

*Standards Committee Meeting Minutes  
American Correctional Association Winter Conference  
Hyatt Regency Downtown Phoenix  
Phoenix, Arizona  
January 20<sup>th</sup>, 2012*

**Members Present:**

Harley Lappin, Chair, Tennessee  
Lannette Linthicum, Vice Chair, Texas  
Lori Ammons, Kansas  
Kathleen Bachmeier, North Dakota  
Michael Bradley, Florida  
Joyce Burrell, New York  
Brian Fischer, New York  
David Haasenritter, Virginia  
Justin Jones, Oklahoma  
James LeBlanc, Louisiana  
Brad Livingston, Texas  
Gary Mohr, Ohio  
Kevin Myers, Tennessee  
Denise Robinson, Ohio  
Ramon Rustin, New Mexico  
Raman Singh, Louisiana  
Michael Wade, Virginia  
Marge Webster, New Hampshire  
John E. Wetzel, Pennsylvania

**Not Present:**

Stanley Glanz, Oklahoma

**Staff:**

James A. Gondles, Jr., Executive Director  
Jeffrey Washington, Deputy Executive Director  
Kathy Black-Dennis, Director of Standards, Accreditation and Professional Development  
Bridget Bayliss-Curren, Accreditation Specialist  
Terry Carter, Accreditation Specialist  
Ben Shelor, Accreditation Specialist  
Christina Randolph, Office Manager  
Darya Seraj, Professional Development Specialist

**Welcoming Remarks**

Harley Lappin welcomed the committee members and guests. Mr. Lappin thanked the members of the committee for their hard work since the last time the committee met and acknowledged the

dedication of all those present in bettering the corrections field. A motion was made and was seconded to approved the August 2011 Standards Committee Meeting Minutes from 141<sup>st</sup> Congress of Correction in Kissimmee, Florida. The motion was approved unanimously.

ACA Executive Director James A. Gondles addressed the Committee regarding the new Core International Standards that had been field-tested in the Mexican Federal Prison system in November and December 2011. Mr. Gondles stressed the excellence of the Federal System (not the state system, which in recent years has been in decline) and thanked the dedicated ACA members who traveled to Mexico to complete the audits. These members included Audit Chairman David Haasenritter, Darryl Vannoy of Louisiana, Emmitt Sparkmann of Mississippi, and ACA Deputy Executive Director Jeffrey Washington. At the Conference, ACA would be joined by Undersecretary of Public Safety Patricio Petino as well as 35 members of staff of the Mexico Federal Prison System. Mr. Gondles also encouraged everyone to attend the healthcare reception at 6:30PM and highlighted the week's upcoming events including a luncheon on mental health, a luncheon on correctional healthcare, and the plenary session for the Winter Conference on Monday morning.

ACA President-Elect Chris Epps addressed the Committee on behalf of the ACA Executive Committee. As President Daron Hall was unable to attend the meeting, Mr. Epps conveyed the appreciation of the Executive Committee for the work being done by the members and staff present.

Standards Committee Vice-Chairman Dr. Lannette Linthicum addressed the committee with regard to the 216 facilities appearing before the Commission on Accreditation for Corrections (CAC) during the upcoming Conference. Dr. Linthicum acknowledged the hard work of the Commissioners (some of whom are also members of the Standards Committee) in preparing for the conference.

Kathy Black-Dennis, Director of Standards, Accreditation, and Professional Development for ACA, addressed the Committee to highlight some important information. She welcomed three new members of the Standards Committee: Gary Mohr, Director, Ohio Department of Rehabilitation and Corrections, Dr. Lori Ammons, Director of Mental Health in the Kansas Department of Corrections, and Ramon Rustin, Chief of Corrections, Bernalillo County Detention Center, New Mexico. Mrs. Black-Dennis also provided an update on several items of business before the Standards Committee as well as projects being undertaken by the Standards and Accreditation Staff:

- Proposed Revisions: The committee was to consider 38 proposed revisions to the Standards at the meeting. 22 revisions were submitted from the field. 16 revisions were submitted by the ACA Physical Plant Standards Subcommittee.
- Standards Revisions and Physical Plant Subcommittee Report: Director Black-Dennis noted that 216 facilities would be appearing before the Commission on Accreditation in Corrections at the Phoenix Conference. She also acknowledged the hard work of the members of the physical plant subcommittee
- Crystal Eagle Awards: ACA will be presenting two Crystal Eagle awards for system-wide accreditation to the Orange County (Florida) Corrections Department and Alvis

House Community Residential Services at the Accreditation Luncheon on Monday, January 23<sup>rd</sup>.

- Core International Standards: Director Black-Dennis announced the successful completion of the field test for the Core International Standards in the nation of Mexico. A team consisting of Audit Chairman David Haasenritter, fellow auditors Darryl Vannoy and Emmitt Sparkman, and ACA Executive Director and Deputy Executive Director James A. Gondles and Jeffrey Washington audited four facilities and the national training academy in Mexico in November and December, 2011. 35 representatives of the Mexico Federal Prison Service were attending the Conference in Phoenix to witness the facilities' accreditation hearings.
- Clarification of the weekend meal standards (Adult Correctional Institutions 4-4328): Director Black-Dennis addressed the media attention that had been given to some agencies that provided a "brunch" meal on the weekend. After a review of the standard that mandates three meals per day (including two hot meals), it was determined that these agencies were in compliance with the standard since the standard allows for deviation from the three-meal requirement on weekends or special occasions. As the nutritional value of the meals was not compromised and approved by a dietician, the practice is compliant with ACA Standards.
- Updates on the Juvenile Detention Facility (JDF) Standards, Adult Parole Authorities Standards, Correctional Training Academy Standards, and the 2012 Standards Supplement.
  - Juvenile Detention Facility (JDF) Standards: these standards are currently being field tested in Richmond, Virginia. Former ACA President Charles Kehoe was unable to attend the conference so the Committee looks forward to an update on the JDF standards in Denver (July 2012).
  - Adult Parole Authority (APA) Standards: David Haasenritter reported on the proposed revision to the APA Manual. The manual was created in 1976 and has been updated only once, in 1980. Mr. Haasenritter reported that there were 10 deletions, 7 additions, and 43 Standards revisions in the current working version of the APA Standards manual. The search is ongoing for an agency to field-test these new Standards.
  - 2012 Standards Supplement: the 2012 Standards Supplement has been completed and is still in the review process within the ACA Office. The Supplement should be available around March. Please check the Standards and Accreditation section of the ACA website as well as communications from ACA staff for more information regarding the 2012 Supplement.

Two guests then addressed the Committee: Chairman of the Correctional Training Academy Standards Revision team, Tracy Reveal, and the Chairman of the ACA Committee on Correctional Training, Leslie LeMaster. Ms. Reveal stated that the Correctional Training Academy Standards were now at a point of refinement and should be nearing readiness for a field test. Ms. LeMaster emphasized the need for a revised definition of learning and training to be considered by the committee.

The Committee then considered the proposed changes to the standards for 2012.

## **Standards Revisions- January 2012 Conference, Phoenix, AZ**

1. **2012-001: 4-JCF-3C-03 (Revision):** Addition of “As safety and security permits”
2. **2012-002: ACI Interpretation (Revision):** Interpretation of therapeutic community
3. **2012-003: 4-ALDF-4C-37 (Revision):** removal of “when a program exists”
4. **2012-004: ACI 4-4377 (Revision):** Clarification of “chemical dependency program”
5. **2012-005: ACI 4-4256 (Revision):** mental health staff vs. mental health “professional”
6. **2012-006: 4-ACRS-2A-10 (M) (Revision):** Definition of the term “weapon”
7. **2012-007: ACI 4-4464 (Revision):** Combination of standards 4464 and 4465
8. **2012-008: ACI 4-4465 (Deletion):** Deletion of 4-4465
9. **2012-009: ACI 4-4467 (Revision):** Integration of ACI 4-4468 into 4-4467
10. **2012-010: ACI 4-4468 (Deletion):** Deletion of 4-4468
11. **2012-011: ACI 4-4344 (M) (Revision):** Written translation requirements
12. **2012-012: ACI 4-4521 (Revision):** Removal of chaplain/community communication
13. **2012-013: ACI 4-4199 (Revision):** Training requirement for security devices/chemicals
14. **2012-014: 2-CO-1C-20 (Revision):** Removal of annual review requirement
15. **2012-015: 2-CO-1E-01 (Revision):** Removal of annual review requirement
16. **2012-016: 2-CO-1F-01 (Revision):** Removal of annual review requirement
17. **2012-017: ACI 4-4223 (Deletion):** Standard already covered in Standard #4220
18. **2012-018: All (New):** National Incident Command System (NIMS) procedures
19. **2012-019: ACI 4-4220(M)/4223 (Revision):** Emergency/work stoppage procedures
20. **2012-020: ACI (New):** Definition of the term “syringe”
21. **2012-021: All (New):** Consular Notification Standard
22. **2012-022: All (New):** Definition of Learning and Training

**Manual:** Juvenile Correctional Facilities

**Edition No:** 4<sup>th</sup> Edition

**Standard No:** 4-JCF-3C-03

**Agency /Facility:** Ohio Department of Youth Services

**Facility Size:** System

**Proposal Type:** Revision

**Existing Standard:** The following procedure is followed for any juvenile placed in room confinement:

1. Checked visually by staff at least every 15 minutes
2. Visited at least once each day by personnel from administrative, clinical, social work, religious, and/or medical units. Actual entry into the room of confinement with the juvenile or removal of the juvenile from the room for the purpose of discussion or counseling constitutes a visit.
3. A log is kept recording:
  - a. the name and title of the individual who authorized the confinement
  - b. name and title of persons visiting the juvenile
  - c. record of time checks
  - d. the person authorizing release from confinement
  - e. the time of release
4. Suicidal juveniles are under continuous one-to one observations until evaluated by a mental health professional.

**Proposal:** The following procedure is followed for any juvenile placed in room confinement:

1. Checked visually by staff at least every 15 minutes
2. Visited at least once each day by personnel from administrative, clinical, social work, religious, and/or medical units. **As safety and security permit**, actual entry into the room of confinement with the juvenile or removal of the juvenile from the room for the purpose of discussion or counseling constitutes a visit.
3. A log is kept recording:
  - a. the name and title of the individual who authorized the confinement
  - b. name and title of persons visiting the juvenile
  - c. record of time checks
  - d. the person authorizing release from confinement
  - e. the time of release
4. Suicidal juveniles are under continuous one-to one observations until evaluated by a mental health professional.

**Comments:** The current standard is written in such a way that it implies that the only time a youth has an actual visit in seclusion is when that youth's door has been opened

## ACA File No. 2012-001 (Continued)

and/or the youth is physically removed from the room. In reality, youth in seclusion are often exhibiting violent, aggressive behavior which is the reason they have been detained. Therefore, it is logical to add the section "As safety and security permit" to the original standard.

**Submit Name:** Bonita Sweeney, Deputy Director

### COMMENTS:

*Jeff Rogers*

*Corrections Education Analyst*

"I concur with this revision"

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### FOR ACA STAFF USE ONLY

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

None

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

**Manual:** All

**Edition No:** All

**Standard No:** 4-4377, 4-4438 thru 4-4441

**Agency /Facility:** American Correctional Association

**Facility Size:** N/A

**Proposal Type:** Revision of August 2003 Interpretation

**Existing Standard/Interpretation:**

**4-4438** - *This following interpretation applies to all standards 4-4438 through 4-4441*

Interpretation August 2003: The words “Where a drug program exists” are interpreted as a therapeutic community.

**Proposal:** The words “Where a drug program exists” are interpreted as the provision of substance abuse treatment via individual therapy, group therapy or other therapeutic programming provided by qualified substance abuse personnel. Self-help groups do not equate to “a drug program”.

**Comments:** The current published definition of Therapeutic Community is: *“Therapeutic Community* – a designed social environment with programs for substance-use-disordered patients within a residential or day unit in which the social and group process is used with therapeutic intent.”

If a facility meets the standards and bullets of the standards in providing treatment, these standards should be applicable and found compliant. Based upon the current definition and interpretation, a non-applicable finding has been made purely based upon the fact there is not specified contained living unit. The model (same living unit) of treatment should not be the issue; rather the quality and delivery.

**Submit Name:** Terri Jackson, Standards and Accreditation Specialist

**COMMENTS:**

*Jeff Rogers*

*Corrections Education Analyst*

“A non-compliant interpretation would not necessarily be because there is not a contained living unit. It would be based on whether the program was strictly educational or clinical in nature. Educational offering would make the standard N/A”

*Raymond Mulally*

*Program Administrator, Florida*

“The standard was originally written to address a therapeutic community and it should not be revised to something else.”

## ACA File No. 2012-002 (Continued)

### FOR ACA STAFF USE ONLY

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

All Manuals incorporating Therapeutic Community.

#### **Action taken by the standards committee:**

Approved      Denied      **Tabled**

The above revision was tabled by the Committee and sent to the ACA Substance Abuse Committee for a recommendation. The Substance Abuse Committee will consider this revision (as well as others considered during the Winter 2012 Conference) and provide guidance to the Standards Committee for action in July 2012.



**Manual:** Adult Local Detention Facilities (ALDF)

**Edition No:** 4<sup>th</sup> Edition

**Standard No:** 4-ALDF-4C-37

**Agency /Facility:** American Correctional Association

**Facility Size:** N/A

**Proposal Type:** Revision

**Existing Standard:** Inmates have access to a chemical dependency treatment program.

When a chemical dependency program exists, the clinical management of chemically dependent inmates includes at a minimum the following:

- a standardized diagnostic needs assessment administered to determine the extent of use, abuse, dependency, and/or codependency
- an individualized treatment plan developed and implemented by a multidisciplinary clinical team that includes medical, mental health, and substance abuse professionals
- prerelease relapse-prevention education, including risk management
- inmate involvement in aftercare discharge plans

**Proposal:** Inmates have access to a chemical dependency treatment program. The clinical management of chemically dependent inmates includes at a minimum the following:

- a standardized diagnostic needs assessment administered to determine the extent of use, abuse, dependency, and/or codependency
- an individualized treatment plan developed and implemented by a multidisciplinary clinical team that includes medical, mental health, and substance abuse professionals
- prerelease relapse-prevention education, including risk management
- inmate involvement in aftercare discharge plans

**Comments:** The clause “When a chemical management program exists” was removed due to continued confusion as to the requirement for a chemical dependency program. Since the first sentence requires a program to exist, there is no need for “When the program exists”. The revised standard is much clearer than the original to both facilities and auditors.

**Submit Name:** Ben Shelor, Standards and Accreditation Specialist

**COMMENTS:**

*Jeff Rogers*

*Corrections Education Analyst*

“The reason the term “Where” was used to make sure programs who did not have a chemical dependency were not found in non-compliance. The statement “inmates have

**ACA File No. 2012-003 (Continued)**

access to a chemical dependency....” Implies you must have this type of program.”

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

**ACI 4-4437**

**1-HC-1A-34**

**Action taken by the standards committee:**

Approved      Denied      **Tabled**

The above revision was tabled by the Committee and sent to the ACA Substance Abuse Committee for a recommendation.

**Manual:** ACI - Adult Correctional Institutions

**Edition No:** 4th

**Standard No:** 4-4377

**Agency/Facility:** Colorado Department of Corrections

**Facility Size:** 25,000

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Offenders have access to a chemical dependency treatment program. When a chemical dependency program exists, the clinical management of chemically dependent offenders includes, at a minimum, the following:

1. A standardized diagnostic needs assessment administered to determine the extent of use, abuse, dependency, and/or codependency
2. An individualized treatment plan developed and implemented by a multidisciplinary clinical team that includes medical, mental health, and substance abuse professionals
3. Pre-release relapse-prevention education, including risk management
4. The offender will be involved in aftercare discharge plans.

**Proposal:** Clarification: The words “when a chemical dependency program exists” are interpreted as a therapeutic community.

**Comments:** This standard should be considered as a therapeutic community standard the same as standards 4-4438 through 4-4441 have been. There are many levels of chemical dependency programs. Very low level, less intensive programs do not contain all the elements of this standard. They are generally self-help groups and education. Only mid-level, moderate to severe abuse and criminal risk programs would contain these elements as a component of the program. It would be for intensive outpatient or residential treatment programs. Standard 4-4363-1 already requires early identification and treatment of offenders with alcohol and drug abuse problems through a standardized battery assessment. Therefore, standard 4-4377 would then address the offender that was identified with a higher level of treatment needs and an individualized treatment plan. If this standard is not intended for a therapeutic community program, then the type of chemical dependency program this standard pertains to needs to be clarified and how it differs from standard 4-4363-1 for assessment.

**ACA File No. 2012-004 (Continued)**

**Submit Name:** Tami Williams

**COMMENTS:**

*Raymond Mulally*

*Program Administrator, Florida*

“The standard appears to be very clear in its intent.”

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**FOR ACA STAFF USE ONLY**

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

**Action taken by the standards committee:**

Approved

Denied

**Tabled**

The above revision was tabled by the Committee and sent to the ACA Substance Abuse Committee for a recommendation.

**Manual:** Adult Correctional Institutions (ACI)

**Edition No:** 4th Edition

**Standard No:** 4-4256

**Agency/Facility:** Arkansas DOC

**Facility Size:** 15,000 inmates

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** 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 30 days. If confinement continues beyond 30 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:** Written policy, procedure, and practice provide that mental health staff personally interviews and prepares a written report on any inmate remaining in segregation for more than 30 days. If confinement continues beyond 30 days, a mental health assessment by mental health staff is made at least every three months-more frequently if prescribed by the chief medical authority.

**Comments:** Currently, the definition of qualified mental health person requires a licensed staff member, and there is no definition of qualified mental health professional, but we do not have enough licensed staff to meet this standard. Our mental health staff all work under the supervision of mental health professionals who review the segregation reports submitted.

**Submit Name:** Wendy Kelley

**COMMENTS:**

*Raymond Mulally*

*Program Administrator, Florida*

“There is a big difference in a qualified mental health individual reviewing a report and actually seeing and speaking to the inmate. Because of the mental strain segregation makes on some inmates the requirements of this standard should not be reduced.”

**FOR ACA STAFF USE ONLY**

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

**Action taken by the standards committee:**

Approved      **Denied**      Tabled

**Manual:** ACRS

**Edition No:** 4th

**Standard No:** 4-ACRS-2A-10 (MANDATORY)

**Agency/Facility:** Montgomery County Adult Probation

**Facility Size:** 42 beds

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Possession and use of weapons is prohibited in the facility except in case of an emergency.

**Proposal:** No change in language is proposed. Rather, it is requested that the Standards Committee define the term "weapon".

**Comments:** The term "weapon" is used in both the ACRS and APPFS manuals. Without a stated definition of the term, agencies could be found in non-compliance based on different interpretations by auditors.

**Submit Name:** David K. Taylor

**COMMENTS:**

*Raymond Mulally*

*Program Administrator, Florida*

"This should be tabled until such time as a reasonable definition of a weapon can be developed. There is actually nothing to vote on until this is done."

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**FOR ACA STAFF USE ONLY**

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

All

**Action taken by the standards committee:**

Approved

Denied

**Tabled**

This revision was tabled and passed to a Subcommittee designated to address the issue of the term “weapon” in the ACA Standards. The committee will work with other ACA Committees in defining “weapon” for the purposes of Standards manuals and to end confusion over what times constitute a weapon. The subcommittee members are as follows:

David Haasenritter (representing adult corrections)  
Denise Robinson (representing community corrections)  
Joyce Burrell (representing juvenile corrections)



**Manual:** ACI

**Edition No:** 4th

**Standard No:** 4-4464

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

**Facility Size:** 50000

**Accredited:** Yes

**Proposal Type:** Revision

**Exist Standard:** Written policy, procedure, and practice provide for a comprehensive education program available to all inmates who are eligible that includes the following:

- Educational philosophy and goals
- Communication skills
- General education
- Basic academic skills
- GED preparation
- Special education
- Vocational education
- Postsecondary education
- Other education programs as dictated by the needs of the institutional population

**Proposal:** Written policy, procedure, and practice provide for a comprehensive education program available to all inmates who are eligible that includes the following:

- Educational philosophy and goals
- Communication skills
- General education
- Basic academic skills
- GED preparation
- Special education
- Vocational education
- Postsecondary education
- Other education programs that are consistent with the needs of the institutional and inmate population

**ACA File No. 2012-007 (Continued)**

**Comments:** This standard should be combined with 4-4465 and 4-4465 deleted as they both reference the "educational program" is consistent with the needs of the inmate population or institutional population.

**Submit Name:** Andrew Albright

**COMMENTS:**

*Raymond Mulally*

*Program Administrator, Florida*

"Agree with revision"

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**FOR ACA STAFF USE ONLY**

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

None

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

**Manual:** Adult Correctional Institutions (ACI)

**Edition No:** 4th

**Standard No:** 4-4465

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

**Facility Size:** 50,000

**Accredited:** Yes

**Proposal Type:** Deletion

**Existing Standard:** Revised January 2005. Written policy, procedure, and practice provide for an educational program that is consistent with the needs of the inmate population.

**Proposal:** Eliminate this standard upon adding the combined language to 4-4464.

**Comments:** This standard should be combined with 4-4464 as they are both referencing vocational education and it would alleviate the need to maintain an extra file.

**Submit Name:** Andrew Albright

**COMMENTS:**

*Raymond Mulally*

*Program Administrator, Florida*

“Agree with proposed revision”

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**FOR ACA STAFF USE ONLY**

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

None

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

**Manual:** Adult Correctional Institutions (ACI)

**Edition No:** 4th

**Standard No:** 4-4467

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

**Facility Size:** 50,000

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Vocational training programs are integrated with academic programs and are relevant to the vocational needs of inmates and to employment opportunities in the community (Interpretation January 2002). This standard is applicable to all facilities. For reception and diagnostic centers, the standard only applies as follows:

1. To reception and diagnostic centers with an average offender length of stay of 90 days or longer.
2. To reception and diagnostic centers with a cadre of offenders who are expected to serve more than 90 days of confinement within the facility or for those sentenced offenders awaiting transfer to another facility whose stay exceeds 90 days.

**Proposal:** Vocational training programs are integrated with academic programs and are relevant to the vocational needs **of the inmate population** and to employment opportunities in the community. For reception and diagnostic centers, the standard only applies as follows:

1. To reception and diagnostic centers with an average offender length of stay of 90 days or longer.
2. To reception and diagnostic centers with a cadre of offenders who are expected to serve more than 90 days of confinement within the facility or for those sentenced offenders awaiting transfer to another facility whose stay exceeds 90 days.

**Comments:** Language from ACA Standard 4-4468 can be inserted into 4-4467 to combine both and thereby reducing a redundant standard.

**Submit Name:** Andrew Albright

**ACA File No. 2012-009 (Continued)**

**COMMENTS:**

*Jeff Rogers*  
*Corrections Education Analyst*  
“I concur”

*Raymond Mulally*  
*Program Administrator, Florida*  
“Agree with proposed change”

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**FOR ACA STAFF USE ONLY**

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

**1-ABC-5B-03**

**1-JBC-5D-07**

**4-JCF-5D-06**

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

**ACA File No. 2012-010**

**Manual:** Adult Correctional Institutions (ACI)

**Edition No:** 4th

**Standard No:** 4-4468

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

**Facility Size:** 50,000

**Accredited:** Yes

**Proposal Type:** Deletion

**Existing Standard:** Revised January 2005. Written policy, procedure, and practice provide for a vocational program that is consistent with the needs of the inmate population.

**Proposal:** Eliminate this standard upon adding the combined language to 4-4467.

**Comments:** This standard should be combined with 4-4467 as they are both referencing vocational education and it would alleviate the need to maintain an extra file.

**Submit Name:** Andrew Albright

**COMMENTS:**

*Jeff Rogers*

*Corrections Education Analyst*

"I concur"

*Raymond Mulally*

*Program Administrator, Florida*

"Agree with the proposed change"

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**FOR ACA STAFF USE ONLY**

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

None

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

**Manual:** Adult Correctional Institutions (ACI)

**Edition No:** 4th

**Standard No:** 4-4344 (MANDATORY)

**Agency/Facility:** Colorado Department of Corrections

**Facility Size:** 25,000

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Upon arrival at the facility, all offenders are informed about how to access health services and the grievance system. This information is communicated orally and in writing, and is conveyed in a language that is easily understood by each offender.

**Proposal:** Upon arrival at the facility, all offenders are informed about how to access health services and the grievance system. This information is communicated orally in a language that is easily understood by each offender. The information is translated in writing into the languages spoken by significant numbers of inmates.

**Comments:** This change is consistent with other standards in the ACI manual where there is a requirement for written translation of materials. The standard would require the material be translated orally in a language the offender can understand, but would only require the material to be translated in writing when there are a significant number of offenders that speak the language. For instance, if there is a significant number of offenders that speak and understand Spanish, then the material would be translated in writing in that language. However, if there is only one offender that speaks Vietnamese, then the material would not have to be translated in writing. The information would be translated orally to the offender in a language the offender understands.

**Submit Name:** Tami Williams

**COMMENTS:**

*Raymond Mulally*

*Program Administrator, Florida*

“In the past it has been the position of ACA that material needed to be translated in a language understand if that population exceed 5% of the total population. I believe it would be more appropriate to state this as an interpretation instead of revising this individual standard.”

**FOR ACA STAFF USE ONLY**

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

This revision would affect other manuals with a language requirement. The appointed subcommittee will decide the extent of possible revisions which will impact which standards would be affected by this change.

**Action taken by the standards committee:**

Approved      Denied      **Tabled**

This revision was referred to a newly-created Subcommittee to consider the need for and implementation of translation services in the correctional healthcare setting. The Subcommittee will work with the ACA Healthcare committee and consists of the following Standards Committee members:

Joyce Burrell, Chairman

Brian Fischer

Dr. Raman Singh

Ramon Rustin



**Manual:** Adult Correctional Institutions (ACI)

**Edition No:** 4th

**Standard No:** 4-4521

**Agency/Facility:** Colorado Department of Corrections

**Facility Size:** 25,000

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** The chaplain, in cooperation with the institutional administrator or designee, develops and maintains communications with faith communities and approves donations of equipment or materials for use in religious programs.

Comment: Approval of donations helps ensure that equipment and materials are available for approved religious practices and helps avoid the accumulation of duplicate or inappropriate materials.

**Proposal:** The chaplain, in cooperation with the institutional administrator or designee, approves donations of equipment or materials for use in religious programs.

Comment: Approval of donations helps ensure that equipment and materials are available for approved religious practices and helps avoid the accumulation of duplicate or inappropriate materials.

**Comments:** The change to this standard is to delete, “develop and maintain communications with faith communities” • . This requirement is covered in standard 4-4516 which states the chaplain or designated staff develops and maintains close relationships with community religious resources. The comment to standard 4-4516 further explains that need. The comment to standard 4-4521 discussed the approval of donated items for religious practices. The duplicate language in 4-4521 is not needed as it is adequately covered in standard 4-4516. The comment to the standard remains the same.

**Submit Name:** Tami Williams

**COMMENTS:**

*Raymond Mulally*

*Program Administrator, Florida*

“Agree with proposed change”

**ACA File No. 2012-012 (Continued)**

**FOR ACA STAFF USE ONLY**

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

**1-ABC-5F-10**

**4-ALDF-5C-24**

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

**Manual:** ACI - Adult Correctional Institutions

**Edition No:** 4th

**Standard No:** 4-4199

**Agency/Facility:** Colorado Department of Corrections

**Facility Size:** 25,000

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Written policy and procedure govern the availability, control and use of chemical agents, electrical disablers, and related security devices and specify the level of authority required for their access and use. Chemical agents and electrical disablers are used only with the authorization of the warden/superintendent or designee.

Comment: Based on an analysis of the physical plan and the size an profile of the inmate population, designated staff should determine what firearms, chemical agents, electrical disablers, and other security devices (such as shields, batons, helmets, gloves, and body protectors) the institution needs. Written policies and procedures should specify the level of authority required for access to and use of security devices.

**Proposal:** Written policy and procedure govern the availability, control and use of chemical agents, electrical disablers, and related security devices and specify the level of authority required for their access and use. Chemical agents and electrical disablers are used only by properly trained individuals with the authorization of the warden/superintendent or designee.

Comment: Based on an analysis of the physical plan and the size an profile of the inmate population, designated staff should determine what firearms, chemical agents, electrical disablers, and other security devices (such as shields, batons, helmets, gloves, and body protectors) the institution needs. Written policies and procedures should specify the training required before authorized use and level of authority required for access to and use of security devices.

**Comments:** As the standard is written there is no requirement for training on the equipment. The only requirement is that the warden/superintendent or designee authorizes their use. The consequences of staff using this type of equipment before they are trained could be dire. The revision simply requires that the individual receive training on the security equipment before they are authorized to use it. The change to the

## ACA File No. 2012-013 (Continued)

comment also supports training prior to the authorization to use the equipment. The institution/agency can specify by policy and training curriculums the training they require before staff are authorized to use specific security equipment. This should not be a burden to any agency as they most likely already train their staff before they are authorized to use it. The standard revision now has that requirement.

**Submit Name:** Tami Williams

### COMMENTS:

*Raymond Mulally*

*Program Administrator, Florida*

“This issue is already covered in the Staff Development and Training standards”

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### FOR ACA STAFF USE ONLY

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

**All manuals that include chemical agents, electronic disablers, and related security devices.**

**Action taken by the standards committee:**

Approved      **Denied**      Tabled

This revision was also given to the Subcommittee tasked with defining the term “weapon.” Since the revision involves “electronic disablers” and “related security devices”, the subcommittee will work with the ACA Training Committee to define these terms and their appropriate role in the ACA Standards. The subcommittee consists of the following members:

David Haasenritter (representing adult corrections)

Denise Robinson (representing community corrections)

Joyce Burrell (representing juvenile corrections)

**Manual:** Administration of Correctional Agencies (ACA)

**Edition No:** 2nd

**Standard No:** 2-CO-1C-20

**Agency/Facility:** Colorado Department of Corrections

**Facility Size:** 25,000

**Proposal Type:** Revision

**Existing Standard:** There is a written agency policy, procedure, and practice 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 opportunities available for treatment and/or counseling for drug abuse
- the procedures to be used to ensure compliance
- the penalties for violation of the policy

**Proposal:** There is a written agency policy, procedure, and practice 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 opportunities available for treatment and/or counseling for drug abuse
- the procedures to be used to ensure compliance
- the penalties for violation of the policy

**Comments:** Annual review of these policies and procedures are required within standards 4-4012 and 4-4013 in the ACI manual and with 2-CO-1A-05 and 2-CO-1A-17 in the Administration of Correctional Agencies (ACA) manual. In August 2009 there were 13 standards revised in the ACI manual to eliminate the duplicate language of requiring the policy to be reviewed annually. Standard 4-4063 was changed to eliminate the annual review of policy which is the same language as this ACA standard. This change brings this ACA standard in line with the change to ACI standard 4-4063 that was made in August of 2009.

**ACA File No. 2012-014 (Continued)**

**Submit Name:** Tami Williams

**COMMENTS:**

*Raymond Mulally*

*Program Administrator, Florida*

“Agree with proposed change”

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**FOR ACA STAFF USE ONLY**

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

**1-ABC-1C-06**  
**4-ACRS-7C-02**  
**4-ALDF-7C-01**  
**3-APPFS-3060**  
**1-CTA-1C-07**  
**1-EM-1C-06**  
**1-HC-2A-12**  
**1-JBC-1C-14**  
**4-JCF-6D-03**  
**3-JCRF-1C-05**  
**3-JDF-1C-15**  
**1-JDTP-1C-18**  
**1-SJD-1C-13**  
**1-TC-6D-01**

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

## ACA File No. 2012-015

**Manual:** Administration of Correctional Agencies (ACA)

**Edition No:** 2nd

**Standard No:** 2-CO-1E-01

**Agency/Facility:** Colorado Department of Corrections

**Facility Size:** 25,000

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Written agency policy, procedure and practice governing case record management includes, but is not limited to, the establishment, use, content, privacy, security, preservation, and destruction of case records. These policies and procedures are reviewed annually.

**Proposal:** Written agency policy, procedure and practice governing case record management includes, but is not limited to, the establishment, use, content, privacy, security, preservation, and destruction of case records.

**Comments:** Annual review of these policies and procedures are required within standards 4-4012 and 4-4013 in the ACI manual and with 2-CO-1A-05 and 2-CO-1A-17 in the Administration of Correctional Agencies (ACA) manual. In August 2009 there were 13 standards revised in the ACI manual to eliminate the duplicate language of requiring the policy to be reviewed annually. Standard 4-4095 was changed to eliminate the annual review of policy which is the same language as this ACA standard. This change brings this ACA standard in line with the change to ACI standard 4-4095 that was made in August of 2009.

**Submit Name:** Tami Williams

### COMMENTS:

*Raymond Mulally*

*Program Administrator, Florida*

“Agree with proposed revision”

## ACA File No. 2012-015 (Continued)

### FOR ACA STAFF USE ONLY

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

**1-ABC-1E-01**  
**4-ACRS-7D-08**  
**3-APPFS-3101**  
**1-EM-1E-01**  
**1-JBC-1E-01**  
**3-JCRF-1E-01**  
**3-JDF-1E-01**  
**1-JDTP-1E-01**  
**1-SJD-1E-01**

**Action taken by the standards committee:**

**Approved**      Denied      Tabled



## ACA File No. 2012-016

**Manual:** Administration of Correctional Agencies (ACA)

**Edition No:** 2nd

**Standard No:** 2-CO-1F-01

**Agency/Facility:** Colorado Department of Corrections

**Facility Size:** 25,000

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Written agency policy provides for the uniform collection, recording, organization, and processing of data developed for management information purposes. This policy is reviewed at least annually.

**Proposal:** Written agency policy provides for the uniform collection, recording, organization, and processing of data developed for management information purposes.

**Comments:** Annual review of these policies and procedures are required within standards 4-4012 and 4-4013 in the ACI manual and with 2-CO-1A-05 and 2-CO-1A-17 in the Administration of Correctional Agencies (ACA) manual. In August 2009 there were 13 standards revised in the ACI manual to eliminate the duplicate language of requiring the policy to be reviewed annually. This change brings this standard in line with the changes made in August of 2009.

**Submit Name:** Tami Williams

### COMMENTS:

*Raymond Mulally*

*Program Administrator, Florida*

“Agree with proposed revision”

**FOR ACA STAFF USE ONLY**

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

None

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

**Manual:** Adult Correctional Institutions (ACI)

**Edition No:** 4th

**Standard No:** 4-4223

**Agency/Facility:** Colorado Department of Corrections

**Facility Size:** 25,000

**Accredited:** Yes

**Proposal Type:** Deletion

**Existing Standard:** There is a written plan that provides for continuing operations in the event of a work stoppage or other job action. Copies of this plan are available to appropriate supervisory personnel

**Proposal:** None

**Comments:** Although Colorado is not a proponent of deleting standards, there is no need to have duplicate standard requirements. Standard 4-4220 was revised in August 2007 and states all institutional personnel are trained in the implementation of written emergency plans. Work stoppage plans are communicated only to appropriate supervisory or other personnel directly involved in the implementation of those plans. This standard requires the same provisions as standard 4-4223. The language should stay in standard 4-4220 to specify the separation of the work stoppage plan. There is no need for a separate standard that requires the same thing.

**Submit Name:** Tami Williams

**COMMENTS:**

*Raymond Mulally*

*Program Administrator, Florida*

“Agree with proposed revision”

**FOR ACA STAFF USE ONLY**

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

None

**Action taken by the standards committee:**

Approved

**Denied**

Tabled

**Manual:** All

**Edition No:** N/A

**Standard No:** N/A

**Agency/Facility:** N/A

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** New

**Existing Standard:** None

**Proposal:** Written policy, procedure, and practice require compliance with the principles of the Incident Command System for emergency preparedness and response.

**Comment:** Use of the National Incident Command System (NIMS) is required by the Federal Government and all State Governments. Incident Command is the system upon which NIMS is based. To adequately prepare for responding to national and state emergencies it is required that correctional agencies practice and achieve expertise in the use of Incident Command. The use of Incident Command within a correctional facility improves safety for the public, staff and inmates. Incident Command also provides an effective management system by which scarce resources are conserved and incidents are quickly addressed. Incident Command for Corrections allows correctional employees to participate in system that is used by all other emergency responders nationwide.

**Submit Name:** Eugene Atherton

**COMMENTS:**

*Raymond Mulally*

*Program Administrator, Florida*

“Instead of adding new standard, I believe this could be incorporated into an existing standard, such as Emergency Plans.”

## FOR ACA STAFF USE ONLY

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

None

### **Action taken by the standards committee:**

Approved      Denied      **Tabled**

This proposed revision was tabled by the committee in order to get more clarification on the implementation of the National Incident Management System (NIMS). Several members of the Standards Committee (including Michael Bradley, James LeBlanc, and Joyce Burrell) will work with other national organizations to investigate the intricacies of the system and develop a standard to possibly be added at a later date.

**Manual:** Adult Correctional Institutions (ACI)

**Edition:** 4<sup>th</sup> Edition

**Standard Number(s):** 4-4220 (MANDATORY) and 4-4223

**Agency/Facility:**

**Name of Agency/Facility:** The GEO Group

**Size of Facility:** N/A

**Accredited status:** N/A

**Type of Proposal:** Revision

**Existing Standard:**

4-4220 (MANDATORY): All institution personnel are trained in the implementation of written emergency plans. Work stoppage plans are communicated only to appropriate supervisory or other personnel directly involved in the implementation of those plans.

4-4223: There is a written plan that provides for continuing operations in the event of a work stoppage or other job action. Copies of this plan are available to appropriate supervisory personnel.

**Proposal:**

4-4220 (MANDATORY): All institution personnel are trained in the implementation of written emergency plans.

4-4223: There is a written plan that provides for continuing operations in the event of a work stoppage or other job action. Copies of this plan are available only to appropriate supervisory or other personnel directly involved in the implementation of the plan.

**General Comments:** As currently written the two referenced standards contain identical requirements regarding which staff should have access to the work stoppage plan. Mandatory standard 4-4220 is located in the section of the ACI Manual entitled “Emergency Plans – Staff Training”. With the removal of the wording related to work stoppage plans from this standard it will now solely address the requirement that staff is trained in the implementation of emergency plans.

Standard 4-4223 is located in the section of the ACI Manual entitled “Work Stoppage”. By incorporating the work stoppage language from standard 4-4220 into this standard it consolidates all requirements regarding work stoppage into one standard.

The result will be that duplicate documentation regarding work stoppage plans will no longer have to be provided for both standards. An additional benefit will be that the two standards will now address their separate intended purposes; training in emergency plans and the provision of a work stoppage plan.

**ACA File No. 2012-019 (Continued)**

**Submit Name:** Michael Bradley

**COMMENTS:**

*Raymond Mulally*  
*Program Administrator, Florida*  
“This issue has been addressed”

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**FOR ACA STAFF USE ONLY**

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

**1-ABC-3B-12 and 3B-14**  
**4-ACRS-1C-06**  
**4-ALDF-1C-06**  
**1-JBC-3B-12**  
**3-JCRF-3B-12**  
**3-JDF-3B-11**  
**1-SJD-3B-09**  
**SJ-103**

**Action taken by the standards committee:**

**Approved**      Denied      Tabled



**Manual:** Adult Correctional Institutions (ACI)

**Edition No:** 4<sup>th</sup> Edition

**Standard No:** N/A

**Agency /Facility:** American Correctional Association

**Facility Size:** N/A

**Proposal Type:** New Definition

**Existing Standard:** None

**Proposal:** Definition of “syringe”: A syringe consists of a barrel, plunger and a needle.

Any of the parts of a syringe are to be counted, controlled and inventoried.

Medical and dental instruments and supplies (which include syringes, needles and blades) that are stocked for daily use are inventoried, controlled and counted at a minimum daily. A perpetual inventory of bulk stock needles, syringes, blades and other sharps is maintained in a locked storage area. Needles, syringes, blades and other sharps are considered contraband in the correctional setting. When items are identified as having the potential for causing harm to offenders or staff such items must be inventoried, controlled and counted.

\*Modification by Standards Committee: “A syringe may consist of a barrel, plunger, and/or a needle. (See comments below marked with \*\*)

**Comments:** In August 2011, Standards and Accreditation staff were tasked with crafting a new definition for the term “syringe” in concert with the ACA Healthcare Committee. With the assistance of Dr. James Lynch, the above definition was returned for consideration and/or revision by the Standards Committee.

**Submit Name:** Ben Shelor, Standards and Accreditation Specialist

*Jeff Rogers*

*Corrections Education Analyst*

“I concur with this definition”

*Raymond Mulally*

*Program Administrator, Florida*

“I am not sure I understand the intent of the revision. Will it now require each part of a syringe being counted as a separate piece and on different logs? If so, this will make this a very difficult process out of something that is currently working very well. It is common practice to count these items in a correctional setting.”

## ACA File No. 2012-020 (Continued)

### FOR ACA STAFF USE ONLY

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

All Manuals/Standards with a medical component

#### Action taken by the standards committee:

**Approved**      Denied      Tabled

\*\* The Standards Committee made a modification to this revision. The Committee approved the following definition for “Syringe”: *A syringe may consist of a barrel, plunger, and/or a needle.*

**Manual:** All  
**Edition No:** All  
**Standard No:** New  
**Agency/Facility:** American Correctional Association  
**Facility Size:** N/A  
**Accredited:** Yes  
**Proposal Type:** Addition

**Existing Standard:** None

**Proposal:** Upon booking/intake into the facility, the Consulate/Embassy of the nation of origin of all foreign nationals will be notified. The notification sent to the diplomatic entity of the foreign national should include the following:

- The name of the individual
- The date of arrest/detention
- The nature of the charges against the individual
- Contact information for the arresting/detaining agency
- Detainee passport information

*Comment:* For further information regarding Consular Notification practices and procedures, consult the Consular Notification and Access Manual published by the United States Department of State. The manual is available online at [http://travel.state.gov/pdf/cna/CNA\\_Manual\\_3d\\_Edition.pdf](http://travel.state.gov/pdf/cna/CNA_Manual_3d_Edition.pdf).

**Comments:** Pursuant to a request from the United States Department of State, ACA is complying with international treaties by adding a Consular Notification standard to all manuals. Such a standard would ensure that all accredited facilities notified the Consulate or Embassy of the nation of origin of all foreign nationals in accordance with international law and practice. A notification requirement in all manuals will guarantee notification of the Consulate/Embassy as well as assist in tracking the location and status of foreign nationals detained in the United States. Consular notification has already been added to the CALEA (Commission on the Accreditation of Law Enforcement Agencies) Standards.

**Submit Name:** Standards and Accreditation Staff

## ACA File No. 2012-021 (Continued)

### FOR ACA STAFF USE ONLY

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

All

#### Action taken by the standards committee:

Approved      Denied      **Tabled**

This revision was tabled by the Committee in order to attain more information from the United States Department of State regarding Consular Notification procedures and requirements. It was discussed by the committee that a system would have to be developed for properly auditing this standard, whether consular notification was needed at all levels of the correctional system or simply upon entry, and the time needed to trigger consular notification. These issues will be discussed with members of the State Department and the revision will be re-submitted for consideration at the July 2012 Conference of Corrections in Denver, Colorado.

**Manual:** All

**Edition No:** All

**Standard No:** New

**Agency/Facility:** ACA Committee on Correctional Training

**Facility Size:** N/A

**Accredited:** Yes

**Proposal Type:** Revision

### **What Is Learning and Training in Corrections Today?**

The following definitions related to formal and informal learning, classroom training, online training and blended learning are derived from the American Society of Training and Development (ASTD) <http://www.astd.org> ) and are accepted by ACA as industry standard definitions.

**Formal learning** is structured learning, where the instructor / facilitator is responsible for all aspects of the learning process, including what, how, and when the learners learn. Formal learning includes both classroom and online training. (American Society of Training and Development)

**Classroom training** is defined as training that occurs within the confines of a formal classroom at a training academy, hotel / meeting space, or some other type of educational setting. All training participants are gathered in the same room at the same time for the learning experience. Classroom training is sometimes referred to informally as “face to face” training.

**Online training** is defined as essentially the computer and network-enabled transfer of skills and knowledge. Content is delivered via the Internet, intranet/extranet, audio or videotape, satellite TV, CD-ROM and other technologically leveraged formats, which mirror the processes of a face to face session. It can be self-paced, instructor-led, or virtual instructor-led and includes media in the form of text, image, animation, streaming video, and audio. Effective online training offers links to other learning resources such as references, email, bulletin boards, discussion groups, readings, and more to enrich the learning.

Online training can be synchronous or asynchronous in nature. Synchronous online learning includes virtual instructor led training, such as training where the group convenes using an online virtual learning platform, which mirrors the processes of a face-to-face session. Asynchronous online learning uses formats outside the constraints of time and place and is usually delivered in the form of a course. Effective online training courses meet the requirements of defensible training, are interactive, and include a final exam to assess the learner’s knowledge.

## ACA File No. 2012-022 (Continued)

As technology continues to advance, online training can and will be delivered to the learner through multiple devices (computers, laptops, smartphones, etc.).

**Blended learning** refers to a mixing of different learning environments (classroom and online learning) and multiple instructional strategies. Blended learning can be both synchronous and asynchronous in design and delivery. It combines traditional face-to-face classroom methods with more modern technology-mediated activities. By “blending” the learning, an integrated training approach results.

**Informal learning** refers to anything that is not easily recognizable as formal training and performance support (such as organized classes, workshops, individualized instruction, job aids, and just-in-time, on-the-job learning). It may be individualized to meet specific needs, is personal and limited in scope, and usually occurs in small timeframes or “chunks.” (American Society of Training and Development).

### **Defendable Formal Training**

Defendable formal training is an organized, planned, documented and evaluated learning activity designed to enhance job performance or professional development. This type of training is based on enhancing specific job-related competencies, skills, and objectives, which are based upon a needs assessment or job evaluation and prepared by a credible source. Defendable formal training can be delivered in the classroom, online, or in a blended format.

*Defendable formal training occurs when the seven elements, as detailed, are achieved.*

### **Elements of Defendable Formal Training:**

#### **1. Based on specific competencies**

- Applied skills and knowledge necessary to perform the assigned tasks successfully.
- Tasks identified through a formal job evaluation process.

#### **2. Based on specific performance objectives targeted to outcomes**

- Goals of the training are identifiable and measurable.
- The training is designed based upon information and research that is credible and applicable to the audience group to which it will be delivered.

## **ACA File No. 2012-022 (Continued)**

### **3. Documented for Records**

- A formal lesson plan or equivalent is used to reflect performance objectives, instructional content, instructional delivery strategies and evaluation methods at a minimum.
- The format or requirements of the required documentation may be more rigorous at the agency level, and are dependent upon prevailing agency / organizational standards or requirements
- 

### **4. Delivered by a qualified source**

- Credentialed: Instructors / facilitators possess a documented credential, qualification or certification for the content area for which they are training, such as instructors in Firearms, Self-Defense or specific counseling techniques.
- Knowledgeable and skilled in the field of study and the content to be taught.
- Possess solid instructional delivery skills appropriate for the delivery format (classroom, online facilitation skills, or blended delivery skills).

### **5. Conducted in a sufficient amount of time**

- Time required to gain the knowledge or acquire the skills being taught includes appropriate time for skills and knowledge practice, feedback, and evaluation of student learning through practical activities, as appropriate to the format (classroom, technology-based, or a blend of both).

### **6. Relevant to the student and organization**

Relevancy is determined through:

- Job requirements and competencies
- Staff feedback on the training
- Evaluation of the student during the training (including required proficiency testing)
- Evaluation of the student's performance on the job
- Agency annual training review and assessments
- Supervisor's input

## ACA File No. 2012-022 (Continued)

- Agency performance assessments

### 7. Delivered to the correct population

- Topics related to job tasks and/or performance problems.
- Attendance documented with name roster and title/positions of staff that perform tasks or share problems, or certificate of completion of valid training through a qualified source.
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#### FOR ACA STAFF USE ONLY

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

All

#### Action taken by the standards committee:

Approved      Denied      **Tabled**

This revision was tabled by the committee in order to investigate different types of training (such as on-the-job training and performance assessment measures) and where these types might fit into the new definition.



# **American Correctional Association- Committee on Standards and Accreditation**

## **Physical Plant Standards Subcommittee Report- January 2012**

### *Subcommittee Members:*

David Haasenritter, Chairman,  
Kevin Myers  
Brian Fischer  
Edward C. Spooner  
Jerry Hebert

### *ACA Staff:*

Jeffrey Washington  
Kathy Black-Dennis  
Terri Jackson  
Ben Shelor

**Proposed Standards Revisions/Deletions/Additions:**

- 2012-001: Definition of “New Construction”- Revision
- 2012-002: Deletion of old definition of “New Construction” -ACI
- 2012-003: Deletion of old definition of “New Construction” -ALDF
- 2012-004: Definition of “Renovation” and “Addition”
- 2012-005: Revision of ACI 4-4129
- 2012-006: Revision of ACI 4-4132
- 2012-007: Revision of ACI 4-4133
- 2012-008: Revision of ACI 4-4135
- 2012-009: Revision of ACI 4-4137
- 2012-010: Revision of ACI 4-4138
- 2012-011: Revision of ACI 4-4139
- 2012-012: Revision of ACI 4-4150
- 2012-013: Revision of ACI 4-4150-1
- 2012-014: Revision of ACI 4-4158
- 2012-015: Revision of ACI 4-4159
- 2012-016: Addition of new standard for Dormitories

## ACA Physical Plant Subcommittee File No. 2012-001

**Manual:** All

**Edition:**

**Standard Number(s):** Definition of New Construction

**Name of Agency/Facility:** US Army

**Size of Facility:** System

**Accredited status:** Yes

**Type of Proposal:** Revision

### **Existing Standard:**

Definition of “New construction”: Physical plant standards are added every few years for new construction. ACA existing definitions in standard manuals include ALDF Manual: New construction is for final plans approved after January 1, 1992.

ACI Manual: New construction is for final plans approved after January 1, 1990.

August 2008 Standards Committee Meeting tabled a proposed new definition.

### **Proposal:**

Define “new construction” as a “new facility or addition”.

Recommend in lieu of using the term "new construction", when a new physical plant standard is approved by the standards committee, the standard should state “applicable to new construction or addition with final plans approved or legal permit was issued (June of the year the next standards supplement is published).”

Example any new physical plant standard for "new construction" approved in August 2010 standards committee meeting would state “applicable to new construction or addition with final plans approved or legal permit was issued after June 1, 2012.”

**General Comments:** Standards passed as new construction in 2008 for ACI facility final plans approved in 2004 are applicable by the current definition. Example would be noise standard 4-4150-1 which was added in 2008. Intent is to ensure facilities are designed to standard as standards change, but not hold existing facilities responsible for new standards. The above proposal would provide a specific date to the standard so that facilities and auditors would not have to research previous editions. This would be a current and fair guide for applicability. This will require ACA and this subcommittee or another subcommittee to review all physical plant standards in all manuals to provide a date for each standard that says new construction. Suspense would be to submit to standards committee in 2012 summer conference.

**Submitted by:** David Haasenritter

**Standards Department Comments:**

**ACA Physical Plant Subcommittee File No. 2012-001 (Continued)**

**FOR ACA STAFF USE ONLY**

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

All

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

**ACA Physical Plant Subcommittee File No. 2012-002**

**Manual:** Adult Correctional Institutions (ACI)

**Edition:** 4<sup>th</sup> Edition

**Standard Number(s):** Definition of New Construction

**Name of Agency/Facility:** ACA Facility Design Committee

**Size of Facility:** N/A

**Accredited status:** N/A

**Type of Proposal:** Deletion

**Existing Standard:**

Unless otherwise noted, each standard applies to existing institutions, renovations, additions and/or new plant construction. "New construction" is for final plans approved after January 1, 1990.

**Proposal:**

Delete entire paragraph.

**General Comments:** This standard contradicts a similar paragraph in the *Introduction to Accreditation*. Please reference the separate proposed revision to the *Introduction to Accreditation*.

**Submitted by:** Edward C. Spooner, AIA, Chairman

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**FOR ACA STAFF USE ONLY**

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

All

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

**ACA Physical Plant Subcommittee File No. 2012-003**

**Manual:** Adult Local Detention Facilities (ALDF)

**Edition:** 4<sup>th</sup> Edition

**Standard Number(s):** Definition of New Construction

**Name of Agency/Facility:** ACA Facility Design Committee

**Size of Facility:** N/A

**Accredited status:** N/A

**Type of Proposal:** Deletion

**Existing Standard:**

Unless otherwise noted, each standard applies to existing institutions, renovations, additions and/or new plant construction. "New construction" is for final plans approved after January 1, 1992.

**Proposal:**

Delete entire paragraph.

**General Comments:** This standard contradicts a similar paragraph in the *Introduction to Accreditation*. Please reference the separate proposed revision to the *Introduction to Accreditation*.

**Submitted by:** Edward C. Spooner, AIA, Chairman

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**FOR ACA STAFF USE ONLY**

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

All

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

**ACA Physical Plant Subcommittee File No. 2012-004**

**Manual:** All

**Edition:**

**Standard Number(s):** Definition of Renovation and Addition

**Agency/Facility:** United States Army

**Size of Facility:** System

**Accredited status:** Yes

**Type of Proposal:** Revision

**Existing Standard:**

Renovation is significant structural or design change in the physical plant of the facility.

There is no definition of addition in ACI 4<sup>th</sup> edition or 2010 supplement.

**Proposal:**

Define renovation as a significant structural or design change in the physical plant of the facility to include extensions, and adding buildings to a facility. Delete additions to all standards.

**General Comments:** All new physical plant standards should say new construction and renovation. Delete additions which are sometimes confused as new construction or renovations. Assign a date like with new construction. New construction should be a new facility, not just a new building.

**Submitted by:** David Haasenritter

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**FOR ACA STAFF USE ONLY**

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

All

**Action taken by the standards committee:**

Approved

**Denied**

Tabled

ACA Physical Plant Subcommittee File No. 2012-005

**Manual:** ACI

**Edition:** 4th

**Standard Number(s):** 4-4129

**Agency/Facility:** United States Army

**Size of Facility:** System

**Accredited status:** Yes

**Type of Proposal:** Revision

**Existing Standard:** The number of inmates does not exceed the maximum allowable inmate population as based on the Standards Compliant Bed Capacity (SCBC) Formula.

SCBC FORMULA FOR ADULT CORRECTIONAL INSTITUTIONS

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

Sq.ft. total of unencumbered space in housing = Answer #1

25 sq.ft

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

Sq.ft. total of unencumbered space in all single cells = Answer #2

35 sq.ft.

**Proposal:** The number of inmates does not exceed the facility rated bed capacity. Rated bed capacity is considered to be the original design capacity, plus or minus changes resulting from building additions, reductions, or revisions.

**General Comments:** The formula is confusing to the field and the Commission for Accreditation. The result from plugging in the numbers has increased the capacity of overcrowded facilities beyond their current population that exceeded their original rated bed capacity. This is caused by allowing space not part of the inmates living area



**ACA Physical Plant Subcommittee File No. 2012-005 (Continued)**

(mainly in open dormitories such as walkways to be counted towards inmate living areas. Recommend going back to the original standard or deleting standard all together.

**Submitted by:** David Haasenritter

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**FOR ACA STAFF USE ONLY**

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

**Action taken by the standards committee:**

Approved

Denied

**Tabled**

This revision was tabled so that members of the Subcommittee could have more time to consider alternatives to the SCBC formula.

## ACA Physical Plant Subcommittee File No. 2012-006

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup> Edition  
**Standard Number(s):** 4-4132  
**Agency/Facility:** Colorado Department of Corrections  
**Size of Facility:** 25,000  
**Accredited status:** Yes  
**Type of Proposal:** Revision

### Existing Standard:

Cells/rooms used for housing inmates shall provide at a minimum, 25 square feet of unencumbered space per occupant. Unencumbered space is usable space that is not encumbered by furnishing or fixtures. At least one dimension of the unencumbered space is no less than seven feet. In determining unencumbered space in the cell or room, the total square footage is obtained and the square footage of fixtures and equipment is subtracted. All fixtures and equipment must be in operational position and must provide the following minimums per person:

1. bed
2. plumbing fixtures [if inside the cell/room]
3. desk
4. locker
5. chair or stool

### Proposal:

Cells/rooms used for housing inmates shall provide at a minimum, 25 square feet of unencumbered space per occupant. Unencumbered space is usable space that is not encumbered by furnishing or fixtures. At least one dimension of the unencumbered space is no less than seven feet. In determining unencumbered space in the cell or room, the total square footage is obtained and the square footage of fixtures and equipment is subtracted. All fixtures and equipment must be in operational position.

**General Comments:** The deletion of the bed, plumbing fixtures, desk, locker and chair or stool is due to the conflict with standard 4-4132. Standard 4-4134 already covers these requirements. It specifies the requirements for a sleeping surface, mattress, writing surface, proximate area to sit, storage for personal items, and storage for clothes and personal belongings. It differentiates what is required if the offender is confined to the cell/room for ten or more hours and what is required when the offender is confined to the cell/room for less than ten hours. Standard 4-4134 is adequate to meet the needs of the offender. Therefore, the revision is necessary in order to eliminate the conflict between the two standards.

**Submitted by:** Tami Williams, Accreditation Administrator

**ACA Physical Plant Subcommittee File No. 2012-006 (Continued)**

**FOR ACA STAFF USE ONLY**

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

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

## ACA Physical Plant Subcommittee File No. 2012-007

**Manual:** Adult Correctional Institutions (ACI)

**Edition:** 4<sup>th</sup> Edition

**Standard Number(s):** 4-4133

**Agency/Facility:** Colorado Department of Corrections

**Size of Facility:** 25,000

**Accredited status:** Yes

**Type of Proposal:** Revision

### Existing Standard:

Written policy, procedure, and practice provide that single-occupancy cells/rooms, measuring a total of 80 square feet, of which 35 square feet is unencumbered space, shall be available, when indicated, for the following:

1. inmates with severe medical disabilities
2. inmates suffering from serious mental illness
3. sexual predators
4. inmates likely to be exploited or victimized by others
5. inmates who have other special needs for single housing
6. maximum custody inmates

### Proposal:

Written policy, procedure, and practice provide that single-occupancy cells/rooms shall be available, when indicated, for the following:

1. inmates with severe medical disabilities
2. inmates suffering from serious mental illness
3. sexual predators
4. inmates likely to be exploited or victimized by others
5. inmates who have other special needs for single housing

When confinement exceeds 10 hours a day, there is at least 80 square feet of total floor space, of which 35 square feet is unencumbered space.

**General Comments:** During the Standards Revision Committee meeting in January 2005, Standard #4-4131 was submitted for deletion and “maximum custody inmates” was submitted to be added to 4-4133. The committee tabled these and wanted the square footage added to 4133 that was in 4131. Here is what the original language for both standards was:

4-4131

Single cells are required for inmates assigned to maximum custody. All cells in which inmates are confined conform with the following requirements.

1. There must be 35 square feet of unencumbered space for the single cell occupant.

## **ACA Physical Plant Subcommittee File No. 2012-007 (Continued)**

2. When confinement exceeds 10 hours per day, there is at least 80 square feet of total floor space for the occupant.
3. Unencumbered space is usable space that is not encumbered by furnishing or fixtures. At least one dimension of unencumbered space is no less than seven feet. In determining unencumbered space, all fixtures must be in operational position and must provide the following minimum areas per person: bed, plumbing, fixtures, desk, and locker.
4. Supervision is consistent with standard 4-4177.

4-4133

Written policy, procedure, and practice provide that single-occupancy cells/rooms shall be available, when indicated for the following:

- inmates with severe medical disabilities
- inmates suffering from serious mental illness
- sexual predators
- inmates likely to be exploited or victimized by others
- inmates who have other special needs for single housing

In August 2005 the two standards were again submitted with only the “part” of the square foot requirements added. As you can see part of #2 from 4-3131 did not get added. “When confinement exceeds 10 hours a day” needs to be put back into the standard.

It is understandable that more space in the cell/room is required when the inmate is confined to the cell for longer periods of time due to their particular classification and institutional practice concerning out of cell time. Just because an offender may need a single-occupancy cell when indicated does not mean that he needs more space. Standard 4-4141 requires all cells/room for offenders in segregation to be 80 square feet and 35 square feet of unencumbered space due to the time they are in the cell. If the offender is not confined to the cell for longer periods of time then the additional space is not necessary and the requirements in standard 4-4132 which requires 25 feet of unencumbered space is sufficient.

Prior to this revision 80 square feet and 35 square feet of unencumbered space had never been a requirement for single cell housing except when confinement exceeds 10 hours per day or for segregated offenders. When this change was made and “when confinement exceeds 10 hours a day, was not included in the revision, it caused a non-compliance in many cases. Facilities that were built to meet ACA standard were now in non-compliance. The overwhelming fact is that if an offender is not confined to the cell for longer period of time, the additional space is not necessary.

**Submitted by:** Tami Williams, Accreditation Administrator

**ACA Physical Plant Subcommittee File No. 2012-007 (Continued)**

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**FOR ACA STAFF USE ONLY**

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

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

ACA Physical Plant Subcommittee File No. 2012-008

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup> Edition  
**Standard Number(s):** 4-4135  
**Agency/Facility:** Ohio Department of Corrections  
**Accredited status:** Yes  
**Type of Proposal:** Revision

**Existing Standard:**

Dayrooms with space for varied inmate activities are situated immediately adjacent to the inmate sleeping areas. Dayrooms provide a minimum of 35 square feet of space per inmate (exclusive of lavatories, showers, and toilets) for the maximum number of inmates who use the dayroom at one time, and no dayroom encompasses less than 100 square feet of space (exclusive of lavatories, showers, and toilets).

**Proposal:**

**Eliminate 4-4136 and Revise 4-4135 to state the following:** Dayrooms with space for varied inmate activities are situated immediately adjacent to the inmate sleeping areas. **Dayrooms provide sufficient seating and writing surfaces and all furnishings are consistent with the custody level of the inmates assigned.** Dayrooms provide a minimum of 35 square feet of space per inmate (exclusive of lavatories, showers, and toilets) for the maximum number of inmates who use the dayroom at one time, and no dayroom encompasses less than 100 square feet of space (exclusive of lavatories, showers, and toilets).

**General Comments:** The standard language of 4-4136 can easily be incorporated into 4-4135, thereby the consolidation of two standards into one.

**Submitted by:** Andrew Albright, Bureau Chief

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**FOR ACA STAFF USE ONLY**

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

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

## ACA Physical Plant Subcommittee File No. 2012-009

**Manual:** Adult Correctional Institutions (ACI)

**Edition:** 4<sup>th</sup> Edition

**Standard Number(s):** 4-4137

**Name of Agency/Facility:** ACA Facility Design Committee

**Size of Facility:** N/A

**Accredited status:** N/A

**Type of Proposal:** Addition

### Existing Standard:

4-4137 (Ref. 3-4132): Inmates have access to toilets and hand-washing facilities 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas.

Toilets are provided at a minimum ratio of 1 for every 12 inmates in male facilities and 1 for every 8 inmates in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with 3 or more inmates have a minimum of 2 toilets. These ratios apply unless national or state building or health codes specify a different ratio.

### Proposal:

4-4137-1 (Ref. 3-4132): Inmates have access to toilets and hand-washing facilities 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas.

Toilets are provided at a minimum ratio of 1 for every 12 inmates in male facilities and 1 for every 8 inmates in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities.

All housing units with 3 or more inmates have a minimum of 2 toilets. These ratios apply unless any applicable building or health codes require additional fixtures. (New Construction June 2014)

**General Comments:** This revision sets a minimum fixture ratio based on the operational requirements of corrections. Local codes, national or international codes with a lesser requirement would not be applicable.

**Submitted by:** Edward C. Spooner, AIA, Chairman



**ACA Physical Plant Subcommittee File No. 2012-009 (Continued)**

**FOR ACA STAFF USE ONLY**

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

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

**ACA Physical Plant Subcommittee File No. 2012-010**

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup> Edition  
**Standard Number(s):** 4-4138  
**Name of Agency/Facility:** ACA Facility Design Committee  
**Size of Facility:** N/A  
**Accredited status:** N/A  
**Type of Proposal:** Addition

**Existing Standard:**

4-4138 (Ref. 3-4133): Inmates have access to operable washbasins with hot and cold running water in the housing units at a minimum ratio of 1 basin for every 12 occupants, unless national or state building or health codes specify a different ratio.

**Proposal:**

4-4138-1 (Ref. 3-4133): Inmates have access to operable washbasins with hot and cold running water in the housing units at a minimum ratio of 1 basin for every 12 occupants. These ratios apply unless any applicable building or health codes require additional fixtures. (New Construction June 2014).

**General Comments:** This revision sets a minimum fixture ratio based on the operational requirements of corrections. Local, national, or international codes with a lesser requirement would not be applicable.

**Submitted by:** Edward C. Spooner, AIA, Chairman

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**FOR ACA STAFF USE ONLY**

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

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

## ACA Physical Plant Subcommittee File No. 2012-011

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup> Edition  
**Standard Number(s):** 4-4139  
**Name of Agency/Facility:** ACA Facility Design Committee  
**Size of Facility:** N/A  
**Accredited status:** N/A  
**Type of Proposal:** Addition

### 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 promote hygienic practices.

### Proposal:

**4-4139-1 (New Construction June 2014):** Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every twelve inmates, unless applicable codes require additional fixtures. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and promote hygienic practices.

NOTE discussion also was 1-15 per international standards.

**General Comments:** This revision sets a minimum fixture ratio based on the operational requirements of corrections. This modification also is consistent with the current requirement for Adult Local Detention Facilities, Fourth Edition. Local, national or international codes with a lesser requirement would not be applicable.

**Submitted by:** Edward C. Spooner, AIA, Chairman

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### FOR ACA STAFF USE ONLY

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

### Action taken by the standards committee:

**Approved**

Denied

Tabled

## ACA Physical Plant Subcommittee File No. 2012-012

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup> Edition  
**Standard Number(s):** 4-4150  
**Agency/Facility:** Colorado Department of Corrections  
**Size of Facility:** 25,000  
**Accredited status:** Yes  
**Type of Proposal:** Revision

### Existing Standard:

Noise levels in inmate housing units do not exceed 70 dBA (A Scale) in daytime and 45 dBA (A Scale) at night. (Existing)

### Proposal:

Noise levels in inmate housing units do not exceed 70 dBA (A Scale). Measurements shall be conducted a minimum of once per accreditation cycle by a qualified source. (Existing)

**General Comments:** This standard has been submitted numerous times for a revision. In August 2008 a new noise level standard 4-4150-1 was approved for new construction only. However, this original standard for existing construction was never revised. The new standard 4-4150-1 does not require a night time noise level reading. It has a provision for measuring unoccupied and occupied housing areas. The occupied reading must not exceed 70 dBA (A Scale). The current existing standard is stricter than the new standard in that it requires a night time reading of 45 dBA that is very difficult to obtain. During one of the standard revision committee meetings the room was silenced and the reading was still above 45 dBA. The revision proposed to this standard will bring it in line with the new standard 4-4150-1. Additionally the physical plant standard for light and air circulation and the new sound standard only require the reading to be conducted once during the accreditation cycle.

**Submitted by:** Tami Williams, Accreditation Administrator

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### FOR ACA STAFF USE ONLY

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

### Action taken by the standards committee:

**Approved**

Denied

Tabled

## ACA Physical Plant Subcommittee File No. 2012-013

**Manual:** Adult Correctional Institutions (ACI)

**Edition:** 4<sup>th</sup> Edition

**Standard Number(s):** 4-4150-1

**Agency/Facility:** United States Army

**Size of Facility:** System

**Accredited status:** Yes

**Type of Proposal:** Revision

### **Existing Standard:**

Noise levels in housing areas (i.e. dayrooms with adjacent cells or dorms) shall not exceed the following:

Unoccupied – 45dba (A Scale), building service systems shall be on and in normal operating condition. Mid frequency average reverberation time (T 60) must be less than (1.0 sec.)

Occupied – 70dba (A Scale) for a minimum of 15 seconds of continuous average measurement in normal operating conditions.

All monitoring shall be conducted in close proximity to the Correctional Officers post. If a correction officer's post is not identified then monitoring shall be conducted at a location considered best to monitor housing noise levels. Measurements shall be conducted a minimum of once per accreditation cycle by a qualified source. (New Construction Only)

### **Proposal:**

Noise levels in housing areas (i.e. dayrooms with adjacent cells or dorms) shall not exceed the following:

Unoccupied – 45dba (A Scale), building service systems shall be on and in normal operating condition. Mid frequency average reverberation time (T 60) must be less than (3.0 sec.)

Occupied – 70dba (A Scale) for a minimum of 15 seconds of continuous average measurement in normal operating conditions.

All monitoring shall be conducted in close proximity to the Correctional Officers post. If a correction officer's post is not identified then monitoring shall be conducted at a location considered best to monitor housing noise levels. Measurements shall be conducted a minimum of once per accreditation cycle by a qualified source. **For the purpose of this standard unoccupied is prior to the building being opened. (New Construction Only effective June 2010)**

**ACA Physical Plant Subcommittee File No. 2012-013 (Continued)**

**General Comments:** None

**Submitted by:** David Haasenritter

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**FOR ACA STAFF USE ONLY**

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

**Action taken by the standards committee:**

Approved

Denied

**Tabled**

**ACA Physical Plant Subcommittee File No. 2012-014**

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup> Edition  
**Standard Number(s):** 4-4158  
**Agency/Facility:** Ohio Department of Corrections and Rehabilitation  
**Size of Facility:** 50,000  
**Accredited status:** Yes  
**Type of Proposal:** Deletion

**Existing Standard:**

Dining space should be large enough to allow for meals to be served, affording each inmate the opportunity to have at least 20 minutes of dining time for each meal.

**Proposal:**

There is space for group dining except when security or safety considerations justify otherwise, and the space is large enough to allow for meals to be served, affording each inmate the opportunity to have at least 20 minutes of dining time for each meal.

Delete 4-4327

**General Comments:** 4-4158 and 4-4327 are interrelated and can be consolidated into one standard through the above revision.

**Submitted by:** Andrew Albright, Bureau Chief

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**FOR ACA STAFF USE ONLY**

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

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

**ACA Physical Plant Subcommittee File No. 2012-015**

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup> Edition  
**Standard Number(s):** 4-4159  
**Agency/Facility:** Ohio Department of Corrections and Rehabilitation  
**Size of Facility:** 50,000  
**Accredited status:** Yes  
**Type of Proposal:** Deletion

**Existing Standard:**

The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service.

**Proposal:**

There are sanitary, temperature-controlled facilities for the storage of all foods. The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service.

Delete 4-4160

**General Comments:** There are currently two separate physical plant standards that are interrelated and can be consolidated into one standard as proposed above.

**Submitted by:** Andrew Albright, Bureau Chief

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**FOR ACA STAFF USE ONLY**

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

**Action taken by the standards committee:**

**Approved**

Denied

Tabled



**ACA Physical Plant Subcommittee File No. 2012-016**

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup> Edition  
**Standard Number(s):** N/A  
**Agency/Facility:** Ohio Department of Corrections and Rehabilitation  
**Size of Facility:** 50,000  
**Accredited status:** Yes  
**Type of Proposal:** Addition

**Existing Standard:**

None

**Proposal:**

Dormitories: Each dormitory provides inmates with access to natural light by means of at least 12 square feet, plus two additional square feet of transparent glazing per inmate in the dormitory. (New Construction or Renovation June 2014)

**General Comments:** This standard is proposed as a clarification to the existing standards that require an interpretation of the combined Room/Cell and Dayroom standards.

**Submitted by:** Edward C. Spooner, AIA, Chairman

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**FOR ACA STAFF USE ONLY**

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

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

Mr. Lappin allowed Director Kathy Black-Dennis to make several more comments about issues being faced by the Committee and the Association as a whole.

Director Black-Dennis touched on the issue of weekend meals. Several press inquiries were made to ACA regarding the practice of weekend “brunch”, providing only two meals per day to inmates on the weekends. This practice is allowed by Standard ACI 4-4328 (and other similar standards in other Manuals), which states that exceptions to the three-meal-per-day standard may be made on the weekends or for special occasions. The committee took no action on the standard, but was made aware of the scrutiny given to the practice by the media and other organizations.

A report was given by Mr. David Haasenritter in regards to the new Core International Standards and the field test in Mexico. Mr. Haasenritter stated that more standards were needed so that one missed standard did not impact the score so substantially. He advocated for the addition of Canine standards, as well as additional medical standards. ACA will consider the addition of some standards to come before the Standards Committee at the Congress of Correction in Denver, Colorado.

Mr. Lappin again thanked the members of the Committee as well as ACA Staff for all their hard work and the meeting was adjourned.