

*Standards Committee Meeting Minutes  
ACA Winter Conference 2015  
Hyatt Regency Long Beach  
Long Beach, California  
February 6<sup>th</sup>, 2015*

**Members present:**

Brad Livingston, Chair, Texas  
Michael Bradley, Florida  
Elias Diggins, Colorado  
Justin Jones, Oklahoma  
Harley Lappin, Tennessee  
Cherry Lindamood, Tennessee  
Gary Mohr, Ohio  
Viola Riggin, Kansas  
Michelle Robinette, Oklahoma  
Denise Robinson, Ohio  
Charles Samuels, Washington D.C.  
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  
Gloria Perry, Mississippi

**American Correctional Association Staff:**

James A. Gondles, Jr., Executive Director  
Jeffrey Washington, Deputy Executive Director  
Dr. Elizabeth Gondles, Healthcare Advisor to the ACA President  
Doreen Efeti, Health Services Specialist  
Bridget Bayliss-Curren, Director of Standards and Accreditation  
Ben Shelor, Deputy Director of Standards and Accreditation  
Robert Brooks, Accreditation Specialist  
John Dowdy, Accreditation Specialist  
Ryan Pursel, U.S. Army Fellow, ACA  
Aquilah Munir, Standards Associate  
Heather Lucas, Standards Administrator

## 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 August 2014 in Salt Lake City, Utah. The motion was seconded and approved unanimously.

ACA President Michael Wade welcomed the members of the Committee and audience. The President 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:

- Mr. Gondles commented on Long Beach, California as an excellent location for the ACA conference. ACA has signed another contract with Long Beach to host another Winter Conference in 2021.
- An Ad-Hoc Committee consisting of correctional administrators from prisons and jails as well as treatment staff has been appointed to review all ACA standards surrounding the area of Restrictive Housing. This ad-hoc committee will work to revise, and if necessary add, standards that are consistent with the need to reform the use of restrictive housing in corrections. The committee will provide an update on their progress in August 2015 at the ACA Congress of Correction in Indianapolis, Indiana and hopes to have their work completed by the Winter Conference in 2016. The Ad-Hoc committee's work will require the approval of the Standards Committee before being implemented into ACA standards.
- Mr. Gondles shared the appreciation of the association for President Michael Wade stepping in on short notice. President Wade will serve in that position until the conclusion of the conference. President-Elect Mary Livers will assume the presidency of ACA effective Wednesday, February 11<sup>th</sup>, 2015.

Marge Webster, Chairman of the Commission on Accreditation for Corrections (CAC) then addressed the committee. Chair Webster commented on the number of upcoming panel hearings for the Commission (210) as well as the election of new Commissioners who will take the oath at Monday morning's General Session.

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**

## **Physical Plant Subcommittee**

### *Subcommittee Members:*

Gary Mohr, Chair  
Charles Samuels  
Justin Jones

### *ACA Staff:*

Ben Shelor

## Physical Plant Subcommittee No. 1

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

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

**Standard:** 4-4139

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

**Facility Size:** 300-1400

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every eight inmates, **unless national or state building or health codes specify a different ratio.** Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and to promote hygienic practices.

**Proposal:** Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every eight inmates. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and to promote hygienic practices. **These ratios and temperatures shall apply unless national or state building or health codes specify a different ratio.**

**Comments:** The state regulation requires a different water temperature range. This revision will allow us to comply at both state and national levels.

**Name:** Nancy Agoglia

**Title:** Executive Assistant

**Email:** [neagoglia@doc.state.ma.us](mailto:neagoglia@doc.state.ma.us)

### COMMENTS:

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### FOR ACA STAFF USE ONLY- Physical Plant Subcommittee No. 1

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

1-ABC-2C-06  
4-ACRS-1A-12  
4-ALDF-4B-09  
1-CORE-4B-04  
1-HC-5A-07  
JBC 2C-06  
4-JCF-1C-04  
3-JCRF-2C-05

**Physical Plant Subcommittee No. 1 (Continued)**

3-JDF-2C-08

SJ-048-1

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

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

## Physical Plant Subcommittee No. 2

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup>  
**Standard:** 4-4139  
**Agency/Facility:** Colorado Department of Corrections  
**Facility Size:** 20,000  
**Accredited:** Yes  
**Proposal Type:** Revision

**Existing Standard:** Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every **eight** inmates, unless national or state building or health codes specify a different ratio. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and to promote hygienic practices.

**Proposal:** Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every **twelve** inmates, unless national or state building or health codes specify a different ratio. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and to promote hygienic practices.

**Comments:** In January 2012, the standards committee approved a new standard 4-4139-1 for new construction that requires a ratio of 1:12. Therefore, the existing standard should not be more strict than new construction standard. By revising this standard, it is not more strict so facilities would still be in compliance with the proposed revision and it would offer more flexibility to current facilities.

**Name:** Tamera Williams  
**Title:** Department Accreditation Administrator  
**Email:** [tami.williams@state.co.us](mailto:tami.williams@state.co.us)

### COMMENTS:

### FOR ACA STAFF USE ONLY- Physical Plant Subcommittee No. 2

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

1-ABC-2C-06  
4-ACRS-1A-12  
4-ALDF-4B-09  
1-CORE-4B-04  
1-HC-5A-07  
JBC 2C-06  
**4-JCF-1C-04**

**Physical Plant Subcommittee No. 2 (Continued)**

**3-JCRF-2C-05**

**3-JDF-2C-08**

**SJ-048-1**

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

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



### Physical Plant Subcommittee No. 3

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

**Edition:** 4th

**Standard:** 4-4150

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

**Facility Size:** System

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Noise levels in inmate housing units do not exceed 70 dBA (A Scale.) Measurements shall be conducted annually by a qualified source with at least one measurement taking place during night time and one measurement taking place during day time.

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

**Comments:** All other standards in the ACI, ALDF, and ACRS manuals require that environmental testing, light, noise, and air flow, are conducted "once per accreditation cycle". The frequency for noise level testing should be the same as all other environmental testing standards. If the noise levels in a living unit do not exceed 70 dBA in the day time then there is no need to conduct that same test at night.

**Name:** Michael Bradley

**Title:** Director of Accreditation

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

#### COMMENTS:

### FOR ACA STAFF USE ONLY- Physical Plant Subcommittee No. 3

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

1-ABC-2D-02

4-ALDF-1A-18

JBC 2D-02

#### Action taken by the standards committee:

Approved

**Denied**

Tabled

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

**Physical Plant Subcommittee No. 4**

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

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

**Standard:** 4-ACRS-4B-03/1A-07-1

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

**Facility Size:** 60-500

**Accredited:** Yes

**Proposal Type:** Revision/Addition

**Existing Standard:** Offenders have access to the following facilities and conditions:

- Sanitation facilities, including access to toilets for use without staff assistance twenty-four hours a day
- A washbasin with hot and cold running water
- A bed, and adequate storage space for clothes and personal belongings
- Natural light from a source within twenty feet of the sleeping room
- Temperatures that are appropriate to the summer and winter comfort zones

**Proposal:** Propose that this standard be split into two distinct standards as follows:

**4-ACRS-4B-03:** Offenders have access to the following facilities and conditions:

- Sanitation facilities, including access to toilets for use without staff assistance twenty-four hours a day
- A washbasin with hot and cold running water
- A bed, and adequate storage space for clothes and personal belongings
- Temperatures that are appropriate to the summer and winter comfort zones

**4-ACRS-1A-07-1:** Offenders have access to natural light from a source within twenty feet of the sleeping room.

**Comments:** This bullet point should be considered as an independent standard and located in the Environmental Conditions section 1A. It would be inappropriate to find a facility non-compliant with this standard for the access to natural light portion when the other bullet points are compliant. Failing this standard could have a negative impact on an otherwise high performing, clean and safe facility.

**Name:** Nathan Rutter

**Title:** Compliance Re-entry Services

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

## Physical Plant Subcommittee No. 4 (Continued)

### COMMENTS:

*“If moving natural light bullet into its own standard, the committee should also move the temperature bullet into its own standard to fall in line with other standards manuals.”*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- U.S. Army Corrections Command

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### FOR ACA STAFF USE ONLY- Physical Plant Subcommittee No.4

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

1-ABC-2C-01  
3-JCRF-2C-01  
3-JDF-2D-01  
SJ-047

### Action taken by the standards committee:

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

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

## **“Arrival” Definition Subcommittee**

### *Subcommittee Members:*

Gary Mohr, Chair  
James LeBlanc (not present)  
Viola Riggins  
James Welch  
Paul Morales

### *ACA Staff:*

Ben Shelor

## Arrival Definition Subcommittee No. 1

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

**Edition:** 4th

**Standard:** N/A (Definition)

**Agency/Facility:** ACA “Arrival” Definition Subcommittee

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Definition

**Existing Standard:** *None.*

### Proposal:

**Arrival** – *the act of physically entering and being in the care and custody of the facility. The arrival process commences immediately upon an offender entering and shall not extend beyond 12 hours of an offender’s initial entrance into the facility.*

**Comments:** In August 2014 the Subcommittee was charged with addressing the definition and interpretation of the term arrival in the ACA standards. After discussion it was decided that the definition would include the requirement that actions taken pursuant to inmate’s arrival must commence immediately and shall not extend beyond 12 hours.

**Name:** Gary Mohr, Chair

**Title:** Chairman, “Arrival” Definition Subcommittee

**Email:** [gary.mohr@odrc.state.oh.us](mailto:gary.mohr@odrc.state.oh.us)

### COMMENTS:

## FOR ACA STAFF USE ONLY- Arrival Definition Subcommittee-1

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

All (pending Standards Committee recommendation/appointment)

See ACI Standards 4-4281-1, 4-4281-2, 4-4344 (M), 4-4347, 4-4362 (M), 4-4363 (M), and 4-4365 (M), which contain the word “arrival.”

### 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 Health Care Committee**

*Presenter:*

James Greer, Chair

*ACA Staff:*

Dr. Elizabeth Gondles, Health Care Advisor to the ACA President  
Doreen Efeti, ACA Office of Correctional Health  
Bridget Bayliss-Curren, Director of Standards and Accreditation  
Ben Shelor, Deputy Director of Standards and Accreditation

## 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:

\*Change standard title to “*Biomedical Research*”

4-4402: Written agency policy permits inmate participation in medical or pharmaceutical research. Facilities electing to perform such biomedical research will be in compliance with all state and federal guidelines.

**Comments:** The ACA Health Care Committee considered a revision originally submitted by the Arkansas Department of Community Corrections in January 2011. Following consideration by the Standards Committee, the Health Care Committee recommends adoption of the language above.

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

### COMMENTS:



**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:

All (as applicable)

**Action taken by the standards committee:**

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

## Health Care Committee- 2

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup>  
**Standard:** 4-4344 (Mandatory)  
**Agency/Facility:** ACA Health Care Committee  
**Facility Size:** N/A  
**Accredited:** N/A  
**Proposal Type:** Revision

### Existing Standard:

4-4344 (Mandatory) Revised January 2006

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

### Proposal:

4-4344 (Mandatory): Upon arrival at the facility, all offenders are informed about how to access health services and the grievance system. This information is communicated orally and in writing, and is conveyed in a language that is easily understood.

*Comment: Agency policy should outline the process by which this information is translated.*

### Comments:

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

### COMMENTS:

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### FOR ACA STAFF USE ONLY- Health Care Committee-2

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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: ACA Healthcare Committee**

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

Report from ACA Substance Disorder Committee

*Presenter:*

Dr. Randy Shively, Chair

*Dr. Shively and the Substance Disorder Committee asked that these standards be tabled and resubmitted for review at the ACA Congress of Correction in August 2015 in Indianapolis, Indiana.*

## Substance Disorder Committee No. 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 No. 1

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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: \_\_\_\_\_

## Substance Disorder Committee No. 2

**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

**Existing Standard:** *None.*

**Proposal:** When detoxification services do not exist within the facility, offenders who are using/abusing substances will be observed for possible withdrawal symptoms by staff that have been specifically trained to recognize these symptoms. Specific guidelines are followed for the observation of individuals manifesting mild to moderate symptoms of intoxication or withdrawal from alcohol and/or other drugs. Individuals experiencing severe, life-threatening intoxication (an overdose) or withdrawal must be transferred to a facility where specialized care can be provided.

*Comment: The detoxification process may become serious and even life threatening. Staff should be provided criteria identifying when to refer for medical detoxification and trained on how to observe for and document symptoms of substance withdrawal and intoxication. A log of all clients who have been observed for symptoms of withdrawal and intoxication should be kept. The log should identify outcome data documenting all individuals who were kept and observed and any who met criteria for referral, and identify if there were any problems with the process of detoxification.*

**Name:** Dr. Randy Shively

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

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

**COMMENTS:**

**Substance Disorder Committee No. 2 (Continued)**

**FOR ACA STAFF USE ONLY- Substance Disorder Committee No. 2**

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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: \_\_\_\_\_

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

Report from ACA Adult Detention Committee

*Presenter:*

Elias Diggins, Vice Chair

## Adult Detention Committee No. 1

**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 No. 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 No. 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: Committee on Correctional Training**

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

Report from ACA Committee on Correctional Training

*Presenter:*

David Haasenritter, Chair

## Committee on Correctional Training- 1

**Manual:** Standards for Correctional Industries (CI)

**Edition:** 2<sup>nd</sup>

**Standard:** 2-CI-6C-7

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

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

**Proposal:** Break into three standards and add language as follows:

**2-CI-6C-7:** Administrative, managerial, professional specialists, support employees and staff who have regular or daily contact with inmates receive forty (40) hours of professional development/in-service training annually in areas relevant to their position.

**2-CI-6C-7-1:** Clerical/support employees who have minimal contact with inmates receive sixteen (16) hours of professional development/in-service training annually in areas relevant to their position.

**2-CI-6C-7-2:** Part time staff and contract personnel shall receive professional development/training in areas relevant to their position as identified by the agency.

**Comments:** Brings in line with other standard manuals and ties to tasks performed in their job.

**Name:** David Haasenritter, of behalf of ACA Training Committee

**Title:** Chair, ACA Committee on Correctional Training

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

**COMMENTS:**

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### FOR ACA STAFF USE ONLY- Committee on Correctional Training- 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: \_\_\_\_\_

## Committee on Correctional Training-2

**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:** Break into five standards and add language as follows:

**1-CTA-3A-21:** Training for correctional officers consists of at least one-hundred twenty (120) hours of orientation training during their first year of employment and an additional forty hours (40) of professional development/in-service training each subsequent year of employment.

**1-CTA-3A-21-1:** 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 (40) of orientation training their first year of employment and forty hours (40) of professional development/in-service training each subsequent year of employment.

**1-CTA-3A-21-2:** Training for clerical/support employees who have minimal inmates contact consists of a minimum of forty (40) hours of orientation training their first year of employment and an additional sixteen (16) hours of professional development/in-service training each subsequent year of employment.

**1-CTA-3A-21-3 (New):** Training for probation/parole officers and other professional employees consist of 40 (forty) hours of orientation training as soon as possible upon being hired, but no later than one year after their appointment. Forty hours of professional development/in-service training shall be completed each subsequent year of employment.

**1-CTA-3A-21-4 (New):** Orientation and annual professional development/in-service training for part-time staff and contract personnel shall be identified by agency policy. At a minimum, orientation training content includes requirements for specific positions detailed in relevant ACA standards manuals. Annual professional development/in-service training shall be job specific and relevant to the performance needs of the employee.

## Committee on Correctional Training-2 (Continued)

**Comments:** Brings in line with other standard manuals and ties to tasks performed in their job. Specific verbiage was added to emphasize the expectations for orientation training to be completed during the first year of employment in contrast with ongoing annual in-service. The addition of the part-time and contract personnel and volunteers training requirement will ensure that agencies minimally have policy that guides the orientation and in-service training provided during each level of training.

**Name:** David Haasenritter, of behalf of ACA Training Committee

**Title:** Chair, ACA Committee on Correctional Training

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

### COMMENTS:

#### **FOR ACA STAFF USE ONLY- Committee on Correctional Training- 2**

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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 3**

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

*New standards for Home Incarceration developed by ACA were approved for field testing. Testing should take place in 2015 and the standards will be reviewed and amended as necessary prior to a final vote for publication.*

## **Section 4**

# **Proposals for Standards Revision**

**Submissions for Standards Revisions**  
**ACA Winter Conference**  
**Long Beach, California**  
**February 6, 2015**

**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:*

**Black-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*



**ACA Winter Conference  
Long Beach, California**

<b>ACA File Number</b>	<b>Standard</b>	<b>Type</b>
ACA File No. 2015-001	ACI 4-4003-1	Revision
ACA File No. 2015-002	ACI 4-4046	Deletion
ACA File No. 2015-003	ACI 4-4191	Definition/Clarification
ACA File No. 2015-004	4-ACRS-1C-06/1C-07	Revision/Deletion
ACA File No. 2015-005	4-ACRS-2C-04/2C-05	Revision/Deletion
ACA File No. 2015-006	ACA New	Addition
ACA File No. 2015-007	ACA New	Addition
ACA File No. 2015-008	ACA New	Addition
ACA File No. 2015-009	ACA New	Addition
ACA File No. 2015-010	ACA New	Addition
ACA File No. 2015-011	TC Outcome Measures	Definition/Clarification
ACA File No. 2015-012	TC Outcome Measures	Definition/Clarification

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup>  
**Standard:** 4-4003-1  
**Agency/Facility:** Colorado Department of Corrections  
**Facility Size:** 20,000  
**Accredited:** Yes  
**Proposal Type:** Revision

**Existing Standard:** The facility/agency shall demonstrate it has examined, and where appropriate and feasible, implemented strategies that promote recycling, energy and water conservation, pollution reduction, and utilization of renewable energy alternatives.

**Proposal:** The facility/agency shall demonstrate it has examined, and where appropriate and feasible, implemented strategies that promote recycling, energy and water conservation, pollution reduction, and/or utilization of renewable energy alternatives.

**Comments:** The current wording would require agencies to show an example of each strategy listed for each year. By adding "and/or" they would not be required to show all strategies. Two different auditors pointed this out but did not hold the agency to examples of each. I believe it is the intent of the standard that the agencies show examples of strategies they implemented, but not each one.

**Name:** Tamera Williams  
**Title:** Department Accreditation Administrator  
**Email:** [tami.williams@state.co.us](mailto:tami.williams@state.co.us)

**COMMENTS:**

*"I believe this meets the intent of the standard as submitted by Mr. Richard Stalder."*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- U.S. Army Corrections Command

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**FOR ACA STAFF USE ONLY- ACA File No. 2015-001**

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

1-ABC-2D-04  
2-CO-1A-06-1  
4-ACRS-7D-01-1  
4-ALDF-7D-01-1  
4-APPFS-3D-05-1  
1-CORE-7D-01-1

**ACA File No. 2015-001 (Continued)**

1-CTA-1A-02-1  
1-EM-1A-04-1  
JBC 1A-05-1  
4-JCF-6A-09-1  
3-JCRF-1A-05-1  
3-JDF-1A-04-2  
1-JDTP-1A-01-1  
JPAS 2-7006-1  
SJ-002-1

**Action taken by the standards committee:**

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

**Manual:** Adult Correctional Institutions

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

**Standard:** 4-4046

**Agency/Facility:** N/A

**Facility Size:** System

**Accredited:** N/A

**Proposal Type:** Deletion

**Existing Standard:** Written policy, procedure, and practice provide that inmates can deposit personal funds in interest-bearing accounts and accrue the interest earned on those accounts.

**Proposal:** It is recommended that 4-4046 be deleted.

**Comments:** Institutions try many different ways to show proof of compliance with this standard. Since the passage of the Patriot Act and the requirements thereof, it is virtually impossible for an offender who is confined in an adult correctional institution to open any sort of bank account. Unless the inmate had the account open prior to confinement, and sent monies home for loved ones to deposit, this standard is very difficult to comply with.

**Name:** Arthur Beeler

**Title:** ACA Auditor

**Email:** [abeeler@nccc.edu](mailto:abeeler@nccc.edu)

**COMMENTS:**

*"I don't believe that the intent of this standard is for the inmate to open his own bank account. I believe the intent is that the facility places the inmate's funds into an interest bearing account. I'm thinking clarification in wording may be necessary."*

- Jennifer Gaffney
- Director, Policy Development and Compliance Unit
- Massachusetts Department of Corrections

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**FOR ACA STAFF USE ONLY- ACA File No. 2015-002**

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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:** Adult Correctional Institutions (ACI)

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

**Standard:** 4-4191

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

**Facility Size:** 300-1400

**Accredited:** Yes

**Proposal Type:** Definition/Clarification

**Existing Standard:** (Mandatory). Four/five point restraints are used only in extreme instances and only when other types of restraints have proven ineffective or the safety of the inmate is in jeopardy. Advance approval is secured from the facility administrator/designee before an inmate is placed in a four/five point restraint. Subsequently, the health authority or designee must be notified to assess the inmate's medical and mental health condition, and to advise whether, on the basis of serious danger to self or others, the inmate should be in a medical/mental health unit for emergency involuntary treatment with sedation and/or other medical management, as appropriate. If the inmate is not transferred to medical/mental health unit and is restrained in a four/five point position, the following minimum procedures are followed:

- direct visual observation by staff is continuous prior to obtaining approval from the health authority or designee
- subsequent visual observation is made at least every 15 minutes
- restraint procedures are in accordance with guidelines approved by the designated health authority
- all decisions and actions are documented

*Comment: A four/five point restraint secures an inmate's arms and legs (four point) and head (five point). Restraint guidelines include consideration of an individual's physical conditions, such as body weight.*

**Proposal:** This revision is requested within the comment only, not the standard language.

**Comment:** A four/five point restraint secures an inmate's arms and legs (four point) and head, **chest or thigh** (five point). Restraint guidelines include consideration of an individual's physical conditions, such as body weight.

**Comments:** A four/five point restraint secures an inmate's arms and legs (four point) and head, chest or thigh (five point). Restraint guidelines include consideration of an individual's physical conditions, such as body weight. The change in language (adding chest or thigh) would ensure that the use of a chest or thigh restraint, when medically indicated, and only as long as all other requirements of the standard are met (i.e. authorization, documentation, and observation) would not be in violation of the standard.

**Name:** Nancy Agoglia

**Title:** Executive Assistant

**Email:** [neagoglia@doc.state.ma.us](mailto:neagoglia@doc.state.ma.us)

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2015-003**

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

ALDF-2B-03  
4-JCF-2A-18  
3-JDF-3A-16-1  
SJ-105-1  
1-SJD-3A-14-1

**Action taken by the standards committee:**

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

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

**Edition:** 4th

**Standard:** 1C-06/1C-07

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

**Facility Size:** System

**Accredited:** Yes

**Proposal Type:** Revision/Deletion

**Existing Standard:** There is a written work stoppage or job action plan. Copies of this plan are available to appropriate supervisory personnel who are required to familiarize themselves with its contents.

**Proposal:**

**4-ACRS-1C-06:** There is a written plan that provides for continuing operations in the event of a work stoppage or other job action. Copies of this plan are available to appropriate supervisory personnel who are required to familiarize themselves with its contents.

*(Standard 4-ACRS-1C-07 would be deleted)*

**Comments:** This revision incorporates the language of standard 4-ACRS-1C-07 into standard 4-ACRS-1C-06 and with the acceptance of this proposed revision, standard 4-ACRS-1C-07 can be deleted. The ACRS Standards Manual suggests identical protocols and process indicators for both standards. Combining these two standards will save the agencies from having to build two identical ACA files.

**Name:** Michael Bradley

**Title:** Director of Accreditation

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

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2015-004**

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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:** Adult Community Residential Services (ACRS)

**Edition:** 4th

**Standard:** 4-ACRS-2C-04/2C-05

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

**Facility Size:** System

**Accredited:** Yes

**Proposal Type:** Revision/Deletion

**Existing Standard:** Manual or instrument inspection of body cavities is conducted only when there is reason to do so and when authorized by the facility administrator or designee.

**Proposal:**

**4-ACRS-2C-04:** Manual or instrument inspection of body cavities is conducted only when there is reason to do so and when authorized by the facility administrator or designee. **The inspection is conducted in private by health care personnel.**

*(Standard 4-ACRS-2C-05 would be deleted)*

**Comments:** This revision incorporates the language of standard 4-ACRS-2C-05 into standard 4-ACRS-2C-04 and with the approval of this revision it will result in the deletion of standard 4-ACRS-2C-05. This revision will bring the language of this standard in line with ACI standard 4-4193 and ALDF standard 4-ALDF-2C-05.

**Name:** Michael Bradley

**Title:** Director of Accreditation

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

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2015-005**

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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: ACA Healthcare Committee and**

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

**Edition:** 2nd

**Standard:** New

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

**Facility Size:** N/A Central Office

**Accredited:** Yes

**Proposal Type:** Addition

**Existing Standard:** This standard is currently in the ACI Manual (4-4208). Where a canine unit exists, policy, procedure, and practiced provide the following:

- A mission statement, including goals and objectives
- Emergency plans that are integrated into the overall emergency plans of the facility

**Proposal:** Where a canine unit exists **within the agency**, policy, procedure, and practiced provide the following:

- A mission statement, including goals and objectives
- Emergency plans that are integrated into the overall emergency plans of the facility

**Comments:** The canine unit in Massachusetts is centralized and not maintained at any one institution. Our canine units are available to all facilities, and despite having documentation at each site, ACA auditors have challenged applicability. The Department policy adopted by all institutions states the mission and detailed emergency plans for entry. By centralizing, it would reduce duplication of effort at 10 ACI facilities within the state.

**Name:** Nancy Agoglia

**Title:** Executive Assistant

**Email:** [neagoglia@doc.state.ma.us](mailto:neagoglia@doc.state.ma.us)

## COMMENTS:

*“Standards are not written for particular facility or agency. If the standard is included in the ACA manual then the canine units should be applicable at the facilities. Compliance at the agency level having an agency audit does not translate to compliance during a facility audit. The facility where canines exist should be the only facility that these are applicable to. Other facilities in the agency should be non-applicable. Creating a standard under correctional agencies may not allow the auditors to see the operation which would include a sanitation plan, housing and daily grooming if the canine unit is not at the agency location.”*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- U.S. Army Corrections Command

**FOR ACA STAFF USE ONLY- ACA File No. 2015-006**

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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 (ACA)

**Edition:** 2nd

**Standard:** New

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

**Facility Size:** N/A Central Office

**Accredited:** Yes

**Proposal Type:** Addition

**Existing Standard:** This standard is currently in the ACI Manual (4-4210). Where a canine unit exists, policy, procedure, and practice provide daily and current records on training, care of dogs, and significant events.

**Proposal:** Add standard to this manual with the following language included; "within the agency." Where a canine unit exists **within the agency**, policy, procedure, and practice provide daily and current records on training, care of dogs, and significant events.

**Comments:** The canine unit in Massachusetts is centralized and not maintained at any one institution. Our canine units are available to all facilities, and despite having documentation at each site, ACA auditors have challenged applicability. The Department policy adopted by all institutions states the practice for providing daily and current records on training, care of dogs and significant events. By centralizing, it would reduce duplication of effort at 10 ACI facilities within the state.

**Name:** Nancy Agoglia

**Title:** Executive Assistant

**Email:** [neagoglia@doc.state.ma.us](mailto:neagoglia@doc.state.ma.us)

## COMMENTS:

*"Standards are not written for particular facility or agency. If the standard is included in the ACA manual then the canine units should be applicable at the facilities. Compliance at the agency level having an agency audit does not translate to compliance during a facility audit. The facility where canines exist should be the only facility that these are applicable to. Other facilities in the agency should be non-applicable. Creating a standard under correctional agencies may not allow the auditors to see the operation which would include a sanitation plan, housing and daily grooming if the canine unit is not at the agency location."*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- U.S. Army Corrections Command

**FOR ACA STAFF USE ONLY- ACA File No. 2015-008**

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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 (ACA)

**Edition:** 2nd

**Standard:** New

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

**Facility Size:** N/A Central Office

**Accredited:** Yes

**Proposal Type:** Addition

**Existing Standard:** This standard is currently in the ACI Manual (4-4447-1). Written policy, procedure and practice provide that designated staff is responsible for coordination of victim's programs and that curriculum is established for providing training to staff involved with victim's issues. This curriculum includes the following topics:

- Specific services available to crime victims
- Changes in laws impacting victims
- Way(s) of gaining access to the services
- Confidentiality of victim information
- Way(s) for victims to communicate complaints and other concerns
- Program evaluation measures, which include victim input regarding the effectiveness of services and ways for them to make suggestions regarding agency policies and practices intended to assist crime victims

**Proposal:** Add standard to this manual with the following language included; "within the agency." Written policy, procedure and practice provide that designated staff, **within the agency**, is responsible for coordination of victim's programs and that curriculum is established for providing training to staff involved with victim's issues. This curriculum includes the following topics:

- Specific services available to crime victims
- Changes in laws impacting victims
- Way(s) of gaining access to the services
- Confidentiality of victim information
- Way(s) for victims to communicate complaints and other concerns
- Program evaluation measures, which include victim input regarding the effectiveness of services and ways for them to make suggestions regarding agency policies and practices intended to assist crime victims

**Comments:** In the Massachusetts Department of Correction, the victim services unit is a division of central office. Our victim services unit is available to all facilities, and despite having documentation at each site, ACA auditors have challenged applicability. The Department policy adopted by all institutions states the practice for the coordination of victims programs and all training of staff involved with victim's issues. By centralizing, it would reduce duplication of effort at 10 ACI facilities within the state.

**Name:** Nancy Agoglia  
**Title:** Executive Assistant  
**Email:** [neagoglia@doc.state.ma.us](mailto:neagoglia@doc.state.ma.us)

**COMMENTS:**

*“If the standard is adopted, for agencies that victim programs are coordinated at the agency level, facilities should be non-applicable. Compliance at the agency level having an agency audit does not translate to compliance during a facility audit, especially if not doing the work.”*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- U.S. Army Corrections Command

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**FOR ACA STAFF USE ONLY- ACA File No. 2015-009**

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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 (ACA)

**Edition:** 2nd

**Standard:** New

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

**Facility Size:** N/A Central Office

**Accredited:** Yes

**Proposal Type:** Addition

**Existing Standard** This standard is currently in the ACI Manual (4-4507). There is available to the **institution** a person with a master of library science, information resources, media services, or related degree who assists with coordinating and supervising library services and **is responsible for** training of all library staff.

**Proposal:** Add standard to this manual with the following language revised: delete "institution" and replace with "agency." There is available to the **agency**, a person with a master of library science, information resources, media services, or related degree who assists with coordinating and supervising library services and training of all library staff.

**Comments:** The Library Services Unit is a division of central office in the Massachusetts Department of Correction. The division head has a masters of library science, and is available to all facilities. Including this standard in the Administration of Correctional Agencies Manual will allow for agencies to prove the standard during Central Office accreditation once, rather than during every ACI reaccreditation. In our state, this would be 10 facilities, all with the duplication of the same standard, creating a lot of unneeded paperwork.

**Name:** Nancy Agoglia

**Title:** Executive Assistant

**Email:** [neagoglia@doc.state.ma.us](mailto:neagoglia@doc.state.ma.us)

#### COMMENTS:

*“Recommend denial. The current standard in the ACI manual allows for someone at the agency level to provide support. Though policy and procedure may be the same at each facility, each facility should demonstrate that support and assistance were provided.”*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- U.S. Army Corrections Command



**FOR ACA STAFF USE ONLY- ACA File No. 2015-010**

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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 (ACA)

**Edition:** 2nd

**Standard:** New

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

**Facility Size:** N/A Central Office

**Accredited:** Yes

**Proposal Type:** Addition

**Existing Standard:** This standard is currently in the ACI Manual (4-4209). Where a canine unit exists, policy, procedure, and practice for training of handlers/dog teams and upkeep and care of the animals provide for the following:

- Criteria for selection, training, and care of animals
- Criteria for selection and training requirements of handlers
- An approved sanitation plan which covers inspection, housing, transportation, and daily grooming for dogs

Each handler/dog team should be trained, certified, and re-certified annually by a nationally recognized accrediting body or a comparable internal training and proficiency testing program.

**Proposal:** Add standard to this manual with the following language included; "within the agency." Where a canine unit exists **within the agency**, policy, procedure, and practice for training of handlers/dog teams and upkeep and care of the animals provide for the following:

- Criteria for selection, training, and care of animals
- Criteria for selection and training requirements of handlers
- An approved sanitation plan which covers inspection, housing, transportation, and daily grooming for dogs

Each handler/dog team should be trained, certified, and re-certified annually by a nationally recognized accrediting body or a comparable internal training and proficiency testing program.

**Comments:** The canine unit in Massachusetts is centralized and not maintained at any one institution. Our canine units are available to all facilities, and despite having documentation at each site, ACA auditors have challenged applicability. The Department policy adopted by all institutions states the practice for training and certification of handlers/dog teams, upkeep and care of the animals, and the sanitation plan. By centralizing, it would reduce duplication of effort at 10 ACI facilities within the state.

**Name:** Nancy Agoglia

**Title:** Executive Assistant

**Email:** [neagoglia@doc.state.ma.us](mailto:neagoglia@doc.state.ma.us)

**COMMENTS:**

*“Standards are not written for particular facility or agency. If the standard is included in the ACA manual then the canine units should be applicable at the facilities. Compliance at the agency level having an agency audit does not translate to compliance during a facility audit. The facility where canines exist should be the only facility that these are applicable to. Other facilities in the agency should be non-applicable. Creating a standard under correctional agencies may not allow the auditors to see the operation which would include a sanitation plan, housing and daily grooming if the canine unit is not at the agency location.”*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- U.S. Army Corrections Command

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**FOR ACA STAFF USE ONLY- ACA File No. 2015-011**

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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:** Therapeutic Community (TC)  
**Edition:** 1<sup>st</sup>  
**Standard:** Outcome Measures  
**Agency/Facility:** Colorado Department of Corrections  
**Facility Size:** 20,000  
**Accredited:** Yes  
**Proposal Type:** Definition/Clarification

**Existing Standard:**

Outcome Measure 1A(1) refers to “security events interruptions”

Outcome Measure 1B(1) refers to “emergency events interrupted”

Outcome Measure 1B(2) refers to “program-emergency events suspended”

**Proposal:** Please clarify what the difference is between these three terms or define what each is. This will help to understand what should be counted for these outcome measures.

**Comments:** An emergency event and a security event would be the same thing. Does a program emergency mean just an emergency event that happens in the program, or a facility emergency event that affects the program? The standards relevant to these outcome measures are about the evacuation plan and fire regulations so it is difficult to determine what data to collect. A clarification will help.

**Name:** Tamera Williams  
**Title:** Department Accreditation Administrator  
**Email:** [tami.williams@state.co.us](mailto:tami.williams@state.co.us)

**COMMENTS:**

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**FOR ACA STAFF USE ONLY- ACA File No. 2015-012**

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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:** Therapeutic Community (TC)  
**Edition:** 1<sup>st</sup>  
**Standard:** Outcome Measures  
**Agency/Facility:** Colorado Department of Corrections  
**Facility Size:** 20,000  
**Accredited:** Yes  
**Proposal Type:** Definition/Clarification

**Existing Standard:** Outcome Measure 6B(2): “Total number of professional development training credit hours earned by staff participating in higher education in the past 12 months” divided by “average number of full-time equivalent program staff employed in the past 12 months”

**Proposal:** Clarification is needed.

**Comments:** Do you just want professional development credits from college (higher education)? What about other CME that are not necessarily a college course?

**Name:** Tamera Williams  
**Title:** Department Accreditation Administrator  
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**COMMENTS:**

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**FOR ACA STAFF USE ONLY- ACA File No. 2015-013**

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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: Professional Education Council**