

*Standards Committee Meeting Minutes
ACA Winter Conference
Tampa Marriott Waterside
Tampa, Florida
January 31st, 2014*

Members Present:

Brad Livingston, Chair, Texas
Michael Bradley, Florida
Elias Diggins, Colorado
Tom Kane, Washington, DC (Representing Charles Samuels)
Harley Lappin, Tennessee
Cherry Lindamood, Tennessee
Gary Mohr, Ohio
Gloria Perry, Mississippi
Viola Riggins, Kansas
Michelle Robinette, Oklahoma
Denise Robinson, Ohio
Ramon Rustin, New Mexico
Raman Singh, Louisiana
Luis Spencer, Massachusetts
Marge Webster, Puerto Rico
John E. Wetzel, Pennsylvania
Clarence Williams, Kentucky

Members not Present:

James LeBlanc, Vice Chair, Louisiana
Justin Jones, Oklahoma
Charles Samuels, Washington DC
Bonita Sweeney, Ohio

American Correctional Association Staff:

James A. Gondles, Jr., Executive Director
Jeffrey Washington, Deputy Executive Director
Dr. Elizabeth Gondles, Healthcare Advisor to the ACA President
Kathy Black-Dennis, Director of Standards and Accreditation
Ben Shelor, Deputy Director of Standards and Accreditation
Bridget Bayliss-Curren, Accreditation Specialist
Terry Carter, Accreditation Specialist
John Dowdy, Accreditation Specialist
Christina Randolph, Standards Department Office Manager
Maurice Huff, U.S. Army, Standards Fellow

Suchul Kim, Standards Intern

Opening Remarks

Mr. Livingston welcomed the Committee members and guests. Members of the committee, staff, and audience introduced themselves. Mr. Livingston thanked everyone for their attendance and work in preparing for the meeting.

A motion was made to approve the minutes from the Committee's previous meeting in August 2013 in Fort Washington, Maryland. The motion was seconded and approved unanimously.

ACA President Epps welcomed the members of the Committee and audience. President Epps stated that the committee truly sets the standard for the field of corrections and as such holds a massive responsibility. He thanked the Committee for their hard work and dedication to the creation and revision of ACA standards that have a great impact on the field.

ACA Executive Director James A. Gondles addressed the Committee. Mr. Gondles discussed the following developments/events:

- Major Maurice Huff, U.S. Army, was promoted in December 2013 from Captain to his current rank of Major. Mr. Gondles thanked Major Huff and the entire U.S. Army for their dedication to professional corrections and work on behalf of the association.
- Suchul Kim, a Probation Officer from the Republic of Korea, will be working with the ACA Standards and Accreditation Department as an intern from January through May, 2014.
- The ACA Executive Committee passed a resolution regarding new terminology to be adopted in the ACA standards. Beginning in 2014, all standards referring to the practice of *segregation* or *isolation* (the separation of inmates from general population for the purposes of safety, punishment, or protection) will replace these terms with the term "*restrictive housing*." Approval from the Standards Committee for the adoption of this new terminology was requested. The Committee voted unanimously to approve the new language.
- The Prison Rape Elimination Act (PREA) required the association to adopt the PREA standards, which was done in 2012. As the requirements of PREA take effect and ACA-accredited agencies are affected, the association has received repeated requests for assistance. Thus, ACA has engaged with the Department of Justice (Bureau of Justice Assistance) to allow ACA to conduct PREA activities for both accredited agencies and non-accredited agencies. The association is currently reformatting the existing PREA standards into language consistent with that found in the ACA standards. This will result in a manual that maintains the requirements of the existing PREA standards but is consistent with the format of familiar ACA standards. It is hoped that final approval for the ACA standards will be received by mid-Spring 2014.

Luis Spencer, Chairman of the Commission on Accreditation for Corrections (CAC) then addressed the committee. Chairman Spencer told the committee of his desire to learn and adapt in his new position and to make the Commission into an effective, efficient, and respected body for the implementation of the accreditation process. During the conference, the CAC conducted

183 hearings with 5 panels. Chairman Spencer recognized the addition of Dr. David Thomas (Florida) to the Commission as well as the return of Pat Curran (Tennessee).

Kathy Black-Dennis, Director of Standards and Accreditation, provided an update from the department. She thanked the Standards Department staff for their work on a number of issues including PREA, the Standards Committee, and department-related technology. Director Black-Dennis mentioned the monthly webinars conducted by the department to train auditors and accreditation managers (third Thursday of every month at 1:00PM Eastern Time). ACA Standards and Accreditation staff will attend multiple conferences/events throughout the year, including conferences for NAAWS, NCIA, CAMA, and the Florida Police Accreditation Coalition. Finally, Director Black-Dennis asked Standards Committee members and spectators to submit articles for *Corrections Today* magazine highlighting facility operations and events.

Prior to addressing the standards revisions, the Committee approved the proposed 2nd Edition of the ACA Correctional Training Academy (CTA) standards for field testing. They will be tested in the detention, corrections, and juvenile settings in 2014 and brought back before the committee for final approval on the conclusion of the tests.

The Committee then addressed the business at hand. Subcommittee reports and proposed standards are found on the following pages.

Standards Committee Subcommittee Reports

American Correctional Association- Committee on Standards and Accreditation

Report on Substance Abuse Committee Submissions- January 2014

Dr. Randy Shively

Substance Abuse Committee Report- 1

Manual: Adult Correctional Institutions (ACI)
Edition No: 4th Edition
Standard No: 4-4438-41
Agency /Facility: ACA Substance Abuse Committee
Facility Size: N/A
Proposal Type: Deletion 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: Delete Interpretation from August 2003

Comments: Due to the confusion created by the interpretation, Standards 4-4438 through 4-4441 have been amended (see subsequent revision) to reflect changes in terminology and requirements for ACA accredited facilities. New terminology has been placed into all standards and contains a relevant definition.

Submit Name: Randy Shively, Chairman, Substance Abuse Committee

COMMENTS:

FOR ACA STAFF USE ONLY- Substance Abuse Committee- 1

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

All manuals that include this interpretation

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to:

Substance Abuse Committee Report- 2

Manual: Adult Correctional Institutions (ACI)

Edition No: 4th Edition

Standard No: 4-4438, 4-4439, 4-4440, and 4-4441

Agency /Facility: ACA Substance Abuse Committee

Facility Size: N/A

Proposal Type: Revision

Existing Standard:

4-4438: Where a **drug treatment** program exists, written policy, procedure, and practice provide that the **alcohol and drug abuse treatment** program has a written treatment philosophy within the context of the total corrections system, as well as goals and measurable objectives.

Comment: None.

**NOTE: the term “Where a drug treatment program exists” also appears in standards 4-4439, 4-4440, and 4-4441.*

Proposal:

4-4438: Where a **substance use disorder education and/or treatment** programs exists, written policy, procedure, and practice provide that the program has a written treatment philosophy within the context of the total corrections system, as well as goals and measurable objectives. These documents are reviewed at least annually and updated, as needed.

Comment: Substance Use Disorder Treatment Programs offer the most intensive level of substance use disorder intervention in a correctional setting. Programs may be offered in an outpatient setting or residential treatment setting and last for months. The purpose is to minimize or arrest the harmful effects of alcohol and other addictive drugs, to mitigate criminogenic risks and needs, and to enhance offender lifestyle skills and recovery management skills. Content involves cognitive-behavioral principles and other evidence-based treatment protocols. Individualized assessment and treatment plans are followed to tailor treatment to each participant's specific needs, with specific attention on development of life skills and release plans which support avoidance of future substance use and recidivism.

Comments: Replacement of the term “drug treatment program” alleviates confusion over what constitutes such a program. This terminology will also replace “drug treatment program” in standards 4-4439, 4-4440, and 4-4441. Changes will be made by ACA staff in order to bring consistency to these standards. The term “substance use disorder treatment program” is defined in a subsequent revision.

Submit Name: Randy Shively, Chairman, Substance Abuse Committee

COMMENTS:

Substance Abuse Committee Report- 2

FOR ACA STAFF USE ONLY- Substance Abuse Committee- 2

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

Action taken by the standards committee:

Approved (With amendment)

Denied

Tabled

Referred to:

After amendment by the Standards Committee, the approved standard reads:

4-4438: **Where a substance use disorder treatment program exists**, written policy, procedure, and practice provide that the program has a written treatment philosophy within the context of the total corrections system, as well as goals and measurable objectives. These documents are reviewed at least annually and updated, as needed.

Substance Abuse Committee Report- 3

Manual: Adult Correctional Institutions (ACI)

Edition No: 4th Edition

Standard No: 4-4377

Agency /Facility: ACA Substance Abuse Committee

Facility Size: N/A

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:

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

Proposal:

Offenders have access to substance disorders education and treatment programs for substance use disorders. When a substance use disorder treatment program exists, the clinical management of program participants includes, at a minimum, the following:

- a standardized needs assessment administered to determine the level of substance use treatment needs and criminogenic risks/needs
- an individualized treatment plan developed and implemented by a clinician or multidisciplinary team with appropriate training, and certification or licensure (where required by statute), in substance use disorders treatment
- pre-release education related to the risk of return to substance use
- program participant involvement in aftercare discharge plans.

Comment: Some correctional systems may provide substance use disorder treatment programs in a limited number of facilities, with transfer reassignment of participants from other non-treatment program facilities as they become eligible for treatment. In facilities not offering a treatment program, a substance use disorders education program will be provided. All support groups (AA, NA, CA) are not considered education or treatment programs, nor are they run by certified or licensed professionals. These support groups may be an effective adjunct to treatment for participants who may benefit from social supports.

Substance Abuse Committee Report- 3

Comments: The proposed revision incorporates clear, updated terminology actively in use in the fields of substance abuse and mental health.

Submit Name: Randy Shively, Chairman, Substance Abuse Committee

COMMENTS:

FOR ACA STAFF USE ONLY- Substance Abuse Committee- 3

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

4-ALDF-4C-37

Approved (With amendment)

Denied

Tabled

Referred to:

After amendment by the Standards Committee, the approved standard reads:

Offenders have access to substance disorder **information, education, and/or treatment programs** for substance use disorders. When a substance use disorder treatment program exists, the clinical management of **program participants** includes, at a minimum, the following:

- a standardized needs assessment administered to **determine the level of substance use treatment needs and criminogenic risks/needs**
- an individualized treatment plan developed and implemented by **a clinician or multidisciplinary team with appropriate training, and certification or licensure (where required by statute), in substance use disorders treatment**
- **pre-release education related to the risk of return to substance use**
- **program participant involvement** in aftercare discharge plans.

Substance Abuse Committee Report- 4

Manual: Adult Residential Community Services (ACRS)

Edition No: 4th Edition

Standard No: 4-ACRS-5A-08

Agency /Facility: ACA Substance Abuse Committee

Facility Size: N/A

Proposal Type: Revision

Existing Standard:

Provide for early identification and treatment of inmates with alcohol and drug abuse problems through a standardized battery assessment. This battery shall be documented and include, at a minimum, the following

- screening and sorting
- clinical assessment and reassessment
- medical assessment for drug and alcohol program assignment appropriate to the needs of the individual offenders
- referrals

Proposal:

Offenders with **substance use disorders** are identified early through a standardized battery assessment and are provided with treatment. This battery shall be documented and include, at a minimum, the following:

- Screening
- Clinical assessment and reassessment
- Medical assessment for appropriate drug and alcohol program assignment based on the needs of the individual offender (if not done within the past six months)
- Referrals
- Monitoring and drug testing

Comment: Substance Use Disorder Treatment Programs offer the most intensive level of substance use disorder intervention in a correctional setting. Programs may be offered in an outpatient setting or residential treatment setting and last for months. The purpose is to minimize or arrest the harmful effects of alcohol and other addictive drugs, to mitigate criminogenic risks and needs, and to enhance offender lifestyle skills and recovery management skills. Content involves cognitive-behavioral principles and other evidence-based treatment protocols. Individualized assessment and treatment plans are followed to tailor treatment to each participant's specific needs, with specific attention on development of life skills and release plans which support avoidance of future substance use and recidivism. All support groups (AA, NA, CA) are not considered substance use disorder treatment programs nor are they run by certified professionals. They however

Substance Abuse Committee Report- 4

may be a good adjunct to treatment programs for certain offenders who desire social supports.

Comments: The proposed revision incorporates language consistent with proposed revisions to other ACA manuals (ACI and ALDF) which introduce more modern terminology.

Submit Name: Randy Shively, Chairman, Substance Abuse Committee

COMMENTS:

FOR ACA STAFF USE ONLY- Substance Abuse Committee- 4

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

None.

Approved (With amendment)

Denied

Tabled

Referred to:

After amendment by the Standards Committee, the approved standard reads:

Offenders with substance use disorders are identified early through a standardized battery assessment and are provided with information, education, or treatment. This battery shall be documented and include, at a minimum, the following:

- Screening
- Clinical assessment and reassessment
- Referrals
- Monitoring and drug testing

Substance Abuse Committee Report- 5

Manual: All

Edition No: All

Standard No: N/A (Definition)

Agency /Facility: ACA Substance Abuse Committee

Facility Size: N/A

Proposal Type: Definition

Existing Standard: None.

Proposal:

Substance Use Support/ Peer Groups: Support Groups involve peer support from others who have experienced substance use disorders and who have been involved in the criminal justice system. Usually structured around a 12 step model (e.g., AA, NA), these groups attempt to provide a supportive environment where participants can discuss dealing with urges, handling life's challenges more effectively, and avoiding substance use. Groups have no identifiable leader. The purpose is to network with sober recovering people who offer support and friendship.

Comments:

Submit Name: Randy Shively, Chairman, Substance Abuse Committee

COMMENTS:

FOR ACA STAFF USE ONLY- Substance Abuse Committee- 5

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

All

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to:

Substance Abuse Committee Report- 6

Manual: All

Edition No: All

Standard No: N/A (Definition)

Agency /Facility: ACA Substance Abuse Committee

Facility Size: N/A

Proposal Type: Definition

Existing Standard: None.

Proposal:

Substance Use Education Programs: Education programs are informational and help participants understand the problems of substance use (e.g., personal costs, health issues, impact on family and society, criminal thinking), and offer an overview of treatment and life changes which can help people overcome substance use disorders. The role of education is to engage the offender rather than to change their use behaviors. It sets the stage for readiness to change which follows evidenced- based practice. Usually these programs follow a multi-session topical format, and consists of lectures, videos and other structured discussion sessions.

Comments:

Submit Name: Randy Shively, Chairman, Substance Abuse Committee

COMMENTS:

FOR ACA STAFF USE ONLY- Substance Abuse Committee- 6

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

All

Action taken by the standards committee:

Approved (With amendment)

Denied

Tabled

Referred to:

After amendment by the Standards Committee, the approved standard reads:

Substance Use Education Programs: Education programs help participants understand the problems of substance use (e.g., personal costs, health issues, impact on family and society,

criminal thinking), and offer an overview of treatment and life changes which can help people overcome substance use disorders. The role of education is to engage the offender rather than to change their use behaviors. It sets the stage for readiness to change which follows evidenced-based practice.

Substance Abuse Committee Report- 7

Manual: All

Edition No: All

Standard No: N/A (Definition)

Agency /Facility: ACA Substance Abuse Committee

Facility Size: N/A

Proposal Type: Definition

Existing Standard: None.

Proposal:

Substance Use Treatment Programs: Treatment Programs offer the most intensive level of substance use disorder intervention in a correctional setting. Programs may be offered in an outpatient setting or residential treatment setting and last for months. The purpose is to minimize or arrest the harmful effects of alcohol and other addictive drugs, and to mitigate criminogenic risks and needs, and to enhance offender lifestyle skills and recovery management skills. Content involves cognitive-behavioral principles and other evidence- based treatment protocols. Individualized assessment and treatment plans are followed to tailor treatment to each participant's specific needs, with specific attention on development of life skills and release plans which support avoidance of future substance use and recidivism.

Comments:

Submit Name: Randy Shively, Chairman, Substance Abuse Committee

COMMENTS:

FOR ACA STAFF USE ONLY- Substance Abuse Committee- 7

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

All

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to:

American Correctional Association- Committee on Standards and Accreditation

Mental Health Committee Submissions- January 2014

Dr. John Baxter

Mental Health Committee Report- 1

Manual: Adult Correctional Institutions (ACI)

Edition No: 4th Edition

Standard No: 4-4256

Agency /Facility: ACA Mental Health Committee

Facility Size: N/A

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 a qualified mental health professional personally interviews and prepares a written report on any inmate remaining in **restrictive housing** 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 30 days for inmates who have an identified mental health need, and every three months for all other inmates** – more frequently if prescribed by the chief medical authority.

Comment: In restrictive housing, access to care must be ensured for persons suffering from health related concerns including mental illness. Since some mentally ill persons may not actively seek care, regular assessment is essential to ensure a patient's stability while in restrictive housing. As referenced in this standard, the phrase "identified mental health need" is not intended to refer to persons whose mental illness involves only prior diagnosis of a substance disorder, unless directed to include such persons by the chief medical authority.

Comments:

Submit Name: John Baxter, Chair, Mental Health Committee

COMMENTS:

FOR ACA STAFF USE ONLY- Mental Health Committee- 1

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

None

Mental Health Committee Report- 1 (Continued)

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to:

American Correctional Association- Committee on Standards and Accreditation

Report on the National Incident Management System (NIMS)- January 2014

Subcommittee Members:

James LeBlanc
Michael Bradley

ACA Staff:

Ben Shelor

Note: Michael Bradley will speak on behalf of the Subcommittee as Secretary LeBlanc is unable to attend the conference. Significant research and discussion was undertaken on this issue which resulted in the addition of Mr. Gene Atherton (who submitted the original revision in 2012) to the Subcommittee in an advisory capacity.

American Correctional Association- Committee on Standards and Accreditation

Report on Juvenile Probation and Aftercare Services- January 2014

Subcommittee Members:

Denise Robinson
Caleb Asbridge (Juvenile Corrections Committee Representative)

ACA Staff:

Ben Shelor

Report on Juvenile Probation and Aftercare Services- 1

Manual: Juvenile Probation and Aftercare Services (JPAS)

Edition: 2nd Edition

Standard: JPAS 2-7101

Agency/Facility: Kentucky Department of Juvenile Justice

Facility Size: System

Accredited: Yes (Golden Eagle)

Proposal Type: Revision

Existing Standard:

JPAS 2-7101: Written policy and procedures require a minimum of monthly person-to-person contact between field staff and juveniles in placement other than their own homes and with the person(s) responsible for the care of the juveniles in placement, unless under interstate compact supervision. When the private placement facility is at least 500 miles (round trip) from the base station, bi-monthly person-to-person contact is required. Telephonic contact between the probation office and the juvenile in placement, as well as, the placement authority must be made at least twice during the month the juvenile will not be visited.

Comment: The agency's responsibility for supervision of juveniles and for ensuring that their care and program needs are being met requires regular contact with the juveniles and those who are sharing responsibility for their care and supervision.

Proposal:

Written policy and procedures require a minimum of monthly contact, of which one per quarter must be person-to-person, between field staff and juveniles in placement other than their own homes and with the person(s) responsible for the care of the juveniles in placement, unless under interstate compact supervision. Two telephonic contacts or one video conferencing contact between the probation office and the juvenile in placement, as well as the placement authority, must be made during the month the juvenile will not be visited.

Comment: The agency's responsibility for supervision of juveniles and for ensuring that their care and program needs are being met requires regular contact with the juveniles and those who are sharing responsibility for their care and supervision.

Comments: Considering today's budget constraints many states are facing, it doesn't appear to make sense that we do not take advantage of the technology at our disposal. This revision would save funds while not compromising youth treatment. If the Committee feels the revision offered is too stringent, I would welcome other revisions to the standard that lessens the requirement for monthly in person contacts.

Name: Kevin T. Warford

Title: Quality Assurance Branch Manager

Email: kevint.warford@ky.gov

Report on Juvenile Probation and Aftercare Services- 1

FOR ACA STAFF USE ONLY- Juvenile Probation and Aftercare Services- 1

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

None

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to:

This revision was brought before the Juvenile Corrections Committee (Caleb Asbridge) and Community Corrections Committee (Denise Robinson) for consideration and creation language that maintains the spirit of the standard and incorporates modern technology and practices. Recommendations from each Committee will be provided prior to the Standards Committee meeting and representatives will be on hand to discuss the recommendations.

Pursuant to the recommendation of the Juvenile Corrections Committee, the proposed revision was denied by the Standards Committee. Therefore, Standard JPAS 2-7101 will remain unchanged.

Section 4: Proposals for Standards Revision

Submissions for Standards Revisions
ACA Winter Conference- January 2014
Tampa, Florida
January 31st, 2013

KEY

ACA File Number (*Order in which the submissions were received*)

Manual: *Manual in which the change is being proposed*

Standard No: *Standard to which the change is being proposed*

Agency /Facility: *Agency or facility submitting the proposed change*

Facility Size: *Size of the agency/facility proposing the change*

Accredited: *Whether or not the submitting agency/facility is accredited*

Proposal Type: *Type of proposal (addition of a new standard, deletion of the current standard, revision of the current standard, or clarification of the existing standard or comment)*

Existing Standard: *The standard printed in the manual or Supplement as it currently stands. For example:*

Blacked-out text *indicates text in the existing standard that has been removed in the proposal.*

Proposal: *The proposed change to the existing standard. For example:*

Highlighted Text *indicated new or revised wording to the existing standard in the proposal.*

Comments: *Comments from the field regarding the proposed revision. These comments generally indicate whether the commenting entity agrees or disagrees with the revision.*

Name: *Name of person submitting the revision*

Title: *Title of person submitting the revision*

Email: *email address of person submitting the revision*

Submissions for Standards Revisions
ACA Winter Conference- January 2014
Tampa, Florida
January 31st, 2013

Contents:

ACA File Number	Standard	Type	Page
ACA File No. 2014-001	ACI 4-4336	Revision	27
ACA File No. 2014-002	4-ALDF-2A-34	Revision	29
ACA File No. 2014-003	4-JCF-3D-03	Revision	31
ACA File No. 2014-004	4-ALDF-7B-08	Revision	33
ACA File No. 2014-005	2-CI-6C-07	Revision	35
ACA File No. 2014-006	1-CTA-3A-21	Revision	36
ACA File No. 2014-007	4-ALDF-4A-12	Deletion	38
ACA File No. 2014-008	ACI 4-4212	Definition	39
ACA File No. 2014-009	2-CI-2B-2	Revision	40
ACA File No. 2014-010	2-CI-1B-4 (M)	Revision	41
ACA File No. 2014-011	4-ALDF-5C-07	Revision	42
ACA File No. 2014-012	ACI 4-4193	Revision	43

Manual: Adult Correctional Institutions (ACI)

Edition: 4th

Standard: 4-4336

Agency/Facility: N/A

Facility Size: N/A

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice provide for the issue of suitable clothing to all inmates. Clothing is properly fitted, climatically suitable, durable, and presentable.

***Comment:** a standard wardrobe should be provided at the time of admission and should include, as appropriate, shirts, blouses, dresses, trousers, skirts, belts, undergarments, slips, socks, shoes, coats, jackets, and headwear. In addition to the standard issue of inmate clothing, civilian attire should be available in limited quantities for leisure, visiting, work release, and furloughs. Clothing provided should not be degrading or humiliating. Since the definition of these may be culturally determined, consideration should be given to the effect of clothing provided.*

Proposal: Addition of the sentence: "Clothing provided should not be degrading, humiliating, or highlight the inmate in any way that may be detrimental to his well-being."

Comments: There are facilities that place inmates in coveralls that can be pink or red-striped to indicate that the inmate has committed a sexual offence towards a facility employee since their arrival. They are forced to wear these uniforms in "population" for a minimum of 30 days before consideration is given for a return to traditional clothing. During this 30-day period, the inmate(s) are placed in a very vulnerable position. The majority of my revision can be found in the "comment" section of Standard 4-4336. It is declaratory in nature rather than suggestive, but can be considered regarding compliance of the Standard. In conclusion, facilities are clothing inmates in the aforementioned manner and are in compliance with 4-4336.

Name: Ken Weaver

Title: ACA Auditor

Email: Buckaub@roadrunner.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2014-001

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

1-ABC-4D-08

4-ALDF-4B-03

1-CORE-4B-02

1-JBC-4B-08

ACA FILE No. 2014-001 (Continued)

4-JCF-4B-03
3-JDF-4B-10
SJ-116

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to: _____

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth Edition

Standard: 4-ALDF-2A-34

Agency/Facility: Knox County Detention Facility

Facility Size: 1,036

Accredited: Yes

Proposal Type: Revision

Existing Standard:

4-ALDF-2A-34 Revised January 2007: Single occupancy cells/rooms are provided when indicated for the following:

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

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

Proposal:

4-ALDF-2A-34: Single occupancy cells/rooms are provided when indicated for the following:

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

Comments: Due to the interpretation of the standards committee that segregation housing does not have to be single celled, most facilities have doubled bunked their segregation cells. This results in some facilities not meeting the 10 percent requirement of 4-ALDF-2A-34. All facilities not meeting the 10 percent do provide ample single occupancy cells/rooms.

Name: Rodney Bivens

Title: Director of Corrections

Email: rodney.bivens@knoxsheriff.org

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2014-002

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

ACI 4-4133
1-CORE-2A-18
4-JCF-1C-01
3-JDF-2C-02-1
SJ-051

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Performance-Based Standards for Juvenile Correctional Facilities (JCF)

Edition: 4th

Standard: 4-JCF-3D-03

Agency/Facility: Tennessee Department of Children's Services/Youth Development Centers

Facility Size: 144 beds

Accredited: Yes

Proposal Type: Revision

Existing Standard:

4-JCF-3D-03: Juveniles are screened within 24 hours of arrival at the facility for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior. Housing assignments are made accordingly.

Proposal: Juveniles are screened within 72 hours of arrival at the facility for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior. Housing assignments are made accordingly.

Comments: This revision is suggested to make 4-JCF-3D-03 meet PREA Standard 115.341 (a) which reads: "Within 72 hours of the resident's arrival at the facility and periodically throughout a resident's confinement, the agency shall obtain and use information about each resident's personal history and behavior to reduce the risk of sexual abuse by or upon a resident."

Name: Leigh O'Hay

Title: Program Coordinator

Email: Leigh.O'Hay@tn.gov

COMMENTS:

Kurt Pfisterer

PREA Certified Auditor

New York Division of Juvenile Justice (Ret)

"Generally accepted professional standards concur that 24 hours should be the maximum limit and within one hour of admission is optimum. 72 hours is way too long to not know you have sexual predator roaming a housing unit with staff unaware."

FOR ACA STAFF USE ONLY- ACA File No. 2014-003

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

1-ABC-3D-06-2
ACI 4-4281-2
4-ALDF-4D-22-1
1-HC-3A-13-2
1-JBC-3D-06-2
4-JCF-3D-03
3-JCRF-3D-04-3
3-JDF-3D-06-3
SJ-162-2

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Local Detention Facilities (ALDF)

Edition: 4th

Standard: 4-ALDF-7B-08

Agency/Facility: Alexandria Sheriff's Office

Facility Size: 400

Accredited: Yes

Proposal Type: Revision

Existing Standard:

4-ALDF 7B-08 Revised January 2005: All new professional and support employees, including contractors, who have regular or daily inmate contact receive training during their first year of employment. Forty hours are completed prior to being independently assigned to a particular job. An additional 40 hours of training is provided each subsequent year of employment. At a minimum, this training covers the following areas:

- security procedures and regulations
- supervision of inmates
- signs of suicide risk
- suicide precautions
- use-of-force regulations and tactics
- report writing
- inmate rules and regulations
- key control
- rights and responsibilities of inmates
- safety procedures
- all emergency plan and procedures
- interpersonal relations
- social/cultural lifestyles of the inmate population
- cultural diversity
- communication skills
- CPR/First aid
- counseling techniques
- sexual harassment/sexual misconduct awareness
- code of ethics

Proposal: All new professional and support employees, including contractors, who have regular or daily inmate contact receive training during their first year of employment. Forty hours are completed prior to being independently assigned to a particular job. An additional 40 hours of training is provided each subsequent year of employment. At a minimum, this subsequent training covers the following areas:

- Standards of Conduct/Ethics
- Security/ Safety/ Fire/Medical/Emergency Procedures
- CPR/First Aid
- cultural diversity
- Signs of suicide risk
- Suicide precautions

Comments: Standard 7B-08 as written appears to require more rigorous annual training for professional and contract staff than for the correctional officers. Compare the annual training requirements for correctional officers as listed in 7B-10-1 to that which is required for professional staff in 7B-08. It seems the requirements are backwards-- correctional officers need the key control, security regulations, supervision of inmates, etc. For clarity and consistency, split 7B-08 to designate what is required for professional and contract staff in the first year of employment (although key control and other instruction targeted at correctional officers should not be included), versus what the annual retraining requirements should be. There should not be more rigorous retraining requirements for professional and contract staff than for correctional officers. The way the standards are currently written, this is the result.

Name: Mondre' H. Kornegay

Title: Tech Services Commander

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2014-004

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

1-JBC-1D-10

3-JDF-1D-10

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to: Adult Detention Committee

This standard was referred to the ACA Adult Detention Committee for consideration and recommendation at the ACA Congress of Correction in Salt Lake City, Utah.

Manual: Standards for Correctional Industries (CI)

Edition: 2nd

Standard: 2-CI-6C-7

Agency/Facility: Colorado Department of Corrections

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

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

Proposal: Administrative, managerial, professional specialists, support employees and staff who have regular or daily contact with inmates receive 40 hours of training annually. Clerical/support employees who have minimal contact with inmates receive 16 hours of training annually. Part-time staff and contract personnel receive training as needed.

Comments: Correctional Industries has employees that are in management as well as clerical positions that work for industries, but may be located at a headquarters. The current CI standard is not in line with other manuals on the training requirements. There is a CI standard 2-CI-6C-6 that does require a formal orientation appropriate to their assignment which is in line with other manuals. This revision will bring the CI training requirement in line with other manuals, i.e. ACI (4-4084, 4-4085, 4-4086, 4-4087) HQ (2-CO-1D-6, 2-CO-1D-7, 2-CO-1D-8), Parole (4-APPS-3A-15, 4-APPS-3A-16, 4-APPS-3A-16), etc. The standard could also be broken out into 3 separate standards to be in line with the other manuals.

Name: Tami Williams

Title: Accreditation Administrator

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2014-005

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

None

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to:

Committee on Correctional

Training

Manual: Standards for Correctional Training Academies (CTA)

Edition: 1st

Standard: 1-CTA-3A-21

Agency/Facility: Colorado Department of Corrections

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Training consists of at least 120 hours of training during their first year of employment and an additional 40 hours of training each subsequent year of employment. At a minimum, this training content includes requirements for specific positions detailed in the relevant ACA manual of standards.

Proposal: Training for correctional officers consists of at least 120 hours of training during their first year of employment and an additional forty hours of training each subsequent year of employment. Training for administrative, managerial, professional specialists, support employees and staff who have regular or daily contact with inmates consists of a minimum of forty hours of training their first year of employment and forty hours of training each subsequent year of employment. Training for clerical/support employees who have minimal inmates contact consists of a minimum of 16 hours of training their first year of employment and an additional 16 hours of training each subsequent year of employment.

Comments: There is only one standard in the Training Academy manual for new employee training. It requires 120 hours of training for all staff during their first year of employment and 40 hours each year thereafter. This is in direct conflict with the ACI (4-4084, 4-4085, 4-4086, 4-4087) HQ (2-CO-1D-6, 2-CO-1D-7, 2-CO-1D-8), Parole (4-APPS-3A-15, 4-APPS-3A-16, 4-APPS-3A-16) and some other manuals for training requirements. The proposed revision will bring the Training Academy standard in line with the other manuals. This standard can be broke out into 3 separate standards to be in line with the other manuals as well.

Name: Tami Williams

Title: Accreditation Administrator

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2014-006

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

None

Action taken by the standards committee:

Approved Denied Tabled **Referred to: Committee on Correctional**
Training

Manual: Performance-Based Standards for Adult Local Detention Facilities (ALDF)

Edition: 4th

Standard: 4-ALDF-4A-12

Agency/Facility: N/A

Facility Size: N/A

Proposal Type: Deletion

Existing Standard: All staff, contractors, and inmate workers are trained in the use of equipment safety procedures to be followed in the food service department.

Proposal: **There is already an added 4-ALDF-4A-12-1** Added 2011. All staff, contractors, and inmate workers WHO WORK IN THE FOOD SERVICE DEPARTMENT are trained in the use of food service equipment and in the safety procedures to be followed in the food service department.

Comments: There is already an added standard 4-ALDF-4A-12-1 that re-states the almost the exact language (yet sets the limitation from having to train ALL facility staff on kitchen equipment safety procedures to JUST the staff who work in the food service department). I feel as though the existing standard 4-ALDF-4A-12 can be deleted now. In essence, when auditing compliance is being given/taken twice for meeting/not meeting the same standard.

Name: Amy Daniel

Title: Director of Audits, MCM

Email: amy.daniel22@gmail.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2014-007

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

None

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Standards for Adult Correctional Institutions (ACI)

Edition: 4th

Standard: 4-4212

Agency/Facility: N/A

Facility Size: N/A

Accredited: N/A

Proposal Type: Definition

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

Proposal: (needed definition for the “qualified” fire and safety officer)

Comments: I would just like to have an interpretation of "qualified" fire and safety officer. I have had conversation after conversation with audit teams on what they think/feel is necessary or required training of a "qualified" fire and safety officer, and I would like some clarification since this is a Mandatory standard from the Standards committee, if there is any. Is there a certain number of training hours an auditor would like to see done? A particular area/field (besides fire/safety)? Etc.? County jails typically do not send an officer to the fire academy (cost + turnover), so what I typically see is the local Fire Chief or local Fire Marshall come to the facility and train the fire and safety officer, then provide us with something in writing as documentation. How do you feel about this? I am open for your thoughts.

Name: Amy Daniel

Title: Director of Audits, MCM

Email: amy.daniel22@gmail.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2014-008

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

All- Definition

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Standards for Correctional Industries
Edition: 2nd
Standard: 2-CI-2B-2
Agency/Facility: Ohio Department of Rehabilitation & Correction
Facility Size: 50,000+
Accredited: Yes
Proposal Type: Revision

Existing Standard: Searches are conducted to find contraband.

Proposal: Written policy, procedure, and practice provide for searches of industry facilities and inmate workers to control contraband. These policies are made available to all industry staff and inmates.

Comments: The proposed revision provides more direction and includes clarity within the expectation of who and what is to be searched.

Name: Andrew Albright
Title: Bureau Chief
Email: andrew.albright@odrc.state.oh.us

COMMENTS:

Amy Daniel
Consultant, Mississippi

“I would encourage the committee to include searches on staff and all inmates; the current proposal limits searches to industry facilities and inmate workers.”

FOR ACA STAFF USE ONLY- ACA File No. 2014-009

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

4-ACRS-2C-02
4-ALDF-2C-01
4-APPFS-3B-11
1-CORE-2C-01
JPAS 2-7162
1-TC-2B-02

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Standards for Correctional Industries

Edition: 2nd

Standard: 2-CI-1B-04 (Mandatory)

Agency/Facility: Ohio Department of Rehabilitation & Correction

Facility Size: 50,000+

Accredited: Yes

Proposal Type: Revision

Existing Standard: All toxic and caustic materials are controlled and secure.

Proposal: Written policy, procedure, and practice govern the control and use of all flammable, toxic, and caustic materials.

Comments: The proposed revision adds flammable chemicals and would align industries with current chemical control practices within the institutions in which they are located.

Submit: Andrew Albright

Title: Bureau Chief

Email: andrew.albright@odrc.state.oh.us

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2014-010

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

4-ACRS-1C-17

4-ALDF-1C-11

1-CORE-1C-07

1-HC-6A-10

1-TC-1B-07

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to: _____

Manual: Performance-Based Standards for Adult Local Detention Facilities (ALDF)

Edition: 4th

Standard: 4-ALDF-5C-07

Agency/Facility: The GEO Group

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard:

4-ALDF-5C-07: The facility requires all sentenced inmates to work if they are not assigned to programs.

Proposal: The facility **can require** all sentenced inmates to work if they are not assigned to programs.

Comments: As written, the standard does not allow for any discretion on the part of the Facility Administrator regarding the assignment of work to sentenced inmates. Short term offenders, special needs offenders, those inmates assigned to protective custody or to special management housing are all required to work if they are not assigned to programs. The companion standard in the ACI Manual (4-4449) adds the word "can" to the standard and provides the needed discretion: "Written policy, procedure, and practice can require all eligible inmates to work unless assigned to an approved education or training program".

Name: Michael Bradley

Title: Director of Accreditation

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2014-011

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

None

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Standards for Adult Correctional Institutions (ACI)

Edition: 4th

Standard: 4-4193

Agency/Facility: The GEO Group

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice provide that manual or instrument inspection of body cavities is conducted only when there is reason to do so and when authorized by the warden/superintendent or designee. The inspection is conducted in private by health care personnel **or correctional personnel trained by health care personnel.**

Proposal: Written policy, procedure, and practice provide that manual or instrument inspection of body cavities is conducted only when there is reason to do so and when authorized by the warden/superintendent or designee. The inspection is conducted in private by health care personnel.

Comments: Correctional personnel should not, under any circumstances, conduct body cavity searches. This revision will bring the standard in line with 4-ALDF-2C-05 and 4-ACRS-2C-05, both of which only allow body cavity searches to be conducted in private by health-care personnel.

Name: Michael Bradley

Title: Director of Accreditation

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2014-012

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

4-ALDF-2B-03

1-ABC-3A-18

4-ACRS-2C-04

1-CORE-2C-04

FS-038

1-JBC-3A-23

4-JCF-4C-63

3-JCRF-3A-12

3-JDF-3A-20

SJ-091

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____