

*Standards Committee Meeting Minutes  
144<sup>th</sup> Congress of Correction  
Salt Lake City Marriott Downtown  
Salt Lake City, Utah  
August 15<sup>th</sup>, 2014*

**Members present:**

Brad Livingston, Chair, Texas  
Michael Bradley, Florida  
Elias Diggins, Colorado  
Justin Jones, Oklahoma  
Harley Lappin, Tennessee  
Cherry Lindamood, Tennessee  
Gary Mohr, Ohio  
Gloria Perry, Mississippi  
Denise Robinson, Ohio  
Charles Samuels, Washington D.C.  
Raman Singh, Louisiana  
Luis Spencer, Massachusetts  
Marge Webster, Puerto Rico  
John E. Wetzell, Pennsylvania  
Clarence Williams, Kentucky

**Members not present:**

James LeBlanc, Vice Chair, Louisiana  
Viola Riggins, Kansas  
Michelle Robinette, Oklahoma

**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  
Kevin Johnson, Programs Specialist

## 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 work in preparing for the meeting and asked that everyone responsible for preparing material for the next meeting have that information to ACA well in advance.

A motion was made to approve the minutes from the Committee's previous meeting in January 2014 in Tampa, Florida. 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:

- The Texas Department of Criminal Justice will receive the Golden Eagle Award pending accreditation of its correctional industry program on Monday, August 19<sup>th</sup> at the ACA General Session. Mr. Gondles and all ACA staff and members extend their congratulations to TDCJ on this significant accomplishment.
- ACA President Chris Epps will be the next President of the Association of State Correctional Administrators (ASCA). This national group of correctional administrators is considered an important representative body for corrections.
- Director Gondles thanked Bridget Bayliss for her work in representing ACA with the National PREA Resource Center and in creating ACA's Prison Rape Elimination Act standards that are nearing formal approval.
- Director Gondles also thanked John Dowdy and Ben Shelor for their work in creating the International Core Standards for Juvenile Facilities that appears before the Committee for field test approval.

Luis Spencer, Chairman of the Commission on Accreditation for Corrections (CAC) then addressed the committee. Chairman Spencer stated that the Commission was progressing with formalizing the protocols and qualifications for former commission members to be temporarily activated in the event that current commissioners are unable to attend panel hearings at a given conference. This Commissioner Emeritus program will allow the Commission increased flexibility in the event of travel delays, illness, or any other exigent circumstances for standing CAC members. Secondly, Mr. Spencer discussed his desire to increase communication amongst commission members between conference times as well as to schedule training/orientation for new commissioners following the upcoming ACA elections. The Commission will soon begin bi-monthly conference calls to discuss relevant issues and maintain communication between ACA conferences.

Kathy Black-Dennis, Director of Standards and Accreditation, provided an update from the department. Director Dennis discussed the following developments/events:

- Implementation of the Prison Rape Elimination Act (PREA): the ACA staff has been assisting customer agencies with the implementation of PREA in combination with ACA audits. A number of agencies are conducting their PREA audits in conjunction with accreditation and the process remains fluid.
- Three members of the Commission on Accreditation for Corrections (CAC) and ACA staff attended the Correctional Accreditation Manager's Association (CAMA) conference in May in Colorado Springs, Colorado. 26 facilities/programs received their accreditation during the conference.
- ACA staff has attended a number of national and regional conferences representing the association. This included the North American Association of Wardens and Superintendents (NAAWS), the Mid-Atlantic States Correctional Association (MASCA), the Large Jail Network (LJN), National Correctional Industries Association (NCIA), and Florida Police Accreditation Coalition (Florida PAC).
- At the 144<sup>th</sup> Congress of Corrections, the Commission will conduct 168 panel hearings.

ACA Executive Director James A. Gondles added further comments. The association is conducting PREA Audits for the following agencies:

- Mississippi Department of Corrections
- Ohio Department of Corrections and Rehabilitation
- Federal Bureau of Prisons
- Texas Department of Criminal Justice

The new ACA website was launched in the week preceding the conference. Dr. Elizabeth Gondles deserves special thanks for her hard work on the new website which is a great advance over the previous site.

During the course of the meeting, the Standards Committee approved for the development, field testing, or publication of the following groups of standards:

- **Creation of ICE Standards:** the ACA staff was tasked with creating and facilitating a committee to develop new standards pertaining to Immigration and Customs Enforcement (ICE) facilities. These facilities- many of which are operated by correctional agencies/companies- are experiencing a shift in population that necessitates a new set of standards.
- **Performance-Based Standards for Correctional Health Care in Adult Local Detention Facilities (ALDF):** Following field testing, the revised health care standards for ALDF facilities were approved for publication. To review a copy of these revisions, please contact ACA staff or consult the Standards Committee Meeting minutes from January 2013 (Houston, Texas). Please note that Standard 2A-45 and 2A-53 will remain as separate standards and incorporate newly approved language regarding the term "restrictive housing".
- **International Core Standards for Juvenile Facilities:** A new version of the International Core Standards tailored to juvenile operations was approved for field testing. These standards will be tested in Mexico in the fall of 2014.

- **Approval of PREA/ACA Lockup Standards:** The committee officially approved the ACA reformatted version of the PREA standards for lockup facilities. These were inadvertently omitted during a previous committee meeting in May 2014.

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

**Section 1**

**Reports from Standards Committee  
Subcommittees**

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

Subcommittee Report on the National Incident Management System  
(NIMS) and Emergency Planning standards- August 2014

*Subcommittee Members:*

James LeBlanc  
Michael Bradley  
Gene Atherton

*ACA Staff:*

Ben Shelor

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

**Edition:** 4th

**Standard:** 4-4224

**Agency/Facility:** N/A

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** 4-4224 (MANDATORY): There are written plans that specify the procedures to be followed in situations that threaten institutional security. Such situations include but are not limited to riots, hunger strikes, disturbances, and taking of hostages. These plans are made available to all applicable personnel and are reviewed annually and updated, as needed.

*Comment:* The plans should designate the personnel who are to implement the procedures, when and which authorities and media should be notified, how the problem should be contained, and the procedures to be followed after the incident is quelled. The plans presuppose regular inspection and maintenance of any specialized equipment necessary to implement the procedures. All personnel should be familiar with the plans. Hospital and medical personnel should be involved in the formulation of the plans, since they are responsible for the safety of their patients.

**Proposal:** 4-4224 (MANDATORY): There are written plans that specify the procedures to be followed in situations that threaten institutional security. Such situations include but are not limited to riots, hunger strikes, disturbances, taking of hostages, and natural or man-made disasters. These plans are made available to all applicable personnel and are reviewed annually and updated, as needed.

**Comments:** The plans should designate the personnel who are to implement the procedures, when and which authorities and media should be notified, how the problem should be contained, and the procedures to be followed after the incident is quelled. The plans presuppose regular inspection and maintenance of any specialized equipment necessary to implement the procedures. All personnel should be familiar with the plans. Hospital and medical personnel should be involved in the formulation of the plans, since they are responsible for the safety of their patients. Plans for natural and man-made disasters should be developed using National Incident Management System (NIMS) and Incident Command System (ICS) as a model.

**Name:** James LeBlanc, On behalf of NIMS Subcommittee

**Title:** Secretary of Public Safety and Corrections, Louisiana DPSC

**Email:** [jmleblanc@corrections.state.la.us](mailto:jmleblanc@corrections.state.la.us)

**COMMENTS:**

**NIMS Subcommittee- 1 (Continued)**

**FOR ACA STAFF USE ONLY- NIMS Subcommittee -1**

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

4-ALDF-1C-05

1-CORE-1C-01

4-JCF-2A-01

SJ-101

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

Referred to: \_\_\_\_\_



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

**Edition:** 4th

**Standard:** 4-4082

**Agency/Facility:** N/A

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** Written policy, procedure, and practice provide that all new full time employees must complete a formalized 40-hour orientation program before undertaking their assignments. At a minimum, the orientation program should include instruction in the following:

- the purpose, goals, policies, and procedures for the facility and parent agency
- security and contraband regulations
- key control
- appropriate conduct with offenders
- responsibilities and rights of employees
- universal precautions
- occupational exposure
- personal protective equipment
- bio-hazardous waste disposal
- an overview of the correctional field

**Proposal:** Written policy, procedure, and practice provide that all new full time employees must complete a formalized 40-hour orientation program before undertaking their assignments. At a minimum, the orientation program should include instruction in the following:

- the purpose, goals, policies, and procedures for the facility and parent agency
- security and contraband regulations
- key control
- appropriate conduct with offenders
- responsibilities and rights of employees
- universal precautions
- occupational exposure
- personal protective equipment
- bio-hazardous waste disposal
- an overview of the correctional field
- the emergency plan

**NIMS Subcommittee- 2 (Continued)**

**Comments:**

**Name:** James LeBlanc, On behalf of NIMS Subcommittee

**Title:** Secretary of Public Safety and Corrections, Louisiana DPSC

**Email:** [jmleblanc@corrections.state.la.us](mailto:jmleblanc@corrections.state.la.us)

**COMMENTS:**

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**FOR ACA STAFF USE ONLY- NIMS Subcommittee -2**

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

4-ACRS-7B-14

4-ALDF-7B-05

4-ALDF-7B-09

1-CTA-3A-09

1-HC-2A-06

**Action taken by the standards committee:**

**Approved**      Denied      Tabled      Referred to: \_\_\_\_\_

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

**Edition:** 4th

**Standard:** 4-4089

**Agency/Facility:** N/A

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** Written policy, procedure and practice provide that correctional officers assigned to an emergency unit have at least one year of corrections and 40 hours of specialized training before undertaking their assignments. Other staff personnel must have at least one year of experience in their specialty within a correctional setting. The specialized training may be part of their first year training program. Officers and staff assigned to emergency units receive 40 hours of training annually, at least 16 of which are specifically related to emergency unit assignment.

**Proposal:** 4-4089: Written policy, procedure and practice provide that correctional officers assigned to an emergency unit have at least one year of corrections and 40 hours of specialized training before undertaking their assignments. Other staff personnel must have at least one year of experience in their specialty within a correctional setting. The specialized training may be part of their first year training program. Officers and staff assigned to emergency units receive 40 hours of training annually, at least 16 of which are specifically related to emergency unit assignment and which cover emergency plan response. These staff shall be required to participate in annual training that test emergency plan systems for natural and man-made disasters.

**Comments:** Training should include a review of emergency plan developed using National Incident Management System (NIMS) and Incident Command System (ICS) as a model for natural and man-made disaster planning.

*Note: The annual refresher training is already covered in 4-4084 for security staff as it requires training on emergency procedures. For all other staff groups, the training requirements are not detailed in the standard.*

**Name:** James LeBlanc, On behalf of NIMS Subcommittee

**Title:** Secretary of Public Safety and Corrections, Louisiana DPSC

**Email:** [jmleblanc@corrections.state.la.us](mailto:jmleblanc@corrections.state.la.us)

**COMMENTS:**

**FOR ACA STAFF USE ONLY- NIMS Subcommittee -3**

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

1-ABC-1D-11  
4-ALDF-7B-12  
1-CTA-3A-22  
JBC-1D-13  
SJ-030

**Action taken by the standards committee:**

**Approved**      Denied      Tabled      Referred to: \_\_\_\_\_

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

## **Physical Plant Subcommittee**

### *Subcommittee Members:*

Gary Mohr, Chair  
Charles Samuels  
Justin Jones

### *ACA Staff:*

Ben Shelor

**At the time of publication, the Physical Plant Subcommittee is working towards a recommendation for this standard. The Committee will present its research and position to the Standards Committee on Friday, August 15<sup>th</sup>.**

## Physical Plant Standards Subcommittee- 1

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

**Edition:** 4th Edition, as Interpreted

**Standard:** 4-4141

**Agency/Facility:** The GEO Group, Inc.

**Facility Size:** N/A

**Accredited :** Yes

**Proposal Type :** Revision

**Existing Standard:** All cells/rooms in segregation provide a minimum of 80 square feet, of which 35 square feet is unencumbered space.

*Interpretation August 2004: The Standards Committee determined that segregation housing does not have to be single celled.*

**Proposal:** All cells/rooms in restrictive housing provide a minimum of 80 square feet, and shall provide 35 square feet of unencumbered space for the first occupant and 25 square feet of unencumbered space for each additional occupant.

**Comments:** The 2004 interpretation related to this standard determined that restrictive housing does not have to be single celled; however it did not address the multiple occupancy minimal unencumbered space portion of the standard. The proposed revision to ACI 4-4141 simply clarifies an acceptable minimal area of unencumbered space for multiple occupant segregation cells/rooms which afford additional space for in-cell/room activity for more extended confinement. In a minimal configuration (please see diagram #1, which is a typical pre-manufactured concrete cell) a two occupant cell can be provided with at least 60 square feet of unencumbered space.

**Name:** Dr. Philip Mosciski, AIA

**Title:** Vice President Design

**Email:** [pmosciski@geogroup.com](mailto:pmosciski@geogroup.com)

### COMMENTS:

### FOR ACA STAFF USE ONLY- Physical Plant Subcommittee- 1

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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

Referred to: \_\_\_\_\_

## **Section 2**

# **Reports from ACA Committees**

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

Report from ACA Mental Health Committee

*Presenter:*

Dr. Dean Aufderheide, Vice Chair



## Mental Health Committee- 1

**Manual:** All Performance-Based Manuals (including Adult Correctional Institutions)

**Edition:** N/A

**Standard:** Outcome Measure 1A(09)

**Agency/Facility:** ACA Mental Health Committee

**Facility Size:** N/A

**Accredited :** N/A

**Proposal Type :** Revision

### Existing Outcome Measure:

Number of offenders **diagnosed with an Axis I disorder** (excluding sole diagnosis of substance abuse) at a given point in time

Divided by:

Total offender population at that time.

### Proposal:

Number of offenders **with an active individualized services/treatment plan for a diagnosed mental disorder** (excluding sole diagnosis of substance abuse) at a given point in time

Divided by:

Total offender population at that time.

### Comments:

**Name:** Dr. Dean Aufderheide

**Title:** Vice Chair, ACA Mental Health Committee

### COMMENTS:

#### FOR ACA STAFF USE ONLY- Mental Health Committee

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

### Action taken by the standards committee:

**Approved (As Amended)**      Denied      Tabled      Referred to: \_\_\_\_\_

The proposed revision was amended by the committee to remove the word “active”. The approved version is as follows:

Number of offenders with an individualized services/treatment plan for a diagnosed mental disorder (excluding sole diagnosis of substance abuse) at a given point in time

Divided by:

Total offender population at that time.

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

## **Report from ACA Health Care Committee**

### *Presenter:*

James Greer, Chair  
Lannette Linthicum, Vice Chair

### *ACA Staff:*

Dr. Elizabeth Gondles, Health Care Advisor to the ACA President  
Doreen Efeti, ACA Office of Correctional Health  
Ben Shelor

**During previous Standards Committee Meetings, the Health Care Committee has been asked to review and provide recommendations on a number of standards and definitions. The committee was able to reach consensus on ACI 4-4402. At the time of publication of this book, action regarding the definition of the term “arrival” and ACI 4-4344 (translation of health-related documentation) were still pending. Mr. Greer and ACA staff plans to have documentation pertaining to these two standards for the Standards Committee on Friday, August 15<sup>th</sup>.**

## Health Care Committee- 1

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup>  
**Standard:** 4-4402 (M)  
**Agency/Facility:** ACA Health Care Committee  
**Facility Size:** N/A  
**Accredited:** N/A  
**Proposal Type:** Revision

### Existing Standard:

4-4402 (MANDATORY) Revised January 2006

The use of offenders for medical, pharmaceutical, or cosmetic experiments is prohibited. This does not preclude offender participation in clinical trials that are approved by an institutional review board based on his/her need for a specific medical intervention. Institutions electing to perform research will be in compliance with all state and federal guidelines.

### Proposal:

Written agency policy prohibits inmates from participating in medical or pharmaceutical testing for experimental or research purposes. Facilities electing to perform research will be in compliance with all state and federal guidelines. This does not preclude individual treatment of an offender based on his or her need for a specific medical procedure that is generally not available.

**Comments:** The ACA health Care Committee considered a revision originally submitted by the Arkansas Department of Community Corrections in January 2011 and recommended that language be adopted.

**Name:** James Greer  
**Title:** Chairman, ACA Health Care Committee  
**Email:** [james.greer@wisconsin.gov](mailto:james.greer@wisconsin.gov)

### COMMENTS:

**Health Care Committee- 1 (Continued)**

**FOR ACA STAFF USE ONLY- Health Care Committee-1**

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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      **Referred to: Health Care Committee**

**This standard, as well as the term “arrival” and 4-4344 (mentioned on Page 19), we be reconsidered by the Health Care Committee and submitted in advance of the Winter 2015 Conference in Long Beach, California.**

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

Report from ACA Substance Disorder Committee

*Presenter:*

Dr. Randy Shively, Chair

## Substance Disorder Committee- 1

**Manual:** Performance-Based Standards for Adult Community Residential Facilities (ACRS)

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

**Standard:** New

**Agency/Facility:** ACA Substance Disorder Committee

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Addition

**Proposal:** When detoxification services exist within the agency, the community residential facility shall have specific policies and procedures regarding detoxification which include: drug(s) that are being monitored, who will provide monitoring, how often and what symptoms to observe and the criteria for when referral or additional treatment(s) is indicated. If detoxification services do not exist within the agency offenders who are using/abusing substances upon admission, will be screened and monitored for withdrawal symptoms by trained staff.

**Comments:** Community residential facilities are getting an influx of offenders who are or who have been recently using. These offenders may be showing signs of withdrawal, but staff often do not know what signs to look for or what action is needed when they see withdrawal symptoms. Their symptoms can interfere with services. The detoxification process may become serious and even life threatening.

**Name:** Dr. Randy Shively

**Title:** Chairman, ACA Substance Disorder Committee

**Email:** [randy.shively@alvishouse.org](mailto:randy.shively@alvishouse.org)

### COMMENTS:

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### FOR ACA STAFF USE ONLY- Substance Disorder Committee

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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  
**Community Corrections Committee**

**Referred to: Substance Disorder Committee and**

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

Report from ACA Adult Detention Committee

*Presenter:*

Elias Diggins, Vice Chair



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

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

**Standard:** 4-ALDF-7B-08

**Agency/Facility:** ACA Adult Detention Committee

**Facility Size:** N/A

**Accredited:** N/A

**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

## Adult Detention Committee- 1 (Continued)

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

**Comments:** The ACA Adult Detention Committee was charged by the Standards Committee during the ACA Winter Conference in Tampa, Florida to consider and recommend action on this proposed revision. After discussion, consideration, and an electronic vote by the Committee, the Adult Detention Committee recommends that this standard be **approved** for adoption in the Adult Local Detention Facilities (ALDF) Standards manual.

**Name:** Elias Diggins

**Title:** Vice Chair, Adult Detention Committee

**Email:** [elias.diggins@denver.gov](mailto:elias.diggins@denver.gov)

### COMMENTS:

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#### FOR ACA STAFF USE ONLY- Adult Detention Committee-1

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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**

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

## **Report from ACA Committee on Correctional Training**

*Presenter:*

David Haasenritter, Chair

**In January 2014, the Committee on Correctional Training was charged with considering and recommending action on two standards (one on Correctional Industries, and one on Correctional Training Academies). The committee discussed these standards and will provide a written recommendation to the Standards Committee on Friday, August 15<sup>th</sup>.**

**Mr. David Haasenritter will address the Committee.**

**These standards will be considered at the 2015 Winter Conference in Long Beach,  
California.**

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

Report from ACA Clean and Green Committee

*Presenter:*

Tommy Norris, Chair

**Mr. Tommy Norris, Chair of ACA's Clean and Green Committee, will address the Standards Committee in regards to significant changes taking place in the field of occupational safety in the corrections setting and the need to address these issues in the ACA Standards.**

**The Standards Committee asked that ACA staff assist in creating a Subcommittee to review affected standards and recommend a course of action.**

## **Section 3**

# **Standards for Field Testing or Approval for Publication**

*(Due to size limitations, each set of proposed standards outlined below will be attached in a separate electronic document)*

## **Standards for Consideration:**

### **1. Performance-Based Standards for Health Care in Adult Local Detention Facilities (PB-HC ALDF)**

*The Performance-Based Standards for Health Care in Adult Local Detention Facilities were approved for field testing in January 2013 in Houston, Texas. These standards were tested and evaluated by facilities in Georgia, Florida, Massachusetts, and New Mexico and were deemed by facility staff and auditors to be generally within the capabilities of ALDF accredited facilities. ACA Staff requested written statements regarding any standards which posed significant confusion or difficulty to facilities evaluating the standards. To date, no issues have been raised by testing facilities that would necessitate revising any of the proposed standards.*

*Action Item:* Approval for Publication

**Approved (Available in January 2013 Standards Committee Meeting Minutes or from ACA staff)**

### **2. International Core Standards for Juvenile Facilities**

*The International Core Standards for Juvenile Facilities were created using ACA's successful International Core Standards for adult facilities, which have been in use in Mexico and elsewhere since 2011. The proposed juvenile standards are tailored to addressing the challenges of youth in detention on the international level. Interest has been received from several facilities wishing to begin field testing of these standards in Fall 2014.*

*Action Item:* Approval for Field Testing

**Approved**

### **3. ACA Prison Rape Elimination Act Standards for Lock-up Facilities**

*ACA's adapted versions of Federal Prison Rape Elimination Act (PREA) standards were approved via webinar in May 2014. The Lock-up Standards were inadvertently omitted from the webinar. Official approval from the Standards committee is necessary for publication and use of these*

*standards. All other versions of the ACA-PREA standards (Adult Prisons and Jails, Juvenile Facilities, and Community Corrections) were approved.*

*Action Item:* Approval for Publication

**Approved**

# **Section 4**

## **Proposals for Standards Revision**



**Submissions for Standards Revisions**  
**144<sup>th</sup> Congress of Corrections**  
**Salt Lake City, Utah**  
**August 15<sup>th</sup>, 2014**

**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*

**144<sup>th</sup> Congress of Corrections**  
**Salt Lake City, Utah**

<b>ACA File Number</b>	<b>Standard</b>	<b>Type</b>	<b>Page</b>
ACA File No. 2014-013	ACI 4-4089	Revision	
ACA File No. 2014-014	ACI 4-4270	Revision	
ACA File No. 2014-015	ACI 4-4271	Revision	
ACA File No. 2014-016	ACI 4-4285	Revision	
ACA File No. 2014-017	ACI 4-4359	Revision	
ACA File No. 2014-018	4-ACRS-1C-09	Revision	
ACA File No. 2014-019	2-CO-5E-02	Revision	
ACA File No. 2014-020	4-ALDF-5A-04	Revision	
ACA File No. 2014-021	1-CORE-1B-01	Revision	
ACA File No. 2014-022	1-CORE-2A-02	Revision	
ACA File No. 2014-023	1-CORE-2A-03	Revision	
ACA File No. 2014-024	1-CORE-2A-19	Revision	
ACA File No. 2014-025	1-CORE-3A-01	Revision	
ACA File No. 2014-026	1-CORE-4C-01	Revision	
ACA File No. 2014-027	1-CORE-5B-01	Revision	
ACA File No. 2014-028	1-CORE-5B-02	Revision	
ACA File No. 2014-029	1-CORE-6C-04	Revision	

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4th  
**Standard:** 4-4089  
**Agency/Facility:** Kentucky Department of Corrections  
**Facility Size:** System  
**Accredited:** Yes  
**Proposal Type:** Revision

**Existing Standard:** Written policy, procedure and practice provide that correctional officers assigned to an emergency unit have at least one year of corrections and 40 hours of specialized training before undertaking their assignments. Other staff must have at least one year of experience in their specialty within a correctional setting. The specialized training may be part of their first year training program. Officers and staff assigned to emergency units receive 40 hours of training annually, at least 16 hours of which are specifically related to emergency unit assignment.

**Proposal:** Written policy, procedure and practice provide that correctional officers assigned to an emergency unit have a least one year of corrections and 40 hours of specialized training before undertaking their assignments. **Prior military service or Law enforcement experience can substitute for the one year of experience.** Other staff must have at least one year of experience in their specialty within a correctional setting. The specialized training may be part of their first year training program. Officers and staff assigned to emergency units receive 40 hours of training annually, at least 16 of which are specifically related to emergency unit assignments.

**Comments:** The standard does not take into account the experience of prior military or law enforcement personal who have skills in the area of emergency response teams and have had training in these types of units. The agency should be able to waive the 1 year correctional experience if the staff member has sufficient training or credentials from prior military or LEO experience to permit them to be placed on the emergency response team. They would still have to go through the specialized training for being a member but would not have to wait for 1 year. This also gives the agency flexibility to bring staff into the emergency response team sooner that have assets that can be utilized by the department.

**Name:** John M. Dunn  
**Title:** Executive Staff Advisor  
**Email:** [johnm.dunn@ky.gov](mailto:johnm.dunn@ky.gov)

**COMMENTS:**

*“Non-concur. Prior military service or law enforcement experience does not always translate to corrections experience. Some may have worked in prisons or jails, but not always.”*

- Theresa Grenier, Correctional Program Specialist, Department of the Army

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**ACA FILE No. 2014-013 (Continued)**

*“Prior military service or law enforcement experience does not always translate to corrections experience. The experience required by the standard is as a correctional officer, not member of emergency unit.”*

- David Haasenritter, Assistant Deputy (Corrections Oversight), Department of the Army

*“FDOC concurs with the proposal as it would increase the pool of candidates for emergency teams.”*

- John Holtz, State Accreditation Manager, Florida Department of Corrections

**FOR ACA STAFF USE ONLY- ACA File No. 2014-013**

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

1-ABC-1D-11  
4-AFLD-7B-12  
1-CTA-3A-22  
JBC 1D-13  
SJ-030

**Action taken by the standards committee:**

**Approved (as amended)**      Denied      Tabled      Referred to: \_\_\_\_\_

**The amended standard reads as follows:**

Written policy, procedure and practice provide that correctional officers assigned to an emergency unit have a least one year of corrections and 40 hours of specialized training before undertaking their assignments. **Prior military or civilian corrections or Law enforcement experience can substitute for the one year of experience.** Other staff must have at least one year of experience in their specialty within a correctional setting. The specialized training may be part of their first year training program. Officers and staff assigned to emergency units receive 40 hours of training annually, at least 16 of which are specifically related to emergency unit assignments.

**Manual:** Adult Correctional Institution (ACI)  
**Edition:** 4th  
**Standard:** 4-4270  
**Agency/Facility:** Orleans Parish Sheriff's Office  
**Facility Size:** 2,000 +  
**Accredited:** No  
**Proposal Type:** Revision

**Existing Standard:** Written policy, procedure and practice provide that inmates in segregation receive a minimum of one hour of exercise per day outside their cells, **five days per week, unless security or safety considerations dictate otherwise.**

**Proposal:** Written policy, procedure and practice provide that inmates in **restrictive housing** receive a minimum of one hour of exercise per day outside their cells.

**Comments:** During a recent audit, there was disagreement among our audit team members concerning the intent of the standard. The facility Warden argued that given the 51% vacancy rate among correctional officers, the facility cannot safely exercise inmates in administrative segregation more than once or twice per week. Staff and inmates stated that exercise is often once per week or less. A large number of inmates are in this housing assignment and could be maintained without exercise for lengthy periods based on insufficient staff, which I do not believe is the intent of ACA. My position was that it is a problem for some facilities but as a non-mandatory must meet the intent which is to provide this minimal period outside the cell with exercise available. If the inmate is a danger due to mental health or medical issues, other housing would be appropriate. If it is a concern due to protective custody, most facilities have individual exercise capability and our measure is typically the general population rather than one exception. Why not delete the exceptional language? Although it could be covered in the *Comment* section, I am concerned it will still be misconstrued and misapplied and this is a serious quality of life issue which will result in our team's recommendation (we all agreed) for a plan of action.

**Name:** Susan Lindsey  
**Title:** Assistant to the Sheriff, Orleans Parish Sheriff's Office  
**Email:** [dsllgft@aol.com](mailto:dsllgft@aol.com)

**COMMENTS:**

*"Recommend standard be modified to:*

*'Written policy, procedure and practice provide that inmates in restrictive housing are offered a minimum of one hour of exercise per day outside their cells, minimum five days per week'*

*Agree with restrictive housing change. Believe still need to be five days not seven. Concur delete 'unless security or safety considerations dictate otherwise' for it is too broad a term to measure the standard based on the interpretation."*

- David Haasenritter, Assistant Deputy (Corrections Oversight), Department of the Army

**ACA FILE No. 2014-014 (Continued)**

*“The revision requires exercise more often than the original standard. The original standard that requires one hour of exercise outside their cell, five days a week, is sufficient. The new proposal requires the exercise seven days a week or every day. It is also imperative to leave, ‘unless security or safety considerations dictate otherwise.’ If the offender is acting out and it is not safe to have the offender outside their cell for a period of time, then the standard needs to allow for this as it currently does. The issue with the agency that proposed the revision should be handled in a different venue. There current standard is sufficient and no revision is needed.*

- Tami Williams, Accreditation Administrator, Colorado Department of Corrections

*“Many facilities struggle to comply with the current 5 days per week requirement. The proposal would increase the number of days required and result in more non-compliant findings.*

- John Holtz, State Accreditation Manager, Florida Department of Corrections

**FOR ACA STAFF USE ONLY- ACA File No. 2014-014**

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

4-ALDF-2A-64  
1-CORE-5C-01  
1-HC-3A-15  
SJ-121

**Action taken by the standards committee:**

Approved      Denied      Tabled      **Referred to: ASCA/ACA Committee on  
Restrictive Housing**

**A subcommittee will be created to address issues surrounding standards relating to restrictive housing comprised of members of the Association of State Correctional Administrators (ASCA) and ACA representatives to address this issue in the ACA standards.**

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

**Edition:** 4th

**Standard:** 4-4271

**Agency/Facility:** Orleans Parish Prison

**Facility Size:** 2,000 +

**Accredited:** No

**Proposal Type:** Revision

**Existing Standard:** 4-4271: Written policy, procedure, and practice provide that inmates in segregation and protective custody are allowed telephone privileges

**Proposal:** Written policy, procedure, and practice provide that inmates in restrictive housing are allowed at least weekly telephone privileges

**Comments:** Since many inmates are housed for months to years to 20 years in this type of housing, it is a "quality of life" issue that inmates have access outside the facility and mail to potentially discuss their mental health, medical etc. needs with family or loved ones which could be reported to the facility Warden.

**Name:** Susan B. Lindsey

**Title:** Assistant to the Sheriff

**Email:** [dslglfpt@aol.com](mailto:dslglfpt@aol.com)

## COMMENTS:

*"Recommend only change be substituting restrictive housing for segregation and protective custody. Do not agree to limit to at least weekly. This also may have impact on access to call victim advocate from restrictive housing unit for PREA standards."*

- David Haasenritter, Assistant Deputy (Corrections Oversight), Department of the Army

*"The standard should remain as written. The agency should be allowed to specify the telephone privileges. Many agencies have a progression or incentive level for the use of the telephone. This encourages the offender to behavior appropriately in order to earn more privileges. In a restrictive housing setting, the goal is to manage the offender in an environment that is safe for the both the offender and staff. At the same time the goal is to prepare the offender for progression out and into a general population setting. This is often accomplished by developing a level or incentive system for the offender based on his/her behavior. Part of the level system is rewarding the offender's good behavior with more access to privileges. The telephone is one of the privileges for this type of a program. The current standard is sufficient and does not need to be changed."*

- Tami Williams, Accreditation Administrator, Colorado Department of Corrections

**ACA FILE No. 2014-015 (Continued)**

*“The proposed language is fine for long term segregation units at close management facilities who generally have more staff positions allocated to the units. However it would place an undue burden on short term units at standard facilities who have standard staffing numbers.”*

- John Holtz, State Accreditation Manager, Florida Department of Corrections

**FOR ACA STAFF USE ONLY- ACA File No. 2014-015**

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

1-ABC-5D-11-1  
4-ACRS-5A-19  
4-ALDF-2A-66  
1-CORE-5B-03  
JBC 5H-11  
4-JCF-3A-16  
3-JCRF-5G-06  
3-JDF-5G-11-1  
SJ-179

**Action taken by the standards committee:**

Approved      Denied      Tabled      **Referred to: ASCA/ACA Committee on  
Restrictive Housing**

**A subcommittee will be created to address issues surrounding standards relating to restrictive housing comprised of members of the Association of State Correctional Administrators (ASCA) and ACA representatives to address this issue in the ACA standards.**



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

**Edition:** 4th

**Standard:** 4-4285

**Agency/Facility:** California Department of Corrections and Rehabilitation

**Facility Size:** System (8 facilities accredited)

**Accredited:** Yes

**Proposal Type:** Revision

**Standard:** Written policies and procedures govern the admission of inmates new to the system. These procedures include, at a minimum the following:

- determining that the inmate is legally committed to the institution
- thorough searching of the individual and possessions
- disposing of personal property
- showering and hair care, if necessary
- issuing of clean, laundered clothing as needed
- photographing and fingerprinting, including notation of identifying marks or other unusual physical characteristics
- medical, dental, and mental health screening
- assigning to housing unit
- recording basic personal data and information to be used for mail and visiting list
- explaining mail and visiting procedures
- assisting inmates in notifying their next of kin and families of admission
- assigning of registered number to the inmate
- giving written orientation materials to the inmate
- documenting any reception and orientation procedure completed at a central reception facility

*Comment:* Staff should explain the procedures being undertaken at each step in the admissions process. When necessary, these procedures should be reviewed for inmates transferred from within the system.

**Proposal:** Written policies and procedures govern the admission of inmates new to the system **or transferred from within the system.** These procedures include, at a minimum the following:

- determining that the inmate is legally committed to the institution
- thorough searching of the individual and possessions
- disposing of personal property
- showering and hair care, if necessary
- issuing of clean, laundered clothing as needed
- fingerprinting (if not completed at central reception) and notation of identifying marks or other unusual physical characteristics
- photographing
- medical, dental, and mental health screening

- assigning to housing unit
- recording basic personal data and information to be used for mail and visiting list
- explaining mail and visiting procedures
- assisting inmates in notifying their next of kin and families of admission
- assigning or verifying of a registered number to the inmate
- giving written orientation materials to the inmate
- documenting any reception and orientation procedure completed at a central reception facility

**Comments:** In reviewing the existing Standards for Admissions (4-4285) in Section A: Reception and Orientation, it should be noted that inmates “transferred from within the system” was not written into the standard. Without specifically including “transferred from within the system” in the standard, facilities have interpreted the standard as only pertaining to “inmates new to the system” that are being received at a Central Reception Facility. However, all correctional facilities (central reception and general population) within the system follow these procedures during the admissions process for inmates “new to the system” or for inmates that have “transferred from within the system.”

**Name:** Leo Wanner

**Title:** Correctional Lieutenant

**Email:** [leo.wanner@cdcr.ca.gov](mailto:leo.wanner@cdcr.ca.gov)

**COMMENTS:**

*“Non-concur. Not all agencies need to complete every bullet during an intra-system transfer. Recommend a separate standard for intra-system transfers.”*

*Proposal: Written policies and procedures govern the admission of intra-system inmates to an institution. These procedures include, at a minimum the following:*

- determining that the inmate is legally committed to the institution*
- thorough searching of the individual and possessions*
- disposing of personal property*
- showering and hair care, if necessary*
- issuing of clean, laundered clothing as needed*
- updating photograph*
- medical, dental, and mental health screening*
- assigning to housing unit*
- reviewing basis personal data and information to be used for mail and visiting list*
- explaining mail and visiting procedures*
- verifying the register number of the inmate*
- giving written orientation materials to the inmate”*

- Theresa Grenier, Correctional Program Specialist, Department of the Army

**ACA FILE No. 2014-016 (Continued)**

*“This standard is for intended for offenders new to the system and should be for every time they move within the system. There are several things in this standard that you would not do every time you move an offender, i.e. determining they are legally committed, dispose of personal property, fingerprinting, assigning a registration number, etc. This standard is specifically for a new admission to the system. There is another standard for intra facility transfers (transfers within the system), which is 4-4290.”*

- Tami Williams, Accreditation Administrator, Colorado Department of Corrections

*“The proposal would require every facility to provide the same amount of services as a reception center which would require additional staff and resources. There are standards that sufficiently cover orientation for intra system transfers.”*

- John Holtz, State Accreditation Manager, Florida Department of Corrections

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**FOR ACA STAFF USE ONLY- ACA File No. 2014-016**

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

1-ABC-4A-06  
1-CORE-2A-14  
Standard 5A-01  
4-JCF-5A-03  
3-JDF-5A-15  
SJ-187

**Action taken by the standards committee:**

Approved      **Denied**      Tabled      Referred to: \_\_\_\_\_

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

**Edition:** 4th

**Standard:** 4-4359

**Agency/Facility:** The GEO Group

**Facility Size:** N/A

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard (MANDATORY):** There is a plan for the treatment of offenders with chronic conditions such as hypertension, diabetes, and other diseases that require periodic care and treatment. The plan must address the monitoring of medications, laboratory testing, the use of chronic care clinics, health record forms, and the frequency of specialist consultation and review.

**Proposal (MANDATORY):** There is a plan for the treatment of offenders with chronic conditions such as hypertension, diabetes, and other diseases that require periodic care and treatment. The plan must address:

- the monitoring of medications
- laboratory testing
- the use of chronic care clinics
- health record forms
- the frequency of specialist consultation and review

**Comments:** No revision to the standard language is proposed. The proposal is simply for a change in formatting. The requirements of the standard should be "bulleted" to display the requirements in a more easily identifiable manner. On more than one occasion ACA Health Care auditors have noted that this revision is needed to make it easier to audit the standard, while at the same time assisting the facility to ensure they do not overlook one of the five requirements of the standard.

**Name:** Michael Bradley

**Title:** Director of Accreditation

**Email:** [mbradley@geogroup.com](mailto:mbradley@geogroup.com)

## COMMENTS:

*“Concur”*

- Theresa Grenier, Correctional Program Specialist, Department of the Army

*“Change makes it easier for facility to address all areas of the standard and for auditor to audit the standard. Great format change.”*

- David Haasenritter, Assistant Deputy (Corrections Oversight), Department of the Army

*“Concur with proposal comments.”*

- John Holtz, State Accreditation Manager, Florida Department of Corrections

**FOR ACA STAFF USE ONLY- ACA File No. 2014-017**

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

1-CORE-4C-19

1-HC-1A-16

**Action taken by the standards committee:**

**Approved**      Denied      Tabled      Referred to: \_\_\_\_\_

**Manual:** Adult Community Residential Services (ACRS)

**Edition:** 4th

**Standard:** 4-ACRS-1C-09

**Agency/Facility:** The GEO Group

**Facility Size:** N/A

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Revised August 2007 (MANDATORY): There is a written evacuation plan to be used in the event of a fire. The plan is certified by an independent qualified agency or individual trained in the application of national fire safety codes. The plan is reviewed annually, updated if necessary and reissued to the local fire jurisdiction. The plan includes the following:

- Location of building/room floor plan
- Use of exit signs and directional arrows that are easily seen and read
- Location of publicly posted plan
- At least quarterly drills in all facility locations, and on every shift, including administrative areas.

**Proposal:** Revised August 2007 (MANDATORY): There is a written evacuation plan to be used in the event of a fire **or major emergency**. The plan is certified by an independent qualified agency or individual trained in the application of national fire safety codes. The plan is reviewed annually, updated if necessary and reissued to the local fire jurisdiction. The plan includes the following:

- Location of building/room floor plan
- Use of exit signs and directional arrows that are easily seen and read
- Location of publicly posted plan
- At least quarterly drills in all facility locations, and on every shift, including administrative areas.

**Comments:** This standard is almost identical to 4-ACRS-1C-02. Standard 1C-02 requires a written emergency plan in the event of a major emergency and 1C-09 requires a written evacuation plan in the event of a fire. All other standard requirements are the same requiring unnecessary duplication of documentation for these two standards. With the addition of the wording “major emergency” to standard 1C-09, standard 1C-02, with its duplicate language, can be deleted. This revision will bring the ACRS Manual in line with the wording contained in ACI standard 4-4221 and ALDF standard 4-ALDF-1C-02.

**Name:** Michael Bradley

**Title:** Director of Accreditation

**Email:** [mbradley@geogroup.com](mailto:mbradley@geogroup.com)

**COMMENTS:**

*“Concur”*

- Theresa Grenier, Correctional Program Specialist, Department of the Army

*“Makes sense”*

- David Haasenritter, Assistant Deputy (Corrections Oversight), Department of the Army

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**FOR ACA STAFF USE ONLY- ACA File No. 2014-018**

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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      Referred to: \_\_\_\_\_

**Manual:** Administration of Correctional Agencies

**Edition:** 2nd

**Standard:** 2-CO-5E-02

**Agency/Facility:** N/A

**Facility Size:** N/A

**Proposal Type:** Revision

**Existing Standard:** Written policy, procedure, and practice provide that a qualified senior staff member is responsible for coordinating the agency religious program, and that the staff member:

- specifies the lines of authority, responsibility, and accountability for the religious program
- enables juveniles/residents/inmates to identify religious preferences upon entering the system and provides a process where preferences may be changed (specifies if juveniles are required to obtain parental or legal guardian consent to change preference)
- ensures that juvenile/inmates/residents are not subjected to coercion, harassment, or ridicule due to religious affiliation
- describes the conditions and circumstances under which clergy's privileged communications exists. Circumstances under which privileged communication in the correctional setting does not apply should be clearly stated
- ensures that staff who have direct contact with juveniles/residents/inmates are given training regarding religious practices

**Proposal:** Written policy, procedure, and practice provide that a qualified senior staff member is responsible for coordinating the agency's religious program and that the staff member with minimum qualifications of: four (4) units clinical pastoral education From a joint Commission Approved Center or equivalent specialized training (Military Prison or Hospital Chaplain training) and endorsement by the appropriate religious certifying body. The chaplain assures equal status and protection for all religions.

- specifies the lines of authority, responsibility, and accountability for the religious program
- enables juveniles/residents/inmates to identify religious preferences upon entering the system and provides a process where preferences may be changed (specifies if juveniles are required to obtain parental or legal guardian consent to change preference)
- ensures that juveniles/inmates/residents are not subjected to coercion, harassment, or ridicule due to religious affiliation
- describes the conditions and circumstances under which clergy's privileged communication exists. Circumstances under which privileged communication in the correctional setting does not apply should be clearly stated.
- ensures that staff who have direct contact with juveniles/residents/inmates are given training regarding religious practices



**Comments:** The complexity of the provision of a religious services program requires the assignment of a person, preferably certified by a national professional chaplaincy organization, such as American Correctional Chaplain Association(ACCA), Association of Professional Chaplains (APC), or the Association for Clinical Pastoral Education, Inc. (ACPE), who will administer the program and ensure that juveniles/residents/inmates are allowed equitable opportunities to practice the requirements of their faith . They will also make sure the program development is consistent with religious and spiritual needs of the populations being served, and that professional development of the chaplaincy staff is obtained.

**Name:** Norma J. Gillom

**Title:** ACA Auditor

**Email:** [norma.gillom@arkansas.gov](mailto:norma.gillom@arkansas.gov)

**COMMENTS:**

*“Non-concur. The standard already requires a qualified senior staff member. Clinical pastoral education was deleted from the ACI. In the ACI, the definition of a qualified individual is a person whose training, education, and/or experience specifically qualify him or her to do the job indicated in the standard. Recommend the ACI definition be adopted across all standard manuals.”*

- Theresa Grenier, Correctional Program Specialist, Department of the Army

*“The ACA standard and ACI standard are separate and in this case should be looked at separately. The revision to this standard is not needed and should not be required. At a central office setting this position does not need to be a credentialed chaplain. This position works with an advisory group of chaplains from all different denominations to ensure that the facilities are receiving appropriate religious services and guidance in all faith disciplines, and ensures that the department's policies are written to ensure this standard is met. Changing the scope of this standard would have a big impact on central office agencies. Additionally, there was a clarification to standard 4-4505 where the standards committee determined that the education credentials would outweigh any specific training required of chaplains. Therefore, the specific type of training proposed in this standard is not needed nor required either. The standard should remain as written and not revised.”*

- Tami Williams, Accreditation Administrator, Colorado Department of Corrections

**FOR ACA STAFF USE ONLY- ACA File No. 2014-019**

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

1-ABC-5F-01  
ACI 4-4512  
4-ALDF-5C-19

**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-5A-04

**Agency/Facility:** Manatee County Sheriff's Office, Central Jail

**Facility Size:** 1,041

**Accredited :** Yes

**Proposal Type:** Revision

**Existing Standard:** 4-ALDF-5A-04: Inmates with drug and alcohol addiction problems are provided with substance **abuse programs, to include monitoring and drug testing.**

**Proposal:** Inmates with drug and alcohol addiction problems are provided with substance **use education programs.**

**Comments:** At the January 2014 Standards Committee Meeting, based on a proposal made by the Substance Abuse Committee, a definition was added for Substance Use Education Programs. The language in this standard should be changed to reflect the language of this definition. Additionally, the requirement that participants in Substance Use Education Programs should be monitored and drug tested is inappropriate as the definition for such programs is that they are "informational", designed to "set the stage for readiness to change". The more intensive Substance Use Treatment Programs more appropriately include this requirement for monitoring and drug testing. The proposed revision would also affect ACI Manual 4-4437.

**Name:** Sandra D. Guajardo

**Title:** Accreditation Coordinator

**Email:** [sandra.guajardo@manateesherriff.com](mailto:sandra.guajardo@manateesherriff.com)

## COMMENTS:

*"Recommend the following modification:*

*'Inmates with drug and alcohol addiction problems are provided with substance use treatment programs, to include monitoring and drug testing'*

- David Haasenritter, Assistant Deputy (Corrections Oversight), Department of the Army

**FOR ACA STAFF USE ONLY- ACA File No. 2014-020**

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

1-ABC-4F-08

2-CO-4F-1

ACI 4-4437

JBC 5I-02

4-JCF-4E-02

4-JCF-4E-05

4-JCF-4E-06

**Action taken by the standards committee:**

Approved

Denied

Tabled

**Referred to: Substance Disorder Committee**

**Manual:** Core Jail Standards (CJ)

**Edition:** 1<sup>st</sup>

**Standard:** 1-CORE-1B-01

**Agency/Facility:** Army Review Board Agency

**Facility Size:** N/A

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Transportation of inmates outside the facility, and security of facility vehicles are governed by policy and procedure. Staff involved with transportation of inmates are informed of all policy and procedures. Annual safety inspections are conducted on all vehicles used by the facility. Repairs are completed immediately. Vehicles are not used until repairs are complete.

**Proposal:** *Divide into three standards like ALDF.*

1B-01: An annual safety inspection of all vehicles is conducted by qualified individuals in accordance with state statutes for any vehicle that is owned, leased, or used in the operation of the facility.

1B-01-1: Safety repairs are completed immediately. Vehicles are not used again until repairs are made.

1B-01-2: Transportation of inmates outside the facility emphasizes safety and security. Procedures are provided to all persons involved with transport. Only qualified personnel implement transport.

**Comments:** Core Jail standards were developed using the ALDF standards as the base. In some cases the ALDF standards were combined in order to reduce the total number of standards and folders. The Core Jail standards have been in existence for four plus years. Auditors and facilities using the Core Jail standards have commented that some of the standards that were combined need to be separated in order to reduce the requirements of each standard. Some of the standards that were combined are not related. This will also increase the number of standards without adding new requirements. Less standards means each standard missed weighs more, drastically reducing the facility scores.

For this specific standard, the annual safety inspection is an annual requirement; safety repairs is a on-going operational safety requirement; and qualified personnel requires training to safely operate the vehicle. None of these are directly related.

**Name:** David Haasenritter

**Title:** Assistant Deputy (Corrections Oversight)

**Email:** [david.k.haasenritter.civ@mail.mil](mailto:david.k.haasenritter.civ@mail.mil)

**COMMENTS:**

*“Concur. Speaking as an auditor, separating the standards will benefit the facility and the assist the auditor.”*

- Theresa Grenier, Correctional Program Specialist, Department of the Army

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**FOR ACA STAFF USE ONLY- ACA File No. 2014-021**

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

1-ABC-3A-15  
ACI 4-4189  
JBC-3A-14  
4-JCF-2A-16  
3-JDF-3A 15  
SJ-107

**Action taken by the standards committee:**

**Approved**      Denied      Tabled      Referred to: \_\_\_\_\_

**Manual:** Core Jail Standards (CJ)  
**Edition:** 1<sup>st</sup>  
**Standard:** 1-CORE-2A-02  
**Agency/Facility:** Army Review Board Agency  
**Facility Size:** N/A  
**Accredited:** Yes  
**Proposal Type:** Revision

**Existing Standard:** Correctional officer posts are located adjacent to inmate living areas to permit officers to see or hear and respond promptly to emergency situations. There are written orders for every correctional officer post.

**Proposal:** *Divide into two standards like ALDF.*

2A-02: Correctional officer posts are located in or immediately adjacent to inmate living areas to permit officers to see or hear and respond promptly to emergency situations.

2A-02-1: There are current written orders for every correctional officer post. Officers assigned to those posts acknowledge in writing that they have read and understand the orders and record the date. The facility administrator or designee reviews post orders annually and updates them as needed.

**Comments:** This specific standard needs to be divided into two standards: physical plant; post orders for all correctional posts and not just living areas.

**Name:** David Haasenritter  
**Title:** Assistant Deputy (Corrections Oversight)  
**Email:** [david.k.haasenritter.civ@mail.mil](mailto:david.k.haasenritter.civ@mail.mil)

**COMMENTS:**

*“Concur. Speaking as an auditor, separating the standards will benefit the facility and the assist the auditor.”*

- Theresa Grenier, Correctional Program Specialist, Department of the Army

**FOR ACA STAFF USE ONLY- ACA File No. 2014-022**

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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      Referred to: \_\_\_\_\_



**Manual:** Core Jail Standards (CJ)

**Edition:** 1<sup>st</sup>

**Standard:** 1-CORE-2A-03

**Agency/Facility:** Army Review Board Agency

**Facility Size:** N/A

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Personal contact and interaction between staff and inmates is required. The facility administrator or designee visits the facility's living and activity areas at least weekly.

**Proposal:** *Divide into two standards like ALDF.*

2A-03: Personal contact and interaction between staff and inmates is required and are facilitated.

2A-03-1: The facility administrator or assistant facility administrator, and designated department heads visit the facility's living and activity areas at least weekly to encourage informal contact with staff and inmates and to informally observe living and working conditions.

**Comments:** This specific standard should be divided into interaction between staff and inmates; and interaction between facility leadership staff and inmates. They both serve different purposes.

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**COMMENTS:**

*"Concur. Speaking as an auditor, separating the standards will benefit the facility and the assist the auditor."*

- Theresa Grenier, Correctional Program Specialist, Department of the Army

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**FOR ACA STAFF USE ONLY- ACA File No. 2014-023**

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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**      **Referred to:** \_\_\_\_\_

**Manual:** Core Jail Standards

**Edition:** First Edition

**Standard:** 1-CORE-2A-19

**Agency/Facility:** Army Review Board Agency

**Facility Size:** N/A

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Confinement of juveniles under the age of eighteen is prohibited unless a court finds that it is in the best interest of justice and public safety that a juvenile awaiting trial or other legal process be treated as an adult for the purposes of prosecution, or unless convicted as an adult and required by statute to be confined in an adult facility.

Definition of *Juvenile* (from 2014 Standard Supplement): person under the age of twenty-one, or as defined in the local jurisdiction as under the age of majority.

**Proposal:** Confinement of juveniles is prohibited unless a court finds that it is in the best interest of justice and public safety that a juvenile awaiting trial or other legal process be treated as an adult for the purposes of prosecution or unless convicted as an adult and required by statute to be confined in an adult facility.

**Comments:** All ACA standards have the same definition of a juvenile. ALDF and Core Jail standards differ in the standards in that it states a specific age in the standard (eighteen) versus twenty-one in the definition. ACI standard does not specify age.

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**COMMENTS:**

*“Concur”*

- Theresa Grenier, Correctional Program Specialist, Department of the Army

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**FOR ACA STAFF USE ONLY- ACA File No. 2014-024**

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

4-ALDF-2A-37

**Action taken by the standards committee:**

Approved      Denied      Tabled  
and compliance with PREA standards

Referred to: ACA staff for research on definition

**Manual:** Core Jail Standards (CJ)

**Edition:** 1<sup>st</sup>

**Standard:** 1-CORE-3A-01

**Agency/Facility:** Army Review Board Agency

**Facility Size:** N/A

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Disciplinary procedures governing inmate rule violations address the following:

- rules of inmate conduct which specify prohibited acts and appropriate sanctions for each prohibited act
- minor and major violations
- criminal offenses
- disciplinary reports
- pre-hearing actions/investigation
- pre-hearing detention
- placement of an inmate in disciplinary detention for a rule violation only after a hearing.
- maximum sanction for a rule violation is no more than 60 days

**Proposal:** *Divide into two standards*

3A-01: Disciplinary procedures governing inmate rule violations address the following:

- rules
- minor and major violations
- criminal offenses
- disciplinary reports
- pre-hearing actions/investigation
- pre-hearing detention

3A-02: Rules of inmate conduct specify act prohibited within the facility and the range of penalties that can be imposed for various degrees of violation. The maximum sanction for rule violations is no more than 60 days for all violations arising out of one incident. Continuous confinement for more than 30 days requires the review and approval of the facility administrator or designee.

**Comments:** This specific standard should be divided into: disciplinary procedures; and lists of offenses and applicable sanctions. In the ALDF this is three standards.

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**COMMENTS:**

*“Concur. Speaking as an auditor, separating the standards will benefit the facility and the assist the auditor.”*

- Theresa Grenier, Correctional Program Specialist, Department of the Army

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**FOR ACA STAFF USE ONLY- ACA File No. 2014-025**

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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      Referred to: \_\_\_\_\_

**Manual:** Core Jail Standards (CJ)

**Edition:** 1<sup>st</sup>

**Standard:** 1-CORE-4C-01

**Agency/Facility:** Army Review Board Agency

**Facility Size:** N/A

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** At the time of admission/intake all inmates are informed about procedures to access health services, including any copay requirements, as well as procedures for submitting grievances. Medical care is not denied based on an inmate's ability to pay. There is a process for all inmates to initiate requests for health services on a daily basis. These requests are triaged by qualified health professionals or processed by health trained persons to ensure that needs are addressed in a timely manner in accordance with the severity of the illness. When the necessary medical, dental, or mental health care is not available at the facility, inmates are referred to and given timely access to the needed clinical services in another appropriate setting.

**Proposal:** *Divide into two standards.*

4C-01: At the time of admission/intake all inmates are informed about procedures to access health services, including any copay requirements, as well as procedures for submitting grievances. Medical care is not denied based on an inmate's ability to pay. This information is communicated orally and in writing, and is conveyed in a language that is easily understood by each inmate. When a literacy or language problem prevents an inmate from understanding written information, a staff member or translator assists the inmate. (MANDATORY)

4C-01-1: There is a process for all inmates to initiate requests for health services on a daily basis. These requests are triaged daily by health professionals or health-trained personnel. A priority system is used to schedule clinical services. Clinical services are available to inmates in a clinical setting at least five days a week and are performed by a physician or other qualified health care professional. Health care request forms are readily available to all inmates.

**Comments:** This specific standard should be divided into two standards: information provided during admission/intake; and health services provided. In the ALDF this is three standards.

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**COMMENTS:**

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- Theresa Grenier, Correctional Program Specialist, Department of the Army

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**FOR ACA STAFF USE ONLY- ACA File No. 2014-026**

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

ACI 4-4344

**Action taken by the standards committee:**

**Approved**      Denied      Tabled      Referred to: \_\_\_\_\_

**Manual:** Core Jail Standards (CJ)  
**Edition:** 1<sup>st</sup>  
**Standard:** 1-CORE-5B-01  
**Agency/Facility:** Army Review Board Agency  
**Facility Size:** N/A  
**Accredited:** Yes  
**Proposal Type:** Revision

**Existing Standard:** The number of visitors an inmate may receive and the length of visits are limited only by the facility's schedule, space, and personnel constraints or when there are substantial reasons to justify such limitations. Visitors are required to identify themselves and register on entry into the facility. Conditions under which visits may be denied and visitors may be searched are defined in writing. Provisions are made for special visits.

**Proposal:** *Divide into four standards like ALDF.*

5B-01: Sufficient space is provided for inmate visiting. There is adequately designed space to permit appropriate screening and searching of both inmates and visitors. Space is provided for the storage of visitors; coats, handbags, and other personal items not allowed into the visiting area.

5B-01-1: The number of visitors an inmate may receive and the length of visits are limited only by the facility's schedule, space, and personnel constraints or when there are substantial reasons to justify such limitations. Conditions under which visits may be denied are defined in writing.

5B-01-2: Special visits are provided.

5B-01-3: Visitors identify themselves and register on entry into the facility. The circumstances under which visitors are searched are described in writing.

**Comments:** This specific standard should be divided into: physical plant; visit restrictions; special visits; visit processing.

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**COMMENTS:**

*"Concur. Speaking as an auditor, separating the standards will benefit the facility and the assist the auditor."*

- Theresa Grenier, Correctional Program Specialist, Department of the Army

**FOR ACA STAFF USE ONLY- ACA File No. 2014-027**

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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      Referred to: \_\_\_\_\_



**Manual:** Core Jail Standards (CJ)

**Edition:** 1<sup>st</sup>

**Standard:** 1-CORE-5B-02

**Agency/Facility:** Army Review Board Agency

**Facility Size:** N/A

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Inmates may send and receive mail. Indigent inmates receive a specified postage allowance. Both incoming and outgoing mail may be opened to intercept cash, checks, and money orders and inspected for contraband. Mail is read, censored, or rejected when based on legitimate facility interests of order and security. Inmates are notified in writing when incoming or outgoing letters are withheld in part or in full. Staff, in the presence of the inmate, may be allowed to inspect outgoing privileged mail for contraband before it is sealed. Mail to inmates from this privileged class of persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate, unless waived in writing, or in circumstances which may indicate contamination.

**Proposal:** *Divide into three standards like ALDF.*

5B-02: Inmates may send and receive mail. Indigent inmates receive a specified postage allowance to maintain community ties, and necessary postage for privileged correspondence.

5B-02-1: Inmate mail, both incoming and outgoing, may be opened to intercept cash, checks, and money orders and inspected for contraband. Mail is read, censored, or rejected when based on legitimate facility interests of order and security. Inmates are notified in writing when incoming or outgoing letters are withheld in part or in full.

5B-02-2: Inmates are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to the following: courts; counsel; officials of the confining authority; state and local chief executive officers; administrators of grievance systems; and members of the paroling authority. Staff, in the presence of the inmate, may be allowed to inspect outgoing privileged mail for contraband before it is sealed. Mail to inmates from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate, unless waved in writing, or in circumstances which may indicate contamination.

**Comments:** This specific standard should be divided into: postage for indigent inmates; review/inspection of mail; privilege correspondence.

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**COMMENTS:**

*“Concur. Speaking as an auditor, separating the standards will benefit the facility and the assist the auditor.”*

- Theresa Grenier, Correctional Program Specialist, Department of the Army

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**FOR ACA STAFF USE ONLY- ACA File No. 2014-028**

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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      Referred to: \_\_\_\_\_

**Manual:** Core Jail Standards (CJ)  
**Edition:** 1<sup>st</sup>  
**Standard:** 1-CORE-6C-04  
**Agency/Facility:** Army Review Board Agency  
**Facility Size:** N/A  
**Accredited:** Yes  
**Proposal Type:** Revision

**Existing Standard:** An inmate charged with rule violations is present at the hearing, unless the inmate waives that right in writing or through behavior. An inmate may be excluded during testimony. An inmate's absence or exclusion is documented. Inmates have an opportunity to appeal disciplinary decisions.

**Proposal:** *Divide into two standards like ALDF.*

6C-04: Inmates charged with rule violations is present at the hearing, unless they waive that right in writing or through their behavior. Inmates may be excluded during testimony. Any inmate's absence or exclusion is documented.

6C-05: Inmates may appeal decisions of the disciplinary hearing officer(s) to the administrator or independent authority.

**Comments:** This specific standard should be divided into: hearing procedures; and appeals..

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**COMMENTS:**

*"Concur. Speaking as an auditor, separating the standards will benefit the facility and the assist the auditor."*

- Theresa Grenier, Correctional Program Specialist, Department of the Army

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**FOR ACA STAFF USE ONLY- ACA File No. 2014-029**

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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      Referred to: \_\_\_\_\_