

*Standards Committee Meeting Minutes  
ACA Winter Conference – January 2016  
Sheraton New Orleans – Bayside B & C  
New Orleans, Louisiana  
January 22, 2016*

**Members Present**

Livingston, Brad, Chair, Texas  
Kelley, Wendy, Vice Chair, Arkansas  
Aufderheide, Dean, Florida  
Bradley, Michael, Florida  
Diggins, Elias, Colorado  
Green, Robert, Maryland  
Harrington, Kelly, California  
Hebert, Jerry, Louisiana  
LeBlanc, James, Louisiana  
Lindamood, Cherry, Tennessee  
Mohr, Gary, Ohio  
Mora, Steve, District of Columbia  
Perry, Gloria, Mississippi  
Raemisch, Rick, Colorado  
Riggin, Viola, Kansas  
Robbins, Kim, Maine  
Robinette, Michelle, Oklahoma  
Schofield, Derrick, Tennessee  
Toney, Ellyn, Louisiana  
Wetzel, John, Pennsylvania

**Members Absent**

None

**Staff**

James A. Gondles, Jr, Executive Director  
Jeffery 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  
Robert Brooks, Accreditation Specialist  
Megan Noble, Accreditation Specialist  
RJ Jackson, Accreditation Specialist  
Adam Willhite, Accreditation Specialist  
Aquilah Munir, Accreditation Specialist



## Opening Remarks

Brad Livingston, chairperson of the committee, welcomed the committee members and guests. Mr. Livingston talked about the significance of ACA standards, accreditation, and the importance of the committee. Mr. Livingston discussed the meeting agenda; 34 items were to be covered, including CI, CTA, APPFS, ACRS, ACI and JPAS standards. A motion was made by Gary Mohr and was seconded to approve the August 2015 Standards Committee Meeting Minutes from the 145<sup>th</sup> Congress of Correction in Indianapolis, Indiana. The motion was approved unanimously.

ACA President, Mary Livers welcomed the committee members and guests. President Livers spoke on the importance of the Standards process. President Livers discussed the process of reviewing Restrictive Housing Standards for Juveniles, and also discussed the Annual Reporting process for Accredited Facilities- is it effective and meeting the original intent. She announced that Commissioner LeBlanc and Richard Stalder would be working with the Standards and Accreditation staff on a review of the current annual reports and re-vamping the current practice to more closely meet what is intended

ACA Executive Director James A. Gondles welcomed new committee members and ACA staff. Mr. Gondles addressed the role of the committee and announced the agenda for the conference. Mr. Gondles encouraged everyone to attend the healthcare reception at 6:00 p.m., at the Riverview Ballroom II in the Marriott. Mr. Gondles informed the committee of the importance of the accreditation process, and connecting with members in the field of corrections. Mr. Gondles thanked the committee for all of their work and dedication and requested that the members reach out to those in the field regarding the proposed restrictive housing standards, which the Standards Committee will be considering during a special meeting still to be scheduled for May 2016.

Bridget Bayliss-Curren, Director of Standards and Accreditation Department gave opening and welcoming remarks. She welcomed Commission Chair Elias Diggins and introduced the Standards and Accreditation staff; introducing Adam Willhite as the newest member of the Standards and Accreditation Staff. Mrs. Bayliss-Curren discussed the implementation of webinars for facilities and auditors. Mrs. Bayliss-Curren highlighted the progress towards converting the ACI Standards to performance-based.

Commission Chair, Elias Diggins recognized current and new commission members. Mr. Diggins mentioned that 216 facilities were up for accreditation, 39 of which were initial audits. Mr. Diggins recognized the Commissioners who are also members of the Standards Committee. Mr. Diggins expressed his appreciation to ACA staff.

Mr. Livingston noted that the conversion of ACI Standards to performance-based standards, would be reviewed by the Standards Committee at the 146<sup>th</sup> Congress of Correction, in Boston, MA.

A motion was made to discuss the business at hand. Committee and Subcommittee reports and proposed standards are found on the following pages.



# **Section 1**

## **Reports from ACA Committees**

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

Report from ACA Correctional Industries Committee

*Presenter:*

Robert Carter, Chair

## Correctional Industries Committee - 001

**Manual:** Correctional Industries (CI)

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

**Standard:** 2-CI-3A-1

**Agency/Facility:** ACA Correctional Industries Committee

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** Inmates assigned to industries receive orientation to **employment** conditions, including safety and operating instructions for equipment, hours of work, the pay plan, special rules and personnel policies affecting the inmate worker. The orientation is documented.

**Proposal:** Inmates assigned to industries receive orientation to **work** conditions, including safety and operating instructions for equipment, hours of work, the pay plan, special rules and personnel policies affecting the inmate worker. The orientation is documented.

**Comment:** Remove the word “Employment” and replace it with “work”. The use of the word employment when referring to inmates has caused several lawsuits in which the inmates claim they are employees of the state and are due such benefits.

**Name:** Robert Carter

**Title:** Chairman, ACA Correctional Industries Committee

**Email:** [Robert.Carter@arkansas.gov](mailto:Robert.Carter@arkansas.gov)

### COMMENTS:

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### FOR ACA STAFF USE ONLY- Correctional Industries Committee - 001

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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: \_\_\_\_\_

## Correctional Industries Committee - 002

**Manual:** Correctional Industries (CI)

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

**Standard:** 2-CI-4A-2

**Agency/Facility:** ACA Correctional Industries Committee

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** Inmates working in industries receive performance evaluations **at least quarterly**. Evaluations are reviewed with the inmate and a final evaluation prepared and placed in the inmate's central file. A copy is given to the inmate.

**Proposal:** Inmates working in industries receive performance evaluations **semiannually or upon reassignment**. Evaluations are reviewed with the inmate and a final evaluation prepared and placed in the inmate's central file. A copy is given to the inmate.

**Name:** Robert Carter

**Title:** Chairman, ACA Correctional Industries Committee

**Email:** [Robert.Carter@arkansas.gov](mailto:Robert.Carter@arkansas.gov)

### COMMENTS:

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



**Correctional Industries Committee - 003**

**Manual:** Correctional Industries (CI)

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

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

**Agency/Facility:** ACA Correctional Industries Committee

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** At a minimum, all staff receive forty hours of training annually.

**Proposal:** At a minimum, all staff receive forty hours of training annually, except clerical/support staff who have minimal contact with inmates, will receive 16 hours of training annually.

**Comment:** Change to allow 16 hours of training for clerical/support staff as required in 4-4087. Bring in alignment with the following:

**ACA Standard 4-4087** Written policy, procedure, and practice provide that all clerical/support employees who have minimal contact with inmates receive 16 hours of training in addition to orientation training during their first year of employment and 16 hours of training each year thereafter.

**Name:** Robert Carter

**Title:** Chairman, ACA Correctional Industries Committee

**Email:** [Robert.Carter@arkansas.gov](mailto:Robert.Carter@arkansas.gov)

**COMMENTS:**

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**FOR ACA STAFF USE ONLY- Correctional Industries Committee - 003**

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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: \_\_\_\_\_

## Correctional Industries Committee - 004

**Manual:** Correctional Industries (CI)

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

**Standard:** 2-CI-4A-7

**Agency/Facility:** ACA Correctional Industries Committee

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Clarification

**Existing Standard:** The length of workday, and the number of days worked in any period, closely approximates that found in related private-sector industries.

**Proposal:** The length of workday, and the number of days worked in any period, closely approximates that found in related private-sector industries.

**Comment:** One of the purposes of correctional industries is to simulate the work environment that inmates will experience when released. The work includes training hours and time spent in job share.

**Name:** Robert Carter

**Title:** Chairman, ACA Correctional Industries Committee

**Email:** [Robert.Carter@arkansas.gov](mailto:Robert.Carter@arkansas.gov)

**COMMENTS:**

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### FOR ACA STAFF USE ONLY- Correctional Industries Committee - 004

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: \_\_\_\_\_

## Correctional Industries Committee - 005

**Manual:** Correctional Industries (CI)

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

**Standard:** 2-CI-4A-8

**Agency/Facility:** ACA Correctional Industries Committee

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Clarification

**Existing Standard:** Inmates are provided incentives such as monetary compensation, special housing, extra privileges, and good time credits according to written guidelines.

**Proposal:** Inmates are provided incentives such as monetary compensation, special housing, extra privileges, and good time credits according to written guidelines.

**Comment:** Not all states allow inmates to get incentives, but those that do should be in accordance with current law.

**Name:** Robert Carter

**Title:** Chairman, ACA Correctional Industries Committee

**Email:** [Robert.Carter@arkansas.gov](mailto:Robert.Carter@arkansas.gov)

**COMMENTS:**

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### FOR ACA STAFF USE ONLY- Correctional Industries Committee - 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      Referred to: \_\_\_\_\_

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

Report from ACA Committee on Correctional Training

*Presenter:*

David Haasenritter, Chair

## Committee on Correctional Training - 001

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-1A-11

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** Policy, procedure and practice outline the instructional process that includes:

- annual needs assessment
- design of courses and instruction
- evaluation of training
- modification of courses and/or instruction based on continued review of agency training needs and training evaluation
- pilot test of new courses prior to full implementation

Comment: None

**Proposal:** Policy, procedure and practice outline the instructional process that includes:

- annual training needs assessment
- design of courses and instruction
- evaluation of training
- modification of courses and/or instruction based on continued review of agency training needs and training evaluation

Comment: None

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

**COMMENTS:**

**Committee on Correctional Training – 001 (continued)**

**FOR ACA STAFF USE ONLY- Committee on Correctional Training - 001**

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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 - 002

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-1A-15

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** Written policy, procedure, and practice demonstrate that the academy reports its activities at least annually to the governing board **of** the parent agency. These reports are in writing and include major developments relating academy progress and objectives.

*Comment:* Routine reporting by the academy enables the parent agency to stay informed about programs, activities, and problems.

**Proposal:** Written policy, procedure, and practice demonstrate that the academy reports its activities at least annually to the governing board **or** the parent agency. These reports are in writing and include major developments relating academy progress and objectives.

*Comment:* Routine reporting by the academy enables the parent agency to stay informed about programs, activities, and problems

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

### COMMENTS:

## FOR ACA STAFF USE ONLY- Committee on Correctional Training - 002

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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 - 003

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-2C-02

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** Academy policy:

- identifies any access requirements to the Academy grounds
- any restricted areas for staff and students
- procedures for access to any of the restricted areas

Comment. None

**Proposal:** Academy policy:

- identifies any access requirements to the Academy grounds
- identifies any restricted areas for staff, students, and offender (if applicable)
- procedures for access to any of the restricted areas

Comment. None

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

**COMMENTS:**

### FOR ACA STAFF USE ONLY- Committee on Correctional Training - 003

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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 - 004

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-3A-03

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** Courses to be completed first year of employment for **coordinators of** staff development and student training programs:

- complete a certified training-for-trainers course with established learning standards
- curriculum development
- student performance objective development
- use of equipment
- instructor delivery strategies
- instructor resources
- testing and evaluation techniques
- classroom management

**Comment:** None

**Proposal:** Courses to be completed **within the** first year of employment for **staff responsible for** staff development and **/or delivery of** student training programs:

- complete a certified training-for-trainers course with established learning standards
- curriculum development
- student performance objective development
- use of equipment
- instructor delivery strategies
- instructor resources
- testing and evaluation techniques
- classroom management
- **instructor conduct and professional behavior within the classroom.**

**Comment:** None

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

**Committee on Correctional Training – 004 (continued)**

**COMMENTS:**

**FOR ACA STAFF USE ONLY- Committee on Correctional Training - 004**

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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 - 005

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-3A-05

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** When designing or revising on-the-job orientation training or specialized in-service training, the Academy utilizes a **job-task analysis** to develop and update courses to ensure specific job functions and tasks are properly covered.

Comment: None

**Proposal:** When designing or revising on-the-job orientation training or specialized in-service training, the Academy utilizes a **needs assessment** to develop and update courses to ensure specific job functions and tasks are properly covered.

Comment: None

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

### COMMENTS:

## FOR ACA STAFF USE ONLY- Committee on Correctional Training - 005

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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 - 006

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-3A-13

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** Library and reference services, **to include distance and distributed education resources**, are available to complement the student training and staff development programs.

*Comment:* Reference materials should be readily accessible to academy employees and students. Materials not usually available at the academy should be available through other sources, such as criminal justice clearinghouses and interlibrary loans.

**Proposal:** Library and reference services are available to complement the student training and staff development programs.

*Comment:* Reference materials should be readily accessible to academy employees and students. Materials not usually available at the academy should be available through other sources, such as criminal justice clearinghouses and interlibrary loans.

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

### COMMENTS:

## FOR ACA STAFF USE ONLY- Committee on Correctional Training - 006

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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 - 007

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-3A-15

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** Written policy, procedure, and practice provide that all new full-time academy employees receive orientation **training** before undertaking their assignments. Orientation **training** includes at a minimum the following:

- orientation to the purpose, goals, policies, and procedures of the academy and parent agency
- working conditions and regulations
- employees' rights and responsibilities
- security responsibilities
- personnel practices
- prohibitions concerning sexual harassment, religious prejudice, and minority rights.

New staff are informed in writing of the academy's hostage policy in regard to staff roles and safety

*Comment:* Since correctional duties frequently involve institutional operations, **training** should be comprehensive enough to provide the employee with an understanding of his or her basic responsibilities. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in correctional procedures. The orientation **training** is in addition to the first-year training and ongoing training required in various job categories.

**Proposal:** Written policy, procedure, and practice provide that all new full-time academy employees receive orientation before undertaking their assignments. Orientation includes at a minimum the following:

- orientation to the purpose, goals, policies, and procedures of the academy and parent agency
- working conditions and regulations
- employees' rights and responsibilities
- security responsibilities
- personnel practices
- prohibitions concerning sexual harassment, religious prejudice, and minority rights.

New staff are informed in writing of the academy's hostage policy in regard to staff roles and safety

## Committee on Correctional Training – 007 (continued)

*Comment:* **Orientation** should be comprehensive enough to provide the employee with an understanding of his or her basic responsibilities. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in correctional procedures. The orientation is in addition to the first-year training and ongoing training required in various job categories.

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

### COMMENTS:

## FOR ACA STAFF USE ONLY- Committee on Correctional Training - 007

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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 - 008**

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-3A-16

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Deletion

**Existing Standard:** Written policy and procedure govern the maintenance and handling of staff and student training records.

**Comment:** None

**Proposal:** Recommend delete, replaced with 1D-02

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

**COMMENTS:**

**FOR ACA STAFF USE ONLY- Committee on Correctional Training - 008**

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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 - 009**

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-3A-19

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Deletion

**Existing Standard:**

Written policy, procedure and practice addresses Academy actions should a student be removed from a course for academic failure, misconduct, or other situations and at a minimum includes:

- if and how long before a student could apply to attend course
- notification of a student's employer of the removal from a course
- documenting in student training or personnel file

**Comment:** None

**Proposal:** Recommend delete.

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

**COMMENTS:**

**FOR ACA STAFF USE ONLY- Committee on Correctional Training - 009**

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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 - 010

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-3A-21

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** Written policy, procedure, and practice provide standards for the development of lesson plans and require that lesson plans be on file and followed for each course/program conducted. Lesson plans will include:

- goal of the lesson
- training objectives
- content of the training
- test for the lesson, if applicable

Comment: None

**Proposal:** Written policy, procedure, and practice provide standards for the development of lesson plans and require that lesson plans be on file and followed for each course/program conducted. Lesson plans will include:

- training objectives
- content of the training
- evaluation method
- content references and resource materials

Comment: None

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

**COMMENTS:**

**Committee on Correctional Training – 010 (continued)**

**FOR ACA STAFF USE ONLY- Committee on Correctional Training - 010**

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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: \_\_\_\_\_

Approved with the following edits:

Written policy, procedure, and practice provide standards for the development of lesson plans and require that lesson plans be on file and followed for each course/program conducted. Lesson plans will include:

- training goals and objectives
- content of the training
- evaluation method
- content references and resource materials

Comment: None

## Committee on Correctional Training - 011

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-3A-22

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Deletion

**Existing Standard:** There is a standardized curriculum supported by elements of defensible training to include:

- specific performance objectives
- job related, relevant content
- qualified/credentialed instructors
- a sufficient duration reasonably related to the complexity/importance of the topic
- presented to appropriate staff

*Comment:* Standardization of curriculum assists in monitoring student progress from class to class. Emphasis should be on individual student progress as measured by observable or assessable instructional objectives. Programmed instruction, teaching machines, and educational television may be used in addition to traditional teaching methods.

**Proposal:** Delete. Already in definition of training, standards committee previously accepted.

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

### COMMENTS:

### FOR ACA STAFF USE ONLY- Committee on Correctional Training - 011

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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 - 012**

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-3A-23

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Deletion

**Existing Standard:** Prior to instructing, all academy instructors receive basic instruction training that includes:

- lesson plan development
- Delivery Strategies
- testing and evaluation techniques
- instructor ethics

**Comment:** None

**Proposal:** Recommend delete.

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

**COMMENTS:**

**FOR ACA STAFF USE ONLY- Committee on Correctional Training - 012**

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

**Action taken by the standards committee:**

Proposal Withdrawn.

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

## Committee on Correctional Training - 013

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-3B-07

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** Firearms, chemical agents, and security equipment are inventoried at least quarterly to determine their condition **and expiration dates**

*Comment:* Written policy should specify who has access to the depository where the security equipment is stored.

**Proposal:** Firearms, chemical agents, and security equipment are inventoried at least quarterly to determine their condition.

*Comment:* Written policy should specify who has access to the depository where the security equipment is stored.

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

### COMMENTS:

## FOR ACA STAFF USE ONLY- Committee on Correctional Training - 013

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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 - 014

**Manual:** Correctional Training Academies

**Edition:** 2nd

**Standard:** 2-CTA-3B-11

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

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard:** All weapons and ammunition are secured and maintained in a room that is controlled by security measures based on the needs of the academy. **Access into the room will be restricted and controlled.**

*Comment:* None

**Proposal:** All weapons and ammunition are secured and maintained in a **designated** room that is **restricted and** controlled by security measures based on the needs of the academy.

*Comment:* None

**Name:** David Haasenritter

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

**Email:** david.k.haasenritter.civ@mail.mil

### COMMENTS:

## FOR ACA STAFF USE ONLY- Committee on Correctional Training - 014

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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: \_\_\_\_\_

A motion was made to publish the 2<sup>nd</sup> edition Correctional Training Academies manual, with the approved changes included. The motion was approved unanimously.

## **Section 2**

# **Proposals for Standards Revision**



**Submissions for Standards Revisions**  
**2016 Winter Conference**  
**New Orleans, Louisiana**  
**January 22-27, 2016**

**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** indicates 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*

## Contents:

ACA File Number	Standard	Type
ACA File No. 2016-001	4-APPFS-3D-15	Revision
ACA File No. 2016-002	JPAS 2-7107	Revision
ACA File No. 2016-003	ACI 4-4139	Deletion
ACA File No. 2016-004	ACI 4-4341	Revision
ACA File No. 2016-005	ACI 4-4043	Revision
ACA File No. 2016-006	ACI 4-4287	Revision
ACA File No. 2016-007	ACI 4-4290	Revision
ACA File No. 2016-008	ACI 4-4317	Revision
ACA File No. 2016-009	ACI New Standard	Addition
ACA File No. 2016-010	ACI New Standard	Addition
ACA File No. 2016-011	ACRS New Standard	Addition
ACA File No. 2016-012	ACRS New Standard	Addition
ACA File No. 2016-013	ACI 4-4153	Revision
ACA File No. 2016-014	ACI 4-4237	Deletion
ACA File No. 2016-015	ACI 4-4241	Revision
ACA File No. 2016-016	JPAS 2-7037	Revision

**Manual:** Adult Probation and Parole Field Services (APPFS)

**Edition:** 4th

**Standard:** 4-APPFS-3D-15

**Agency/Facility:** Kentucky Probation and Parole

**Facility Size:** 800+

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** The qualifications of the agency administrator **are specified in writing by the appointing authority and include**, at a minimum, a bachelor's degree, five years of related experience, and demonstrated administrative ability and leadership.

**Proposal:** The qualifications of the agency administrator **must include**, at a minimum, a bachelor's degree, five years of related experience, and demonstrated administrative ability and leadership.

**Comments:** This revision would bring the agency administrator in line with the qualifications of the warden in the ACI 4-4009 standard. The only difference between the two standards is qualifications to be "in writing by the appointing authority", which the warden's standard does not have. The "in writing" is open to interpretation and has led to agencies missing this standard while meeting the qualification.

**Name:** Cyndi Heddleston

**Title:** Accreditation Manager

**Email:** cyndi.heddleston@ky.gov

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2016-001**

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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:** Juvenile Probation and Aftercare Services (JPAS)

**Edition:** 2nd

**Standard:** 2-7107

**Agency/Facility:** Kentucky Dept. of Juvenile Justice, Quality Assurance

**Facility Size:** Community Supervision

**Accredited:** Yes

**Proposal Type:** Revision

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

**Proposal:** Written policy, procedure, and practice require a minimum of monthly person-to-person contact between field staff and juveniles in placement other than their own homes and with the person(s) responsible for the care of the juveniles in placement, unless under interstate compact supervision. When the private placement facility is at least 300 miles (round trip) from the base station, quarterly person-to-person contact is required. Telephonic contact between the probation officer and the juvenile in placement, as well as, the placement authority must be made at least twice during the month the juvenile will not be visited.

**Comments:** Suggest changing the determining mileage in the standard from 500 to 300, and allowing for quarterly person-to-person contact, utilizing video conferencing in the months when there is not person-to-person contact. This makes sense for budgetary and staff resource reasons.

**Name:** Kevin Warford

**Title:** Branch Manager

**Email:** kevint.warford@ky.gov

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2016-002**

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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:** 4th

**Standard:** 4-4139

**Agency/Facility:** Maine State Prison

**Facility Size:** 1000+

**Accredited:** Yes

**Proposal Type:** Deletion

**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:** Delete existing standard.

**Comments:** If the requirement of 3 showers weekly (4-4341) is being met the prisoner to shower ratio is inconsequential (revision to 4-4341 also being requested to capture other pieces of 4-4139).

**Name:** Wendell Atkinson

**Title:** ACA Compliance Manager

**Email:** wendell.atkinson@maine.gov

**COMMENTS:**

*“Non-concur. Having a ratio of showers assists in providing opportunities to shower. Eliminating the ratio which is written in national and state building codes may lessen access to showers which could lead to health issues.”*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- Army Review Board Agency

**FOR ACA STAFF USE ONLY- ACA File No. 2016-003**

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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-HC-5A-07  
JBC 2C-06  
4-JCF-1C-04  
3-JCRF-2C-05  
3-JDF-2C-08  
SJ-048-1

**Action taken by the standards committee:**

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

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

**Edition:** 4th

**Standard:** 4-4341

**Agency/Facility:** Maine State Prison

**Facility Size:** 1000+

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** There are sufficient bathing facilities in the housing areas to permit inmates in the general population to shower at least three times per week.

**Proposal:** There are sufficient bathing facilities in the housing areas to permit inmates in the general population to shower at least three times per week. Showers must have both hot and cold running water. Water for showers is thermostatically controlled to temperatures ranging between 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure offender safety and to promote hygienic practices.

**Comments:** This revision captures the parts of 4-4139 not related to the prisoner/shower ratio if request to delete 4-4139 is upheld.

**Name:** Wendell Atkinson

**Title:** ACA Compliance Manager

**Email:** wendell.atkinson@maine.gov

**COMMENTS:**

*“Non-concur. Change was not made to 4-4341.”*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- Army Review Board Agency

**FOR ACA STAFF USE ONLY- ACA File No. 2016-004**

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

1-ABC-4D-13

1-HC-5A-08

SJ-115

**Action taken by the standards committee:**

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



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

**Edition:** 4th

**Standard:** 4-4043

**Agency/Facility:** Maine State Prison

**Facility Size:** 1000+

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Commissary/canteen funds are audited independently following standard accounting procedures, and an annual financial status report is available as a public document.

**Proposal:** Commissary/canteen funds are audited independently following standard accounting procedures, and an annual financial status report is available as a public document. This does not apply to a facility whose commissary/canteen services are provided by a contracted private vendor.

**Comments:** The facility cannot be responsible for the audit of a private contractor.

**Name:** Wendell Atkinson

**Title:** ACA Compliance Manager

**Email:** wendell.atkinson@maine.gov

**COMMENTS:**

*“Non-concur. Commissary/canteen funds should be audited regardless who is providing the services to ensure there is no misuse of inmate funds and commissary/canteen supplies. Agency/facility should have no issues having an audit done by specific facility regardless if private contractor.”*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- Army Review Board Agency

**FOR ACA STAFF USE ONLY- ACA File No. 2016-005**

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

2-CO-1B-13

4-ACRS-7D-29

3-JCRF-1B-16

**Action taken by the standards committee:**

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

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

**Edition:** 4th

**Standard:** 4-4287

**Agency/Facility:** Maine State Prison

**Facility Size:** 1000+

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Written policy, procedure, and practice provide for a reception program for new inmates upon admission to the correctional system. Except in unusual circumstances, initial reception and orientation of inmates is completed within **30** calendar days after admission.

**Proposal:** Written policy, procedure, and practice provide for a reception program for new inmates upon admission to the correctional system. Except in unusual circumstances, initial reception and orientation of inmates is completed within **seven** calendar days after admission.

**Comments:** New prisoners should have their orientation within a short time of arrival to the facility so as to have an understanding of what's expected of them.

**Name:** Wendell Atkinson

**Title:** ACA Compliance Manager

**Email:** wendell.atkinson@maine.gov

**COMMENTS:**

*“Non-concur. The reception program for new inmates to a correctional program may be in-depth and depending on the system will include various tests to properly classify the inmate and develop a treatment program for the length of his confinement, along with orientation for that facility programs, services, and policies. Thirty days is the maximum and depending on the system is needed to assess the needs of the inmate. Seven days is too short a time period to do an in-depth assessment and orientation to the system.”*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- Army Review Board Agency

**FOR ACA STAFF USE ONLY- ACA File No. 2016-006**

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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:** Adult Correctional Institutions (ACI)

**Edition:** 4th

**Standard:** 4-4290

**Agency/Facility:** Maine State Prison

**Facility Size:** 1000+

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Written policy, procedure, and practice ensure that Inmates transferred from other institutions within the correctional system receive an orientation to the new institution. Except in unusual circumstances, reception and orientation for inmates transferred from another institution within the system is completed within **seven** calendar days after admission.

**Proposal:** Written policy, procedure, and practice ensure that Inmates transferred from other institutions within the correctional system receive an orientation to the new institution. Except in unusual circumstances, reception and orientation for inmates transferred from another institution within the system is completed within **30** calendar days after admission.

**Comments:** Time limits for 4-4287 and 4-4290 should be swapped, new prisoners should have an understanding of what's expected of them sooner than prisoners transferred from another facility, prisoners who have been in other facilities already have a general understanding of expectations.

**Name:** Wendell Atkinson

**Title:** ACA Compliance Manager

**Email:** wendell.atkinson@maine.gov

**COMMENTS:**

*“Non-concur. If an inmate is already in the system, seven days is sufficient time to receive an orientation on his new facility, not the correctional system.”*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- Army Review Board Agency

**FOR ACA STAFF USE ONLY- ACA File No. 2016-007**

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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:** 4th

**Standard:** 4-4317

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

**Facility Size:** N/A

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Written policy, procedure, and practice require that food service staff plan menus in advance and substantially follow the plan and that the planning and preparing of all meals take into consideration food flavor, texture, temperature, appearance, and palatability.

**Proposal:** Written policy, procedure, and practice require that food service staff plan menus in advance and substantially follow the plan and that the planning and preparing of all meals take into consideration food flavor, texture, temperature, appearance, and palatability. **Menu substitutions are recorded.**

**Comments:** The addition of this requirement to the standard will help to track the type and frequency of menu substitutions to ensure that menus are substantially followed. This proposed revision is currently a requirement of a like standard in the ALDF Manual (4-ALDF-4A-08).

**Name:** Michael Bradley

**Title:** Director of Accreditation

**Email:** mbradley@geogroup.com

**COMMENTS:**

*“Concur. Makes sense to document the changes. Makes ACI and ALDF standards similar as in this case it should be.”*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- Army Review Board Agency

**FOR ACA STAFF USE ONLY- ACA File No. 2016-008**

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

1-ABC-4C-05

JBC 4A-04

4-JCF-4A-04

3-JCRF-4A-03

3-JDF-4A-04  
1-JDTP-3A-03

**Action taken by the standards committee:**

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



**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4th  
**Standard:** New Standard  
**Agency/Facility:** Tennessee Department of Correction  
**Facility Size:** N/A  
**Accredited:** Yes  
**Proposal Type:** Addition

**Existing Standard:** None.

**Proposal:** Written policy, procedure, and practice provide that all institutional employees who have direct contact with the inmate population receive appropriate training in identifying, recognizing, and appropriate reporting of individuals participating in or promoting prison radicalization.

**Comments:** Prison Radicalization would be defined as: “A cognitive process whereby inmates develop a violent, extremist mindset that legitimizes the need and use of violence to promote a political or religious agenda.”

I would recommend this standard for Section F: Religious Programs, Program Coordination and Supervision.

**Name:** Tony Parker  
**Title:** Assistant Commissioner of Prisons  
**Email:** tony.c.parker@tn.gov

#### COMMENTS:

*“Recommend sending to training committee for review. This should be a possible piece of a training standard (s) that already exist if needed. Definitely would not place in Section F: Religious Programs, etc., would make it seem only happens in religious programs. Some agencies/facilities may already be doing training based on their assessment on the needs of their staff and to help to meet standard ACI 4-4530.”*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- Army Review Board Agency

*“We very much support and acknowledge the importance of providing security and protection for staff and other inmates from violent attacks to promote a political or religious agenda. Our opposition to the proposed standard as currently drafted is based on RLUIPA considerations, and the expense that can be expected to flow to the states from those considerations. ACA has a review process through its committee structures, and the wisdom of that process is demonstrated by the difficulties to be expected if ACA adopts this proposed standard directly in first review in*

*the ACA Standards Committee, rather than following the ACA committee review process as requested below.*

- 1. This standard has not been reviewed by the ACA Religion and Faith-Based Services Committee, and should be referred to that committee for its review and recommendations to the ACA Resolutions and Public Policy Drafting Subcommittee to the Standards Committee. Their recommendations should be sent for review by the ACA Resolutions and Public Policy Drafting Subcommittee to the Standards Committee, because this is an important correctional issue – security for staff and other inmates – and because in its present language, it is not drafted to satisfy RLUIPA and the First Amendment to the Constitution on free exercise of religion and freedom of speech. ACA Resolutions and Public Policy Drafting Subcommittee should be allowed to make its review, drafting, and recommendations for ACA action, prior to the standard being received by the ACA Standards Committee.*
- 2. We recognize that the right to have religious beliefs is absolute, yet the freedom to act on such beliefs is limited by the requirements of public safety. “Public Safety” takes on significant additional meaning concerning the security of staff and other inmates in the administration of jails and prisons. At the same time, minimum respect for the standards of RLUIPA would be difficult to address in one word, “radicalization,” or in one phrase. As drafted, this proposed standard also gives wide and vague control to the DOC legal department, over the exercise of the spiritual relationship between a chaplain and the believers, that chaplain ministers do among the inmates. This kind of authority is beyond lawfully administered “religious programs, program coordination, and supervision” – the subject of the proposed standard.*
- 3. The proposed standard as it concerns religious beliefs or activities would not pass review under RLUIPA, as it is too general in the beliefs and activities to be identified. It does not provide direction that the state first establish what amounts to an “undue burden” on an inmate’s religious activities, vis-à-vis the commission of “violence.” It does not provide direction that the state first establish a compelling state interest in identifying the particular belief or activity in question; and direction to the state to first demonstrate that the use of the identification would be the least restrictive means of furthering that compelling state interest. This standard would only invite lawsuits which put the state in a disadvantageous position for having relied on the proposed standard, and then having to defend the application of such a standard.*
- 4. The language is vague as to the meaning of “violence.” This could be interpreted to include many ordinary religious conversations and activities which threaten no harm to staff or other inmates. This is not an unrealistic consideration; as such claims are historically made in defending lawsuits based on the free exercise of religious beliefs. Is it intended to engender complaints identifying as “violent” any inmate speaking with strong opinions to another inmate about religious matters? The language should be tightened up so that direction is provided to avoid such an application of a general standard.*

5. *The language is vague as to the meaning of “appropriate reporting,” and should be tightened up so that direction is provided to avoid inappropriate application of a general standard.*
6. *The proposed standard is too general regarding when the “appropriate training” is to be obtained. Is it intended to be required for initial employment of a chaplain or correctional minister? Is it intended that the curriculum for theology students be extended to developing an ability to identify, recognize, and report individuals participating in or promoting prison radicalization? The language should be tightened up to make it clear this is a requirement to be obtained after employment, as, e.g., in on-the-job training by people skilled in the work of identifying radicalized inmates.*
7. *The proposed standard is too general as it relates to Islam. Anyone who believes in the Islamic trilogy of Sacred Writings – the Quran, the Sira, and the Hadith – may on the face of those writings be proved to support “violence” to promote Islam. The proposed standard does not recognize that advocacy of the use of force or of law violation may not be prohibited except where such advocacy is directed to inciting or producing imminent lawless action. Surely it is not ACA’s intention, on the basis of this very general language, and bypassing the ACA committee structure, to encourage re-trying even the “clear and present danger” test – in the context of jail or prison – and whether the “radicalizing” involved such a “gravity of the ‘evil’, discounted by its improbability,” which justifies such invasion of free speech as is necessary to avoid the danger, from even the Dennis decision; let alone re-try under the name of “radicalizing” the issues determined in the Hess, Brandenburg, Cantwell, and Schenck, Supreme Court holdings on the subject of “inciting immanent lawless action.” Let us avoid such a great dismal swamp, by referring the proposed standard to the ACA Religion and Faith-Based Services Committee with the request they send their review and recommendations to the ACA Resolutions and Public Policy Drafting Subcommittee to the Standards Committees.*
8. *ACA standards are the community standards for jails and prisons throughout the U.S. In the face of RLUIPA requirements, this proposed standard would leave ACA open to being named a defendant based on action applying this standard at a local correctional institute, as having invited such action by promulgating a too-general standard concerning the exercise of religious freedom without guidance on the considerable limits the proposed language entails.”*

- Sister Sheila Richardson ESA
- Promoter of Justice, Diocese of Charlotte

**FOR ACA STAFF USE ONLY- ACA File No. 2016-009**

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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: Ad-Hoc Committee of Steve Mora  
and Derrick Schofield. Review 4-4061

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4th  
**Standard:** New Standard  
**Agency/Facility:** Tennessee Department of Correction  
**Facility Size:** N/A  
**Accredited:** Yes  
**Proposal Type:** Addition

**Existing Standard:** None.

**Proposal:** Written policy, procedure, and practice provide for the vetting and monitoring of prison chaplains and religious volunteers to prevent and detect the promotion of any violent, extremist message designed to legitimize and promote the need or use of violence to promote a political or religious agenda

**Comments:** None.

**Name:** Tony Parker  
**Title:** Assistant Commissioner of Prisons  
**Email:** tony.c.parker@tn.gov

**COMMENTS:**

*"Non-concur. Vetting part of standard is similar to: 4-4061 Revised August 2007. "A criminal record check is conducted on all new employees, contractors, and volunteers prior to assuming their duties to identify whether there are criminal convictions that have a specific relationship to job performance. This record will include comprehensive identifier information to be collected and run against law enforcement indices. If suspect information on matters with potential terrorism connections is returned on a desirable applicant, it is forwarded to the local Joint Terrorism Task Force (JTTF) or another similar agency."*

*Organizations should be vetting and monitoring all staff and not just religious staff and volunteers."*

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- Army Review Board Agency

**FOR ACA STAFF USE ONLY- ACA File No. 2016-010**

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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**      Ad-Hoc Committee of Steve Mora and Derrick  
Schofield. Review 4-4061

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

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

**Standard:** New Standard

**Agency/Facility:** Alvis House

**Facility Size:** N/A

**Accredited:** Yes

**Proposal Type:** Addition

**Existing Standard:** None.

**Proposal:** The agency shall have a policy and procedure to respond to clients with serious symptoms of intoxication and/or withdrawal. When licensed or certified detoxification services exist within a facility or agency there shall be a current policy and procedure governing services.

It should specify:

- Annual training for all staff who regularly interact with clients covering signs and symptoms of intoxication and withdrawal
- Maintaining a case file including an alcohol and drug screen and/or assessment and any documents relevant to a substance use problem
- An observation procedure and log to monitor clients experiencing intoxication and/or withdrawal
- Staff who are responsible for referring clients to detox
- Symptoms which may warrant detox
- How medical supervision will be provided
- Which staff will provide detoxification
- Which drugs will be monitored
- Criteria for medical referral or additional medical/mental health services

**Comments:** Most agencies refer clients outside their facility for detoxification services. Helpful references can be found in the Federal Bureau of Prison's Clinical Guidelines on Detoxification of Chemically Dependent Inmates, Clinical Institute Withdrawal for Alcohol and the Clinical Opiate Withdrawal Scale.

**Name:** Randy Shively

**Title:** Clinical Director/VP Clinical Services

**Email:** randy.shively@alvis180.org

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2016-011**

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The above proposed revision, addition, or deletion would also affect the following manuals:  
None.

**Action taken by the standards committee:**

Proposal was withdrawn.

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



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

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

**Standard:** New Standard

**Agency/Facility:** Alvis House

**Facility Size:** N/A

**Accredited:** Yes

**Proposal Type:** Addition

**Existing Standard:** None.

**Proposal:** The agency shall have a policy and procedure to respond to clients with serious symptoms of intoxication and/or withdrawal. When the situation is serious (and no detox services exist within the agency) the client shall be referred to a hospital or community detox center.

Suggested elements of a policy and procedure include:

- Annual training for all staff who regularly interact with clients covering signs and symptoms of intoxication and withdrawal
- Maintaining a case file including an alcohol and drug screen and/or assessment and any documents relevant to a substance use problem
- An observation procedure and log to monitor clients experiencing intoxication and/or withdrawal
- Staff who are responsible for referring clients to detox
- Symptoms which may warrant detox

**Comments:** Helpful references may be found in the Federal Bureau of Prison's Clinical Guidelines on Detoxification of Chemically Dependent Inmates, Clinical Institute for Withdrawal of Alcohol and the Clinical Opiate Withdrawal Scale.

**Name:** Randy Shively

**Title:** Clinical Director/VP Clinical Services

**Email:** randy.shively@alvis180.org

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2016-012**

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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: Healthcare Committee and Mental  
Health Subcommittee

Committees to report back to Standards Committee not later than January 2017

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

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

**Standard:** 4-4153

**Agency/Facility:** International - CURE

**Facility Size:** N/A

**Proposal Type:** Revision

**Existing Standard:** Temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones. *Comment:* Temperature should be capable of being mechanically raised or lowered to an acceptable comfort level.

**Proposal: Replace with:** Thermal conditions throughout the facility comply with ANSI/ASHRAE Standard 55 Thermal Environmental Conditions for Human Occupancy. *Comment:* Standard 55 is promulgated and periodically updated by the American National Standards Institute (ANSI) and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

**Comments:** The current standard was an improvement over the 2<sup>nd</sup> Edition standard because it focused on performance rather than oversimplifying the issue with a specific range of temperatures. But the current 4<sup>th</sup> Edition standard does not provide sufficient guidance and leaves too much to the discretion of the user or someone who is evaluating the facility.

The proposed revision is consistent with the recommendations of the experts who researched conditions of confinement issues for the 3<sup>rd</sup> Edition (funded by the National Institute of Justice-NIJ). At that time, the Standards Committee embraced many of the recommendations, adopting concepts such as unencumbered space.

Determining the appropriate temperature is complicated and the methodology should be established by experts. ANSI and ASHRAE are the leading experts in this area. Standard 55 “...is intended for use in design, commissioning, and testing of buildings and other occupied spaces and their HVAC systems and for the evaluation of thermal environments.” Standard 55 incorporates all of the environmental factors that combine to determine the adequacy of temperature: thermal radiation, humidity, air speed, temperature, activity and clothing.

Deferring to the experts is appropriate and will provide ACI standards users with current, accurate and specific guidance. CURE acknowledges that this revision, if adopted, will make determining compliance more complicated. We respectfully suggest that the current standard is not sufficient and is not serving the field.

Federal courts have determined that subjecting inmates to temperature extremes often violates detainees’ rights under the 14<sup>th</sup> Amendment (due process) and offenders’ rights under the 8<sup>th</sup>

Amendment (cruel and unusual punishment). The following cases provide samples of court findings.

**ACA FILE No. 2016-013 (Continued)**

*Robinson v. Il. State Corr. Ctr. (Stateville)*, 890 F.Supp. 715 (N.D.Ill. 1995). The court found that an inmates' complaint that inadequate heating and cooling posed a risk to his health was actionable under § 1983. (Stateville Correctional Center, Illinois)

*Benjamin v. Fraser*, 161 F.Supp.2d 151 (S.D.N.Y. 2001). The court refused to terminate some requirements of a consent decree. The court found that temperature extremes violated due process, noting that extremes of temperature present health risks.

*Moody v. Kearney*, 380 F.Supp.2d 393 (D.Del. 2005). Inmate stated a claim for deliberate indifference to his serious medical needs and that fact issues remained as to whether a private contractor that provided medical services for the prison had a policy of not protecting vulnerable inmates from high temperatures.

*U.S. v. Terrell County, Ga.*, 457 F.Supp.2d 1359 (M.D.Ga. 2006). In a Civil Rights of Institutionalized Persons Act (CRIPA) action, the court held that the sheriff and other officials were deliberately indifferent to the jail's gross deficiencies in environmental health and safety of inmates.

*Graves v. Arpaio*, 623 F.3d 1043 (9<sup>th</sup> Cir. 2010). The district court concluded that the "Eighth Amendment requires that the temperature of the areas in which pre-trial detainees are held or housed does not threaten their health or safety."

**Name:** Charles Sullivan

**Title:** President, International-CURE

**Email:** cure@curenational.org

**COMMENTS:**

*"Non-concur. The use of ANSI and ASHRAE was previously reviewed and not accepted because the standard may keep changing making it difficult for the facility and auditors. The standards committee looked at standard for new construction with a specific range which was denied in August 2013.*

*August 2013 Revision -----Denied*

*4-4153 (New Construction Only-June 2014)*

*Indoor temperatures for living, programming, and medical areas (excluding Food Preparation areas) shall be maintained between 68 and 78 degrees Fahrenheit."*

*Comment: Air Conditioning and heating systems will be designed in accordance with standard practices and are calibrated for normal regional temperatures where the*

*facility is located. Standard as written does give auditor some subjectivity, but auditor can also check medical records and court cases to see if this was an issue”*

**ACA FILE No. 2016-013 (Continued)**

- David Haasenritter
- Assistant Deputy, Corrections Oversight
- Army Review Board Agency

**FOR ACA STAFF USE ONLY- ACA File No. 2016-013**

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

3-JDF-2D-03

**Action taken by the standards committee:**

Chair Livingston recused himself.

**Proposal Withdrawn**

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

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup>  
**Standard:** 4-4237  
**Agency/Facility:** Arkansas Department of Corrections  
**Facility Size:** N/A  
**Accredited:** Yes  
**Proposal Type:** Deletion

**Existing Standard:** Written policy, procedure, and practice provide that an inmate may waive the right to a hearing provided that the waiver is documented and reviewed by the chief executive officer of designee.

**Proposal:** Delete existing standard.

**Comments:** Delete 4-4237 and revise 4-4241 to cover both standards.

**Name:** Deborah Sherrill  
**Email:** deborah.sherrill@arkansas.gov

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2016-014**

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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 – for review by Standards Committee in Boston, August  
2016      Referred to: \_\_\_\_\_

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** 4<sup>th</sup>  
**Standard:** 4-4241  
**Agency/Facility:** Arkansas Department of Corrections  
**Facility Size:** N/A  
**Accredited:** Yes  
**Proposal Type:** Revision

**Existing Standard:** Written policy, procedure, and practice provide that inmates charged with rule violations are present at their hearings unless they waive that right in writing or through their behavior. Inmates may be excluded during the testimony of any inmate whose testimony must be given in confidence; the reasons for the inmate's absence or exclusion are documented.

**Proposal:** Written policy, procedure, and practice provide that inmates charged with rule violations are present at their hearings. Inmates may waive the right to a hearing provided that the waiver is documented in writing or through their behavior and reviewed by the chief executive officer of designee. Inmate may be excluded during the testimony of any inmate whose testimony must be given in confidence.

**Comments:** The reasons for the inmate's absence or exclusion are documented.

**Name:** Deborah Sherrill  
**Email:** deborah.sherrill@arkansas.gov

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2016-015**

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

4-ALDF-6C-08  
1-CORE-6C-04  
4-JCF-3C-08  
3-JCRF-3C-07  
3-JDF-3C-15

**Action taken by the standards committee:**

Approved      Denied      Tabled – for review by Standards Committee in Boston, August  
2016      Referred to: \_\_\_\_\_

ACA FILE No. 2016-016

**Manual:** Juvenile Probation and Aftercare Services (JPAS)

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

**Standard:** 2-7037

**Agency/Facility:** Office of Juvenile Affairs

**Facility Size:** N/A

**Accredited:** Yes

**Proposal Type:** Revision

**Existing Standard:** Written policy and procedure require that employees whose jobs involve use of force or law enforcement responsibilities, which may include power of arrest, receive a physical examination prior to job assignment. All other employees receive a medical screening prior to job assignment. Provisions exist for reexamination according to a defined need or schedule.

**Proposal:** Written policy and procedure require that employees whose jobs involve use of force or law enforcement responsibilities, which may include power of arrest, receive a physical examination prior to job assignment.

**Comments:** The Oklahoma Legislature has not been willing to fund medical screening of our Juvenile Service Field Representatives. The ACA Audit Team and the ACA Board Review members granted us discretionary compliance during our 2015 audit. All institutional staff are screened at the facility by the contract doctor. We recommend the requirement for field representatives be removed.

**Name:** Bonnie Charlene Hughes

**Title:** Policy Supervisor

**Email:** charlene.hughes@oja.ok.gov

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2016-016**

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

1-ABC-1C-13

ACI 4-4062



**Action taken by the standards committee:**

Approved      Denied      Tabled – for review by Standards Committee in Boston, August  
2016      Referred to: \_\_\_\_\_

## **Section 3**

### **Reports from Standards Committee Subcommittees**

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

Report from Restrictive Housing Standards Subcommittee

*Presenters:*

Gary Mohr, Co-Chair  
Rick Raemisch, Co-Chair

## Restrictive Housing Subcommittee - 001

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

**Edition:** Fourth

**Standard:** 4-4255

**Agency/Facility:** ACA Restrictive Housing Subcommittee

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard: (Revised August 2008):** There is a sanctioning schedule for institutional rule violations. Continuous confinement for more than 30 days requires the review and approval of the warden/superintendent or designee. Inmates held in disciplinary detention for periods exceeding 60 days are provided the same program services and privileges as inmates in administrative segregation and protective custody.

**Comment:** The time an inmate spends in disciplinary detention should be proportional to the offense committed, taking into consideration the inmate's prior conduct, specific needs, and other relevant factors.

**Protocols:** None.

**Process Indicators:** None.

**Proposal:** There is a sanctioning schedule for institutional rule violations. Continuous confinement for more than 30 days requires the review and approval of the warden/superintendent or designee. Inmates held in disciplinary detention for periods exceeding 60 days are provided the same program services and privileges as inmates in restrictive housing and protective custody.

**Comment:** The time an inmate spends in disciplinary detention should be proportional to the offense committed, taking into consideration the inmate's prior conduct, specific needs, and other relevant factors.

**Protocols:** Written policy and procedures and sanctioning schedule

**Process Indicators:** Review logs; Minutes from committee hearings and recommendations. Documentation that sanctioning schedule has been communicated to inmates. Inmate interviews and documentation of review by administrator or designee.

**COMMENTS:**

**Restrictive Housing Subcommittee-001 (continued)**

**FOR ACA STAFF USE ONLY- Restrictive Housing Subcommittee-001**

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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 – for review in Boston, August 2016** Referred to: \_\_\_\_\_

## Restrictive Housing Subcommittee - 002

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

**Edition:** Fourth

**Standard:** 4-4272

**Agency/Facility:** ACA Restrictive Housing Subcommittee

**Facility Size:** N/A

**Accredited:** N/A

**Proposal Type:** Revision

**Existing Standard: (Revised July 2012):** Written policy, procedure and practice provide that an inmate in disciplinary detention is allowed limited telephone privileges unless phone restrictions have been invoked by the warden/superintendent or designee. Restrictions would not apply to calls related specifically to access to the attorney of record.

**Comment:** None.

**Protocols:** None.

**Process Indicators:** None.

**Proposal:** Written policy, procedure and practice provide that an inmate in disciplinary detention is allowed limited telephone privileges unless phone restrictions have been invoked by the warden/superintendent or designee. Restrictions would not apply to calls related specifically to access to the attorney of record.

**Comment:** None.

**Protocols:** Written policy and procedure

**Process Indicators:** Completed log books, electronic phone system printouts, phone restrictions log book

**COMMENTS:**

**Restrictive Housing Subcommittee – 002 (continued)**

**FOR ACA STAFF USE ONLY- Restrictive Housing Subcommittee-002**

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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 – for review in Boston, August 2016** Referred to: \_\_\_\_\_