

*Standards Committee Meeting Minutes
146th Congress of Correction
Sheraton Boston Hotel – Liberty Ballroom A & B
Boston, Massachusetts
August 5, 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
Linthicum, Lannette, Texas
Lindamood, Cherry, Tennessee
Mohr, Gary, Ohio
Mora, Steve, District of Columbia
Raemisch, Rick, Colorado
Robinette, Michelle, Oklahoma
Schofield, Derrick, Tennessee
Toney, Ellyn, Louisiana
Wetzel, John, Pennsylvania

Members Absent

Perry, Gloria, Mississippi
LeBlanc, James, Louisiana
Riggin, Viola, Kansas
Hebert, Jerry, Louisiana

Staff

James A. Gondles, Jr, Executive Director
Jeffery Washington, Deputy Executive Director
Dr. Elizabeth Gondles, Healthcare Advisor to the ACA President
Michael Miskell, Correctional Health Specialist
Bridget Bayliss-Curren, Director of Standards and Accreditation
Robert Brooks, Accreditation Specialist
Adam Willhite, Accreditation Specialist
Megan Noble, Accreditation Specialist
Samuel Meyer, Accreditation Specialist
Aquilah Munir, Accreditation Specialist
Aprille Mitchell, Standard Associate

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 historical significance of the meeting, and the voting on Restrictive Housing Expected Practices. Mr. Livingston discussed the extensive work completed for the Restrictive Housing Expected Practices and reviewed the meeting agenda. A motion was made by Dean Aufderheide and was seconded to approve the January, 2016 Standards Committee Meeting Minutes from the ACA Winter Conference in New Orleans, Louisiana. The motion was approved unanimously. A motion was made by Derrick Schofield and was seconded, to approve the minutes from the ACA Standards Committee Meeting in Orlando. The motion was approved unanimously.

ACA President, Mary Livers welcomed the committee member and guests. President Livers gave thanks to the Standards Committee for supporting the accreditation process, and the invaluable work the Committee does. President Livers recognized the Restrictive Housing (RH) committee for their tremendous job, and all the work done throughout the years. President Livers congratulated Rick Raemisch and Gary Mohr for working so hard to get us to where we are today. Mary Livers gave an update on the Standards and Accreditation Assessment Project (SAAP), which is a critical review of the entire accreditation process, and what needs to be updated. President Livers discussed the new annual report, critical incident and significant incident reports. SAAP also will update the Agency Manual and Commissioner Manual, to be presented in January 2017. President Livers then gave an update on the Juvenile Standards for Use of Separation – Christine Blessinger and Tom Stickrath as co-chairs, which is on track to present to the Standards Committee in January 2017. President Livers announced that a new Restrictive Housing policy will be presented to the Policy and Resolutions Committee, and it is her hope to have policy approved by end of this conference.

ACA Executive Director James A. Gondles welcomed members of the audience, committee members and ACA staff to what is probably one of the most historic days for ACA- the day when a final disposition is made on the Restrictive Housing Expected Practices. Mr. Gondles discussed the beginning of the RH Committee, starting with the plenary sessions. He thanked Dr. Gondles and Co-chairs Rick Raemisch and Gary Mohr. Dr. Linthicum has been appointed as a Standards Committee voting member. Wendy Kelley will be chairing the Standards Committee meeting in Winter 2017. Mr. Gondles announced that Executive Director Brad Livingston has retired, commended him for his hard work and this will be the last meeting he is chairing. Mr. Gondles then announced the agenda for the conference. On Monday Morning at 8:30 is the General Session, MA Governor Charlie Baker will be speaking and the keynote speaker is David Gergen of CNN. Mr. Gondles encouraged everyone to attend the healthcare reception at 6:00 p.m. at the outdoor patio, on the 5th floor of the Sheraton, and Tuesday night is the ER Cass Banquet, where we will be honoring Mr. Odie Washington and Mr. David Haasenritter.

Executive Director Rick Raemisch, Co-Chair of Restrictive Housing Committee, thanked the Committee for the hard work. Gary Mohr, Co-Chair of Restrictive Housing Committee, recognized the members of the Ad-Hoc Committee and identified six themes in the proposed expected practices: controlling intake – severity of offense; length of stay – addresses numbers; conditions of confinement – access to programs, etc.; transition to General Population or home and step-down programs;

Staff – training component, not just officers, a diverse team; Special Populations – some are more directly impacted by Restrictive Housing.

Commission Chair, Elias Diggins recognized current commission members on the Committee and in the audience. Mr. Diggins mentioned that 176 facilities hearings were up for accreditation, 36 of which were initial audits, and 20 international audits. Mr. Diggins then reported on the 3 systemic waivers considered by the Commission this conference. NY DOC was approved unanimously, California DOC passed unanimously, and Indiana DOC passed 3-1. Mr. Diggins recognized the work of ACA and ACA staff.

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 including Aprille Mitchell, Standards Associate, as the newest member of the Standards and Accreditation Staff and this year's current Army Fellow, Sam Meyer. Mrs. Bayliss-Curren discussed the ACI 5th edition being ready for review in the fall.

Mr. Livingston discussed the timeline for the RH expected practices, and the importance of field testing. ACA is looking for at least 3 jurisdictions each for the ACI and ALDF field tests to be done during the fall. The August 2017 meeting is likely the first time the Committee will have formal feedback as result of field tests. Mr. Gondles stated that facilities are not required to follow the new expected practices - the agency can decide if they want to comply immediately or wait until after the field testing is completed. Dr. Gondles reminded the room of the change to expected practices for the ACI 5th Edition, and that the training of accreditation managers and staff is critical.

Mr. Livingston then announced how the Restrictive Housing proposal would be considered- based on the discussions the Standards Committee had in the May 2016 meeting in Orlando, FL he would take any suggestions for specific proposals to be considered individually first and then once those were voted on the committee would take the remaining proposals and vote on them as a whole. A motion was made and seconded to discuss the proposed expected practices. The following proposals were requested for individual consideration: (see proposals for any discussion)

- 4-RH-0002
- 4-RH-0007
- 4-RH-0010
- 4-RH-0011
- 4-RH-0031
- 4-RH-0032
- 4-ALDF-RH-023

Section 1

Proposals for Restrictive Housing Performance Based Standards

Restrictive Housing Committee-001

Alternative Meal Service— foods provided to comply with the medical, religious, or security requirements. Alternative meals must be designed to ensure that basic health needs are met and are provided in strict compliance with policies signed by the chief executive officer, the chief medical officer, the registered dietician, and for the religious diets, by the appropriate religious leader.

Extended Restrictive Housing— Housing that separates the offender from contact with general population while restricting an offender/inmate to his/her cell for **at least** 22 hours per day and for **more than** 30 days for the safe and secure operation of the facility.

Extended Restrictive Housing with Medical and Behavioral Health Treatment—Offenders who are placed in long term Restrictive Housing to his or her cell for **at least** 22 hours per day and for **more than** 30 days that are in need of Behavioral health treatment and services.

Multidisciplinary Services team— Provides integrated services by assessing an inmate's needs; developing an individualized plan and ensuring that services are delivered in an effective manner to assist the inmate in transition to general population or the community.

- The team may include but is not limited to a facility administrator and correctional, treatment, and programming staffs.

Multidisciplinary treatment team— provides an integrated team approach to inmate care and treatment. The members meet together to develop and provide necessary health and behavioral health care services and **individualized** treatment for inmates with particular emphasis on addressing needs during confinement in restrictive housing and step-down programs.

- The team may include psychologists, psychiatric practitioners, licensed social workers, licensed mental health counselors, registered nurses, activity therapists, and correctional staffs.

Restrictive Housing— a placement that requires an inmate to be confined to a cell at least 22 hours per day **for the safe and secure operation of the facility.**

Serious Mental Illness— Psychotic Disorders, Bipolar Disorders, and Major Depressive Disorder; any diagnosed mental disorder (excluding substance use disorders) currently associated with serious impairment in psychological, cognitive, or behavioral functioning that substantially interferes with the person's ability to meet the ordinary demands of living and requires an individualized treatment plan by a qualified mental health professional(s).

Psychological - *as relating to the mental and emotional state of an individual*

Cognitive - *as relating to cognitive **or intellectual** abilities*

Behavioral - *as relating to actions or reactions in response to external or internal stimuli that is observable and measurable*

Step-down Program— A program that includes a system of review and establishes criteria to prepare an inmate for transition to general population or the community. Individualized programs involve a coordinated, multidisciplinary team approach that includes mental health, case management, and security practitioners. Medical personnel will be part of the multidisciplinary team when inmates who have chronic care or other significant medical accommodation needs participate in this program.

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

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: _____

Section 1: Adult Correctional Institution Proposed
Expected Practices

Section 2: Adult Local Detention Facility Proposed
Expected Practices

Manual: Adult Correctional Institutions (ACI)
Edition: Fourth
Standard: 4-RH-0001
Agency/Facility: ACA Restrictive Housing Committee
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Proposal: Written policy, procedure and practice provide that the placement of an inmate in restrictive housing shall be limited to those circumstances that pose a direct threat to the safety of persons or a clear threat to the safe and secure operations of the facility. The policy governing the placement of an inmate in restrictive housing shall include:

- The relationship between the threat the inmates poses and the behaviors articulated in the policy.
- The impact that restrictive housing may have on medical and mental health conditions exhibited by the inmate and the possible alternatives that may be available to compensate for such conditions.
- A description of alternatives that may be available to safely deal with the threat posed by the inmate other than restricted housing.

Comment: Offenders who pose a threat to staff, other inmates, or themselves may be removed from the general population for the safety and security of the institution. An official review must occur within **24** hours.

Process Indicators: Specific paperwork documenting review and approval/disapproval of placement or removal. Documentation showing review within **24** hours by the appropriate authority.

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

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: _____

Restrictive Housing Committee-003

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4250

Existing Standard: The warden/superintendent or shift supervisor can order immediate segregation when it is necessary to protect the inmate or others. The action is reviewed within 72 hours by the appropriate authority.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0002 (Ref: 4-4250)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that the warden/superintendent, authorized designee or shift supervisor can order immediate removal from general population when it is necessary to protect the inmate or others. The action will be approved, denied, or modified within 24 hours by an appropriate and higher authority who is not involved in the initial placement.

Comment: Inmates who pose a threat to staff, other inmates, or themselves may be removed from general population for the safety and security of the institution. Those reviewing an inmates' removal from general population are not to be involved in the initial removal of the inmate to maintain impartiality.

Protocols: Written policy and procedure.

Process Indicators: Specific paperwork documenting review and approval/disapproval of placement or removal, incident reports. Order of Detention signed by Warden/Superintendent or Shift Supervisor. Documentation showing review within 24 hours by appointed authority not involved.

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

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

None.

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Committee members discussed changing to 72 hours and the review to someone who was not involved in initial placement decision, but decided to approve proposal as written with intent to look closely at result of field test regarding this standard.

Restrictive Housing Committee-004

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4249

Existing Standard: When special management housing units exist, written policy and procedure govern their operation for the supervision of inmates under administrative status, protective custody, and disciplinary detention.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0003 (Ref: 4-4249)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: When restrictive housing units exist, written policy and procedure govern their operation .

Comment: None.

Protocols: Written policy and procedure, Post Orders, unit log book(s).

Process Indicators: Physical/electronic case notes, inmate files, logs for Multi-disciplinary treatment team, Mental Health & Medical visits. Inmate records and restrictive housing log.

FOR ACA STAFF USE ONLY- ACA File No. RH-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: _____

Restrictive Housing Committee-005

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4140

Existing Standard: **Special Management** housing units provide living conditions that approximate those of the general inmate population; all exceptions are clearly documented. Segregation cells/rooms permit the inmates assigned to them to converse with and be observed by staff members.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0004 (Ref: 4-4140)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Restrictive housing units provide living conditions that approximate those of the general inmate population; all exceptions are clearly documented. Restrictive housing cells permit the inmates assigned to them to converse with and be observed by staff members. Space is available either inside the restrictive housing unit or external to the unit for treatment staff consultation with restrictive housing inmates.

Comment: None.

Protocols: Written policy and procedure, restrictive housing policy; post orders.

Process Indicators: Observation. Inmate interviews. Sign in log for restrictive housing unit. Blueprints. Documentation of exceptions.

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

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

None.

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4155

Existing Standard: **Special Management Housing** units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for segregation units are as follows:

- Group yard modules: 330-square feet of unencumbered space can accommodate two inmates. For each additional 150-square feet of unencumbered space, an additional inmate may use the exercise area simultaneously. (Formula: for each 150-square feet of unencumbered space exceeding the base requirement of 180-square feet for the first inmate, equals the maximum number of inmates who may use the recreation area space simultaneously). No more than five inmates are to use a group module at one time.
- Individual yard modules: 180-square feet of unencumbered space. In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be available to the inmates who desire to take advantage of their authorized exercise time.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0005 (Ref: 4-4155)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Restrictive housing units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for restrictive housing units are as follows:

- Group yard modules: 330-square feet of unencumbered space can accommodate two inmates. For each Additional 150-square feet of unencumbered space, an Additional inmate may use the exercise area simultaneously. (Formula: for each 150-square feet of unencumbered space exceeding the base requirement of 180-square feet for the first inmate, equals the maximum number of inmates who may use the recreation area space simultaneously). No more than five inmates are to use a group module at one time.
- Individual yard modules: 180-square feet of unencumbered space. In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be available to the inmates who desire to take advantage of their authorized exercise time.

Comment: None.

Protocols: None.

Process Indicators: Observation. Measurement. Facility logs and activity records. Total square footage of areas mentioned, population of unit, square feet per inmate. Observations and photographs

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

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

None.

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Restrictive Housing Committee-007

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4141

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

Comment: **Special Management** inmates are confined in cells/rooms for more extended periods during the day. Therefore the cell/room must provide additional space for in-cell activity.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0006 (Ref: 4-4141)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

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

Comment: None.

Protocols: Written policy and procedure, facility plans /specifications

Process Indicators: Measurement. Observation. Inmate interviews. Total square footage, number of encumbered square feet; number of unencumbered square fee per inmate and number of inmates housed in unit

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

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

None.

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4252

Existing Standard: Written policy, procedure, and practice provide that an inmate is placed in disciplinary detention for a rule violation only after a hearing by the disciplinary committee or hearing examiner.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0007 (Ref: 4-4252)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide any time served in pre hearing detention is to be credited to the determinant restrictive housing sanction.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Inmate files, conduct reports on rule violations, dispositional records of disciplinary committee or hearing examiner. Disciplinary action, Disciplinary records.

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

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

None.

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Committee members discussed changing the proposal so that time served in pre-hearing detention is considered to be credited, but not required to be credited. They decided to look to the rest of the criminal justice system as an example, and approved the proposal as written.

Restrictive Housing Committee-009

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4253

Existing Standard: Written policy, procedure, and practice provide for a review of the status of inmates in administrative **status** and protective custody by the classification committee or other authorized staff group every seven days for the first two months and at least every 30 days thereafter.

Comment: A hearing should be held to review the status of any inmate who spends more than seven continuous days in administrative **status** and protective custody to determine whether the reasons for the placement still exist.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0008 (Ref: 4-4253)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide for a review of the status of inmates in restrictive housing by the classification committee or other authorized staff every seven days for the first 60 days and at least every 30 days thereafter.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Inmate files, review records, dispositional records of disciplinary committee or hearing examiner. Documentation of review and outcomes.

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

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: _____

Restrictive Housing Committee-010

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4254

Existing Standard: Written policy, procedure, and practice specify the review process used to release an inmate from administrative status and protective custody.

Comment: An inmate should be released by action of the appropriate authority.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0009 (Ref: 4-4254)

Agency/Facility : ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice specify the review process used to release an inmate from restrictive housing.

Comment: An inmate should be released by action of the appropriate authority.

Protocols: Written policy and procedure.

Process Indicators: Release documentation, indication step-down option if applicable. Inmate unit record showing housed more than 30 days.

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

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: Fourth

Standard: 4-4256

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

Comment: Inmates whose movements are restricted in segregation units may develop symptoms of acute anxiety or other mental problems; regular psychological assessment is necessary to ensure the mental health of any inmate confined in such a unit beyond 30 days.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0010 (Ref: 4-4256)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that a mental health practitioner/provider completes a mental health appraisal and prepares a written report on all inmates placed in restrictive housing within 7 days of placement. If confinement continues beyond 30 days, a behavioral health assessment by a mental health practitioner/provider is completed at least every 30 days for offenders with a diagnosed behavioral health disorder and more frequently if clinically indicated. For offenders without a behavioral health disorder, an assessment is completed every 90 days and more frequently if clinically indicated. The evaluation will be conducted in a confidential area.

The mental health appraisal form should include at a minimum, but is not limited to:

Inquiry into:

- *whether the offender has a present suicide ideation*
- *whether the offender has a history of suicidal behavior*
- *whether the offender is presently prescribed psychotropic medication*
- *whether the offender has a current mental health complaint*
- *whether the offender is being treated for mental health problems*
- *whether the offender has a history of inpatient and outpatient psychiatric treatment*
- *whether the offender has a history of treatment for substance abuse*

Observation of:

- *general appearance and behavior*
- *evidence of abuse and/or trauma*
- *current symptoms of psychosis, depression, anxiety, and/or aggression*

Disposition of offender:

- *no mental health referral*
- *referral to mental health care service*
- *referral to appropriate mental health care service for emergency treatment*

Comment: Inmates whose movements are restricted in restrictive housing units may develop symptoms of acute anxiety or other mental problems; regular psychological assessment is necessary to ensure the behavioral health of any inmate confined in such a unit beyond 30 days.

Protocols: Policy and procedures; standardized (behavioral health) reporting form

Process Indicators: Established and complete standardized behavioral health form (restrictive housing mental health (RHMH) evaluation form - complete and current for the required period). Inmate health records, unit logs, behavioral health review documentation within 7 days, and behavioral health review documentation after 30 days. Observation and interviews

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

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

None.

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Committee members discussed concerns over how staff-intensive this proposal is going to be. Proposal passed as written, with special attention to be given during the field tests for this standard.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4257

Existing Standard: (Revised August 2011) Written policy, procedure, and practice require that all special management inmates are personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation; suicidal inmates are under continuing or continuous observation.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0011 (Ref: 4-4257)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice require that all restrictive housing inmates are personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior or self-harm receive more frequent observation; suicidal inmates are under continuous observation. Observation shall be documented on a log. A qualified mental health professional will determine the type of observation (minimal to constant).

Comment: An inmate companion program for use in the observation process is acceptable provided that the inmate companion is trained and monitored and is not a replacement for observation by staff.

Protocols: Written policy and procedure and post orders.

Process Indicators: Staff plans/logs. Review sheets; observation forms. Unit record/log documenting cell checks.

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

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: _____

Restrictive Housing Committee-013

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4258

Existing Standard: Written policy, procedure, and practice provide that inmates in **special management housing** receive daily visits from the senior correctional supervisor in charge, daily visits from a qualified health care official (unless medical attention is needed more frequently), and visits from members of the program staff upon request.

Comment: Because they are restricted from normal movement within the institution, it is imperative that inmates in **special management housing** are visited regularly by key staff members who can ensure that their health and well-being are maintained.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0012 (Ref: 4-4258)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that inmates in restrictive housing receive daily visits from the senior correctional supervisor in charge, daily health care rounds from a qualified health care professional (unless medical attention is needed more frequently), and visits from members of the program staff at least weekly.

Comment: Because they are restricted from normal movement within the institution, it is imperative that inmates in restrictive housing are visited regularly by key staff members who can ensure that their health and well-being are maintained.

Protocols: Written policy and procedure

Process Indicators: Log Documenting Daily rounds. Documentation of Senior Correctional staff visits and health care visits. Inmate interviews and completed unit log documenting visit for senior staff

FOR ACA STAFF USE ONLY- ACA File No. RH-013

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: _____

Restrictive Housing Committee-014

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4259

Existing Standard: Written policy and procedure govern the selection criteria, supervision, and rotation of staff who work directly with inmates in **special management housing** on a regular and daily basis.

Comment: Procedures should be established to supervise and evaluate the on-the-job performance of all staff who work with inmates in segregation, and there should be administrative procedures for promptly removing ineffective staff. Officers assigned to these positions should have completed their probationary period. The need for rotation should be based on the intensity of the assignment.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0013 (Ref: 4-4259)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy and procedure govern the selection criteria, specialized training, supervision, and rotation of staff who work directly with inmates in restrictive housing on a regular and daily basis.

Comment: Specialized training **should include but not be limited to Crisis Intervention Training, Stress Management and Correctional Behavioral Health Certification.**

Protocols: Policy and Procedure.

Process Indicators: Staff Roster and training records of staff assigned to the unit.

FOR ACA STAFF USE ONLY- ACA File No. RH-014

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: _____

Restrictive Housing Committee-015

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4260

Existing Standard: Written policy, procedure, and practice provide that staff operating **special management housing** units maintain a permanent log.

Comment: The log should contain the following information for each inmate admitted to segregation: name, number, housing location, date admitted, type of infraction or reason for admission, tentative release date, and special medical or psychiatric problems or needs. The log also should be used to record all visits by officials who inspect the units or counsel the inmates, all unusual inmate behavior, and all releases.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0014 (Ref: 4-4260)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that staff operating restrictive housing units maintain a permanent log and logs are reviewed monthly by the warden and health authority **or designee**.

Comment: The log should contain the following information for each inmate admitted to restrictive housing: name, number, housing location, date admitted, type of infraction or reason for admission, tentative release date, and special medical or behavioral health problems or needs. The log also should be used to record all visits by officials who inspect the units or counsel the inmates, all unusual inmate behavior, and all releases.

Protocols: Written policy and procedure.

Process Indicators: Logs reviewed by Warden, Health authority or designee.

FOR ACA STAFF USE ONLY- ACA File No. RH-015

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: Fourth

Standard: 4-4261

Existing Standard: Written policy, procedure, and practice provide that all inmates in **special management housing** are provided prescribed medication, clothing that is not degrading and access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate(s) will destroy an item or induce self-injury.

Comment: Inmates in **special management housing** should be provided basic items needed for personal hygiene as well as items such as eyeglasses and writing materials. Clothing should be that of the general population unless an adjustment is necessary for self-protection, such as removal of a belt to prevent a suicide attempt, and any clothing adjustment should be justified in writing by an appropriate official. If a supervisor judges that there is imminent danger that an inmate will destroy an item or use it to induce self-injury, the inmate may be deprived of the item; in such cases, every effort should be made to supply a substitute for the item or to permit the inmate to use the item under supervision of an officer.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0015 (Ref: 4-4261)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that all inmates in restrictive housing are provided medication as prescribed.

Comment: None.

Protocols: Written policy and procedure, property and service logs.

Process Indicators: medication administration records, doctor's orders, MAR is filled out; timeliness of medication.

FOR ACA STAFF USE ONLY- ACA File No. RH-016

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: _____

Restrictive Housing Committee-017

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0016 (Ref: 4-4261)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that all inmates in restrictive housing are provided suitable clothing, and access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate(s) will destroy an item or induce self-injury.

Comment: Inmates in restrictive housing should be provided basic items needed for personal hygiene as well as items such as eyeglasses and writing materials. Clothing should be that of the general population unless an adjustment is necessary for self-protection, such as removal of a belt to prevent a suicide attempt, and any clothing adjustment should be justified in writing by an appropriate official. If a supervisor judges that there is imminent danger that an inmate will destroy an item or use it to induce self-injury, the inmate may be deprived of the item; in such cases, every effort should be made to supply a substitute for the item or to permit the inmate to use the item under supervision of an officer.

Protocols: Written policy and procedure, property and service logs

Process Indicators: Complete property/service logs, cell inspection documentation.

FOR ACA STAFF USE ONLY- ACA File No. RH-017

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: _____

Restrictive Housing Committee-018

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4262

Existing Standard: Written policy, procedure, and practice provide that inmates in special management housing have the opportunity to shave and shower at least three times per week.

Comment: Inmates in special management should have the opportunity to maintain an acceptable level of personal hygiene unless these procedures cause an undue security hazard. If conditions permit, the inmates should be able to shower daily.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0017 (Ref: 4-4262)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that inmates in restrictive housing have the opportunity to shave and shower at least three times per week. In instances where inmates are not allowed to shave or shower, these instances must be documented and reviewed by the senior correctional supervisor in charge.

Comment: Inmates in restrictive housing should have the opportunity to maintain an acceptable level of personal hygiene unless these procedures cause an undue security hazard. If conditions permit, the inmates should be able to shower daily. Issued personal hygiene equipment should be controlled and accounted for.

Protocols: Written policy and procedure.

Process Indicators: Documentation of deviation from standard requirements, inventory reports, issue logs, daily shift logs, building schedules.

FOR ACA STAFF USE ONLY- ACA File No. RH-018

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: _____

Restrictive Housing Committee-019

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4263

Existing Standard: Written policy, procedure, and practice provide that inmates in special management receive laundry, barbering, and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. Exceptions are permitted only when found necessary by the senior officer on duty; any exception is recorded in the unit log and justified in writing.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0018 (Ref: 4-4263)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that inmates in restrictive housing receive laundry and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. Exceptions are permitted only when found necessary by the senior officer on duty; any exception is recorded in the unit log and justified in writing.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Unit log, unit schedule, and documentation of exceptions signed by senior officer.

FOR ACA STAFF USE ONLY- ACA File No. RH-019

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: Fourth

Standard: 4-4264

Existing Standard: Alternative meal service may be provided to an inmate in special management housing who uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates. Alternative meal service is on an individual basis, is based on health or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of the warden/superintendent, or designee and responsible health authority, or designee. The substitution period shall not exceed seven days.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0019 (Ref: 4-4264)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Alternative meal service may be provided to an inmate in restrictive housing who uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates. Alternative meal service is on an individual basis, is based on health or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of the warden/superintendent, or designee and facility health care authority or designee. The substitution period shall not exceed seven days unless it is extended with the review of the authorizing administrator and the approval of the health care practitioner

***Note:** See definition with amendment for “Alternative Meal Service”

Comment: Health assessment/evaluation should be done within 7 days to ensure that the inmate is not malnourished

Protocols: Written policy and procedure, unit log (basic nutritional requirements- Documentation signed off by a registered dietician or licensed nutritionist).

Process Indicators: Completed unit log.

FOR ACA STAFF USE ONLY- ACA File No. RH-020

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: _____

Restrictive Housing Committee-021

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4265

Existing Standard: Written policy, procedure, and practice provide that whenever an inmate in **special management housing** is deprived of any usually authorized item or activity a report of the action is filed in the inmate's case record and forwarded to the chief security officer.

Comment: The report should identify the inmate, item or activity deprived of, and the reasons for the action. The report should be forwarded to the chief security officer as soon as possible; approval for removing all of an inmate's personal items should be obtained in advance from the warden/superintendent or designee. No items or activity should be withheld for the purpose of punishment or for longer than necessary to ensure the safety and well-being of the inmate and others.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0020 (Ref: 4-4265)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that whenever an inmate in restrictive housing is deprived of any usually authorized item or activity; a report of the action is filed in the inmate's case record and forwarded to the chief security officer.

Comment: The report should identify the inmate, item or activity deprived of, and the reasons for the action. The report should be forwarded to the chief security officer as soon as possible; approval for removing all of an inmate's personal items should be obtained in advance from the warden/superintendent or designee. No items or activity should be withheld for the purpose of punishment or for longer than necessary to ensure the safety and well-being of the inmate and others.

Protocols: Written policy and procedure.

Process Indicators: Documented report of action and inmate record.

FOR ACA STAFF USE ONLY- ACA File No. RH-021

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: _____

Restrictive Housing Committee-022

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4266

Existing Standard: Written policy, procedure, and practice provide that inmates in special management housing can write and receive letters on the same basis as inmates in the general population.

Comment: Letters should be delivered promptly. Any item rejected consistent with policy and procedure should be returned to sender, and the inmate should be advised of the reason for rejection.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0021 (Ref: 4-4266)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that inmates in restrictive housing can write and receive letters on the same basis as inmates in the general population.

Comment: Letters should be delivered promptly. Any item rejected consistent with policy and procedure should be returned to sender, and the inmate should be advised of the reason for rejection.

Protocols: Written policies and procedures.

Process Indicators: Documents maintained for any instance of exceptions.

FOR ACA STAFF USE ONLY- ACA File No. RH-022

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: _____

Restrictive Housing Committee-023

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4267

Existing Standard: Written policy, procedure, and practice provide that inmates in special management have opportunities for visitation unless there are substantial reasons for withholding such privileges.

Comment: Every effort should be made to notify approved visitors of any restrictions on visiting; if time allows, the burden of this notification may be placed on the inmate.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0022 (Ref: 4-4267)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that inmates in restrictive housing have opportunities for visitation unless there are substantial documented reasons for withholding such privileges.

Comment: Every effort should be made to notify approved visitors of any restrictions on visiting; if time allows, the burden of this notification may be placed on the inmate.

Protocols: Written policy and procedures.

Process Indicators: Documentation of visitation denial and visiting log.

FOR ACA STAFF USE ONLY- ACA File No. RH-023

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: _____

Restrictive Housing Committee-024

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4268

Existing Standard: Written policy, procedure, and practice provide that inmates in special management housing have access to legal materials.

Comment: To ensure legal rights, inmates in special management housing should have access to both personal legal materials and available legal reference materials. Reasonable arrangements should be made to assist the inmates meeting court deadlines.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0023 (Ref: 4-4268)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that inmates in restrictive housing have access to legal materials.

Comment: To ensure legal rights, inmates in restrictive housing should have access to both personal legal materials and available legal reference materials. Reasonable arrangements should be made to assist the inmates meeting court deadlines.

Protocols: Written policy and procedure.

Process Indicators: Logbook of legal material usage and direct observation.

FOR ACA STAFF USE ONLY- ACA File No. RH-024

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: _____

Restrictive Housing Committee-025

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4269

Existing Standard: Written policy, procedure, and practice provide that inmates in special management have access to reading materials.

Comment: Inmates in special management housing should be provided a sufficient quantity of reading materials and have an opportunity to borrow reading materials from the institution's library.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0024 (Ref: 4-4269)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that inmates in restrictive housing have access to reading materials.

Comment: Inmates in restrictive housing should be provided a sufficient quantity of reading materials and have an opportunity to borrow reading materials from the institution's library.

Protocols: Written policy and procedure.

Process Indicators: Logbook for reading material usage.

FOR ACA STAFF USE ONLY- ACA File No. RH-025

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: Fourth

Standard: 4-4270

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

Comment: Inmates in special management housing should be provided with the opportunity to exercise in an area designated for this purpose, with opportunities to exercise outdoors, weather permitting, unless security or safety considerations dictate otherwise. A written record should be kept of each inmate's participation in the exercise program. Reasons for imposition of constraints should be documented.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0025 (Ref: 4-4270)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

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

Comment: Inmates in restrictive housing should be provided with the opportunity to exercise in an area designated for this purpose, with opportunities to exercise outdoors, weather permitting, unless security or safety considerations dictate otherwise. A written record should be kept of each inmate's participation in the exercise program. Reasons for imposition of constraints should be documented.

Protocols: Written policy and procedure.

Process Indicators: Recreation logbook. Documentation of denial.

FOR ACA STAFF USE ONLY- ACA File No. RH-026

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: _____

Restrictive Housing Committee-027

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4271

Existing Standard: (Revised August 2005) Written policy, procedure, and practice provide that inmates in administrative status and protective custody are allowed telephone privileges.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0026 (Ref: 4-4271)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that inmates in restrictive housing are allowed at minimum telephone privileges to access the judicial process and family emergencies as determined by the facility administrator or designee unless security or safety considerations dictate otherwise.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Phone log. Documentation of denial.

FOR ACA STAFF USE ONLY- ACA File No. RH-027

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: Fourth

Standard: 4-4273

Existing Standard: Written policy, procedure, and practice provide that inmates in administrative **status** and protective custody have access to programs and services that include, but are not limited to, the following: educational services, commissary services, library services, social services, counseling services, religious guidance, and recreational programs.

Comment: Although services and programs cannot be identical to those provided to the general population, there should be no major differences for reasons other than danger to life, health, or safety. Inmates in administrative status and protective custody should have the opportunity to receive treatment from professionals such as social workers, psychologists, counselors, and psychiatrists. The standard applies to inmates held in disciplinary detention for more than 60 days.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0027 (Ref: 4-4273)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that inmates in **extended** restrictive housing have access to programs and services that include, but are not limited to the following: educational services, commissary services, library services, social services, behavioral health and treatment services, religious guidance, and recreational programs.

Comment: Although services and programs cannot be identical to those provided to the general population, there should be no major differences for reasons other than danger to life, health, or safety.

Protocols: Written policy and procedure.

Process Indicators: Program listings with descriptions; Program and Extended Restrictive Housing Rosters ; Sign in Logs; Unit logs; Commissary receipts.

FOR ACA STAFF USE ONLY- ACA File No. RH-028

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: Fourth

Standard: 4-4288

Existing Standard: (Revised August 2013): Written policy, procedure, and practice provide that new inmates receive written orientation materials and/or translations in their own language. These materials may also be provided electronically, but inmates in special management housing must be provided the information in a written format so that their access to the information is not impeded by their custody status. When a literacy problem exists, a staff member assists the inmate in understanding the material. Completion of orientation is documented by a statement signed and dated by the inmate.

Comment: Orientation should include formal classes, distribution of written materials about the institution's programs, rules, and regulations, and discussion. Orientation should also be used to observe inmate behavior and to identify special problems. The use of electronic kiosks should implement strategies to allow access to information by general population inmates without interference by facility staff without a valid security-related reason. Inmates who are unable to read and write should be assisted through case management services provided by the facility.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0028 (Ref: 4-4288)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that new inmates assigned directly to restrictive housing receive written orientation materials and/or translations in their own language. When a literacy problem exists, a staff member assists the inmate in understanding the material. Completion of orientation is documented by a statement signed and dated by the inmate.

Comment: Orientation should include written materials about the institution's programs, rules, and regulations, and discussion. Orientation should also be used to observe inmate behavior and to identify special problems. Inmates who are unable to read and write should be assisted through case management services provided by the facility.

Protocols: Written policy and procedure.

Process Indicators: Signed receipts, logs, intake records, and inmate interviews.

FOR ACA STAFF USE ONLY- ACA File No. RH-029

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: Fourth

Standard: 4-4400

Existing Standard: (MANDATORY) When an offender is transferred to special management housing, health care staff will be informed immediately and will provide a screening and review as indicated by the protocols established by the health authority. Unless medical attention is needed more frequently, each offender in special management housing receives a daily visit from a qualified health care professional. The visit ensures that offenders have access to the health care system. The presence of a health care provider in special management housing is announced and recorded. The frequency of physician visits to special management housing is determined by the health authority.

Comment: Health care providers' visits are intended to be screening rounds and are not meant to be clinical encounters. Those offenders who request sick call are evaluated by a health care provider who determines the appropriate setting for further medical attention and examination. Health care providers may request that an offender be removed from a cell or housing area for medical attention or examination. All sick encounters are documented in the offender's health record.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0029 (Ref: 4-4400)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposed Standard: (MANDATORY)

When an offender is transferred to restrictive housing, health care personnel will be informed immediately and will provide a screening and review as indicated by the protocols established by the health authority.

If the results of the inmate screening indicates the inmate is at imminent risk for serious self harm, suicide, exhibits debilitating symptoms of a SMI, or requires emergency medical care, a health care professional shall be contacted for appropriate assessment and treatment.

Unless medical attention is needed more frequently, each offender in restrictive housing receives a daily visit from health care personnel to ensure that offenders have access to the health care system. The presence of health care personnel in restrictive housing is announced and recorded. The health authority determines the frequency of physician visits to restrictive housing units.

Unless mental health attention is needed more frequently, each offender in restrictive housing shall receive a weekly visit from mental health staff to ensure that offenders have access to the behavioral health system. The presence of a mental health staff in restrictive housing is announced and recorded. The mental health authority determines the frequency of mental health professionals to restrictive housing units.

Comment: The assessment and treatment may require diversion from restrictive housing as determined by a health care professional. Health care personnel' and mental health staff' visits are intended to be screening rounds and are not meant to be clinical encounters. Those offenders who request sick call are evaluated by health care personnel who determine the appropriate setting for further attention and examination. Health care providers may request that an offender be removed from a cell or housing area for medical attention or examination. All sick call encounters are documented in the offender's health record.

Protocols: Policies and procedures, unit logs, sign in and sign out sheets, cell check logs.

Process Indicators: Logs, observation, and healthcare staff schedule.

FOR ACA STAFF USE ONLY- ACA File No. RH-030

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: _____

Restrictive Housing Committee-031

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0030 (Ref: New)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure and practice require that the agency will attempt to ensure offenders are not released directly into the community from restrictive housing. In the event that the release of an offender directly from restrictive housing into the community is imminent, the facility will document the justification and receive agency level or designee approval (does not apply to immediate court order release).

In addition to required release procedures (see 4-4446) the following must be taken at a minimum

- Development of a release plan that is tailored to specific needs of the offender (does not apply to immediate court order release)
- Notification of release to state and local law enforcement
- Notify releasing offender of applicable community resources
- Victim Notification (if applicable/there is a victim)

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Documentation of release and approval. Release plan. Documentation of notification.

FOR ACA STAFF USE ONLY- ACA File No. RH-031

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: _____

Restrictive Housing Committee-032

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0031 (Ref: New)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: The agency will not place a person with serious mental illness in extended restrictive housing.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Placement assessment form; review forms, logs and medical records.

FOR ACA STAFF USE ONLY- ACA File No. RH-032

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

None.

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Committee members discussed if there should be a similar expected practice for the ALDF, and the need to raise the bar with the ALDF proposals. Motion was made and seconded to create an ALDF expected practice.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0032 (Ref: New)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice require that step down programs are offered to **extended restrictive housing** inmates to facilitate the reintegration of the inmate into general population or the community. These programs shall include, at a minimum, the following:

- Pre-screening evaluation
- Monthly evaluations using a multidisciplinary approach to determine the inmate's compliance with program requirements
- **Subject to monthly evaluations;**
 - Gradually increasing out-of-cell time
 - Gradually increasing group interaction
 - Gradually increasing education and programming opportunities
 - Gradually increasing privileges
- A step-down transition compliance review
- Post Screening Evaluation

**See definition for multidisciplinary services team and multidisciplinary treatment teams*

****Definition of Step-Down Program:** A program that includes a system of review and establishes criteria to prepare an inmate for transition to general population or the community. Individualized programs involve a coordinated, multidisciplinary team approach that includes mental health, case management, and security practitioners. Medical personnel will be part of the multidisciplinary team when inmates who have chronic care or other significant medical accommodation needs participate in this program.

Comment: None.

Protocols: Written policy and procedure, individualized treatment plan, step-down compliance review form.

Process Indicators: Pre-screening evaluation, multidisciplinary classification/case notes, completed step-down compliance review forms. Logs and completed **monthly** evaluations.

FOR ACA STAFF USE ONLY- ACA File No. RH-033

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: _____

Some committee members argued that this expected practice would be too burdensome on facilities, and it was pointed out that this expected practice says step-down programs are to be offered, not that they are mandatory for every inmate leaving Restrictive Housing. Approved as written.

Restrictive Housing Committee-034

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0033 (Ref: New)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Female inmates determined to be pregnant will not be housed in **Extended** Restrictive Housing.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Interviews with inmates/staff, logs and observation.

FOR ACA STAFF USE ONLY- ACA File No. RH-034

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: _____

Restrictive Housing Committee-035

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0034 (Ref: New)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Confinement of offenders under the age of 18 years of age in Extended Restrictive Housing is prohibited.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Interviews with inmates/staff, logs, housing assignments; Observation.

FOR ACA STAFF USE ONLY- ACA File No. RH-035

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: _____

Restrictive Housing Committee-036

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-RH-0035 (Ref: New)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: An inmate will not be placed in Restrictive Housing on the basis of Gender Identity alone.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Interviews with inmates/staff, Observation and housing assignments.

FOR ACA STAFF USE ONLY- ACA File No. RH-036

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: _____

Restrictive Housing Expected Practices

*Performance-Based Expected Practices for
Adult Local Detention Facilities, 4th Edition
(2004)*

Manual: Adult Local Detention Facilities
Edition: Fourth
Standard: 4-ALDF-RH-001 (Ref: New)
Agency/Facility: ACA Restrictive Housing Committee
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Proposal: Written policy, procedure, and practice exist that provide for placement in restrictive housing only for behaviors which pose a direct threat to the safety of persons, or a clear threat to the safe and secure operations of the facility. The policy and procedure will dictate the process and considerations that will be used in determining placement in restrictive housing to include:

- The level of threat of the individual in relationship to the behaviors outlined in the policy.
- The input of medical and mental health practitioners/providers regarding the impact of restrictive housing on individuals.
- Sanctions other than restrictive housing that is adequate to address the behavior and maintain a safe environment.

Comment: Offenders who pose a threat to staff, other inmates, or themselves may be removed from the general population for the safety and security of the institution. An official review must occur within **24** hours.

Process Indicators: Specific paperwork documenting review and approval/disapproval of placement or removal. Documentation showing review.

FOR ACA STAFF USE ONLY- ACA File No. RH-037

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: _____

Restrictive Housing Committee-038

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-44

Existing Standard: The facility administrator or designee can order immediate placement in special management housing when it is necessary to protect the inmate or others. The action is reviewed within 72 hours by the appropriate authority.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Documentation of review within 72 hours. Facility records. Inmate records.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-002 (Ref: 4-ALDF-2A-44)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: The facility administrator or designee can order immediate placement in restrictive housing when it is necessary to protect the inmate or others. The action will be approved, denied, or modified within 24 hours by an appropriate and higher authority who is not involved in the initial placement.

Comment: None.

Protocols: Written policy and procedure

Process Indicators: Documentation of review within 24 hours. Facility records. Inmate records.

FOR ACA STAFF USE ONLY- ACA File No. RH-038

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 Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-45

Existing Standard: (MANDATORY): When an inmate is transferred to special management housing, health care personnel are informed immediately and provide assessment and review as indicated by the protocols established by the health authority. Unless medical attention is needed more frequently, each inmate in special management housing receives a daily visit from a health care provider. The presence of a health care provider in special management housing is announced and recorded. The health authority determines the frequency of physician visits to segregation units.

Comment: Health care provider's visits are intended to be screening rounds and are not meant to be clinical encounters. The visit ensures that inmates have access to the health care system. The health care provider determines the appropriate setting for further medical attention or examination and may request an inmate's removal from a cell or housing area to a clinical environment.

Protocols: Written policy and procedure.

Process Indicators: Health records. Segregation logs. Duty assignment roster for health care providers. Observation. Interviews.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-003 (Ref: 4-ALDF-2A-45)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: (MANDATORY): When an inmate is transferred to restrictive housing, health care personnel are informed immediately and provide screening and review of medical and mental health risks factors as indicated by the protocols established by the health authority. Unless medical attention is needed more frequently, each inmate in restrictive housing receives a daily visit from a qualified health care provider. The presence of a health care provider in restrictive housing is announced and recorded. The health authority determines the frequency of physician visits to restrictive housing units.

Comment: Health care provider's visits are intended to be screening rounds and are not meant to be clinical encounters. The visit ensures that inmates have access to the health care system. The health care provider determines the appropriate setting for further medical attention or examination and may request an inmate's removal from a cell or housing area to a clinical environment.

Protocols: Written policy and procedure

Process Indicators: Health records. Restrictive Housing logs. Duty assignment roster for health care providers. Observation. Interviews.

FOR ACA STAFF USE ONLY- ACA File No. RH-039

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: _____

Restrictive Housing Committee-040

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-48

Existing Standard: The status of inmates in administrative **status** and protective custody is reviewed every seven days for the first two months and at least every 30 days thereafter.

Comment: None.

Protocols: Written policy and procedure. Review process.

Process Indicators: Documentation of review process and outcomes.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-004 (Ref: 4-ALDF-2A-48)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: The purpose for placement of inmates in restrictive housing is reviewed by a supervisor every seven days for the first 60 days and at least every 30 days thereafter.

Comment: None.

Protocols: Written policy and procedure. Review process.

Process Indicators: Documentation of review process and outcomes.

FOR ACA STAFF USE ONLY- ACA File No. RH-040

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: _____

Restrictive Housing Committee-041

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-49

Existing Standard: There is a review process used to release an inmate from administrative status or protective custody.

Comment: None.

Protocols: Written policy and procedure. Review process.

Process Indicators: Documentation of review process and outcomes.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-005 (Ref: 4-ALDF-2A-49)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: There is a review process used to transfer an inmate from restrictive housing.

Comment: None.

Protocols: Written policy and procedure. Review process.

Process Indicators: Documentation of review process and outcomes.

FOR ACA STAFF USE ONLY- ACA File No. RH-041

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 Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-51

Existing Standard: Special management housing units provide living conditions that approximate those of the general inmate population. All exceptions are clearly documented. Special management housing cells/rooms permit the inmates assigned to them to converse with and be observed by staff members. Cells/rooms used for Special management housing are single occupancy and encompass at least 70 square feet of floor area of which 35 square feet is unencumbered.

Comment: None.

Protocols: Written policy and procedure. Facility plans and specifications.

Process Indicators: Observation. Measurement. Inmate interviews.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-006 (Ref: 4-ALDF-2A-51)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Restrictive housing units provide living conditions that approximate those of the general inmate population. All exceptions are clearly documented. Restrictive housing cells/rooms permit the inmates assigned to them to converse with and be observed by staff members. All cells/rooms in restrictive housing provide a minimum of 70 square feet, and shall provide 35 square feet of unencumbered space for the first occupant and 25 square feet of unencumbered space for each additional occupant.

Comment: None.

Protocols: Written policy and procedure. Restrictive Housing log book. Unit schedule.

Process Indicators: Log book entries. Documentation of exceptions.

FOR ACA STAFF USE ONLY- ACA File No. RH-0042

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 Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-52

Existing Standard: (Revised 2011): Written policy, procedure, and practice require that all **special management** inmates are personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation; suicidal inmates are under continuing or continuous observation.

Comment: None.

Protocols: Written policy and procedure. Staffing plan. Log format.

Process Indicators: Facility records and logs. Documentation of cell checks.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-007 (Ref: 4-ALDF-2A-52)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice require that all **restrictive** housing inmates are personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior, **self-harm** receive more frequent observation; suicidal inmates are under continuous observation. Identification of the type of observation (minimal to constant) is determined by a **health professional** and documented on a log

Comment: An inmate companion program for use in the observation process is acceptable provided that the inmate companion is trained and monitored.

Protocols: Written policy and procedure. Staffing plan. Log format.

Process Indicators: Facility records and logs. Documentation of cell checks.

FOR ACA STAFF USE ONLY- ACA File No. RH-043

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 Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-53

Existing Standard: (Revised January 2005): Inmates in special management housing receive daily visits from the facility administrator or designee, members of the program staff, on request.

Comment: None.

Protocols: Written policy and procedure. Log format.

Process Indicators: Documentation of administrator/designee visits and health care visits.
Inmate interviews. Completed logs.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-008 (Ref: 4-ALDF-2A-53)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Inmates in restrictive housing receive daily visits from the facility administrator or designee and weekly visits from members of the program staff.

Comment: None.

Protocols: Written policy and procedure. Log format.

Process Indicators: Documentation of administrator/designee visits and health care visits.
Inmate interviews. Completed logs.

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

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 Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-54

Existing Standard: (Revised August 2007): Staff assigned to work directly with inmates in special management units are selected based on criteria that includes:

- completion of probationary period
- experience
- suitability for this population

Staff is closely supervised and their performance is documented at least annually. There are provisions for rotation to other duties.

Comment: None.

Protocols: Written policy and procedure. Staff schedule.

Process Indicators: Documentation of supervision and rotation of staff. Inmate interviews. Staff interviews.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-009 (Ref: 4-ALDF-2A-54)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Staff assigned, on a regular basis, to work directly with inmates in restrictive housing units are selected based on criteria that includes:

- experience
- suitability for this population
- specialized training

Staff is closely supervised and their performance is documented at least annually. There are provisions for rotation to other duties.

Comment: Specialized training should include but not limited to Crisis Intervention Training, Stress Management, CBHC, etc.

Protocols: Written policy and procedure. Staff roster/schedule.

Process Indicators: Performance reviews. Documentation of staff rotation.

FOR ACA STAFF USE ONLY- ACA File No. RH-045

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 Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-55

Existing Standard: (Revised January 2007): Staff operating special management units maintain a permanent log that contains at a minimum the following information for each inmate admitted to segregation:

- name
- number
- housing location
- date admitted
- type of infraction or reason for admission
- tentative release date
- special medical or psychiatric problems or needs

Officials who inspect the units, counsel the inmate on his or her behavior, and all releases also use the log to record all visits.

Comment: None.

Protocols: Written policy and procedure. Log format.

Process Indicators: Completed log. Inmate records.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-010 (Ref: 4-ALDF-2A-55)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Staff operating restrictive housing units maintains a permanent log that contains at a minimum the following information for each inmate admitted to restrictive housing:

- name
- number
- housing location
- date admitted
- type of infraction or reason for admission
- tentative/actual transfer date
- special medical or mental health needs

All visitors to the unit will be documented on a permanent log.

Comment: None.

Protocols: Written policy and procedure. Log format.

Process Indicators: Completed log. Inmate records.

FOR ACA STAFF USE ONLY- ACA File No. RH-046

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 Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-56

Existing Standard: All inmates in special management units are provided prescribed medication, clothing that is not degrading and access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate(s) will destroy an item or induce self-injury.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Inmate records. Segregation log. Inmate interviews.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-011 (Ref: 4-ALDF-2A-56)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that all inmates in restrictive housing are provided medication as prescribed.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Inmate records. Restrictive housing log. Inmate interviews.

FOR ACA STAFF USE ONLY- ACA File No. RH-047

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: _____

Restrictive Housing Committee-048

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-012 (Ref: New Standard)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that all inmates in restrictive housing are provided suitable clothing, and access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate(s) will destroy an item or induce self-injury.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Inmate records. Restrictive housing log. Inmate interviews.

FOR ACA STAFF USE ONLY- ACA File No. RH-048

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 Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-57

Existing Standard: Inmates in special management units have the opportunity to shave and shower at least three times per week. Inmates in special management units receive laundry, barbering, and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. Exceptions are permitted only when determined to be necessary. Any exception is recorded in the unit log and justified in writing.

Comment: None.

Protocols: Written policy and procedure. Segregation activity/service schedule.

Process Indicators: Segregation log. Documentation of exceptions.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-013 (Ref: 4-ALDF-2A-57)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Inmates in restrictive housing units have the opportunity to shave and shower at least three times per week. Inmates in restrictive housing units receive laundry and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. Exceptions are permitted only when determined to be necessary. Any exception is recorded in the unit log and justified in writing.

Comment: None.

Protocols: Written policy and procedure. Restrictive housing activity/service schedule.

Process Indicators: Restrictive Housing log. Documentation of exceptions.

FOR ACA STAFF USE ONLY- ACA File No. RH-049

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: _____

Restrictive Housing Committee-050

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-58

Existing Standard: When an inmate in special management housing is deprived of any usual authorized items or activity, a report of the action is made and forwarded to the facility administrator.

Comment: None.

Protocols: Written policy and procedure. Format for report.

Process Indicators: Documentation of report of actions to administrator. Inmate interviews.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-014 (Ref: 4-ALDF-2A-58)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: When an inmate in restrictive housing is deprived of any usual authorized items or activity, a report of the action is made and forwarded to the facility administrator or designee.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Completed report. Documentation of report of actions to administrator.
Inmate interviews

FOR ACA STAFF USE ONLY- ACA File No. RH-050

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: _____

Restrictive Housing Committee-051

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-60

Existing Standard: Inmates in special management units can write and receive letters on the same basis as inmates in the general population.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Segregation log. Observation. Inmate Interviews.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-015 (Ref: 4-ALDF-2A-60)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Inmates in restrictive housing units can write and receive letters on the same basis as inmates in the general population.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Restrictive Housing log. Observation. Inmate Interviews.

FOR ACA STAFF USE ONLY- ACA File No. RH-051

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: _____

Restrictive Housing Committee-052

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-61

Existing Standard: Inmates in special management units have opportunities for visitation unless there are substantial reasons for withholding such privileges. All denials for visitation are documented.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Segregation log.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-016 (Ref: 4-ALDF-2A-61)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Inmates in restrictive housing units have opportunities for visitation unless there are substantial reasons for withholding such privileges. All denials for visitation are documented.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Restrictive Housing log. Documentation of denials.

FOR ACA STAFF USE ONLY- ACA File No. RH-052

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: _____

Restrictive Housing Committee-053

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-62

Existing Standard: Inmates in special management units have access to legal materials.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Segregation log.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-017 (Ref: 4-ALDF-2A-62)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Inmates in restrictive housing units have access to legal materials.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Restrictive Housing log.

FOR ACA STAFF USE ONLY- ACA File No. RH-053

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: _____

Restrictive Housing Committee-054

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-63

Existing Standard: Inmates in special management units have access to reading materials.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Unit logs.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-018 (Ref: 4-ALDF-2A-63)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Inmates in restrictive housing units have access to reading materials.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Restrictive housing log.

FOR ACA STAFF USE ONLY- ACA File No. RH-054

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: _____

Restrictive Housing Committee-055

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-64

Existing Standard: Inmates in special management units receive a minimum of one hour of exercise per day outside their cells, five days per week, unless security or safety considerations dictate otherwise.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Unit log.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-019 (Ref: 4-ALDF-2A-64)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Inmates in restrictive housing units are offered a minimum of one hour of exercise five days a week outside their cells, unless security or safety considerations dictate otherwise.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Restrictive Housing log. Unit schedule.

FOR ACA STAFF USE ONLY- ACA File No. RH-055

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 Local Detention Facilities (ALDF)

Edition: Fourth

Standard: Ref: 4-ALDF-2A-65

Existing Standard: Inmates in disciplinary detention are allowed limited telephone privileges consisting of telephone calls related specifically to access to the judicial process and family emergencies as determined by the facility administrator or designee.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Unit logs..

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-020 (Ref: 4-ALDF-2A-65)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Inmates in restrictive housing are allowed at a minimum telephone privileges to access the judicial process and family emergencies as determined by the facility administrator or designee.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Restrictive Housing log.

FOR ACA STAFF USE ONLY- ACA File No. RH-056

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 Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-66

Existing Standard: Inmates in administrative **status** and protective custody have access to programs and services that include, but are not limited to the following:

- educational services
- commissary services
- library services
- social services
- counseling services
- religious guidance
- recreational programs
- telephone access

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Unit log.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-021 (Ref: 4-ALDF-2A-66)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Inmates in restrictive housing, have access to programs and services that include, but are not limited to the following:

- **legally required** educational services
- **hygiene items**
- social services
- religious guidance
- recreational programs
- Medical, **dental** and behavioral health services

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Restrictive Housing log.

.FOR ACA STAFF USE ONLY- ACA File No. RH-057

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 Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-5C-04

Existing Standard: (Revised August 2013): Special Management Housing units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for Special Management Housing units are as follows:

- Group yard modules: 330-square feet of unencumbered space can accommodate two inmates. For each additional 150-square feet of unencumbered space, an additional inmate may use the exercise area simultaneously. (Formula: for each 150 square feet of unencumbered space exceeding the base requirement of 180 square feet for the first inmate, equals the maximum number of inmates who may use the recreation area space simultaneously). No more than five inmates are to use a group module at one time.
- Individual yard modules: 180 square feet of unencumbered space.

In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire shall be made available to the inmates who desire to take advantage of their authorized exercise time.

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications. Schedules.

Process Indicators: Observation. Measurement. Facility logs and activity records.

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-022 (Ref: 4-ALDF-5C-04)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Restrictive housing units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for restrictive housing units are as follows:

- Group yard modules: 330-square feet of unencumbered space can accommodate two inmates. For each additional 150-square feet of unencumbered space, an additional inmate may use the exercise area simultaneously. (Formula: for each 150 square feet of unencumbered space exceeding the base requirement of 180 square feet for the first inmate, equals the maximum number of inmates who may use the recreation area space simultaneously). No more than five inmates are to use a group module at one time.
- Individual yard modules: 180 square feet of unencumbered space.

In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire shall be made available to the inmates who desire to take advantage of their authorized exercise time.

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications. Schedules.

Process Indicators: Observation. Measurement. Facility logs and activity records.

FOR ACA STAFF USE ONLY- ACA File No. RH-058

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 Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-023 (Ref: New)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal:

Written policy, procedure, and practice require that step down programs **from extended restrictive housing** are offered to inmates to facilitate the reintegration of the inmate into general population or the community. These programs shall include, at a minimum, the following:

- Weekly evaluations using a multidisciplinary approach to determine the inmate's compliance with program requirements
- **Subject to weekly evaluations:**
 - Gradually increasing out-of-cell time
 - Gradually increasing group interaction
 - Gradually increasing education and programming opportunities
 - Gradually increasing privileges
- Step- down compliance review

Comment: None.

Protocol: Policy and Procedure.

Process indicators: Step-down compliance review form. Evaluations form. Restrictive Housing logs.

FOR ACA STAFF USE ONLY- ACA File No. RH-059

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: _____

Restrictive Housing Committee-060

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-024 (Ref: New)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Female inmates determined to be pregnant shall not be housed in extended Restrictive Housing.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Interviews with inmates/staff, Observation and Admission in housing.

FOR ACA STAFF USE ONLY- ACA File No. RH-060

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: _____

Restrictive Housing Committee-061

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-025 (Ref: New)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Confinement of offenders under the age of 18 years of age in extended Restrictive Housing is prohibited.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Interviews with inmates/staff, Observation and Admission in housing.

FOR ACA STAFF USE ONLY- ACA File No. RH-061

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: _____

Restrictive Housing Committee-062

Manual: Adult Local Detention Facilities
Edition: Fourth
Standard: 4-ALDF-RH-026 (Ref: New)
Agency/Facility: ACA Restrictive Housing Committee
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Proposal: Written policy, procedure and practice shall support programs of criminal justice deflection and diversion for those individuals exhibiting signs and symptoms of mental illness.

Comment: None

Protocols: Written policy and procedure

Process Indicators: Curriculums; transcripts; rosters

FOR ACA STAFF USE ONLY- ACA File No. RH-062

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: _____

Restrictive Housing Committee-063

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-027 (Ref: New)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: An inmate shall not be placed in Restrictive Housing on the basis of Gender Identity alone.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Interviews with inmates/staff, Observation and Admission in housing.

FOR ACA STAFF USE ONLY- ACA File No. RH-063

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: _____

Restrictive Housing Committee-064

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: 4-ALDF-RH-028 (Ref: New)

Agency/Facility: ACA Restrictive Housing Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: The agency will not place a person with serious mental illness in Extended Restrictive Housing.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Placement assessment form; review forms, logs and medical records.

FOR ACA STAFF USE ONLY- ACA File No. RH-064

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 Restorative Justice/Victims Committee

Presenter:

Mark Odom, Chair

Restorative Justice/Victims Committee - 1

Manual: Adult Correctional Institutions (ACI)

Edition: 4th

Standard: 4-4447

Agency/Facility: ACA Restorative Justice/Victims Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice provide that consistent with the law of the jurisdiction, there is a system for providing notification to the registered victim(s) of a crime prior to any release from confinement of the convicted inmate and/or escape from custody. Follow-up notification to victim(s) occurs when escapees are returned to custody.

Proposal: Written policy, procedure and practice provide that, consistent with the laws and legal practices within the jurisdiction, there is a system for providing notification and information to the registered crime victim(s), upon request, on the following regarding the offender(s) in the victim's case:

- parole proceedings concerning the offender(s)
- victim's participation in the parole process
- any release from confinement of the offender(s)
- any escape from custody and follow-up notification to victim(s) when escapees are returned to custody
- the death of the offender(s).

Comments: None.

Name: Mark Odom

Title: Chairman, ACA Restorative Justice/Victims Committee

Email: mark.odom@tdcj.texas.gov

COMMENTS:

Restorative Justice/Victims Committee - 1 (Continued)

FOR ACA STAFF USE ONLY- Restorative Justice/Victims Committee -1

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

1-ABC-4G-06
2-CO-4G-02
4-ACRS-7F-06
4-ALDF-7F-02
2-APA-1128-1
4-APPFS-1A-04
JBC Standard 5I-06
4-JCF-6G-07
SJ 203-1

Action taken by the standards committee:

Approved Denied **Tabled** Referred to: _____

The Committee members discussed whether or not a prison system should be/can be responsible for providing notifications of the parole process, or if this should be addressed in the Parole and Probation standards.

Clarification is needed regarding who will be doing the notification, whether or not it is the responsibility of the Prison to have policy and to do the notification, or if the prison is only responsible for having a policy.

Restorative Justice/Victims Committee - 2

Manual: Adult Correctional Institutions (ACI)

Edition: 4th

Standard: New Standard

Agency/Facility: ACA Restorative Justice/Victims Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Written policy, procedure and practice provide that, consistent with the laws and legal practices within the jurisdiction, there is a program initiated and requested only by a victim or victim/survivor that provides an opportunity for such victims or survivors to meet face-to-face or by other means with the inmate responsible for their victimization in a safe, secure, and confidential setting after thorough preparation with, and with the assistance of a properly trained facilitator.

Comments: See proposed definition and comment below, for **Facilitated Victim Offender Dialogue Programs**.

Name: Mark Odom

Title: Chairman, ACA Restorative Justice/Victims Committee

Email: mark.odom@tdcj.texas.gov

COMMENTS: None

FOR ACA STAFF USE ONLY- Restorative Justice/Victims Committee - 2

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: _____

Approved with modification. Standard now reads:

- **Where a facilitated victim offender dialogue program exists,** written policy, procedure and practice provide that there is a program initiated and requested only by a victim or victim/survivor that provides an opportunity for such victims or survivors to meet face-to-face or by other means with the inmate responsible for their victimization in a safe, secure, and confidential setting after thorough preparation with, and with the assistance of a properly trained facilitator.

Manual: Adult Correctional Institutions (ACI)

Edition: 4th

Standard: New Definition

Agency/Facility: ACA Restorative Justice/Victims Committee

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: Definition:

Facilitated Victim Offender Dialogue Programs: When conducted by facilitators according to “victim-centered” practice, corrections-based Victim Offender Dialogue (VOD) programs allow crime victims/survivors to directly address their incarcerated offenders in a secure and confidential setting in order to describe the nature and degree of harms and losses caused by those offenders. For victims/survivors who request VOD with their offenders, the ability to give thorough voice to the trauma and grief they have suffered – directly to the person responsible for it – enables a step in their healing, especially when offenders are prepared by facilitators to hear it. There is two-fold potency in properly facilitated Victim-Centered VOD preparation and dialogue: It allows victims/survivors to say and ask things to which only the offenders can fully respond, and it impresses upon these offenders a new and affective understanding of the harms they caused. Making offenders understand these harms can feel to survivors like a form of restitution. They believe that sometimes, offender understanding can change offender thinking, thereby preventing future victimizations of others. This can feel as or more important to some than financial restitution.

As a means to a more personal and integrated level of offender accountability, Victim-Centered VOD is one of the most powerful corrections-based Victim Service programs available to victims/survivors and to offenders.

Facilitated Victim-Centered VOD preparation and dialogue are enhanced by an appreciation of certain factors in order to be most effective.

- A familiarity with the 20 Principles of Victim-Centered Victim Offender Dialogue, endorsed by the National Association of Victim Service Professionals in Corrections. These standards at: <http://navspic.org/PDF/Toward%20Principles-Standards%20for%20VOD-final.pdf> (See attachment “Toward Principles-Standards for VOD)

Restorative Justice/Victims Committee - 3 (Continued)

- An appreciation of the rights of victims/survivors to have the option of directly addressing their offenders, if they choose to request this – even in crimes of severe violence; and the rights of offenders to decline to participate altogether.
- An appreciation of the crucial distinction – for victims/survivors and for offenders – between Victim Service-based Victim-Centered practice and Offender-Centered practice. It is a matter of acknowledging the “primacy” of the innocent and undeserving victim in this context.

Comments: None.

Name: Mark Odom

Title: Chairman, ACA Restorative Justice/Victims Committee

Email: mark.odom@tdcj.texas.gov

COMMENTS:

FOR ACA STAFF USE ONLY- Restorative Justice/Victims Committee - 3

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

None.

Action taken by the standards committee:

Approved Denied **Tabled** Referred to: _____

This needs to be structured and presented as a definition, for publication in the glossary. Return this to the Restorative Justice/Victims Committee for restructuring and submission for review during the Standards Committee meeting in San Antonio, on January 20, 2017

Section 3

Proposals for Standards Revision

Submissions for Standards Revisions
146th Congress of Correction
Boston, Massachusetts
August 5, 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 *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*

146th Congress of Correction
Boston, Massachusetts

ACA File Number	Standard	Type	Page
ACA File No. 2016-016	ACI 4-4517	Revision	120
ACA File No. 2016-017	ACRS New Standard	Addition	124
ACA File No. 2016-018	4-ALDF-7E-03	Revision	126
ACA File No. 2016-019	ACI 4-4046	Revision	128
ACA File No. 2016-020	ACI 4-4062	Revision	129
ACA File No. 2016-021	ACI 4-4497	Revision	131
ACA File No. 2016-022	ACI 4-4497-2	Addition	133

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4517

Agency/Facility: N/A

Facility Size: N/A

Accredited: No

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice provide that inmates have the opportunity to participate in practices of their religious faith that are deemed essential by the faith's judicatory, limited only by documentation showing threat to the safety of persons involved in such activity or that the activity itself disrupts order in the institution.

Comment: Religious practices include, but are not limited to, access to religious publications, religious symbols, congregate worship/religious services in appropriate space, individual and group counseling, religious study classes, and adherence to dietary requirements. Inmates in administrative segregation are allowed to participate in such religious practices subject to the same limitations stated in the standard. In determining what constitutes legitimate religious practices, the warden/superintendent or designee should consider whether there is a body of literature stating religious principles that support the practices and whether the practices are recognized by a group of persons who share common ethical, moral, or intellectual views.

Proposal: Written policy, procedure, and practice provide that inmates have the opportunity to participate in practices of their religious faith, balanced against the necessity of maintaining safe and secure correctional facilities, accommodating religious differences among offenders of different faiths, and ensuring that such facilities are free of religious coercion.

Comment: Religious practices include, but are not limited to, access to religious publications, religious symbols, congregate worship/religious services in appropriate space, individual and group counseling, religious study classes, and adherence to dietary requirements. Inmates in administrative segregation are allowed to participate in such religious practices subject to the same limitations stated in the standard. In determining what constitutes legitimate religious practices based on an inmate's sincere religious belief, the warden/superintendent or designee should consider the relevance to an inmate's sincere religious belief, of a body of literature stating religious principles that support the practices; the relevance to an inmate's sincere religious belief, of recognition of the practices by a group of persons who share common ethical, moral, or intellectual views; and the least restrictive means available to the correctional facility to protect staff, visitors, and inmates.

Comments: ACI Standard 4-4517 on inmate requests for religious services, and the balance of individual religious rights with prison security and order, as it is now worded is opposed to RLUIPA, Section 2000 cc-5(7).

The proposed amendment is taken directly from ACA Public Policy 1990-3 H in its pre-2016 amendment form, and 1990-3D, as amended and adopted at New Orleans, and is not offensive to RLUIPA.

ACI Standard 4-4517 addresses the nature of religious belief in an inmate request for religious services, and the balance of individual religious rights with prison security and order. This Standard as it is now worded is not supported by the Religious Land Use and Institutionalized Persons Act (“RLUIPA”), Section 2000 cc-5(7):

- a. “The term ‘religious exercise’ includes any exercise of religion **whether or not compelled by, or central to, a system of religious belief.**” (emphasis added)

RLUIPA protects religious liberties of individual inmates which may not be deemed essential by the faith group, so long as the inmate is sincere in that belief [subject, of course, to the other requirements of RLUIPA]; see the direct holding in the Supreme Court decision, *Holt v. Hobbs*,¹ “**RLUIPA . . . applies to an exercise of religion, regardless of whether it is ‘compelled.’**” (emphasis added) Then, too, there is this provision of RLUIPA related to the balance of an inmate’s exercise of religious liberty with “documentation showing threat to the safety of persons involved in such activity or that the activity itself disrupts order in the institution.” [last phrase of the Standard]:

- b. “No government shall impose a substantial burden on the religious exercise of a person residing in or confined to an institution . . . unless the government demonstrates that imposition of the burden on that person – . . . (2) is the **least restrictive means** of furthering that compelling governmental interest.”² (emphasis added)

On the question of balancing prison security and order with religious liberty, the *Holt* decision was not reasonably deferential to the government’s expertise in prison security. Instead the Court ruled directly on prison security matters: “**But even if we assume for present purposes that the Department’s grooming policy sufficiently furthers its interest in the identification of prisoners, that policy still violates RLUIPA as applied in the circumstances present here.** . . . The Department could largely solve this problem by requiring that all inmates be photographed without beards when first admitted to the facility and, if necessary, periodically thereafter. Once that is done, an inmate like petitioner could be allowed to grow a short beard, and could be photographed again when the beard reached the ½-inch limit.”³ (emphasis added)

RLUIPA requires more than documenting the threat to the safety in a religious service within the correctional facility; the response must also be **the least restrictive means** of protecting those inmates, visitors, staff, and the facility from the threat.

In summary, several court decisions since 2003 when ACI 4-4517 was adopted, and especially in 2015⁸, have created an urgent need for reviewing and amending ACA Standard 4-4517, along the lines of ACA Public Policy 1990-3 paragraphs D and H, as amended and adopted at New Orleans. I urge this Committee to maintain ACA's policy of giving useful guidance to chaplains

faced with requests for religious and faith-based services, whether from inmates, or from community volunteers and religious and faith-based organizations, as follows.

Correctional chaplains, ministers, and program directors are now asked to establish evidence-based practices for each of the elements of RLUIPA's statutory review to arrive at a chaplain's response to inmate requests for religious or faith-based services based on:

- Inmate sincerity of religious belief;
- Substantial burden on the exercise of an inmate's religious rights in a refusal;
- Security threats within the correctional facility where the inmate is housed;
- Other compelling government interests; and
- The least restrictive means of serving compelling government interests.²

With the RLUIPA U.S. Supreme Court decisions over the last twelve years since the adoption of ACI Standard 4-4517 in its present form, and culminating in 2015; interpretations of law which may have previously been relied upon for ACA Standard ACI 4-4517 have been swept away^{3, 4, 5} [and see the brief historical comparison in endnotes 6, 7, and 8 below]. Yet there are important chaplaincy policies in that ACA Standard, and deletion should be avoided.

I respectfully request that the ACA Standards Committee adopt amendments 1 and 2 above, immediately. I then respectfully request the Committee form an ad hoc committee on RLUIPA Standards, and assign that ad hoc committee to draft a comprehensive chaplaincy Standard on RLUIPA.

Name: Sister Sheila Richardson

Title: Promoter of Justice

Email: ss76richardson@gmail.com

COMMENTS:

"Nonconcur - I do not believe it is a good idea to eliminate the requirement of limiting religious activity only by documentation showing threats - the new standard language actually is less clear on what or how facilities could restrict religious activities (i.e. "balanced against the necessity of maintaining safe & secure correctional facilities...etc)."

- Andrew Albright, CCM
- Accreditation Manager
- Ohio Dept. of Rehab and Correction

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

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

4-ALDF-5C-17
1-CORE-5C-06
4-JCF-5F-05
3-JDF-5F 03

Action taken by the standards committee:

Approved Denied **Tabled** Referred to: _____

Tabled and to be brought back before the Standards Committee in January 2017 for further discussion.

Manual: Adult Community Residential Services (ACRS)

Edition: Fourth

Standard: New Standard

Agency/Facility: N/A

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: The agency shall have a policy and procedure to respond to clients exhibiting symptoms of intoxication and/or withdrawal. When no detoxification services exist within the agency and the client is not responsive or is exhibiting unusual and/or aggressive behaviors he/she shall be transported to and assessed at a hospital or community detoxification center. A client with a history of treatment for withdrawal (seizures) should be observed more closely.

Elements of a policy and procedure shall include:

- Annual training for all staff who regularly interact with clients covering signs and symptoms of intoxication and withdrawal, with emphasis on alcohol withdrawal
- Maintaining a case file (if assessment services are provided within agency) 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 as long as the client is in the facility and the symptoms persist
- Staff who are responsible for referring clients to detoxification
- Symptoms which may warrant detoxification

Comments: Community Residential Corrections facilities usually lack medical personnel, therefore having residents assessed at a hospital or community detoxification center is necessary unless a contractual agreement states another option. The few agencies with their own detoxification services are already following standards from licensure or certification.

Name: Randy Shively

Email: randy.shively@alvis180.org

COMMENTS:

“Concur - If detoxification is an applicable concern to community based facilities and no existing standards address the concern, then a new standard is necessary.”

- Andrew Albright, CCM
- Accreditation Manager
- Ohio Dept. of Rehab and Correction

FOR ACA STAFF USE ONLY- ACA File No. 2016-017

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 Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-7E-03

Agency/Facility: Knox County Sheriff Office

Facility Size: 1036

Accredited: Yes

Proposal Type: Revision

Existing Standard: Compensation and benefit levels for all facility personnel are comparable to those for similar occupational groups in the state or region. Compensation and benefits for correctional officers are at least equal to those for law enforcement officers working in the same organization or same level of government.

Proposal: Compensation and benefit levels for all facility personnel are comparable to those for similar occupational groups in the state or region.

Comments: The local governing bodies cannot justify equalizing Corrections Officer salaries with Law Enforcement when all other facilities within the state and/or region have a lower salary base for Corrections Officers as compared to Law Enforcement Officers.

Name: Rodney Paul Bivens

Email: bivens.rodney@yahoo.com

COMMENTS:

“Concur - Standard language should reflect "comparable" rather than a salary being at "least equal to" as all jails, jurisdictions, etc. are different and may have justifiable rationales as to why pay for correctional officers is more or less than law enforcement officers.”

- Andrew Albright, CCM
- Accreditation Manager
- Ohio Dept. of Rehab and Correction

FOR ACA STAFF USE ONLY- ACA File No. 2016-018

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: Fourth
Standard Number: 4-4046
Agency/Facility: Massachusetts Department of Correction
Facility Size: 300-1400 inmates
Accredited: Yes
Proposal Revision: Revision

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: Written policy, procedure, and practice provide that inmates have interest-bearing accounts available to deposit personal funds and may accrue the interest earned on those accounts.

Comments: This revision is to clarify the intent of the standard.

Name: Jennifer Gaffney
Title: Director, Policy Development & Compliance Unit
Email: JAGaffney@doc.state.ma.us

COMMENTS:

“Concur - Revised language increases clarity of standard's expectations.”

- Andrew Albright, CCM
- Accreditation Manager
- Ohio Dept. of Rehab and Correction

FOR ACA STAFF USE ONLY- ACA File No. 2016-019

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: Fourth
Standard Number: 4-4062
Agency/Facility: Massachusetts Department of Correction
Facility Size: 300-1400 inmates
Accredited: Yes
Proposal Revision: Revision

Existing Standard: Written policy, procedure, and practice provide that employees who have direct contact with inmates receive a physical examination prior to **job assignment**. All other employees receive a medical screening prior to **job assignment**. Employees receive re-examinations according to a defined need or schedule.

Comment: Staff whose responsibilities include security and control or **regular** direct contact with inmates must have physical examinations to protect their health and ensure that they can carry out their assignments effectively. The basic health status of all employees should be evaluated against the specific requirements of their assignments. Physical examination and screening procedures may be established by the appropriate medical authority in accordance with applicable laws and regulations.

Proposal: Written policy, procedure, and practice provide that employees who have **daily** direct contact with inmates receive a physical examination prior to **employment**. All other employees receive a medical screening prior to **employment**. Employees receive re-examinations according to a defined need or schedule.

Comment: Staff whose responsibilities include security and control or **daily** direct contact with inmates must have physical examinations to protect their health and ensure that they can carry out their assignments effectively. The basic health status of all employees should be evaluated against the specific requirements of their assignments. Physical examination and screening procedures may be established by the appropriate medical authority in accordance with applicable laws and regulations.

Comments: This revision is to clarify the intent of the standard.

Name: Jennifer Gaffney
Title: Director, Policy Development & Compliance Unit
Email: JAGaffney@doc.state.ma.us

COMMENTS:

“Although there is no specific objection to the revised language, I am not sure if all agencies are the same in the timing of their physical examinations - if agencies do conduct exams technically between the point of employment and permanent job assignment, this may pose noncompliant issues with such agencies.”

- Andrew Albright, CCM
- Accreditation Manager
- Ohio Dept. of Rehab and Correction

FOR ACA STAFF USE ONLY- ACA File No. 2016-020

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

1-ABC-1C-13
2-CO-1C-19
JBC 1C-13
3-JDF-1C-14
1-JDTP-1C-17

Action taken by the standards committee:

Approved Denied **Tabled** Referred to: _____

Tabled and referred back to the CAC for revision.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth Edition

Standard Number(s): 4-4497

Agency/Facility: N/A

Facility Size: N/A

Accredited: N/A

Proposal Revision: Revision

Existing Standard: Written policy, procedure, and practice provide for inmate access to public telephones. Inmates with hearing and/or speech disabilities, and inmates who wish to communicate with parties who have such disabilities, are afforded access to a telecommunications device for the deaf (TDD), or comparable equipment. Public telephones with volume control are also made available to inmates with hearing impairment.

Comment: Inmates should not be denied access to visits with persons of their choice except when the warden/superintendent or designee can present clear and convincing evidence that such visitation jeopardizes the safety and security of the institution or the visitors.

Proposal: Written policy, procedure and practice provide for inmate access to public telephones. Inmates with hearing and/or speech disabilities, and inmates who wish to communicate with parties who have such disabilities, are afforded access to up to date telecommunication devices which affords them the same one on one communication, without interpreter, as those without hearing or speech disabilities. Public telephones with volume control are also made available to inmates with hearing impairment.

Comment: Inmates should not be denied access to visits with persons of their choice except when the warden/superintendent or designee can present clear and convincing evidence that such visitation jeopardizes the safety and security of the institution or the visitors.

Comments: TTD machines are based on 50 year old technology and are becoming obsolete. Most homes of those in the deaf community no longer use them due to the easy availability of video phones but for those deaf individuals still using TTD technology it is impossible to communicate with a video phone.

The suggested revision will bring the standard in line with two recent court cases regarding the availability of new technology for deaf inmates. See: The US District Court of Maryland Case No. 1:12-cv-00572-ELH and the US District Court Eastern District of Kentucky at Frankfort Case No. 3:14-cv-00001-GFVT. These cases illustrate the need for states to update the technology available to the deaf inmates.

ACA FILE No. 2016-021 (continued)

Grants are available through several companies to obtain the new technology at little to no cost for the agency.

(Copies of Lawsuits can be provided)

Submitted by: ACA Staff

COMMENTS:

“Concur”

- Andrew Albright, CCM
- Accreditation Manager
- Ohio Dept. of Rehab and Correction

FOR ACA STAFF USE ONLY- ACA File No. 2016-021

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

1-ABC-5D-11
4-ACRS-5A-19
4-ALDF-5B-11
JBC Standard 5H-11
4-JCF-3A-16
3-JCRF-5G-05
3-JDF-5G-11
SJ-179

Action taken by the standards committee:

Approved Denied **Tabled** Referred to: ACA Staff

Referred back to ACA staff for revision. Robert Green volunteered to work with ACA staff to develop the new standard.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth Edition

Standard Number(s): 4-4497-2

Agency/Facility: N/A

Facility Size: N/A

Accredited: N/A

Proposal Revision: Addition

Proposal: Video Phones are accessible to deaf inmates, at no additional cost, in any institution that houses deaf inmates on a permanent basis. Access to the Video Phone will be equal to access as telephones.

Comments: Two states, Kentucky and Maryland, have had legal actions taken against them in District Court (US District Court of Maryland Case No. 1:12-cv-00572-ELH and US District Court Eastern District of Kentucky at Frankfort Case No. 3:14-cv-00001-GFVT) in regards to their use and availability of communication devices for deaf inmates and it is expected that other states will begin to as well. Both agencies offer TTY (Teletypewriters) machines to their deaf inmates, however the courts feel it should be available the same amount of time as the inmates with hearing. Additionally, in both cases facilities were required to update their systems to Video phones instead of TTY, because TTY machine are becoming obsolete in public use outside the prison. When an inmate uses the TTY machines they are communicating through an interpreter and are not communicating one on one with family, friends or legal offices.

Grants are available through several companies to obtain the new technology at little to no cost for the agency.

Submitted by: ACA Staff

COMMENTS:

“Concur - ODRC already provides deaf inmates with access to video phones.”

- Andrew Albright, CCM
- Accreditation Manager
- Ohio Dept. of Rehab and Correction

FOR ACA STAFF USE ONLY- ACA File No. 2016-022

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: ACA Staff

Referred back to ACA staff- consider combining this with previous (4-4497). Need to focus on what you want to accomplish with the video phone instead of just putting in “video phone”, that could be obsolete within a few years too.

ACA executive Director than gave closing comments- the intention is to have the 5th edition ACI circulating with some Committee members for review this fall, and to bring it before the full Committee in January 2017.

Adjourned