

Standards Committee Meeting Minutes

ACA Winter Conference

Marriott Waterside Hotel

Tampa, Florida

January 22, 2010

Members Present

Harley Lappin, Chair, Washington, D.C.

Lannette Linthicum, Vice Chair, Texas

Kathleen Bachmeier, North Dakota

Jeffrey Beard, Pennsylvania

Ronald Budzinski, Illinois

Brian Fischer, New York

Steve Gibson, Montana

David Haasenritter, Virginia

James LeBlanc, Louisiana

Mary Livers, Louisiana

Brad Livingston, Texas

Denise Robinson, Ohio

Marilyn Rogan, Nevada

Marge Webster, New Hampshire

Members Absent

Daniel Craig, Iowa

Stanley Glanz, Oklahoma

Justin Jones, Oklahoma

Brad Slater, Utah

Paula Smith, Oklahoma

Staff

Jeff Washington, Acting Director, Standards and Accreditation

Pam Eckler, ACA Staff

Leslee Hunsicker, ACA Staff

Terri Jackson, ACA Staff

Welcoming Remarks

Harley Lappin, Committee chair, called the meeting to order at 9:00 a.m. The members of the Standards Committee and guests introduced themselves. Mr. Lappin gave a brief overview of the agenda.

Comments

James Gondles, ACA Executive Director, introduced Jeff Washington as the Acting Director of the Standards and Accreditation Department. Mr. Gondles stated he hoped to have the Director's position filled by the end of February, 2010. Mr. Gondles also requested feedback regarding the conference hotels. Mr. Gondles discussed the Core Jail Standards and thanked NIC staff and Harley Lapping for their invaluable assistance towards the completion and publication of the Core Jail Standards.

Dr. Lannette Linthicum welcomed the Committee and guests. Dr. Linthicum invited everyone to attend the healthcare reception at the Marriott Waterside Terrace that would be held that evening, from 6-7:00 P.M. Dr. Linthicum also discussed the H-PIS luncheon that would be held on Saturday. Participation in this luncheon event would be limited to the first 200 participants.

Guest Speakers

Ed Spooner, Chair, ACA Facility Design Committee (FDC) provided a presentation regarding information from the FDC meetings. He also discussed the FDC standards proposals that were omitted from the Committee's agenda, and stated these proposals would be re-submitted for the August 2010 Committee Meeting.

Approval of Minutes

Chairman Lappin requested a motion to approve the minutes of the Standards Committee Meeting held at the 139th Congress of Corrections, Nashville, Tennessee, in August 2009.

David Haasenritter stated he thought Standard proposal 2009-004 was approved, whereas the minutes reflected it was revised. Upon review of the past minutes, it was agreed that Standard Proposal 2009-004 was approved by the Committee. Ronald Budzinski requested a change in the minutes to reflect the FDC will submit standards proposals at the August 2010 conference, rather than the January 2010 conference. The request was so noted. David Haasenritter made a motion to approve the August 2009 meeting minutes; Mary Livers seconded the motion. The minutes were approved.

Chairman Lappin requested a motion to approve the 4th Edition, Performance Based Standards for Adult Probation and Parole Field Services. Ronald Budzinski discussed the issue of no physical standards in this edition of the APPFS standards. Jeff Washington stated the physical standards could be addressed via the revision process in 2012. Jeff suggested the Facility Design Committee work with staff and the subcommittee to submit proposals for the January 2011 Committee Meeting.

Mr. Lappin made a motion to approve the 4th Edition APPFS standards; David Haasenritter seconded the motion. Motion carried.

Proposed Standards Revisions

ACA File No. : 2010-001

Manual: Adult Community Residential Services

Edition: Fourth

Standard Number: 6-A-04-1

Agency/Facility: Arkansas Department of Correction/ Benton Work Release

Type of Proposal: Revision

Existing Standard: The assignment of appropriately trained individuals to assist disabled offenders who cannot otherwise perform basic life functions is provided.

Proposal: The assignment of appropriately trained individuals to assist disabled offenders who cannot otherwise perform basic life functions is provided, where appropriate.

Comments: To assign some types of disabilities to residential settings would greatly alter the program. If a disabled individual can perform work in the community that's fine but if the program must assign someone to feed, bathe, get them in and out of bed and assist with bodily excretions then they would require greater care, i.e. nursing home care.

Denied

ACA File No. : 2010-002

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4020

Agency/Facility: Colorado Dept of Corrections

Type of Proposal: Deletion

Existing Standard: Written policy, procedure, and practice provide for a public information program that encourages interaction with the public and the media.

Proposal: Delete standard

Comments: Standard 4-4021 was revised August 2008. That revision negated the need for this standard, 4-4020. Standard 4-4021 requires informing the public and media of events within the

facilities responsibility and to be responsive to the media with the following; special event coverage, news release policy, contact person for routine requests and information, a person to speak on behalf of the facility, and an area in the facility that is accessible to media representative. This is a public information program that encourages interaction with the public and media. Therefore, standard 4-4020 is simply a duplicate of what standard 4-4021 already requires.

Approved

ACA File No. : 2010-003

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4073

Agency/Facility: Colorado Dept of Corrections

Type of Proposal: Revision

Existing Standard: Written policy, procedure, and practice provide that the institution's employee staff development and training programs are planned, coordinated, and supervised by a qualified supervisory employee. The training plan is reviewed annually.

Proposal: Written policy, procedure, and practice provide that the institution's employee staff development and training programs are planned, coordinated, and supervised by a qualified supervisory employee who has specialized training for that position. Full-time training personnel have completed at least a 40-hour training-for-trainers course. The training plan is reviewed annually.

Comments: Standard 4-4073 already requires the supervisory employee of the training program to be qualified and standard 4-4074 specifies what the qualifications are. It only makes sense that if the standard requires the person to be qualified, that those qualifications also be incorporated into one standard. This eliminates the redundancy of documenting two standards the same. Therefore, standard 4-4074 can be deleted.

Denied

ACA File No. : 2010-004

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4074

Agency/Facility: Colorado Dept of Corrections

Type of Proposal: Deletion

Existing Standard: The qualified individual coordinating the staff development and training program has specialized training for that position. Full-time training personnel have completed at least a 40-hour training-for-trainers course.

Proposal: Delete the standard

Comments: Standard 4-4073 already requires the supervisory employee of the training program to be qualified and standard 4-4074 specifies what the qualifications are. It only makes sense that if the standard requires the person to be qualified, that those qualifications also be incorporated into one standard. This eliminates the redundancy of documenting two standards the same. Therefore, standard 4-4074 can be deleted.

Denied

ACA File No. : 2010-005

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4105

Agency/Facility: Colorado Dept of Corrections

Type of Proposal: Revision

Existing Standard: The institution's criteria for evaluating overall institutional performance are specific and defined in writing. Comment: The evaluation criteria should consider the nature of events to be counted, the categorization of behaviors and degrees of seriousness to be included, and the duration of the follow-up period. The system for measuring the degree of internal order should include the following: escape rate; frequency and number of assaults on staff; group disturbances by inmates; assaults and homicides by inmates; weapons and/or illegal drugs found; and major and minor disciplinary actions. Management data on offenders should permit categorization by age, sex, race, offense, and prior record.

Proposal: The institutional programs are analyzed and the overall institutional performance is evaluated by specific criteria in writing at least every three years to determine their contribution to the institution's mission. The evaluation criteria should consider the nature of events to be counted, the categorization of behaviors and degrees of seriousness to be included, and the duration of the follow-up period. Institutional programs should be clearly defined in terms of their objectives, costs, and relation to the institution's overall philosophy and goals. The system for measuring the degree of internal order should include the following: escape rate; frequency and number of assaults on staff; group disturbances by inmates; assaults and homicides by inmates; weapons and/or illegal drugs found; and major and minor disciplinary actions. Management data on offenders should permit categorization by age, sex, race, offense, and prior record. Periodic program analyses and evaluations help the institution to identify which programs are productive and determine needed changes and/or the need for reordering priorities.

Comments: It makes sense to combine standards 4-4105 and 4-4107 into one standard as the evaluation done of the institution's programs should already be specific and in writing when it is completed. The change to 3 years puts this in line with standard 4-4471 which requires academic and vocational programs to be reviewed at least every three years. When the facility evaluates their overall performance this is inclusive of an evaluation of the institutional programs. The measurement of the internal order, escape rate, assaults, disturbances, possession of weapons and drugs, disciplinary actions, etc. has a direct impact on the evaluation of the institutional programs and how they work together. These two standards routinely have the same secondary documentation because of their relationship to each other.

Tabled

General Comments The Committee discussed the issue of agencies and auditors referring to the comment section of a standard, and trying to include the comment section as part of the standard. Members of the committee felt the comment section of this standard should be revised.

ACA File No. : 2010-006

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4107

Agency/Facility: Colorado Dept of Corrections

Type of Proposal: Deletion

Existing Standard: Institutional programs are analyzed and evaluated at least every two years to determine their contribution to the institution's mission
Comment: Institutional programs should be clearly defined in terms of their objectives, costs, and relation to the institution's overall philosophy and goals. Periodic program analyses and evaluations help the institution to identify

which programs are productive and determine needed changes and/or the need for reordering priorities.

Proposal: Delete the standard

Comments: This is being deleted as it is incorporated into the revision of standard 4-4105. It makes sense to combine standards 4-4105 and 4-4107 as the evaluation done of the institution's programs should already be specific and in writing when it is completed. The change to 3 years puts this in line with standard 4-4471 which requires academic and vocational programs to be reviewed at least every three years. When the facility evaluates their overall performance this is inclusive of an evaluation of the institutional programs. The measurement of the internal order, escape rate, assaults, disturbances, possession of weapons and drugs, disciplinary actions, etc. has a direct impact on the evaluation of the institutional programs and how they work together. These two standards routinely have the same secondary documentation because of their relationship to each other.

Tabled

General Comments The Committee discussed the issue of agencies and auditors referring to the comment section of a standard, and trying to include the comment section as part of the standard. Members of the committee felt the comment section of this standard should be revised.

ACA File No. : 2010-007

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4208

Agency/Facility: New York State Department of Correctional Services

Type of Proposal: Revision

Existing Standard: Where a canine unit exists, policy, procedure and practice provide for the following: * a mission statement, including goals and objectives * emergency plans that are integrated into the overall emergency plans of the facility.

Proposal: First sentence, propose changing the word "Exists" to "Operates"

Comments: Agencies may not have a canine unit assigned to a specific facility but may have access to a unit within their system, jurisdiction or from another law enforcement agency. Agencies/ Facilities should ensure that when a canine unit operates within any facility the requirements indicated within the standard are met.

Denied

Committee requests the word "exists" to be defined

General Comments: The Committee requested the word “exists” to be defined in the standards manual, and this should solve the issue which was cause for a request to revise the standard.

ACA File No. : 2010-008

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4209

Agency/Facility: New York State Department of Correctional Services

Type of Proposal: Revision

Existing Standard : Where a canine unit exists, policy, procedure and practice for training of handlers/dog teams and upkeep and care of animals provide for the following: * Criteria for the selection, training and care of animals * Criteria for selection and training requirements of handlers * an approved sanitation plan which covers inspection, housing, transportation, and daily grooming for dogs Each handler/dog team should be trained, certified, and recertified annually by a nationally recognized accrediting body or a comparable internal training and proficiency testing program.

Proposal: First sentence, propose changing the word "Exists" to "Operates"

Comments: Agencies may not have a canine unit assigned to a specific facility but may have access to a unit within their system, jurisdiction or from another law enforcement agency. Agencies/Facilities should ensure that when a canine unit operates within any facility the requirements indicated within the standard are met.

Denied

General Comments: The Committee requested the word “exists” to be defined in the standards manual, and this should solve the issue which was cause for a request to revise the standard.

ACA File No. : 2010-009

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4210

Agency/Facility: New York State Department of Correctional Services

Type of Proposal: Revision

Existing Standard: Where a canine unit exists, policy, procedure and practice provide daily and current records on training, care of dogs and significant events.

Proposal: First sentence, propose changing the word "Exists" to "Operates"

Comments: Agencies may not have a canine unit assigned to a specific facility but may have access to a unit within their system, jurisdiction or from another law enforcement agency. Agencies/Facilities should ensure that when a canine unit operates within any facility the requirements indicated within the standard are met.

Denied

ACA File No. : 2010-010

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4292

Agency/Facility: Indiana State Prison

Type of Proposal: Revision

Existing Standard : Written policy and procedure govern the control of personal property and funds belonging to inmates; these policies and procedures are reviewed annually and updated as needed and are made available to inmates upon admission and when updated.

Proposal: Written policy and procedure govern the control of personal property and funds belonging to inmates and are made available to inmates upon admission and when updated.

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.

Approved

ACA File No. : 2010-011

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4296

Agency/Facility: Colorado Dept of Corrections

Type of Proposal: Deletion

Existing Standard: The classification system specifies the level of custody required and provides for a regular review of each classification. Comment: A correctional system should provide at least three levels of custodial control. All inmates should be assigned to the least restrictive custody level necessary.

Proposal: Delete the standard

Comments: The deletion of this standard is a result in the revision to standard 4-4300. Standard 4-4300 specified that the review will be at least every 12 months. During the classification review the custody level is also reviewed as indicated in the comment of standard 4-4300. The regular review is redundant in both standards.

Tabled

General Comments: The Committee felt the comments section should be revised for this standard.

ACA File No. : 2010-012

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4300

Agency/Facility: Colorado Dept of Corrections

Type of Proposal: Revision

Existing Standard: The written plan for inmate classification specifies that each inmate's classification status is reviewed at least every 12 months. Comment: The classification (program) review includes review of all matters affecting the inmate's status, including custody. Schedules for classification reviews vary according to the type of institution, inmate population profile, average length of sentence, and so on. Institutions serving younger individuals and those with relatively short sentences should conduct classification reviews at least every three months.

Proposal: The written plan for inmate classification specifies the level of custody required and that each inmate's classification status is reviewed at least every 12 months. Comment: The classification (program) review includes review of all matters affecting the inmate's status, including custody. A correctional system should provide at least three levels of custodial control and the inmates should be assigned to the least restrictive custody level necessary. Schedules for classification reviews vary according to the type of institution, inmate population profile, average length of sentence, and so on. Institutions serving younger individuals and those with relatively short sentences should conduct classification reviews at least every three months.

Comments: The deletion of standard 4-4296 is a result in the revision to this standard and the comment. Standard 4-4300 specified that the review will be at least every 12 months. During the classification review the custody level is also reviewed as indicated in the comment of standard 4-4300. The regular review is redundant in both standards. The comment from 4-4396 has been incorporated into the comment for 4-4300 also.

Tabled

ACA File No.: 2010-013

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4325

Agency/Facility: Colorado Dept of Corrections

Type of Proposal: Revision

Existing Standard: Written policy, procedure, and practice provide that stored shelf goods are maintained at 45 degrees to 80 degrees Fahrenheit, refrigerated foods at 35 degrees to 40 degrees Fahrenheit, and frozen foods at 0 degrees Fahrenheit or below, unless national or state health codes specify otherwise.

Proposal: Written policy, procedure, and practice provide that stored shelf goods are maintained at 45 degrees to 80 degrees Fahrenheit, refrigerated foods at 41 degrees Fahrenheit or less, and frozen foods shall remain frozen, unless national or state health codes specify otherwise.

Comments: The revisions are the requirements from the 2009 U.S. Public Health Service, Food and Drug Administration, Food Code. The food code states the temperature shall be held: (A) Under refrigeration that maintains the FOOD temperature at 5 degrees C (41 degrees F) or less: or (B) At any temperature if the FOOD remains frozen. Because this is the standard from the FDA that would apply to all of the United States, the ACA standard should reflect these requirements. The entire food code is available on the internet.

Denied

ACA File No. : 2010-014

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4339

Agency/Facility: Colorado Dept of Corrections

Type of Proposal: Revision

Existing Standard: The institution provides for the thorough cleaning and, when necessary, disinfecting of inmate personal clothing before storage or before allowing the inmate to keep and wear personal clothing.

Proposal: The institution provides for the thorough cleaning and, when necessary, disinfecting of inmate clothing before storage or before allowing the inmate to keep and wear clothing.

Comments: The word "personal" confuses the intent of this standard. The intent of this standard is that inmate clothing should be washed before it is stored to prevent pests and odors, and that the inmate is not issued clothing that has not been properly laundered and sanitized. Many systems provide for state issued clothing and allow inmates to purchase other clothing items from canteen services or outside source that can be mailed in. Many would consider this clothing personal clothing as the state did not issue it. This clothing is optional for the inmate and is up to him/her to launder it before they choose to wear it. Because the inmate does not have control over the clothing issued by the state, it is the states responsibility to ensure

Denied

General Comments: members of the Committee felt a training issue exists in regard to auditors. Personal clothing is the clothing the inmate has when admitted to the institution.

ACA File No. : 2010-015

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4379

Agency/Facility: Colorado Dept of Corrections

Type of Proposal: Revision

Existing Standard: If offenders have access to nonprescription (over-the-counter) medications that are available outside of health services, the items, the policy, and procedures are approved jointly by the facility or program administrator and the health authority.

Proposal: If offenders have access to nonprescription (over-the-counter) medications that are available outside of health services, the items, the policy, and procedures are approved jointly by the facility or agency program administrator and the health authority.

Comments: During a national audit the auditor interpreted the program administrator as someone that had to be from the facility. Colorado interprets the program administrator as the individual in charge of the agency commissary. We believe that because the standard indicates facility or program administrator it could be either person. By including the word it makes clear the standard intent. Many agencies do not have individual commissary services at each facility, but provide a state-wide commissary service. If a state-wide commissary service is provided, then the individual in charge of the commissary service (program administrator) and the health authority would jointly approve nonprescription (over-the-counter) medications for the agency.

If the agency did not provide a state wide commissary service then the facility and the health authority would approve the commissary nonprescription medications for the facility. This information could also be provided in the comment to the standard.

Denied

General Comments: Members of the Committee felt this issue would be best addressed through auditor training.

ACA File No. : 2010-016

Manual: Adult Correctional Institutions

Edition: Fourth

Standard Number: 4-4491

Agency/Facility: Colorado Dept of Corrections

Type of Proposal: Revision

Existing Standard: Written policy, procedure, and practice provide that inmate mail, both incoming and outgoing, may be opened and inspected for contraband. Mail is read, censored, or rejected when based on legitimate institutional interests of order and security. Inmates are notified when incoming or outgoing letters are withheld in part or in full.

Proposal: Written policy, procedure, and practice provide that inmate mail, both incoming and outgoing, may be opened and inspected for contraband. Contraband disposal is in accordance with policy and procedure. Mail is read, censored, or rejected when based on legitimate institutional interests of order and security. Inmates are notified when incoming or outgoing letters are withheld in part or in full.

Comments: This revision will eliminate the need for standard 4-4494. Both standards have to do with inspecting mail for contraband. The proper disposal of contraband is directly influenced by the inspection and rejection. The documentation is redundant for this standard and 4-4494. By including the disposition of contraband with this standard the full process can be shown from inspection, rejection and disposal.

Denied

ACA File No. : 2010-017

Manual: Adult Correctional Institutions

Edition Number: Fourth

Standard Number: 4-4494

Agency/Facility: Colorado Dept of Corrections

Type of Proposal: Deletion

Existing Standard: Written policy and procedure govern inspection for and disposition of contraband.

Proposal: Delete the standard

Comments: The revision to standard 4-4491 will eliminate the need for this standard. Both standards have to do with inspecting mail for contraband. The proper disposal of contraband is directly influenced by the inspection and rejection. The documentation is redundant for this standard and 4-4491. By including the disposition of contraband with standard 4-4491, the full process can be shown from inspection, rejection and disposal.

Denied

ACA File No. : 2010-018

Manual: Adult Local Detention facilities

Edition: Fourth

Standard Number: 2A-32

Agency/Facility: Hampden County Sheriff's Dept.

Type of Proposal: Revision

Existing Standard: Inmate management and housing assignment are based on age, gender, legal status, custody needs, special problems and needs, and behavior. Male and female inmates are housed in separate rooms/cells.

Proposal: Inmate management and housing assignment are based on age, gender, legal status,

custody needs, special problems and needs, and behavior. Male and female inmates are housed in separate Housing Units.

Comments: Concerning the language in the standard (Male and female inmates are housed in separate rooms/cells) is, I would hope, a no brainer for an organization considering Accreditation. The current language would allow males and females to be housed in the same unit but id different cells. A more defined separation is called for (Housing Unit), if we need the language at all.

Denied

ACA File No. : 2010-019

Manual: Adult Local Detention Facility

Edition Number: Fourth

Standard Number: 2A-45

Agency/Facility: Hampden County Sheriff's Department

Type of Proposal: Revision

Existing Standard: When an inmate is transferred to segregation, health care personnel are informed immediately and provide assessment and review as indicated by the protocols established by the health authority. Unless medical attention is needed more frequently, each inmate 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 health authority determines the frequency of physician visits to segregation units.

Proposal: When an inmate is transferred to segregation, health care personnel are informed immediately and provide assessment and review as indicated by the protocols established by the health authority. Unless medical attention is needed more frequently, each inmate in segregation receives Health visits as follows; a. Inmates under extreme isolation with little or no contact with other individuals are monitored daily by medical staff and at least once a week by mental health staff. b. Inmates who are segregated and have limited contact with staff or other inmates are monitored three days a week by medical or mental health staff. Inmates who are allowed periods of recreation or other routine social contact among themselves while being segregated from the general population are checked weekly by medical or mental health staff. The presence of a health care provider in segregation is announced and recorded. The health authority determines the frequency of physician visits to segregation units.

Comments: A daily visit for any and all segregated inmates is neither necessary nor prudent.

The suggested "graduated" approach would give facilities that don't have severe isolation a more reasonable alternative as well as a less costly avenue for inmate medical care.

Denied

ACA File No. : 2010-020

Manual: Adult Local Detention Facility

Edition: Fourth

Standard Number: 2B-07

Agency/Facility: Hampden County Sheriff's Department

Type of Proposal: Revision

Existing Standard: Written reports are submitted to the facility administrator or designee no later than the conclusion of the tour of duty when any of the following occur: A discharge of a firearm or other weapon; a use of less lethal devices to control inmates; use of force to control inmates; inmate(s) remaining in restraints at the end of the shift

Proposal: Written reports are submitted to the facility administrator or designee no later than the conclusion of the tour of duty when any of the following occur: Â· discharge of a firearm or other weapon (except for normal training scenarios) Â· use of less lethal devices to control inmates Â· use of force to control inmates Â· inmate(s) remaining in restraints at the end of the shift.

Comments: This additional language would preclude facilities from un-necessary reporting of normal training cycles.

Denied

ACA File No. : 2010-021

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard Number: 4A-15

Agency/Facility: Hampden County Sheriff's Dept.

Type of Proposal: Revision

Existing Standard : There are weekly inspections of all food service areas, including dining and food preparation areas and equipment, by administrative, medical, or dietary personnel; these include the person supervising food service operations or his/her designee. Water temperature is checked and recorded daily by administrative, medical, or dietary personnel.

Proposal : There are weekly inspections of all food service areas, including dining and food preparation areas and equipment, by administrative, medical, or dietary personnel; these include the person supervising food service operations or his/her designee.

Comments: It is recommended that we remove the (Water temperature is checked and recorded daily by administrative, medical, or dietary personnel.) language unless we specify what water temperatures we want checked and recorded. i.e. Automatic dish washers, water temps at hand wash stations, etc.

Denied

ACA File No. : 2010-022

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard Number: 5B-06

Agency/Facility: Hampden County Sheriff's Department

Type of Proposal: Revision

Existing Standard: Indigent inmates receive a specified postage allowance to maintain community ties, and necessary postage for privileged correspondence.

Proposal: Indigent inmates receive a specified postage allowance to maintain community ties, and necessary postage for privileged correspondence to those listed in 5B-09.

Comments: We have had cases where indigent inmates try to require us to expend inordinate amounts of postage to mail letters to attorneys all over the state and nation.

Denied

ACA File No. : 2010-023

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard Number: 6A-04

Agency/Facility: Hampden County Sheriff's Department

Type of Proposal: Revision

Existing Standard: Inmates are granted the right to communicate or correspond with persons or organizations, subject only to the limitations necessary to maintain order and security.

Proposal: Inmates are granted the right to communicate or correspond with persons or organizations, subject only to the limitations necessary to maintain order and security. Indigent inmates are only limited as in accordance with 5B-09.

Comments: We have had cases of indigent inmates trying to require us to expend inordinate amounts of postage to send out mailings to any and all attorneys they can find.

Denied

ACA File No. : 2010-024

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard Number: N/A

Agency/Facility: Hampden County Sheriff's Department

Type of Proposal: New standard

Existing Standard: N/A

Proposal: 7B-08-1: Written policy, procedure, and practice provide that all Professional and support employees, including contractors, who have regular or daily inmate contact, receive at least 40 hours of annual training. This training shall include at a minimum the following areas: standards of conduct/ethics ~ security/safety/fire/medical/emergency procedures ~ supervision of offenders including training on sexual abuse and assault ~ use of force. Additional topics shall be included based upon a needs assessment of both staff and institutional requirements.

Comments: See request to change 7B-08. Supplementing 7B-80 with this new standard will bring parity between the annual requirements for Correctional Officers and Support Staff.

Denied

ACA File No. : 2010-025

Manual: Therapeutic Community (Performance Based)

Edition: First

Standard Number: 1-TC-1B-2

Agency/Facility: Colorado Dept of Corrections

Type of Proposal: Revision

Existing Standard: There is an evacuation plan to be used in the event of fire or other major emergency. Evacuation drills are conducted at least quarterly on each shift and are conducted when the majority of program members are present. All program members participate in evacuation drills except when clear and convincing evidence demonstrates that facility security will be jeopardized. The plan is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction. The plan includes the following: (a) location of building and room floor

plans, (b) use of exit signs and directional arrows for traffic flow, (c) location and identification of hazardous material storage, and (d) location of publicly posted plan.

Proposal: There is an evacuation plan to be used in the event of fire or other major emergency. Evacuation drills are conducted at least quarterly in all locations, including housing and administrative areas and are conducted when the majority of program members are present. All program members participate in evacuation drills except when clear and convincing evidence demonstrates that facility security will be jeopardized. The plan is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction. The plan includes the following: (a) location of building and room floor plans, (b) use of exit signs and directional arrows for traffic flow, (c) location and identification of hazardous material storage, and (d) location of publicly posted plan.

Comments: The revision to this standard brings consistency with the ACI standard, 4-4221. The ACI standard requires: at least quarterly drills in all institution locations, including administrative areas." Since it is the goal of ACA to ensure standards are uniform within all manuals, this revision brings the uniformity to the Therapeutic Community manual.

Approved

Chairman Lappin requested a motion to adjourn the Standards Committee meeting. Dr. Linthicum made a motion to adjourn; Marge Webster seconded the motion. Meeting adjourned.