency

Proposal: Written policy, procedure, and practice establish the agency's commitment to informing the public and the media of events within the agency's areas of responsibility. The procedures address emergency and non-emergency responses to the media and, at a minimum, include the following:

- the identification of areas in the facility used for the lawful custody and/or treatment of individuals that are accessible to media representatives
- the contact person for routine requests for information
- identification of data and information protected by federal or state privacy laws, or federal and state freedom of information laws
- special events coverage
- news release policy
- the designation of individuals or positions within the agency authorized to speak with the media on behalf of the agency

General Comments: Purpose: To clarify what constitutes a facility. The Standards for Administration of Correctional Agencies defines a facility as, a place, institution, building (or part thereof), set of buildings, or area (whether or not enclosing a building or set of buildings) that is used for the lawful custody and/or treatment of individuals. It may be owned and/or operated by public or private agencies and includes the staff and services as well as the building and grounds. The term as used in the standard should not be interpreted as meaning any and all agency buildings. Lawful custody and treatment should be the operative word that determines whether a building is a facility. In general the Parole Authority is not responsible for custody or treatment of offenders

Action taken by the standards committee:

Approved

Denied

Tabled

Summary of Action: ACA File No. 2008-002

Manual: Administration of Correctional Agencies

Edition: 2nd Edition

Standard Number(s): 2-CO-1C-15

Agency/Facility

- Name of Agency/Facility: North Carolina Department of Corrections-
Division of Prisons
- Size of Facility: 38,400
- Accredited: No

Type of Proposal: Revision

Existing Standard: Written agency policy, procedure, and practice provide that employees are appointed initially for a probationary term of at least six months but not more than twelve months, at which time permanent status is granted.

Proposal: Written agency policy, procedures, and practice provide that employees are appointed initially for a probationary term consistent with applicable federal, state, or local regulations or policies, after which time, permanent status is granted.

General Comments: In North Carolina, the Office of State Personnel has established a probationary period to be from three to nine months. By practice, employees are held to a minimum of six months, but by policy, we would not be able to be compliant with this standard because of the six to twelve month wording in the standard. The "spirit" of this standard is being met, and removing the specified time frames will enable our facilities to meet this standard.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2008-003

Manual: Administration of Correctional Agencies

Edition: 2nd Edition

Standard Number(s): 2-CO-1C-19

Agency/Facility

- Name of Agency/Facility: North Carolina Department of Corrections-Division of Prisons
- Size of Facility: 38,400
- Accredited: No

Type of Proposal: Revision

Existing Standard: Written agency policy provides that employees who have direct contact with inmates/juveniles/residents receive an appropriate physical examination prior to job assignment. All other employees receive medical screenings prior to job assignment. Employees receive re-examinations according to a defined need or schedule.

Proposal: Written agency policy provides that certified employees who have direct contact with inmates/juveniles/residents receive an appropriate physical examination prior to job assignment.

General Comments: The NC Office of State Personnel will not authorize physicals or health screenings for employees other than certified employees. A total of 77% of our employees are certified and would comply with the existing standard. We support physicals for those at the greatest risk and do not believe deleting the remaining 23% of our employees does create substantial risk to these employees or the agency. In talking to other agencies, this standard is one that facilities are often found non-compliant.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2008-004

Manual: Administration of Correctional Agencies

Edition: 2nd Edition

Standard Number(s): 2-CO-2A-01

- Name of Agency/Facility: Arkansas Department of Community Correction
- Size of Facility: Multiple Facilities
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: Written policy provides that all agency facilities meet and conform to appropriate federal, state, and local fire, sanitation, safety, and health codes.

Proposal: Written policy provides that all agency facilities used for the lawful custody and/ or treatment of individuals meet and conform to appropriate federal, state, and local fire, sanitation, safety, and health codes.

General Comments: To clarify what constitutes a facility. The Standards for Administration of Correctional Agencies defines a facility as, a place, institution, building (or part thereof), set of buildings, or area (whether or not enclosing a building or set of buildings) that is used for the lawful custody and/or treatment of individuals. It may be owned and/or operated by public or private agencies and includes the staff and services as well as the building and grounds. The word as used in the standard should not be interpreted as meaning any and all agency buildings. Lawful custody and treatment should be the operative word that determines whether a building is a facility.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2008-005

Manual: Administration of Correctional Agencies

Edition: 2nd Edition

Standard Number(s): 2-CO-2A-02

- Name of Agency/Facility: Arkansas Department of Community Correction
- Size of Facility: Multiple Facilities
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: Written policy provides that all agency facilities are inspected by representatives of appropriate governmental agencies at specified intervals and that each report is reviewed and remedial action taken if indicated.

Proposal: Written policy provides that all agency facilities used for the lawful custody and/or treatment of individuals are inspected by representatives of appropriate governmental agencies at specified intervals and that each report is reviewed and remedial action taken if indicated.

General Comments: Purpose: To clarify what constitutes a facility. The Standards for Administration of Correctional Agencies defines a facility as, a place, institution, building (or part thereof), set of buildings, or area (whether or not enclosing a building or set of buildings) that is used for the lawful custody and/or treatment of individuals. It may be owned and/or operated by public or private agencies and includes the staff and services as well as the building and grounds. The word as used in the standard should not be interpreted as meaning any and all agency buildings. Lawful custody and treatment should be the operative word that determines whether a building is a facility.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2008-006

Manual: Standards for Adult Correctional Institutions

Edition: 4th Edition

Standard Number(s): 4-4133

Agency/Facility

- Name of Agency/Facility: Colorado Department of Corrections
- Size of Facility: 23 ACI facilities
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: 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

Proposal: 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

When confinement exceeds 10 hours a day, the cell/rooms shall measure a total of 80 square feet, of which 35 square feet is unencumbered space.

General Comments: Standards 4-4131 and 4-4133 were combined in August of 2005. The previous standard stated "when confinement exceeds 10 hours per day, there is at least 80 square feet of total space....." The revision of this standard makes clear what the intent was when the 2 standards were combined.

Action taken by the standards committee:

Approved **Denied** Tabled

ACA File No. 2008-007

Manual: Standards for Adult Correctional Institutions

Edition: 4th Edition

Standard Number(s): 4-4200

Agency/Facility

- Name of Agency/Facility: Colorado Department of Corrections
- Size of Facility: 23 ACI facilities
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: Written policy, procedure, and practice provide that the institution maintains a written record of routine and emergency distributions of security equipment.

Comment: The written record should detail who receives security equipment and what equipment they receive.

Proposal: Written policy, procedure, and practice govern the inventory, issuance and accountability of routine and emergency distributions of security equipment.

Comment: Written policy should delineate the process by which security equipment is distributed from the primary issue point to control points for both routine and emergency issuance. The policy should address how the facility tracks the issuance of security equipment (written log, chit system, etc.) and the accountability of security equipment at end of shift.

General Comments: The standard revision will allow agencies/facilities to establish their own process for the control and accountability of security equipment to meet the intent of the standard without requiring that a written record **MUST** be maintained in order to achieve compliance. The inclusion of the words inventory, issuance and accountability provides clearer direction allowing institutions to issue security equipment through the use of a chit system or written log while still requiring a system of inventory and accountability.

The approved revision also affects the following manuals:

4-ALDF-2B-06

The facility maintains a record of routine and emergency distribution of security equipment. Firearms, chemical agents, and related security equipment are inventoried at least monthly to determine their condition and expiration dates.

1-ABC-3A-25

Written policy, procedure, and practice govern the inventory, issuance and accountability of routine and emergency distributions of security equipment.

Action taken by the standards committee:

Approved

Denied

Tabled

Summary of Action: The Standards Committee approved the Director, Standards and Accreditation Department to review the standards of all other manuals and make the appropriate changes in all manuals as long as the intent of the change was being met.

ACA File No. 2008-008

Manual: Standards for Adult Correctional Institutions

Edition: 4th Edition

Standard Number(s): 4-4224 (MANDATORY)

Agency/Facility

- Name of Agency/Facility: New Mexico Department of Corrections
- Size of Facility:
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: There are written plans that specify the procedures to be followed in situations that threaten institutional security. Such situations include but are not limited to riots, hunger strikes, disturbances, and taking of hostages. These plans are made available to all applicable personnel and are reviewed at least annually and updated as needed.

Proposal: There are written plans that specify the procedures to be followed in situations that threaten institutional security. These plans are made available to all applicable personnel and are reviewed at least annually and updated as needed.

General Comments: There is a difference between hunger strikes and food strikes and the standard should address either both or neither as a threat to institutional security. Omit the sentence (Such situations include but are not limited to riots, hunger strikes, disturbances, and taking of hostages.)

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2008-009

Manual: Standards for Adult Correctional Institutions

Edition: 4th Edition

Standard Number(s): 4-4238

Agency/Facility

- Name of Agency/Facility: United States Disciplinary Barracks
- Size of Facility: 500
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: Written policy, procedure, and practice provide that inmates charged with rule violations are scheduled for a hearing as soon as practicable but no later than seven days, excluding weekends and holidays, after the alleged violation. Inmates are notified of the time and place of the hearing at least 24 hours in advance of the hearing.

Proposal: Written policy, procedure, and practice provide that inmates charged with rule violations are scheduled for a hearing as soon as practicable but no later than seven days, excluding weekends and holidays, after being charged with a violation. Inmates are notified of the time and place of the hearing at least 24 hours in advance of the hearing.

General Comments: The existing standard is confusing. Inmates are not always charged with an offense as soon as it happens. Investigations may delay the formal charging of an inmate. The seven day clock realistically should start when the inmate is charged instead of from the date of the alleged violation.

The approved revision also affects the following manuals:

4-ALDF-6C-09

Disciplinary hearings are convened as soon as practicable, but no later than seven days, excluding weekends and holidays, after being charged with a violation. Inmates are notified of the hearing at least 24 hours in advance of the hearing.

1-ABC-3C-06

Written policy, procedure, and practice provide that an offender charged with a major rule violation receives a written statement of the alleged violation(s), including a description of the incident and specific rules violated. The offender is given that statement at the same time the disciplinary report is filed with the disciplinary committee, but no less than 24 hours prior to the disciplinary hearing. The hearing may be held within 24 hours with the offender's written consent.

1-SJD-3C-13

Written policy, procedure, and practice provide that juveniles are scheduled for a hearing as soon as practicable but no later than seven days, excluding weekends and holidays,

after being charged with a violation. Juveniles are notified of the time and place of the hearing at least 24 hours in advance of the hearing.

3-JDF-3C-13

Written policy, procedure, and practice provide that juveniles are scheduled for a hearing as soon as practicable but no later than seven days, excluding weekends and holidays, after being charged with a violation. Juveniles are notified of the time and place of the hearing at least 24 hours in advance of the hearing.

1-JBC-3C-14

Written policy, procedure, and practice provide that juveniles are scheduled for a hearing as soon as practicable but no later than seven days, excluding weekends and holidays, after being charged with a violation. Juveniles are notified of the time and place of the hearing at least 24 hours in advance of the hearing.

3-JCRF-3C-06

Written policy, procedure, and practice provide that juveniles are scheduled for a hearing as soon as practicable but no later than seven days, excluding weekends and holidays, after being charged with a violation. Juveniles are notified of the time and place of the hearing at least 24 hours in advance of the hearing.

3-JTS-3C-15

Written policy, procedure, and practice provide that juveniles are scheduled for a hearing as soon as practicable but no later than seven days, excluding weekends and holidays, after being charged with a violation. Juveniles are notified of the time and place of the hearing at least 24 hours in advance of the hearing.

Action taken by the standards committee:

Approved	Denied	Tabled
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Summary of Action:

ACA File No. 2008-010

Manual: Standards for Adult Correctional Institutions

Edition: 4th Edition

Standard Number(s): 4-4385

Agency/Facility

- Name of Agency/Facility: Ohio Department of Rehabilitation and Correction
- Size of Facility: 32 institutions
- Accredited: Yes

Type of Proposal: Deletion

Existing Standard: All health care staff who have offender contact receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter. Comment: None.

General Comments: Exp. Practice 4-4385 should be deleted within the Adult Correctional Institutions Manual, as it is redundant with Exp. Practice 4-4085. Ex. Practice 4-4085 states "Written policy, procedure, and practice provide that all professional specialist employees who have inmate contact receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter. Comment: Case managers, chaplains, teachers, medical personnel, and other specialists whose backgrounds include considerable training for their positions should receive specific training in their field as it relates to the institutional setting."

The comment to Expected Practice 4-4085 makes it clear that the expected practice applies to health care personnel. The duplication in requirements between the expected practices is unnecessary and requires institution staff and auditors to maintain and audit two files requiring the same practice. In doing so, the duplicate standards serve to dilute the audit scores and skew the audit results while causing unnecessary work on the auditors and facility staff.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2008-011

Manual: Standards for Adult Correctional Institutions

Edition: 4th Edition

Standard Number(s): 4-4393

Agency/Facility

- Name of Agency/Facility: U.S. Army
- Size of Facility:

- Accredited:

Type of Proposal: Revision

Existing Standard: Unless prohibited by state law, offenders (under staff supervision) may perform familial duties commensurate with their level of training. These duties may include the following:

- peer support and education
- hospice activities
- assisting impaired offenders on a one-on-one basis with activities of daily living
- serving as a suicide companion or buddy if qualified and trained through a formal program that is part of suicide prevention plan

Offenders are not to be used for the following duties:

- performing direct patient care services
- scheduling health care appointments
- determining access of other offenders to health care services
- handling or having access to surgical instruments, syringes, needles, medications, or health records
- operating diagnostic or therapeutic equipment except under direct supervision (by specially trained staff) in a vocational training program

Proposal: Unless prohibited by state law, offenders (under staff supervision) may perform familial duties commensurate with their level of training. These duties may include the following:

- peer support and education
- hospice activities
- assisting impaired offenders on a one-on-one basis with activities of daily living
- serving as a suicide companion or buddy if qualified and trained through a formal program that is part of suicide prevention plan
- handling dental instruments for the purpose of sanitizing and cleaning when supervised and in a certified dental assistants apprenticeship program

Offenders are not to be used for the following duties:

- performing direct patient care services
- scheduling health care appointments
- determining access of other offenders to health care services
- handling or having access to surgical instruments, syringes, needles, medications, or health records

- operating diagnostic or therapeutic equipment except under direct supervision (by specially trained staff) in a vocational training program

General Comments: Dental apprenticeship programs require students to conduct sanitizing and cleaning of dental instruments for certification. Facilities can provide proper protocols to account and control dental equipment. Currently facilities are having to choose between having a dental apprenticeship program and missing the standard, only doing part of the apprenticeship program, or not having a dental apprenticeship program. Dental assistant is a good field for offenders to be successful upon release and allows the facility to provide a work detail and apprenticeship program for offenders while they are confined.

The above proposed revision, addition, or deletion would also affect the following manuals:

4-ALDF-4D-11

Unless prohibited by state law, inmates, under staff supervision, may perform familial duties commensurate with their level of training. These duties may include the following:

- peer support and education
- hospice activities
- assisting impaired inmates on a one-on-one basis with activities of daily living
- serving as a suicide companion if qualified and trained through a formal program that is part of a suicide prevention plan

Inmates are not to be used for the following duties:

- performing direct patient care services
- scheduling health care appointments
- determining access of other inmates to health care services
- handling or having access to surgical instruments, syringes, needles, medications, or health records
- operating diagnostic or therapeutic equipment except under direct supervision, by specially trained staff, in a vocational training program

1-HC-2A-18

Unless prohibited by state law, offenders (under staff supervision) may perform familial duties commensurate with their level of training. These duties may include:

- peer support and education
- hospice activities

- assist impaired offenders on a one-on-one basis with activities of daily living
- suicide companion / buddy if qualified and trained through a formal program that is part of suicide prevention plan

Offenders are not to be used for the following duties:

- performing direct patient care services
- scheduling health care appointments
- determining access of other offenders to health care services
- handling or having access to surgical instruments, syringes, needles, medications, or health records
- operating diagnostic or therapeutic equipment except under direct supervision (by specially trained staff) in a vocational training program

Action taken by the standards committee:

Approved

Denied

Tabled

Summary of Action: The Standards Committee would like for the Health Care sub-committee to take a look at Certification and Licensure issues and would like the sub-committee to assist in the verbiage of a generic proposal that would cover any programs that may be proposed in the future.

ACA File No. 2008-012

Manual: Performance Based Standards for Adult Local Detention Facilities

Edition: 4th Edition

Standard Number(s): 4-ALDF-1A-09

Agency/Facility

- Name of Agency/Facility: Montgomery County Department of Corrections and Rehabilitation
- Size of Facility: 1,028 beds
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: Single cells provide at least 35 square feet of unencumbered space. At least 70 square feet of total floor space is provided when the occupant is confined for more than 10 hours per day.

Proposal: Single cells provide at least 30 square feet of unencumbered space. At least 60 square feet of total floor space is provided when the occupant is confined for more than 8 hours per day.

General Comments: In my experience, most new local jail cells are being authorized the funds to build cells that allow 60 square feet of unencumbered space. Maybe this standard could be retained for the long term inmates in prison (ACI standards). Suggest lowering the amount of space for short term inmates (ALDF standards).

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2008-013

Manual: Performance Based Standards for Adult Local Detention Facilities

Edition: 4th Edition

Standard Number(s): 4-ALDF-1A-14

Agency/Facility

- Name of Agency/Facility: Arapahoe County Sheriff's Office
- Size of Facility: 1,200
- Accredited:

Type of Proposal: Revision

Existing Standard: Light levels in inmate cells/rooms are at least 20 foot-candles in personal grooming areas and at the writing surface. Lighting throughout the facility is sufficient for the tasks performed.

Proposal: Light levels in inmate cells/rooms are at least 20 foot-candles in personal grooming areas and at the writing surface. Lighting throughout the facility is sufficient for the tasks performed. Measurements are documented by a qualified source and are checked at least once per accreditation cycle.

General Comments: Light levels should not change in a facility unless fixture or bulbs types are changed. This change is suggested to align this standard with similar standards that require only one documented measurement by a qualified source per accreditation cycle. This expected practice already requires an agency to demonstrate that lighting maintenance is performed. Another benefit to this change is a cost savings to the agency.

The approved revision also affects the following manuals:

4-4146

Lighting in inmate rooms/cells is at least 20 foot candles at desk level and in personal grooming areas, as documented by a qualified source, and is checked at least once per accreditation cycle.

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4-ACRS-1A-07

Documentation is provided by a qualified source that lighting is at least 20 foot candles at desk level and in personal grooming areas, and is checked at least once per accreditation cycle.

1-ABC-2D-01

Written policy, procedure, and practice provide that all sleeping quarters in the facility are well-lit and properly ventilated. Documentation shall be provided by a qualified source that lighting is at least 20 foot candles at desk level and in personal grooming areas and air circulation is at least 15 cubic feet of outside or re-circulated filtered air per minute per person. Air and light levels are checked at least once per accreditation cycle.

3-JTS-2D-01

Written policy, procedure, and practice require that all housing areas provide at a minimum the following:

- lighting of at least 20 foot candles at desk level and in the personal grooming area
- natural light available from an opening or window that has a view to the outside or from a source within 20 feet of the room
- other lighting requirements for the facility determined by tasks to be performed
- access to drinking fountain
- heating, ventilation, and acoustical systems to ensure healthful and comfortable living and working conditions for juveniles and staff

Documentation shall be provided by a qualified source and air and light levels are checked at least once per accreditation cycle.

3-JCRF-2D-01

Revised August 2007. Written policy, procedure, and practice provide that all sleeping quarters are well-lighted and properly ventilated. Natural lighting should be provided wherever possible. Documentation shall be provided by a qualified source that lighting is

at least 20 foot candles at desk level and air circulation is at least 15 cubic feet of outside or re-circulated filtered air per minute per occupant for rooms, housing areas, staff stations, and dining areas. Air and light levels should be checked at least once per accreditation cycle.

1-SJD-2D-01

Written policy, procedure, and practice require that all housing areas provide at a minimum the following:

- lighting of at least 20 foot candles at desk level and in the personal grooming area, as documented by a qualified source, at least once per accreditation cycle
- natural light available from an opening or window that has a view to the outside or from a source within 20 feet of the room
- other lighting requirements for the facility determined by tasks to be performed
- access to drinking fountain
- heating, ventilation, and acoustical systems to ensure healthful and comfortable living and working conditions for juveniles and staff

1-JBC-2D-01

Written policy, procedure, and practice require that all housing areas provide, at a minimum, the following:

- lighting of at least 20 foot candles at desk level and in the personal grooming area, as documented by a qualified source, at least once per accreditation cycle
- natural light
- other lighting requirements for the boot camp program determined by tasks to be performed
- access to a drinking fountain
- heating, ventilation, and acoustical systems to ensure healthful and adequate living and working conditions for juveniles and staff

3-JDF-2D-01

Written policy, procedure, and practice require that all housing areas provide at a minimum the following:

- lighting of at least 20 foot candles at desk level and in the personal grooming area, as documented by a qualified source, at least once per accreditation cycle
- natural light available from an opening or window that has a view to the outside, or from a source within 20 feet of the room

- other lighting requirements for the facility determined by tasks to be performed
- access to drinking fountain
- heating, ventilation, and acoustical systems to ensure healthful and comfortable living and working conditions for juveniles and staff

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2008-014

Manual: Performance Based Standards for Adult Local Detention Facilities

Edition: 4th Edition

Standard Number(s): 4-ALDF-1A-17

Agency/Facility

- Name of Agency/Facility: Montgomery County Department of Corrections and Rehabilitation
- Size of Facility: 1,028 beds
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: Each dayroom provides a minimum of 12 feet of transparent glazing with a view to the outside, plus two additional square feet of glazing per inmate whose room/cell does not contain an opening or window with a view to the outside.

Proposal: Each dayroom provides a minimum of 12 feet of transparent glazing with a view outside of the dayroom (view does not have to be natural light), plus two additional square feet of glazing per inmate whose room/cell does not contain an opening or window with access to natural light.

General Comments: Many facilities fail this because the view to the outside does not consist of natural light. I would suggest that the view to the outside does not have to be view of natural light, but just a view outside of the box. The view could be to well lighted, open areas.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2008-015

Manual: Performance Based Standards for Adult Local Detention Facilities

Edition: 4th Edition

Standard Number(s): 4-ALDF-2A-05

Agency/Facility

- Name of Agency/Facility: Community Resource Services, Gettysburg, PA
- Size of Facility:
- Accredited:

Type of Proposal: Revision

Existing Standard: Personal contact and interaction between staff and inmates are required and are facilitated.

Proposal: Personal contact and interaction between staff and inmates are required and are facilitated. Inmates classified as medium or maximum security risks are personally observed by an officer at least every 30 minutes on an irregular schedule. Inmates classified as minimum or low security risks are personally observed by an officer at least every 60 minutes on an irregular schedule.

General Comments: While drafting the Core Jail Standards a serious deficiency was discovered. The only requirements for inmate supervision (personal observation) in the 4th Edition ALDF, apply to special management inmates (4-ALDF-2A-52). The Third Edition is also missing this provision. The Second Edition required 30 minute checks for medium and maximum (2-5174). The First Edition required 60 minute checks for low or minimum security inmates (5243). Many states require frequent "health and welfare checks" or similar types of inmate supervision (Tennessee and Idaho require 30 minutes for all inmates; Maine requires 60 minutes for minimum, 30 minutes for medium, 15 minutes for maximum. Ohio requires 60 minutes for all inmates). Case law clearly underscores the need for such inmate supervision. The omission of these provisions from the 3rd and 4th Editions represent a serious oversight that should be corrected immediately. This language should also be added to the Core Jail Standards

Action taken by the standards committee:

Approved **Denied** Tabled

ACA File No. 2008-016

Manual: Performance Based Standards for Adult Local Detention Facilities

Edition: 4th Edition

Standard Number(s): 4-ALDF-2A-37

Agency/Facility

- Name of Agency/Facility: Hampden County Sheriff's Department
- Size of Facility: 1,550
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: Confinement of juveniles under the age of 18 is prohibited.

Proposal: Confinement of a person under the age of twenty-one, or as defined in the local jurisdiction as under the age of majority, is prohibited.

General Comments: If the ACA were to adopt the language from their own definition of juvenile it would remove any conflict for the agencies who's State laws establish local age requirements and definitions of age of majority other than age 21.

The above proposed revision, addition, or deletion would also affect the following manuals: none.

Action taken by the standards committee:

Approved Denied **Tabled**

Summary of Action: Refer to the Juvenile sub-committee.

ACA File No. 2008-017

Manual: Performance Based Standards for Adult Local Detention Facilities

Edition: 4th Edition

Standard Number(s): 4-ALDF-2A-37

Agency/Facility

- Name of Agency/Facility: Montgomery County Department of Corrections and Rehabilitation
- Size of Facility: 1,028 beds
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: Confinement of juveniles under the age of 18 is prohibited.

Proposal: Confinement of youthful offenders under the age of 18 is prohibited, unless required by state law. If confined, all youthful offenders must participate in programs and services directed towards rehabilitation.

General Comments: The majority of all states require local jails and detention centers to house juvenile offenders. Please keep this standard for the ACI set of standards, but ease the chance of local facilities to achieve 100% compliance with ALDF standards. This is the one standard that stops many from even trying to obtain 100%.

The above proposed revision, addition, or deletion would also affect the following manuals: none.

Action taken by the standards committee:

Approved Denied **Tabled**

Summary of Action: Refer to the Juvenile sub-committee.

ACA File No. 2008-018

Manual: Performance Based Standards for Adult Local Detention Facilities

Edition: 4th Edition

Standard Number(s): 4-ALDF-2A-64

Agency/Facility

- Name of Agency/Facility: Alameda County Sheriff's Office/Santa Rita Jail
- Size of Facility: 3,914
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: Inmates in special management units receive a minimum of one hour of exercise per day outside their cells, five days per week, unless security or safety considerations dictate otherwise.

Proposal: Inmates in special management units receive a minimum of one hour of exercise per day outside their cells, four days a week, unless security or safety considerations dictate otherwise.

General Comments: The Santa Rita Jail (SRJ) currently has 197 administrative segregated inmates in three separate housing units (Housing Units One, Two and Nine). Administratively segregated inmates have been classified for one or more of the following reasons: • an escape risk • violent • known to assault staff or other inmates • validated street gang and/or prison gang member/associate • prevents the proper running of facility operations • practices complete disregard for facility rules • too many keep separates to be placed in general population Inmates so classified are required to be moved in restraints at all times when away from their cells, and with a minimum of two deputy sheriffs'. Also, because of the potential for violence from and to these inmates, they cannot be moved or mixed with other classifications during movement or when outside their cells. Monday through Friday operations for these housing units are (movement usually starts about 0430 hours): • Medical appointments for those going to court (movement from cell) • Regular medical appointments (movement from cell) • Daily visits by medical staff (civilian staff in pod areas) • Mental health visits (movement from cell) • Court movement (movement from cell) • External appointment movement (movement from cell) • Pod/yard time (movement from cell) • In-custody clinical appointments (movement from cell) • Delivery of mail (staff in pod) Daily activities are (in addition to the above): • Breakfast* • Distributing lunch* • Dinner* • Attorney visits (to and from cell) • Mail distribution (with the exception of holidays and Sunday) • Staff breaks/lunch as required by law • Inmate counts (three times a day) • General observation of inmates, each 30-minute period • General observation of inmates, each one hour period • Observation of inmates on an Inmate Observation Log (depending on type of log, times vary) * Inmates eat in their cells. Meals are served by workers cleared by the Classification Unit and are supervised by deputy sheriffs. After each meal, workers and supervising deputy sheriffs have to pick-up all trays and other items. Inmate movement has to stop during these periods. The SRJ offers visiting for these housing units as follow: • Housing Units One and Two Wednesdays 0800 to 1100 hours Thursdays 0600 to 0900 hours Saturdays 0800 to 1100 hours • Housing Unit Nine Wednesdays 1200 to 1500 hours Fridays 0800 to 1100 hours Saturdays 1800 to 2100 hours Other items to consider: • Emergencies • Staff breaks • Shift change • Inmate sleep prior to court days • Inmate haircuts (upon request) • Laundry exchange As noted above, when these inmates are being moved from their cell, all other inmates have to be locked down and civilian staff cannot be in the pod where movement is occurring. If this was allowed, staffing in each housing unit would have to increase to provide for the safety and security of staff. The State of California, Minimum Jail Standards for Local Detention Facilities, Title 15, Article 1065 states the following: "(a) The facility administrator of a Type II or III facility shall develop written policies and procedures for an exercise and recreation program, in an area designed for recreation, which will allow a minimum of three hours

of exercise distributed over a period of seven days. Such regulations as are reasonable and necessary to protect the facility's security and the inmates' welfare shall be included in such a program. In Type IV facilities, such a program can be either in-house or provided through access to the community. It is also appropriate to request that this standard be based on facility size and the population count of special management inmates. Lastly, from August 1, 2007, through October 31, 2007, there have been no grievances filed regarding pod time or yard time from special management inmates in Housing Units One, Two and Nine.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2008-019

Manual: Performance Based Standards for Adult Local Detention Facilities

Edition: 4th Edition

Standard Number(s): 4-ALDF-4D-19

Agency/Facility

- Name of Agency/Facility: Montgomery County Department of Corrections and Rehabilitation
- Size of Facility: 1,028 beds
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: Health care encounters, including medical and mental health interviews, examinations, and procedures are conducted in a setting that respects the inmates' privacy. Female inmates are provided a female escort for encounters with a male health care provider.

Proposal: Health care encounters, including medical and mental health interviews, examinations, and procedures are conducted in a setting that respects the inmates' privacy. Female inmates may request a female escort for interviews, examinations and/or procedures with a male health care provider.

General Comments: I believe this is better wording for what the standard wishes to accomplish. The current wording is not specific and allows for many different interpretations, to include; escort in the room during encounters or outside of the room during encounters

The above proposed revision, addition, or deletion would also affect the following manuals:

4-4403

Health care encounters, including medical interviews, examinations and procedures should be conducted in a setting that respects the offenders' privacy.

1-HC-3A-10

Health care encounters, including medical and mental health interviews, examinations and procedures should be conducted in a setting that respects the offenders' privacy.
Comment: Offenders should be provided a same sex escort except on emergency health care situations.

Protocols: Written policy and procedure. Facility diagram.
Process Indicators: Observation. Interviews.

Action taken by the standards committee:

Approved

Denied

Tabled

Summary of Action: Refer to the Health Care sub-committee and obtain a recommendation.

ACA File No. 2008-020

Manual: Performance Based Standards for Adult Local Detention Facilities

Edition: 4th Edition

Standard Number(s): 4-ALDF-5A-10

Agency/Facility

- Name of Agency/Facility: The GEO Group, Inc.
- Size of Facility:
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: In facilities offering academic and vocational training programs, classrooms are designed in consultation with school authorities. (Renovation, Addition, New Construction Only)

Proposal: When classrooms are used in facilities offering academic and vocational training programs, they are designed in consultation with school authorities. (Renovation, Addition, New Construction Only)

General Comments: The ALDF Standards Manual is applied to a wide range of facilities, some of which use classrooms in the delivery of academic and vocational training programs; however, many facilities, which house short term detainees, such as ICE or U.S. Marshalls, do not use classrooms for this purpose. Academic and vocational training programs are often computer based, self-paced learning programs that do not require the use of a classroom. These programs are provided by using available space such as the offender library, without the need for a formal classroom setting. The current standard language is often interpreted as mandating the use of classrooms for the delivery of these programs. The proposed revision provides a necessary clarification for both agencies and auditors alike.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2008-021

Manual: Adult Probation and Parole Field Services

Edition: 3rd Edition

Standard Number(s): 3-APPFS-3130

Agency/Facility

- Name of Agency/Facility: Johnson County Kansas Department of Corrections
- Size of Facility:
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: Written policy, procedure, and practice govern classification and supervision of offenders in order to safeguard the community and meet the program needs of the offender. Offenders should be placed in the appropriate supervision category within 45 days to the initial interview. Reclassification should occur at six-month evaluation periods, and be recorded and justified in the chronological record.

Proposal: Written policy, procedure and practice govern classification and supervision of offenders in order to safeguard the community and meet the program needs of the offender. Offenders should be placed in the appropriate supervision category within 45

days of the initial interview. Reclassification should occur as required by actuarial-based, validated assessment instrument (Example: LSI-R, Level of Services Inventory-Revised). Such tools will outline mandatory time frames and significant events at which time reclassification should occur. If no validated assessment instrument is used, internal risk/need evaluation should occur at six-month periods. All information should be recorded and justified in the chronological record.

General Comments: Several states, including Kansas, are mandating agencies within the jurisdiction their State Department of Corrections to follow the guidelines established by their approved assessment tool. Minimally, the LSI-R requires assessment at intake, 6 months into probation and then at termination of probation. Typical probations within this state are 6-18 months. These offenders would receive a minimum of 3 assessments based on the requirements of the LSI-R. They would also receive MORE assessments should they have significant events in their lives that impact their probation (divorce, loss of job, death in family, etc.). There is no need for reassessment of offenders performing well within their established supervision category outside of the required three assessments (intake, 6 months, termination). The LSI-R allows for additional reassessments for those offenders NOT doing well. If need be, they could be reassessed monthly to address issues.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2008-022

Manual: Juvenile Day Treatment Programs

Edition: 3rd Edition

Standard Number(s): 1-JDTP-2C-07

Agency/Facility

- Name of Agency/Facility: Kentucky Department of Juvenile Justice
- Size of Facility:
- Accredited: Yes

Type of Proposal: Revision

Existing Standard: The facility has a fire alarm system and automatic detection system that is approved by the authority having jurisdiction. All system elements are tested on a quarterly basis; adequacy and operation of the systems are approved by a state fire official and other qualified authority annually.

Comment: Fire and/or smoke identification at the earliest possible moment is critical to fire control and fire fighting, as well as to the evacuation of staff and juveniles to preclude smoke inhalation and preserve life and health.

Proposal: The facility has a fire alarm system and automatic detection system that is approved by the authority having jurisdiction. All system elements are tested on a quarterly basis or at intervals approved by the authority having jurisdiction; adequacy and operation of the systems are approved by a state fire official and other qualified authority annually.

Comment: Fire and/or smoke identification at the earliest possible moment is critical to fire control and fire fighting, as well as to the evacuation of staff and juveniles to preclude smoke inhalation and preserve life and health.

General Comments: The equivalent standards in the Juvenile Detention Facilities, Juvenile Correctional Facilities (Training Schools) and Juvenile Correctional Boot Camp Programs have the proposed language. All facilities should have the option to comply with their “authority having jurisdiction”, whether it is state statute, state fire marshal or local code enforcement.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2008-023

Manual: TBD

Edition: TBD

Standard Number(s): TBD

Agency/Facility

- Name of Agency/Facility:
- Size of Facility:
- Accredited:

Type of Proposal: New Standard

Proposal: Written policy, procedure and practice outline the use of restraints on pregnant offenders during and immediately following the delivery of a child. Health care staff will provide guidance on the necessary precautions to protect the inmate and fetus.

Comment: Restraints on pregnant offenders, during and immediately following delivery of a child, should only be used in extreme instances and should not be applied for more time than is absolutely necessary.

General Comments: Procedures need to be in place to ensure that the fetus is unharmed and that security is still being maintained.

The Standards Committee determined that this proposed addition would affect the following manuals:

ACRS	ABC
ACI	ALDF
APPFS	CI
EM	HC
JCRF	JCF
JDF	JPAS
SJ	SJDF

Action taken by the standards committee:

Approved Denied **Tabled**

Summary of Action: Refer to the Health Care sub-committee and ask for assistance in the verbiage of this proposal.

ACA File No. 2008-024

Manual: Standards for Adult Correctional Institutions

Edition: 4th Edition

Standard Number(s): 4-4129

Agency/Facility

- Name of Agency/Facility:
- Size of Facility:
- Accredited:

Type of Proposal: Revision

Existing Standard: The number of inmates does not exceed the facility's rated bed capacity.

Comment: Rated bed capacity is considered to be the original design capacity, plus or minus capacity changes resulting from building additions, reductions, or revisions.

Proposal: The number of inmates does not exceed the maximum allowable inmate population as based on the Standards Compliant Bed Capacity formula.

Comment: The maximum allowable inmate population may fluctuate between audit cycles due to the necessity to single cell inmates for special management purposes.

General Comments: Since ACA has already established (ACI standards 4-4132, 4-4133, and 4-4141) that unencumbered space is to be used to determine suitable capacity requirements for inmates, it appears appropriate for the same rationale to be used in determining rated capacity for the entire facility. This proposal includes a reference to the "ACA Standards Compliant Bed Capacity Formula." A suggested format is included and should be reviewed in conjunction with this proposal. Approval of this standard should eliminate the current arbitrary numerical determination of rated capacity.

SCBC FORMULA FOR ADULT CORRECTIONAL INSTITUTIONS

Step No. 1: Calculation to be used for all cells (multiple occupancy and single) in general population (Ref. #4-4132).

$$\frac{\text{Sq.ft. total of unencumbered space in housing}}{25 \text{ sq.ft.}} = \text{Answer \#1}$$

Step No. 2: Calculation to be used for single cells in general population for special management purposes (Ref. #4-4133) and segregation (Ref. #4-4141).

$$\frac{\text{Sq.ft. total of unencumbered space in all single cells}}{35 \text{ sq.ft.}} = \text{Answer \#2}$$

$$\frac{\text{Sq.ft. total of all single cells}}{80 \text{ sq.ft.}} = \text{Answer \#3}$$

$$\text{Place lowest number of Answer \#2 \& Answer \#3} = \text{Answer \#4}$$

Step No. 3: Determination of SCBC for the entire facility.

$$\text{Answer \#1} + \text{Answer \#4} = \underline{\hspace{2cm}}$$

Action taken by the standards committee:

Approved	Denied	Tabled
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Summary of Proposals:

The 4th Edition, Performance Based Juvenile Correctional Facilities Standards were approved for publication by the Standards Committee.

07 Proposals were Approved

13 Proposals were Denied

05 Proposals were Tabled

00 Proposals had No Action Taken

Closing Comments

Mark A. Flowers, Director, Standards and Accreditation Department, began his closing comments by “Thanking” the Standards Committee and the ACA staff for their hard work and efforts to ensure a successful meeting. He gave the Standards Committee an update on the 2008 Standards Supplement, Core Jail Standards, the process of accepting and forwarding recommended proposals.

Chairperson Lappin thanked the committee for their hard work and diligence. Mr. Lappin provided closing comments and opened the floor for a motion to adjourn.

Action: Robert Garvey made a motion to adjourn.

Patricia Caruso seconded the motion. The motion carried.

The meeting was adjourned at approximately 10:45 a.m.