

Standards Committee Meeting Minutes

139th Congress of Correction

*Gaylord Convention Center
Nashville, Tennessee
August 7, 2009*

Members present:

*Harley G. Lappin, Chair, Washington D.C.
Lannette Linthicum, Vice Chair, Texas
Jeffrey Beard, Pennsylvania
Vicky Myers, Missouri
Ron Budzinski, Illinois
Brad Livingston, Texas
David K. Haasenritter, Virginia
Brian Fischer, New York
Stanley Glanz, Oklahoma
Denise Robinson, Ohio
Marilyn Rogan, Nevada
Marge Webster, New Hampshire
Justin Jones, Oklahoma
Mary Livers, Louisiana*

Members absent:

*Kathleen Bachmeier, North Dakota
Steve Gibson, Montana
Daniel Craig, Iowa
James LeBlanc, Louisiana
William Thompson, Texas
Paula Smith, North Carolina*

Staff:

*Mark Flowers, Director, Standards and Accreditation
Pamela Eckler, ACA Staff
Terri Jackson, ACA Staff
Leslee Hunsicker, ACA Staff*

Welcoming Remarks:

Harley Lappin, Committee Chair, called the meeting to order at 7:30 a.m. The members of the Standards Committee and guests introduced themselves. Mr. Lappin gave a brief overview of the agenda.

Comments:

Harold Clarke, ACA President, Provided welcome comments and “Thanked” the committee for the work they have accomplished.

James A. Gondles, ACA Executive Director, provided welcome comments and said that he would provide additional comments later in the meeting.

Open Hearing:

Mr. Lappin opened the floor for guest speakers to address the “Core Jail” standards.

Guest Appearances:

Gwyn Smith-Ingley, Executive Director, American Jail Association, Offered opening remarks about AJA’s appreciation of key players in bringing the “Core” standards to this point. She offered AJA’s support and any assistance that would be needed to ensure the standards were passed at this conference.

David Parrish, AJA Past President, provided comments regarding how the core jails standards need to apply to every jail, not just small jails, and how many states do not have any standards, and several that do are woefully lacking in the quality and level of accountability embodied in those standards.

Jim Hart, AJA Past President, provided comments noting that there is a great need in the field for the core jail standards, and that what is important is the process that coming into compliance with the core jail standards will establish and how that will enhance the professionalism of jails. He offered examples of what he has observed over the past 18 months as he has traveled around Tennessee and visited numerous jails. .

Ronaldo Myers, AJA Board Member, described his experiences with ACA standards and shared his desire that the core jail standards would enable his facility to finally begin taking steps that would move them towards accreditation and ultimately achieving accreditation under the ALDF standards in the future.

Marilyn Rogan, AJA Board Member, mentioned that there is a need for the Commission on Accreditation for Corrections (CAC) to encourage more jails to participate in the standards process. She stated that she believed the core jail standards would assist several jails around the country to lean towards accreditation, who were unable to achieve the Adult Local Detention Facility (ALDF) standards previously. She stated that she hopes to see more jails coming before the Commission in the future.

Rod Miller, CRS Inc., provided comments addressing the need for “Core Jail” standards around the country. He provided thanks to several committee members for their efforts and asked the standards committee to approve the “Core Jail” standards at this conference.

Sheriff Stanley Glanz, Tulsa County, Oklahoma, Accreditation, Detention & Corrections Committee Chair, National Sheriff’s Association, provided comments regarding the support that the National Sheriff’s Association has had for this set of standards and stated that he believed the standards committee should support and approve this set of standards.

Sheriff Scott Strait, Mackinac County, Michigan, provided comments surrounding his experiences with a field test audit with the “Core Jail” standards. Sheriff Strait informed the standards committee that by completing the field test, the operations of his facility has improved as well as accountability and security. He stated that he and his staff knew what

they wanted to do, but did not know how to get there. He stated that the “Core Jail” standards provided his staff with a road map, which allowed them to get to where they wanted to be. Sheriff Strait mentioned that the standards were not easy to meet, however with a little hard work and determination, every jail in the United States should be able to meet them regardless of size.

Mr. Lappin acknowledged the guest speakers and opened the floor for comments and questions from the standards committee members.

Ron Budzinski asked what the criteria would be to use this set of standards and would this level of standards be considered accreditation or certification.

Mark Flowers, Director, Standards and Accreditation informed the standards committee that this discussion had been considered before and it had been determined that if a facility was already accredited or in the process of being accredited under the ALDF standards, then that facility would not be allowed to go back to the level of the core jail standards. He went on to inform the standards committee that according to the ACA Constitution and By-Laws, the Commissioners on the CAC would ultimately determine whether it would be called accreditation, certification or maybe something else. Mr. Flowers informed the standards committee that they should as a group come up with a recommendation, which would be presented to the Commission at their full board meeting, which would take place later that day. He invited anyone who wished to attend the CAC meeting to do so.

Mr. Lappin asked if there were any more questions and said that he would accept a motion.

Jeffrey Beard made a motion to adopt the “Core Jail” standards.

The motion was seconded by David Haasenritter

The vote was unanimous to adopt the “Core Jail” standards.

Additional Comments:

James A. Gondles, Executive Director American Correctional Association, provided personal comments surrounding the “Core Jail” standards and stressed the need nationwide for this set of standards. He mentioned many different groups of sub-committees and recognized all of the sub-committee members for their hard work as well as the American Jail Association and the National Sheriff’s Association, and thanked them for their support during the development and field tests of the standards and personally thanked them for their hard work and dedication to the “Core Jail” standards. He thanked Past President Gary Maynard and current President Harold Clarke for their commitment to America’s jails and paid a special thanks to Mr. Lappin and the National Institute of Corrections for their financial support and stated that if it were not for them, the standards may not have progressed as far as they had and that ACA would probably not be where it is today with this particular set of standards. He recognized the healthcare committee members and thanked them for their assistance in ensuring the standards included health care standards. Finally he said a special thanks to David Parrish and Rod Miller for not giving up and being so determined to keep working on this set of standards for as long as they have. Lastly, he thanked Jamie Haight for her dedication to keeping the minutes accurately recorded and her participation on the sub-committees. He said that he believed this set of standards will advance the commitment that jails in the country will have towards

bettering their operations and hopes that many of them will ultimately obtain ACA accreditation under the ALDF standards.

Mr. Lappin provided the standards committee a brief summary of the work that went into the core jail standards and the sub-committee's concern on whether this set of standards would be for accreditation or some type of certification. He summarized the sub-committee's belief that this set of standards should be offered to jails of all sizes as long as they were not already accredited under the 4th edition, Adult Local detention Facility (ALDF) standards or in the process of being accredited using this set of standards. He agreed with Mr. Flowers and said that he would expect a recommendation from the standards committee be made and referred to the Commission for a decision.

He opened the floor for a motion.

Jeffrey Beard made a motion to "not call" the core jail standards "Accreditation".

The motion was seconded by Ron Budzinski.

Additional comments were made between the standards committee members both in support of the motion and not in support of the motion.

The results of the vote for "Not calling" the standards accreditation is as follows:

Yes = 8, No = 3, Abstained = 1, The motion carried and the recommendation of "Not calling" the standards accreditation was approved.

Guest Appearances continued:

Ed Spooner, Chair, ACA Facility Design Committee (FDC) and other members of the Facility Design Committee provided a presentation on upcoming workshops, sustainability, fundamentals of ACA standards, recommended definitions, cell furnishings and asked for guidance from the standards committee on proposals that will be submitted at the ACA Winter conference in January 2010.

Mr. Lappin provided the FDC with general guidance to their questions and concerns and stated that the standards committee looks forward to the standards proposals that will be submitted in January 2010 by the FDC.

Standards Committee Meeting Convened:

Mr. Lappin called the meeting to order and asked for a motion to approve the meeting minutes from the Winter ACA conference.

Ron Budzinski made a motion to approve, Seconded by David Haasenritter, Vote was unanimous. Minutes were accepted.

Additional Comments:

Lannette Linthicum, Chair, Commission on Accreditation for Corrections, provided comments and thanked the standards committee members for their hard work and commitment to ACA. She went on to announce that 201 agencies would be appearing before the Commission.

Mark Flowers, Director, Standard and Accreditation Department, provided an update in the Standards department, which included plans to begin a major project of re-numbering the standards in ACA manuals in order to synchronize them. He went on to explain an initiative that he has begun to develop a “How To” manual for ACA managers and a “How To” manual for ACA auditors with an objective to build consistency for ACA managers and ACA auditors. Mr. Flowers said that the first meeting would take place later that afternoon. Mr. Flowers mentioned that the 2010 supplement would be coming out after the beginning of the New Year as well as the 2nd edition of the Health care standards and the publication of the “Core Jail” standards. He continued by stating the he was identifying three sub-committee to work on three sets of standards: Juvenile Detention Facility, Adult Parole Authorities and Adult Day Reporting Standards. He informed the standards committee that he had received a request from the field that the Suicide and mental health standards are reviewed an updated and asked the Chair to ask the ACA Health Care Committee to review these items. Mr. Flowers stated that he has been experiencing a few issues surrounding ACI standard 4-4512 and asked the standards committee what their intent with this standard was. The standards committee discussed ACI standard4-4512 and cane to the conclusion that education and acceptance from the religious discipline out-weighed any specific type of training that was listed in the standard. Mr. Flowers concluded his comments by stating that he appreciated the hard work of the “Core Jail” sub-committees and thanked them for their patience and hard work. He went on to say that approving the core jail standards were more important than determining what they were going to be called, because 17 states could now use the ACA core jail standards as their road map to success and the betterment of their daily operations and the quality of life for their inmates and staff alike.

Mr. Lappin thanked Dr. Linthicum and Mr. Flowers for their update and opened the floor up to the proposals.

Proposals:

ACA File No. 2009-003

Manual: ACI

Edition: 4th

Standard Number(s): 4-4011

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

*Type of Proposal (circle one): New Standard **Revision** Deletion*

Existing Standard: 4-4011

The role and functions of employees of other public or private agencies providing a service to the institution are covered by written policy and procedure that specify their relation to the authority and responsibility of the warden/superintendent. These policies and

procedures are reviewed at least annually and updated as needed.

Proposal: 4-4011

The role and functions of employees of other public or private agencies providing a service to the institution are covered by written policy and procedure that specify their relation to the authority and responsibility of the warden/superintendent.

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 the policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is reviewed at least annually and updated as needed. 4-4013 each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved Denied Tabled

ACA File No. 2009-004

Manual: ACI

Edition: 4th

Standard Number(s): 4-4031

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

*Type of Proposal (circle one): New Standard **Revision** Deletion*

Existing Standard: 4-4031

Written policy, procedure, and practice demonstrate that the procedures for the collection, safeguarding, and disbursement of monies comply with the accounting procedures established by the governing jurisdiction. These procedures are reviewed annually and updated as needed.

Proposal: 4-4031

Written policy, procedure, and practice demonstrate that the procedures for the collection, safeguarding, and disbursement of monies comply with the accounting procedures

established by the governing jurisdiction.

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is reviewed at least annually and updated as needed. 4-4013 Each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved Denied Tabled

ACA File No. 2009-005

Manual: ACI

Edition: 4th

Standard Number(s): 4-4063

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

*Type of Proposal (circle one): New Standard **Revision** Deletion*

Existing Standard: 4-4063

There is a written policy and procedure that specifies support for a drug free workplace for all employees. This policy, which is reviewed at least annually, includes at a minimum the following:

- prohibition of the use of illegal drugs*
- prohibition of possession of any illegal drug except in the performance of official duties*
- the procedures to be used to ensure compliance*
- the opportunities available for treatment and/or counseling for drug abuse*
- the penalties for violation of the policy*

Proposal: 4-4063

There is a written policy and procedure that specifies support for a drug free workplace for all employees. This policy includes at a minimum the following:

- *prohibition of the use of illegal drugs*
- *prohibition of possession of any illegal drug except in the performance of official duties*
- *the procedures to be used to ensure compliance*
- *the opportunities available for treatment and/or counseling for drug abuse*
- *the penalties for violation of the policy*

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is reviewed at least annually and updated as needed. 4-4013 Each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2009-006

Manual: ACI

Edition: 4th

Standard Number(s): 4-4095

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 4-4095

Written policy and procedure govern case record management, including at a minimum the following areas: the establishment, use, and content of inmate records; right to privacy; secure placement and preservation of records; and schedule for retiring or destroying inactive records. The policies and procedures are reviewed annually.

Proposal: 4-4095

Written policy and procedure govern case record management, including at a minimum the following areas: the establishment, use, and content of inmate records; right to privacy; secure placement and preservation of records; and schedule for retiring or destroying

inactive records.

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is reviewed at least annually and updated as needed. 4-4013 Each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2009-007

Manual: ACI

Edition: 4th Edition

Standard Number(s): 4-4139 and 4-4341

Agency/Facility

Name of Agency/Facility: Ohio Department of Rehabilitation and Correction

Size of Facility: 51,000 inmates, 32 prisons

Accredited status: Yes

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 4-4139

Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every eight inmates, unless national or state building or health codes specify a different ratio. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and to promote hygienic practices. 4-4341 There are sufficient bathing facilities in the housing areas to permit inmates in the general population to shower at least three times per week.

Proposal: 4-4139

THE FACILITY HAS A SUFFICIENT NUMBER OF operable showers with temperature-controlled hot and cold running water TO ENSURE INMATES ARE PROVIDED WITH THE OPPORTUNITY TO USE BATHING FACILITIES/SHOWER AT LEAST THREE DAYS PER WEEK. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and to

promote hygienic practices.

General Comments:

The proposal is to revise 4-4139 and delete standard 4-4341. The deletion of the ratio requirement in the standard would have no impact on quality of life, as facilities would still have to provide inmates with the opportunity to shower three times per week, which is the current requirement. The intent of both existing standards is to ensure that inmates are provided access to operable and thermostatically controlled showers and the adequate opportunity to shower. The proposal would still enforce that requirement. As it stands, however, the two standards often cause contradictory audit findings, as the facility may be out of compliance with ratio requirements but still providing inmates with adequate shower opportunities, which is the main goal. Alternatively, the facility may meet or exceed ratio requirements but this is meaningless if staff are not operating their facilities in a way that ensures appropriate access to the shower facilities. This contradiction results in unnecessary conflict in the audit findings. It is unnecessary to have two separate standards for this issue, which is directed at ensuring inmates have adequate opportunity to shower.

Action taken by the standards committee:

Approved

Denied

Tabled

This proposal was referred to the Facility Design Committee for their review and recommendation.

ACA File No. 2009-008

Manual: ACI

Edition: 4th

Standard Number(s): 4-4145

Agency/Facility

Name of Agency/Facility: N/A

Size of Facility: N/A

Accredited status: N/A

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 4-4145

Lighting throughout the facility is determined by the tasks to be performed, interior surface finishes and colors, type and spacing of light sources, outside lighting, and shadows and glare.

Proposal: 4-4145 Delete the standard

General Comments:

The language in this standard is too vague to access during an audit in any meaningful way. Existing standards currently require specific requirements, i.e. lighting, airflow, noise, transparent glazing, etc. that assess the areas mentioned in this standard in an appropriate fashion that can be "documented". The development of more specific standards and standards that are no longer just "minimum" are the future. If the standard remains then add qualifiers to it so that auditors know what the wishes of the CAC and the Standards Committee is when assessing this standard during an audit.

Action taken by the standards committee:

*Approved Denied **Tabled***

This proposal was referred to the Facility Design Committee for their review and recommendation.

ACA File No. 2009-009

Manual: ACI

Edition: 4th Edition

Standard Number(s): 4-4154

Agency/Facility

*Name of Agency/Facility: Ohio Department of Rehabilitation and Correction
Size of Facility: 51,000 inmates, 32 prisons
Accredited status: Yes*

*Type of Proposal (circle one): New Standard **Revision** Deletion*

Existing Standard: 4-4154

Both outdoor and covered/enclosed exercise areas for general population inmates are provided in sufficient number to ensure that each inmate is offered at least one hour of access daily. Use of outdoor areas is preferred, but covered/enclosed areas must be available for use in inclement weather. Covered/enclosed areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities.

The minimum space requirements for exercise areas are as follows:

- Outdoor exercise areas in facilities where 100 or more inmates utilize one recreation area—15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 1,500 square feet of unencumbered space*
- Outdoor exercise areas in facilities where less than 100 inmates have unlimited access to an individual recreation area—15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 750 square feet of unencumbered space*

- *Covered/enclosed exercise areas in facilities where 100 or more inmates utilize one recreation area—15 square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 1,000 square feet of unencumbered space*
- *Covered/enclosed exercise areas in facilities where less than 100 inmates utilize one recreation area—15 square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 500 square feet of unencumbered space.*

Proposal: 4-4154

Both outdoor and covered/enclosed exercise areas for general population inmates are provided in sufficient number to ensure that each inmate is offered at least one hour of access daily. Use of outdoor areas is preferred, but covered/enclosed areas must be available for use in inclement weather. Covered/enclosed areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities.

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- *Outdoor exercise areas in facilities where less than 100 inmates have unlimited access to an individual recreation area—15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 750 square feet of unencumbered space*
- *Covered/enclosed exercise areas in facilities where 100 or more inmates utilize one recreation area—15 square feet per inmate for the maximum number of inmates expected to use the space at one time with not less than 1,000 square feet of unencumbered space.*
- *Covered/enclosed exercise areas in facilities where less than 100 inmates utilize one recreation area – 15 square feet per inmate for the maximum number of inmates expected to use the space at one time with not less than 500 square feet of unencumbered space.*

General Comments:

The true intent of this standard is very clear in the first two sentences of the standard, as follows: “Both outdoor and covered/enclosed exercise areas for general population inmates are provided in sufficient number to ensure that each inmate is offered at least one hour of access daily. Use of outdoor areas is preferred, but covered/enclosed areas must be available for use in inclement weather.” The eighteen foot ceiling height is irrelevant and

unnecessary in meeting the intent of this standard. Indoor recreation areas are intended to be utilized as a secondary option to outdoor areas. As the standard requires, covered/enclosed recreation areas are used to supplement outdoor recreation opportunities during inclement weather conditions. Very few recreational activities are detrimentally impacted by a ceiling height of less than 18 feet and these recreational activities are typically available, and more suitable, in outdoor areas. Therefore, an indoor ceiling height requirement does not impact the opportunity for an inmate to participate in these types of activities. Inclement weather is what would impact the availability of these opportunities and a secondary indoor option, with other activities, must be available/used, as mandated by the standard. The area difference between a standard ceiling height and an 18 foot ceiling does not affect the recreational opportunities/activities provided for inmates. A ceiling height of less than 18 feet in a covered/enclosed recreation area neither impedes a facility's ability to provide a wide variety of indoor recreation activities to its inmate population nor does it reduce an inmate's quality of life in any manner. In addition, there are no standard requirements that dictate that specific recreational activities that facility staff must offer. Facility staff may, at their discretion, offer the same type recreational activities regardless of ceiling height, meaning that the height has no relevance. Examples of indoor recreation opportunities include aerobics, weight machines, ping-pong, pool tables, etc., all of which are not impacted by ceiling height. All facilities are required to provide outdoor recreation opportunities and indoor recreation areas are to be used for inclement weather conditions. The ceiling height requirement deals with unusable space that is irrelevant and should not be imposed upon indoor recreation areas. In relation to physical plant issues, the unencumbered space requirements are the most relevant to having the ability to provide suitable and adequate recreational opportunities for inmates.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2009-010

Manual: ACI

Edition: 4th

Standard Number(s): 4-4174

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 4-4174

There is a manual containing all procedures for institutional security and control, with detailed instructions for implementing these procedures. The manual is available to all staff and is reviewed at least annually and updated if necessary.

Proposal: 4-4174

There is a manual containing all procedures for institutional security and control, with detailed instructions for implementing these procedures. The manual is available to all staff.

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is reviewed at least annually and updated as needed. 4-4013 Each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2009-011

Manual: ACI

Edition: 4th

Standard Number(s): 4-4192

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 4-4192

Written policy, procedure, and practice provide for searches of facilities and inmates to control contraband and provide for its disposition. These policies are made available to staff and inmates; policies and procedures are reviewed at least annually and updated if necessary.

Proposal: 4-4192

Written policy, procedure, and practice provide for searches of facilities and inmates to control contraband and provide for its disposition. These policies are made available to staff and inmates.

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is reviewed at least annually and updated as needed. 4-4013 Each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2009-012

Manual: ACI

Edition: 4th

Standard Number(s): 4-4212

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 4-4212

Written policy, procedure, and practice provide for a comprehensive and thorough monthly inspection of the institution by a qualified fire and safety officer for compliance with safety and fire prevention standards. There is a weekly fire and safety inspection of the institution by a qualified departmental staff member. This policy and procedure is reviewed annually and updated as needed.

Proposal: 4-4212

Written policy, procedure, and practice provide for a comprehensive and thorough monthly inspection of the institution by a qualified fire and safety officer for compliance with safety and fire prevention standards. There is a weekly fire and safety inspection of the institution by a qualified departmental staff member.

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is

reviewed at least annually and updated as needed. 4-4013 Each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2009-013

Manual: ACI

Edition: 4th

Standard Number(s): 4-4224

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 4-4224

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: 4-4224

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.

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is reviewed at least annually and updated as needed. 4-4013 Each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2009-014

Manual: ACI

Edition: 4th

Standard Number(s): 4-4225

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 4-4225

There are written procedures regarding escapes; these procedures are reviewed at least annually and updated if necessary.

Proposal: 4-4225

There are written procedures regarding escapes.

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is reviewed at least annually and updated as needed. 4-4013 Each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2009-015

Manual: ACI

Edition: 4th

Standard Number(s): 4-4226

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

*Type of Proposal (circle one): New Standard **Revision** Deletion*

Existing Standard: 4-4226

Written rules of inmate conduct specify acts prohibited within the institution and penalties that can be imposed for various degrees of violation; the written rules are reviewed annually and updated if necessary.

Proposal: 4-4226

Written rules of inmate conduct specify acts prohibited within the institution and penalties that can be imposed for various degrees of violation.

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is reviewed at least annually and updated as needed. 4-4013 Each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved Denied Tabled

ACA File No. 2009-016

Manual: ACI

Edition: 4th

Standard Number(s): 4-4227

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

Type of Proposal (circle one): *New Standard* **Revision** *Deletion*

Existing Standard: 4-4227

There is a written set of disciplinary procedures governing inmate rule violations. These are reviewed annually and updated if necessary.

Proposal: 4-4227

There is a written set of disciplinary procedures governing inmate rule violations.

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is reviewed at least annually and updated as needed. 4-4013 Each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved *Denied* *Tabled*

ACA File No. 2009-017

Manual: ACI

Edition: 4th

Standard Number(s): 4-4256

Agency/Facility

*Name of Agency/Facility: Gib Lewis Facility
Size of Facility: 2200 Bed
Accredited status: Yes*

Type of Proposal (circle one): *New Standard* **Revision** *Deletion*

Existing Standard: 4-4256

Written policy, procedure, and practice provide that a qualified mental health professional personally interviews and prepares a written report on any inmate remaining in segregation for more than thirty days. If confinement continues beyond thirty days, a mental health assessment by a qualified mental health professional is made at least every three months – more frequently if prescribed by the chief medical authority.

Proposal: 4-4256

Written policy, procedure, and practice provide that a qualified mental health professional personally interviews and prepares a written report on any inmate remaining in segregation for more than thirty days. The written report must be entered into the offender's medical chart. The interview and written report shall be completed within 10 days after the completion of the first 30 days in segregation. If confinement continues beyond thirty days, a mental health assessment by a qualified mental health professional is made at least every three months – more frequently if prescribed by the chief medical authority.

General Comments:

I believe that a more structured standard is a must, due to the fact that we were found to be non compliant on this file because we completed our interview "prior" to the 30 day time frame. We were trying to go above and beyond in our efforts to meet this standard and in doing so failed to meet it. As the standard is currently written it does not stipulate how many days "after" the 30 day period that you have to complete your interview. In my opinion, this leaves the door open for failure if you complete the review "too early" or "too late" after the 30 day stay in segregation. It needs to give a specific amount of days that you have in order to remain in compliance.

Action taken by the standards committee:

*Approved Denied Tabled **No Action***

Proposal was withdrawn by the proposer.

ACA File No. 2009-018

Manual: ACI

Edition: 4th

Standard Number(s): 4-4295

Agency/Facility

*Name of Agency/Facility: U.S. Disciplinary Barracks
Size of Facility: 500
Accredited status: Yes*

*Type of Proposal (circle one): New Standard **Revision** Deletion*

Existing Standard: 4-4295

Written policy, procedure, and practice provide for a written inmate classification plan. The plan specifies the objectives of the classification system and methods for achieving them, and it provides a monitoring and evaluation mechanism to determine whether the objectives are being met. The plan is reviewed at least annually and updated as needed.

Proposal: 4-4295

Written policy, procedure, and practice provide for a written inmate classification plan. The plan specifies the objectives of the classification system and methods for achieving them, and it provides a monitoring and evaluation mechanism to determine whether the objectives are being met.

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is reviewed at least annually and updated as needed. 4-4013 Each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2009-019

Manual: ACI

Edition: 4th

Standard Number(s): 4-4306

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 4-4306

Written policy, procedure, and practice provide that adjudicated delinquent offenders and youths charged with offenses that would not be crimes if committed by adults do not reside in the institution.

Proposal: 4-4306

Written policy, procedure, and practice provide that adjudicated delinquent offenders and youths charged with offenses that would not be crimes if committed by adults do not reside in the institution. Interpretation: This standard is applicable to all facilities.

General Comments:

The standard has been interpreted as both applicable because a facility does not house them and as not applicable because the facility does not house youthful offenders. Adding the interpretation should clear up the confusion.

Action taken by the standards committee:

Approved ***Denied*** *Tabled*

ACA File No. 2009-020

Manual: ACI

Edition: 4th

Standard Number(s): 4-4341

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

Type of Proposal (circle one): *New Standard* ***Revision*** *Deletion*

Existing Standard: 4-4341

There are sufficient bathing facilities in the housing areas to permit inmates in the general population to shower at least three times per week.

Proposal: 4-4341

Policy, procedure and practice provide that inmates in general population have the opportunity to shave and shower at least three times per week.

General Comments:

Standard 4-4139 depicts requirements for sufficient bathing facilities. 4-4341 should more closely resemble standard 4-4262 regarding the opportunity for segregation inmates to shower. 4-4262 Written policy, procedure, and practice provide that inmates in segregation have the opportunity to shave and shower at least three times per week.

Action taken by the standards committee:

Approved *Denied* ***Tabled***

This proposal was referred to the Facility Design Committee for their review and recommendation.

ACA File No. 2009-021

Manual: ACI

Edition: 4th Edition

Standard Number(s): 4-4373

Agency/Facility

Name of Agency/Facility: Colorado Dept of Corrections

Size of Facility: 15,000

Accredited status: Yes

*Type of Proposal (circle one): New Standard **Revision** Deletion*

Existing Standard: 4-4373

There is a written suicide prevention plan that is approved by the health authority and reviewed by the facility or program administrator. The plan includes staff and offender critical incident debriefing that covers the management of suicidal incidents, suicide watch, assaults, prolonged threats, and death of an offender or staff member. It insures a review of critical incidents by administration, security, and health services. All staff with responsibility for offender supervision are trained on an annual basis in the implementation of the program. Training should include but not be limited to:

- identifying the warning signs and symptoms of impending suicidal behavior*
- understanding the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors*
- responding to suicidal and depressed offenders*
- communication between correctional and health care personnel*
- referral procedures • housing observation and suicide watch level procedures*
- follow-up monitoring of offenders who make a suicide attempt*

Proposal: 4-4373

There is a written suicide prevention plan that is approved by the health authority and reviewed by the facility or program administrator annually. The plan includes a critical incident debriefing that covers the management of suicidal incidents including the watch, behavior during the incident, and death of an offender or staff member. It insures a review of critical suicide incidents by administration, security, and health services. All staff with responsibility for offender supervision are trained on an annual basis in the implementation of the program. Training should include but not be limited to:

- identifying the warning signs and symptoms of impending suicidal behavior*
- understanding the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors*
- responding to suicidal and depressed offenders*
- communication between correctional and health care personnel*
- referral procedures*

- *housing observation and suicide watch level procedures*
- *follow-up monitoring of offenders who make a suicide attempt*

General Comments:

This standard is addressing the management of suicidal incidents. The previous wording did not clearly state the intent of the standard. It implied that the assaults, prolonged threats and deaths were separate categories that required critical incident debriefings when in fact it was referencing suicide incidents. There are other standards that address these facility disruptions. The debriefing on suicidal incidents should be covering the suicide watch and all behaviors during the incident to include death. Additionally, the comment of the standard states, that the plan should be signed and reviewed annually. Since the facilities are audited to the standard and not the comment, the annual review should be included in the standard language. The new wording makes clear the intent of the standard which is the management of suicidal incidents.

Action taken by the standards committee:

Approved

Denied

Tabled

This proposal was referred to the Mental Health Committee for their review and recommendation.

ACA File No. 2009-022

Manual: ACI

Edition: 4th

Standard Number(s): 4-4400

Agency/Facility

Name of Agency/Facility: PA Dept of Corrections

Size of Facility:

Accredited status: Yes

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 4-4400

When an offender is transferred to segregation, health care personnel will be informed immediately and will provide assessment and review as indicated by the protocols established by the health authority. Unless medical attention is needed more frequently, each offender in segregation receives a daily visit from a health care provider. The presence of a health care provider in segregation is announced and recorded. The frequency of physician visits to segregation units is determined by the health authority.

Proposal: 4-4400

When an offender is transferred to segregation, health care personnel will be informed

immediately and will provide assessment and review as indicated by the protocols established by the health authority. Unless medical attention is needed more frequently, each offender in segregation has the opportunity to receive a visit from a health care provider during daily rounds. The presence of a health care provider in segregation is announced and recorded. The frequency of physician visits to segregation units is determined by the health authority.

General Comments:

Auditors interpret this standard to mean the health care provider should stop at each cell every day. While it is agreed health care staff should be responsive and available, for facilities with limited staff and segregation units of 500 plus cells, this is redundant and a waste of staff resources. Standards 4-4346 and 4-4389 already address daily sick call process and 4-minute response to health emergencies (including first responders on the unit). Between rounds, med distribution, and access to sick call, inmates have ample opportunities to be seen.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA File No. 2009-023

Manual: ACI

Edition: 4th

Standard Number(s): 4-4438

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 4-4438

Where a drug treatment program exists, written policy, procedure, and practice provide that the alcohol and drug abuse treatment program has a written treatment philosophy within the context of the total corrections system, as well as goals and measurable objectives. These documents are reviewed at least annually and updated as needed. Interpretation August 2003 The words "Where a drug program exists" are interpreted as a therapeutic community.

Proposal: 4-4438

Where a drug treatment program exists, written policy, procedure, and practice provide that the alcohol and drug abuse treatment program has a written treatment philosophy within

the context of the total corrections system, as well as goals and measurable objectives. Interpretation August 2003 The words “Where a drug program exists” are interpreted as a therapeutic community.

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is reviewed at least annually and updated as needed. 4-4013 Each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved Denied Tabled

ACA File No. 2009-024

Manual: ACI

Edition: 4th Edition

Standard Number(s): 4-4480

Agency/Facility

*Name of Agency/Facility: Colorado Dept of Corrections
Size of Facility: 25,000
Accredited status: Yes*

*Type of Proposal (circle one): New Standard **Revision** Deletion*

Existing Standard:

Written policy, procedure, and practice provide incentives for educational participation and formal recognition of specific educational accomplishments.

Proposal:

Written policy, procedure, and practice provide incentives for educational participation.

General Comments:

“Formal recognition of specific educational accomplishments” is already in standard 4-4470. There is no need to duplicate this requirement. Standard 4-4470 addresses both academic and vocational programs, so it is better to leave that standard as is and delete the duplication in this standard.

Action taken by the standards committee:

Approved as Amended:

Denied

Tabled

Amendment is as follows:

4-4480

Written policy, procedure, and practice provide incentives for educational and/or vocational participation and formal recognition of specific accomplishments.

4-4470 (Also amended), The last sentence was removed.

Written policy, procedure, and practice provide that the academic and vocational education programs are recognized, certified, or licensed by the state department of education or other recognized agency having jurisdiction. Programs up to the completion of high school and/or the GED are available at no cost to inmates.

ACA File No. 2009-025

Manual: ACI

Edition: 4th

Standard Number(s): 4-4487

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 4-4487

Written policy and procedure govern inmate correspondence; the policies and procedures are reviewed annually and updated as necessary.

Proposal: 4-4487

Written policy and procedure govern inmate correspondence.

General Comments:

Annual review of these policies and procedures are required within standards 4-4012 and 4-4013. This change eliminates the duplication of documentation in the files. 4-4012 The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual that is accessible to all employees and the public. This manual is

reviewed at least annually and updated as needed. 4-4013 Each department and major administrative unit in the institution maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented. These procedures are reviewed at least annually and are updated as needed.

Action taken by the standards committee:

Approved Denied Tabled

ACA File No. 2009-026

Manual: ACI

Edition: 4th

Standard Number(s): 4-4504

Agency/Facility

Name of Agency/Facility: U.S. Disciplinary Barracks

Size of Facility: 500

Accredited status: Yes

Type of Proposal (circle one): New Standard Revision Deletion

Existing Standard: 4-4504

The institution provides information to visitors about transportation to the institution and facilitates transportation between the institution and nearby public transit terminals.

Proposal: 4-4504

The institution provides information to visitors about transportation to the institution.

General Comments:

The institution should just be required to provide information on transportation availability. Facilitate can lead one to believe the agency must provide transportation if not available. Requiring the facility to facilitate the transportation creates a liability and could put a tremendous financial burden on the institution.

Action taken by the standards committee:

Approved Denied Tabled

ACA File No. 2009-027

Manual: ACI

Edition: 4th Edition

Standard Number(s): 4-4512

Agency/Facility

Name of Agency/Facility: Colorado Dept of Corrections

Size of Facility: 15,000

Accredited status: Yes

*Type of Proposal (circle one): New Standard **Revision** Deletion*

Existing Standard: 4-4512

There is a qualified chaplain (or chaplains) with minimum qualification of (1) clinical pastoral education or equivalent specialized training and (2) endorsement by the appropriate religious certifying body. The chaplain assures equal status and protection for all religions.

Proposal: 4-4512

There is qualified chaplain (or chaplains) with minimum of (1) documentation of qualification by the appropriate religious certifying body and (2) endorsement by the appropriate religious certifying body. The chaplain assures equal status and protection for all religions. The chaplain will complete specialized training as required by the institution.

General Comments:

Agencies are continually faced with budget constraints and difficulties in the recruitment of Chaplains. Many agencies are challenged with the social economic climate and the difficulty to get chaplains to minister in correctional environments. Placing strict criteria adds to that burden. The revision of the standard places the burden for initial training on the appropriate religious certifying body. It also adds a stipulation that the chaplain will complete required specialized training as required by the institution. This leaves the implementation to the individual department based on their needs.

Action taken by the standards committee:

*Approved **Denied** Tabled*

The standards committee discussed this proposal and determined that the educational credentials would outweigh any specific training required of chaplains. The standards committee also specified that the education requirements of a chaplain would be determined by the chaplain's religious denomination.

ACA File No. 2009-028

Manual: ALDF

Edition: 4th

Standard Number(s): 4-ALDF-2A-59

Agency/Facility

Name of Agency/Facility: Pennington County Jail

Size of Facility: 500

Accredited status: Yes

Type of Proposal (circle one): New Standard **Revision** Deletion

Existing Standard: 4-ALDF-2A-59

If an inmate uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates, alternative meal service may be provided. Alternative meal service is on an individual basis, is based on health or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of facility administrator or designees and responsible health authority. The substitution does not exceed seven days.

Proposal: 4-ALDF-2A-59

If an inmate uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates, alternative meal service may be provided. Alternative meal service is on an individual basis, is based on health or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of facility administrator or designees. The substitution of food does not exceed seven days unless reviewed and approved by the health authority. The substitution of food service equipment for safety and security shall be reviewed every thirty days by the facility administrator or designee.

General Comments:

Certain inmate's pose a threat to safety and security or self injury if standard meal service equipment is provided - trays, sporks, etc. The use of finger foods and Styrofoam trays many times need to extend past 7 days for the safety of staff and the inmate population. The standard, as currently written, implies food service equipment replacement cannot exceed seven days.

Action taken by the standards committee:

Approved **Denied** Tabled

ACA File No. 2009-029

Manual: ACRS

Edition: Fourth Edition

Standard Number(s): 2A-10

Agency/Facility

Name of Agency/Facility: AR Department of Community Correction

Size of Facility: 500

Accredited status: Yes

*Type of Proposal (circle one): New Standard **Revision** Deletion*

Existing Standard: 2A-10

(MANDATORY) Possession and use of weapons is prohibited in the facility except in case of an emergency.

Proposal: 2A-10

(MANDATORY) Possession and use of lethal weapons is prohibited in the facility except in case of an emergency.

General Comments:

The term weapon is broad and subject to a number of interpretations. Several Adult Community Residential Services facilities allow the use of other defensive weapons such as batons and stun shields with training. It appears the original intent of the Expected Practice was to limit the introduction of firearms into a community residential facility and not other less lethal weapons.

Action taken by the standards committee:

*Approved Denied **Tabled***

ACA staff will conduct research on ACRS facilities and report back to the standards committee in January 2010 with a recommendation for "Weapon" and will provide a briefing on how ACA accredited facilities are interpreting this standard and how they are complying with this standard.

ACA File No. 2009-030

Manual: Performance Based Standards for Correctional Industries

Edition: Second

Standard Number(s): 2-CI-6C-7

Agency/Facility

Name of Agency/Facility: Correctional Industries

Size of Facility:

Accredited status:

*Type of Proposal (circle one): New Standard **Revision** Deletion*

Existing Standard: 2-CI-6C-7

At a minimum, all staff receives 40 hours of training annually.

Proposal: 2-CI-6C-7

Industry staff, volunteers and contractors with daily inmate contact receive 40 hours of training annually. Management and administrative/support staff who have minimal contact with inmates receive 16 hours of training annually.

General Comments:

Current language is not specific as to whether it is referring to industry staff in the field, which has daily contact with inmates OR the Central Office C.I. staff who have no contact with inmates, which is where the audit is conducted.

Action taken by the standards committee:

Approved

Denied

Tabled

ACA staff will compare the training requirements for staff, volunteers and contractors to insure consistency between the other manuals.

ACA File No. 2009-031

Manual: Standards for Adult Parole Authority

Edition: Second Edition

Standard Number(s): 2-1040

Agency/Facility

Name of Agency/Facility: Army

Size of Facility: NA

Accredited status: Candidate Status

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 2-1040

Tenure on the parole authority is no less than five years. 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.

Proposal: 2-1040

Tenure of the parole authority, who are not covered by merit systems, civil service regulation, military regulation, or union contract, is no less than five years. 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.

General Comments:

Intent of standard is to ensure those who are appointed are not removed for political reasons. Some parole authority positions are not appointed and are covered by merit system, civil service regulation, union contract and military regulations. This change would make the standards similar to ACI 4-4008. The qualifications, authority, and responsibilities of the warden/superintendent and other appointed personnel who are not covered by merit systems, civil service regulation, or union contract are specified in writing by statute or by the parent agency.

Action taken by the standards committee:

Approved

Denied

Tabled

This proposal was referred to the Adult Paroling Authority Sub-Committee for their review and recommendation.

ACA File No. 2009-032

Manual: Standards for Adult Parole Authority

Edition: Second Edition

Standard Number(s): 2-1070

Agency/Facility

Name of Agency/Facility: US Army

Size of Facility: NA

Accredited status: Candidate Status

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 2-1070

There is a documented procedure for determining the time necessary to thoroughly consider each case, based on the types of cases being heard; in a normal working day scheduling does not exceed twenty cases, with a maximum of fifteen cases concerning term setting, release consideration or revocation, and additional cases not requiring extensive hearing or deliberation, not to exceed a total of 20 of both types of cases.

Proposal: 2-1070

A normal working day scheduling does not exceed twenty-five cases, with a maximum of twenty cases concerning term setting, release consideration or revocation, and additional cases not requiring extensive hearing or deliberation, not to exceed a total of twenty-five of both types of cases.

General Comments:

As prison populations continue to increase the case loads of parole authorities are also increasing. As technology improves, the processes improve, providing more time to thoroughly review and make decisions on cases. IAW standard 2-1074 cases are reviewed prior to the hearing. The case load standard was based on processes and technology from approximately 30 years ago and the number should be increased to reflect reality of parole decision-making.

Action taken by the standards committee:

*Approved Denied **Tabled***

This proposal was referred to the Adult Paroling Authority Sub-Committee for their review and recommendation.

ACA File No. 2009-033

Manual: Standards for Adult Parole Authority

Edition: Second Edition

Standard Number(s): 2-1086

Agency/Facility

Name of Agency/Facility: Army

Size of Facility: NA

Accredited status: Candidate Status

*Type of Proposal (circle one): New Standard **Revision** Deletion*

Existing Standard: 2-1086

At the first hearing of offenders eligible for parole, the parole authority sets a tentative release date. If circumstances prevent the setting of a tentative release date at the first hearing, a subsequent hearing is held within one year for the purpose of setting a tentative release date. In any event, the parole authority gives reasons in writing for any deferral of decision.

Proposal: 2-1086

At the first hearing of offenders eligible for parole, the parole authority sets a tentative release date. If the parole authority does not establish a tentative release date at the first hearing, a subsequent hearing is held annually until a tentative release date or parole release date is set. In any event, the parole authority gives reasons in writing for any deferral of setting a parole release date.

General Comments:

Inmates with long sentences could be eligible for parole long before they are prepared for parole. Having an annual review until a date is set will allow the parole authority to review

the most current data to set a date and provide the inmate a review annually. Setting a tentative date very early in their sentence is not realistic and not based on the inmate's progress in confinement.

Action taken by the standards committee:

Approved

Denied

Tabled

This proposal was referred to the Adult Paroling Authority Sub-Committee for their review and recommendation.

ACA File No. 2009-034

Manual: Adult Parole Authority

Edition: Second Edition

Standard Number(s): 2-1123

Agency/Facility

Name of Agency/Facility: Army

Size of Facility: NA

Accredited status: Candidate Status

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 2-1123

After a revocation hearing, the parole authority immediately informs the offender of the next tentative release date. When circumstances, such as pending criminal charges or outstanding sentences to be served, prevent the setting of a tentative release date, or when the tentative release date is greater than one year after the revocation hearing, the parole authority sets a date for a review hearing within one year, and advises the offender of this date.

Proposal: 2-1123

After a revocation hearing, the parole authority immediately informs the offender of the next tentative release date or his next review hearing which will be within one year from his return to confinement.

General Comments:

There are many reasons why a next tentative release date cannot be set in addition pending criminal charges or outstanding sentences to be served as listed above. Outstanding sentence is vague. The offender may need some type of rehabilitative treatment that setting a date would be unrealistic. It would be more realistic to review his case within a year if a tentative date is not set to check on his progress with programs and with conformity with facility rules which may have been his/her problem in the community.

Action taken by the standards committee:

Approved

Denied

Tabled

This proposal was referred to the Adult Paroling Authority Sub-Committee for their review and recommendation.

ACA File No. 2009-035

Manual: ACI

Edition: 4th

Standard Number(s): 4-4270

Agency/Facility

Name of Agency/Facility: ACA staff

Size of Facility: N/A

Accredited status: N/A

Type of Proposal (circle one):

New Standard

Revision

Deletion

Existing Standard: 4-4270

Written policy, procedure, and practice provide that inmates in segregation 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: 4-4270

Written policy, procedure, and practice provide that inmates in administrative segregation receive a minimum of one hour of exercise per day outside their cells, five days per week, unless security or safety considerations dictate otherwise. Disciplinary or Solitary segregated inmates may receive "In cell recreation Programs" for this same time period.

General Comments:

The current standard does not distinguish between administrative segregation and disciplinary or solitary segregation. There is a difference and the level of recreation should be different. Inmates who are placed in disciplinary or solitary segregation pose a security risk by the nature of their being in that status and therefore place staff and the facility's security and safety at risk by being allowed out of their cells daily. They should not receive the same level of recreation as administratively segregated inmates.

Action taken by the standards committee:

Approved

Denied

Tabled

Mr. Lappin asked for a motion to adjourn:

Denise Robins made a motion to adjourn.

Seconded by Ron Budzinski.

Motion passed.