

*Standards Committee Meeting Minutes
2018 Winter Conference
Orlando World Center Marriott- Anaheim/Atlanta/Boston
Orlando, Florida
January 4, 2018*

Members Present

Kelley, Wendy, Chair, Arkansas
Aufderheide, Dean, Florida
Collier, Bryan, Texas
Graziano, Michael, New York
Green, Robert, Maryland
Lane, LaToya, District of Columbia
Mohr, Gary, Ohio
Mora, Steve, District of Columbia
Parker, Tony, Tennessee
Raemisch, Rick, Colorado
Riggin, Viola, Kansas
Robinson, Denise, Ohio
Schofield, Derrick, Tennessee
Toney, Ellyn, Louisiana
Wade, Michael, Virginia
Molina, Antonio, Mexico

Members Absent

Wetzel, John, Vice Chair, Pennsylvania
Clarke, Harold, Virginia
Collins, Stephanie, Massachusetts
Staples-Horne, Michelle, Georgia

Staff

James A. Gondles, Jr, Executive Director
Dr. Elizabeth Gondles, ACA Office of Correctional Health
Bridget Bayliss-Curren, Director of Standards and Accreditation
Eric Shultz, Director of Government Affairs
Megan Noble, Accreditation Specialist
Aquilah Munir, Accreditation Specialist
Thomas Bateman, Accreditation Specialist
Christopher Boyd, Accreditation Specialist
Michael Miskell, Correctional Health Specialist
Victoria Freire, Correctional Health Specialist Associate

Opening Remarks

Wendy Kelley, chairperson of the committee, welcomed the committee members and guests. Ms. Kelley talked about the significance of ACA standards, accreditation, and the importance of the committee. Ms. Kelley discussed the meeting agenda. A motion was made by Robert Green and was seconded to approve the August 2017 Standards Committee Meeting Minutes from the 147th Congress of Correction in St. Louis, Missouri. The motion was approved unanimously.

ACA President, Lannette Linthicum welcomed the committee members and guests. Ms. Linthicum spoke on the importance of the Standards process.

ACA Executive Director James A. Gondles welcomed committee members and ACA staff. Mr. Gondles addressed the role of the committee and announced the agenda for the conference. Mr. Gondles encouraged everyone to attend the Health Care Welcome Reception at 6:00 p.m. on Friday, in the Crystal Ballroom J1 and J2. Mr. Gondles noted that the Speaker for Saturday's Healthcare Luncheon would be Christopher Kennedy Lawford. Mr. Gondles announced that the Deputy Attorney General of the United States would be speaking at the General Session.

Mr. Gondles announced that the next Standards Committee Meeting will be in Minneapolis, on Thursday afternoon.

Bridget Bayliss-Curren, Director of Standards and Accreditation Department gave opening and welcoming remarks. She welcomed Commission Chair Denise Robinson and introduced the Standards and Accreditation staff; introducing Tom Bateman and Chris Boyd, as the newest members of the Standards and Accreditation Staff.

Commission Chair, Mrs. Denise Robinson welcomed guests, and recognized current commission members. Mrs. Robinson mentioned that 201 facilities were up for accreditation, 31 of which were initial audits, and 13 international hearings.

Ms. Kelley invited Mr. David Fathi, Director of the ACLU National Prison Project, to speak regarding the proposed Expected Practices and Definitions for the Use of Separation with Juveniles.

Mr. Fathi spoke about prohibiting the use of separation as a punishment, the importance of staff interaction, and the importance of access to services (education, mental health, medical and recreation) for youth in separation.

James Gondles made a motion to revise the agenda, and invited Mr. Thomas Stickrath, Co-Chair of the Committee on the Use of Separation with Juveniles, to speak on the expected practices. Mr. Gondles then made a motion to approve the Expected Practices for the Use of Separation with Juveniles, for field testing between now and the Summer Conference. The motion was seconded. Mr. Gondles also suggested the Co-Chairs of the Committee on the Use of Separation with Juveniles, meet with ACA staff and the Office of Correctional Health, to review all comments from the field.

A motion was made to discuss the proposed Standards Revisions.

Section 1

Old Business

American Correctional Association – Performance Standards Committee

New Proposals for Information Technology

*Previous Standards Committee Meeting Minutes
Winter Conference- 2017
San Antonio, Texas
January 20, 2017*

Manual: Adult Correctional Institutions
Edition: Fourth
Standard: New Standard
Agency/Facility: Ohio Dept. of Rehab. & Correction
Facility Size: 51000+
Accredited: Yes
Proposal Type: Addition

Proposal: 4-IT-0002: Automated Systems Data Security:

In cases of automated systems, written data security policy, procedure, practice govern the issuance, use, and termination of user accounts, the issuance and use of computing devices that connect to the automated information systems, the use of standalone and online applications within the information systems, and the collection, storage, retrieval, access, use, and transmission of sensitive or confidential data that resides in the information system.

Comments: See Attached: *Proposed Standards Regarding Information Technology Security for Corrections.*

Name: Andrew Albright, CCM
Title: Accreditation Manager
Email: Andrew.Albright@odrc.state.oh.us

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-010

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

Action taken by the standards committee:

Approved Denied **Tabled** **Referred to:** ACA staff to assist in defining
“computing devices.”

Information Technology 2018-001

Manual: All
Edition: All
Standard: New Definition
Agency/Facility: Ohio Dept. of Rehab. & Correction
Facility Size: 51000+
Accredited: Yes
Proposal Type: Addition

Computing Device: Any electronic equipment controlled by a CPU, including desktop and laptop computers, smartphones and tablets. A general-purpose device that can access software for many purposes, including software applications distributed through a network, in contrast with information technology infrastructure equipment, such as a server, network switch or router.

Submitted by: Stuart Hudson, ODRC, and ACA Staff

FOR ACA STAFF USE ONLY- Information Technology 2018-001

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

Action taken by the standards committee:

Approved Denied Tabled Referred to:

Manual: Adult Correctional Institutions
Edition: Fourth
Standard: New Standard
Agency/Facility: Ohio Dept. of Rehab. & Correction
Facility Size: 51000+
Accredited: Yes
Proposal Type: Addition

Proposal: 4-IT-0002: Automated Systems Data Security:

In cases of automated systems, written data security policy, procedure, practice govern the issuance, use, and termination of user accounts, the issuance and use of computing devices that connect to the automated information systems, the use of standalone and online applications within the information systems, and the collection, storage, retrieval, access, use, and transmission of sensitive or confidential data that resides in the information system.

Comments:

Name: Andrew Albright, CCM
Title: Accreditation Manager
Email: Andrew.Albright@odrc.state.oh.us

COMMENTS:

FOR ACA STAFF USE ONLY- Information Technology 2018-002

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

Action taken by the standards committee:

Approved Denied Tabled Referred to:

*Previous Standards Committee Meeting Minutes
Winter Conference- 2017
San Antonio, Texas
January 20, 2017*

Manual: Adult Correctional Institutions
Edition: Fourth
Standard: New Standard
Agency/Facility: Ohio Dept. of Rehab. & Correction
Facility Size: 51000+
Accredited: Yes
Proposal Type: Addition

Proposal: 4-IT-0004: Information Technology Governance

There is a written information technology governance plan that contains the process by which staff and offender technology assets are identified, obtained, utilized, and maintained in an effective manner to achieve the agency's mission. Information technology assets include computing devices, computing software, data networks, data, and other resources necessary to support the agency's information technology system. The governance plan is approved by the agency Director/designee, reviewed during the budgeting process and updated as necessary.

Comments: See Attached: *Proposed Standards Regarding Information Technology Security for Corrections.*

Name: Andrew Albright, CCM
Title: Accreditation Manager
Email: Andrew.Albright@odrc.state.oh.us

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-012

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

Action taken by the standards committee:

Approved (As Amended) Denied Tabled **Referred to:** ACA Staff – see second sentence of original, ‘information technology assets’ should be made into a definition.

Amended Proposal: 4-IT-0004: Information Technology Governance

There is a written information technology governance plan that contains the process by which staff and offender technology assets are identified, obtained, utilized, and maintained in an effective manner to achieve the agency's mission. The governance plan is approved by the agency Director/designee, reviewed during the budgeting process and updated as necessary.

Approved – January 20, 2017

Information Technology 2018-003

Manual: All

Edition: All

Standard: New Definition

Agency/Facility: Ohio Dept. of Rehab. & Correction

Facility Size: 51000+

Accredited: Yes

Proposal Type: Addition

Information Technology Asset: any company-owned information, computing devices, computing software, data networks, data, and other resources necessary to support the agency's information technology system which is used in the course of business activities.

Submitted by: Stuart Hudson, ODRC, and ACA Staff

FOR ACA STAFF USE ONLY- Information Technology 2018-003

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

Action taken by the standards committee:

Approved Denied Tabled Referred to:

American Correctional Association - Committee on Standards and Accreditation

Report from ACA Behavioral Health Subcommittee

Presenter:

Deborah Schult, PhD, Chair

*Previous Standards Committee Meeting Minutes
147th Congress of Correction
St. Louis, Missouri
August 18, 2017*

Manual: Adult Correctional Institution
Edition: Fifth
Standard: New Standard #5 (MANDATORY)
Agency/Facility: Mental/Behavioral Health Subcommittee
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Existing Standard: N/A

Existing Proposal: (MANDATORY) Designated correctional and all mental health care staff are trained to respond to mental health related crises. This training is conducted on an annual basis and is established by the Mental Health Authority in cooperation with the facility or program administrator and includes instruction on:

- Recognition of signs and symptoms of mental illness, violent behavior, and acute chemical intoxication and withdrawal.
- Methods for accessing health/mental health staff during a mental health crisis
- Implementation of suicide/self-injurious prevention interventions
- Procedures for placement of patient in a level of care in accordance with his/her mental health needs

Comment: None.

Name: Deborah Schult, PhD
Title: Chair, Behavioral Health Subcommittee

COMMENTS:

“Could this be combined with standard 4389 as health care, some duplication with 4389 and 4373. Understand there is a difference between medical and mental health staff.”

- David Haasenritter

FOR ACA STAFF USE ONLY- Mental/Behavioral Health Subcommittee 2017-043

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

Action taken by the standards committee:

Approved Denied Tabled **Referred to:** Ad-hoc Behavioral Health Subcommittee to revisit it and revise so that it is not so broad in scope.

Behavioral Health Subcommittee 2018-001

Manual: Adult Correctional Institution
Edition: Fifth
Standard: New Standard #5 (NON-MANDATORY)
Agency/Facility: ACA Behavioral Health Subcommittee
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Mental Health Crisis Intervention Training

Proposal: (NON-MANDATORY) Each staff, inclusive of correctional staff, assigned to a multidisciplinary services team is trained to respond to mental health related crises. This training is conducted at least annually and is established by the Mental Health Authority in cooperation with the facility or program administrator and includes instruction on:

- Recognition of signs and symptoms of mental illness, violent behavior, and acute chemical intoxication and withdrawal
- Methods for accessing health/mental health staff during a mental health crisis
- Implementation of suicide/self-injurious prevention interventions
- Procedures for placement of patient in a level of care in accordance with his/her mental health needs

Comment: None.

Name: Deborah Schult, PhD

Title: Chair, Behavioral Health Subcommittee

FOR ACA STAFF USE ONLY- Behavioral Health Subcommittee 2018-001

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

Action taken by the standards committee:

Approved Denied Tabled Referred to:

American Correctional Association – Performance Standards Committee

Report from Serious Mental Illness Ad-Hoc Committee

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 5-RH-4B-0031 (Ref: New)

Proposal Type: Revision

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

Comment: None.

Proposal: An individual diagnosed with a serious mental illness will not be placed in Extended Restrictive Housing, unless there is an immediate and present danger to others or the safety of the institution. The determination for placing and releasing the inmate in Extended Restrictive Housing with Behavioral Treatment will be conducted by the multidisciplinary service team. There must be an active individualized treatment plan that includes weekly monitoring by mental health staff and steps to facilitate the transition of the offender back into general population.

Comment: None.

FOR ACA STAFF USE ONLY- SMI Ad-Hoc Committee 2018-001

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

Action taken by the standards committee:

Approved- *as amended* Denied Tabled Referred to: _____

Amended Proposal: An individual diagnosed with a serious mental illness will not be placed in Extended Restrictive Housing, unless the multidisciplinary service team determines there is an immediate and present danger to others or the safety of the institution. There must be an active individualized treatment plan that includes weekly monitoring by mental health staff, treatment as necessary, and steps to facilitate the transition of the offender back into general population.

American Correctional Association – Performance Standards Committee

Adult Local Detention Facilities Committee

*Previous Standards Committee Meeting Minutes
147th Congress of Correction
St. Louis, Missouri
August 18, 2017*

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: New Standard #1

Agency/Facility: Mental/Behavioral Health Subcommittee

Proposal Type: Addition

Existing Proposal: Mental Health Transition Unit/Cell is available for those inmates prepared for transition to general population or the community. There should be a specific mission/goal of the program, sufficient qualified staff to meet needs of the program, a multidisciplinary team approach that includes mental health, case management and security, Individual Treatment Plans for inmates in the program, safe housing to meet the therapeutic needs of the inmate and a transition plan upon discharge from the transition unit/cell.

Name: Deborah Schult, PhD

Title: Chair, Behavioral Health Subcommittee

COMMENTS:

“Do not agree with how the standard is written. Specification should be given as to a definition of whom “those” inmates are. Is there a time specified for how long the inmate was receiving mental health service prior to needing transition to general population or the community? As an example, would this apply to inmates under suicide watch for 12 hours? This would burden jails for staff and space.”

- Megan Weeks

- Manatee County Sheriff’s Office

“As written vague and not clearly defined what groups targeting. Believe any inmate transitioning to general housing unit or the community from special housing unit should have something like this. Sounds like this standard is just those transitioning from a mental health housing unit.”

- David Haasenritter

Action taken by the standards committee:

Approved Denied Tabled **Referred to:** ALDF Committee for their consideration: Is it too onerous for smaller detention facilities? Too broad/vague?

Manual: Adult Local Detention Facilities

Edition: Fourth

Standard: New Standard #1

Agency/Facility: Mental/Behavioral Health Subcommittee

Proposal Type: Addition

New Proposal: There shall be a Behavioral Health Transition Program available for inmates released from intensive behavioral health treatment to assist with the transition to general population or the community.

The Behavioral Health Transition Program shall include:

- Individual Treatment Plans for inmates in the program,
- a specific mission/goal of the program,
- sufficient qualified staff to meet needs of the program,
- a multidisciplinary team approach that includes mental health, case management and security,
- safe housing to meet the therapeutic needs of the inmate,
- a transition plan upon discharge from the behavioral health transition program.

FOR ACA STAFF USE ONLY- ALDF Committee 2018-001

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

Action taken by the standards committee:

Approved Denied Tabled **Referred to:** ALDF and MH/BH Committee for definition of **intensive behavioral health treatment**

Section 2

Expected Practices for Approval for Publication

See Attachment: ACI 5th Edition

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

The Committee unanimously approved the new performance standards and expected practices to be published in the ACI 5th Edition.

Section 3

Reports from ACA Committees

American Correctional Association – Performance Standards Committee

Staff Wellness Committee

Presenters:

Thomas J. Stickrath, Vice-Chair

Michelle Ryder-Grebel, Member

Staff Wellness Committee 2018-001

Manual: Administration of Correctional Agencies

Edition: Second

Standard: New Standard

Agency/Facility: N/A

Facility Size: N/A

Accredited: N/A

Proposal Type: Addition

Proposal: All staff will have access to on-going health and wellness education, and programs and activities. Written policy, procedures and practices encourage and support employees to participate and engage in health and wellness activities inside and outside of their institutions/agencies. At a minimum a program should include:

- Education on inherit health risks
- Monitored Goals and Objectives
- Engagement surveys
- A designated committee that has oversight of activities
- Periodic Health Screenings
- Incentives to encourage employee participation
- Linkages to Support Programs (i.e. Employee Assistance Programs, Critical Incident Response Team)

Comment: Health education and wellness topics may include but are not limited to information such as the benefits of exercise and physical fitness activities, weight management, smoking cessation, substance abuse, stress management, post- traumatic stress disorder, self-care for chronic conditions, self-examination, signs and symptoms of depression, healthy relationships, balancing work and home life, and how to access health care and employee assistance programs. A Critical Incident Response Team, often comprised of trained, volunteer staff, can play an important role in addressing the specific needs of correctional staff exposed to a serious incident.

Process Indicators: Documentation of health fairs, minutes from staff wellness committees, documented pre-service or in-service training documentation of HR related information surrounding any health and wellness function provided by agency brochures or health education curriculum, agency offering documented discounts for staff to join local gyms, notifications and articles in newsletters.

Name: Thomas J. Stickrath and Michelle Ryder-Grebel

Title: Members, Staff Wellness Committee

Staff Wellness Committee 2018-001 (continued)

FOR ACA STAFF USE ONLY- Staff Wellness Committee 2018-001

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

ABC, ACI, ACRS, ALDF, APPFS, CTA, EM, JCRF, JCF, JDTP, PB HCACI, PB HCJCF, and TC

Action taken by the standards committee:

Approved Denied Tabled Referred to:_____

American Correctional Association – Performance Standards Committee

Committee on the Use of Separation with Juveniles

Presenters:

Thomas J. Stickrath, Co-Chair

Christine Blessing, Co-Chair

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

The Committee unanimously approved the Proposed Expected Practices for the Use of Separation with Juveniles, for field testing. Please refer to meeting minutes.

American Correctional Association - Committee on Standards and Accreditation

Report from ACA Behavioral Health Subcommittee

Presenter:

Deborah Schult, PhD, Chair

Behavioral Health Subcommittee 2018-001

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Existing: None.

Proposal: Mental Health Authority – a qualified mental health clinician credentialed with the responsibility to ensure the integrity of mental health care/delivery of mental health services and ensures compliance with American Correctional Association mental health expected practices.

Comments:

Name: Deborah Schult, PhD

Title: Chair, Behavioral Health Subcommittee

FOR ACA STAFF USE ONLY- Behavioral Health Subcommittee 2018-001

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

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Section 4

Proposals for Standards Revision

Submissions for Standards Revisions
2018 Winter Conference
Orlando, Florida
January 4, 2018

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*

Contents:

ACA File Number	Standard	Type
ACA File No. 2018-001	4-ALDF-4B-09	Revision
ACA File No. 2018-002	4-4150	Revision
ACA File No. 2018-003	4-4059	Revision
ACA File No. 2018-004	2-CO-1C-15	Revision
ACA File No. 2018-005	4-4221	Revision
ACA File No. 2018-006	4-4513	Revision
ACA File No. 2018-007	4-4512	Revision
ACA File No. 2018-008	4-4512	Revision
ACA File No. 2018-009	4-4053	Revision
ACA File No. 2018-010	4-APPFS-3E-03	Revision
ACA File No. 2018-011	4-APPFS-3E-07	Revision
ACA File No. 2018-012	4-APPFS-3E-05	Revision
ACA File No. 2018-013	4-4057	Revision
ACA File No. 2018-014	4-4061	Revision
ACA File No. 2018-015	4-4064	Revision
ACA File No. 2018-016	4-JCF-6D-01	Revision
ACA File No. 2018-017	4-4063	Revision
ACA File No. 2018-018	4-4311	Revision
ACA File No. 2018-019	4-APPFS-2A-08	Revision
ACA File No. 2018-020	4-APPFS-2A-10	Revision
ACA File No. 2018-021	4-APPFS-3B-06	Revision
ACA File No. 2018-022	4-4153	Revision

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-4B-09

Agency/Facility: Plymouth County Correctional Facility/Plymouth County Sheriff's Department

Facility Size: 1100

Accredited: Yes

Proposal Type: Revision

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

Proposal: Inmates have access to operable showers with temperature-controlled hot and cold water, at a minimum ratio of one shower for every twelve inmates **adjusted to shower availability to allow each inmate 30 minutes to shower.** Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and to promote hygienic practices. These ratios and temperatures shall apply unless national or state building or health codes specify a different ratio.

Comments: Time element is needed to the ratio of showers to inmates. One shower per eight inmates in a dayroom that is open for 10 hours would result in only eight inmates being assigned to the unit and each shower being 75 minutes long. The formula should be #showers x length of shower x hours available = total population of unit. Example: 9 showers x 1/2 hour shower x 10 hours available = 180 inmates.

Name: Nancy K. McCarthy

Title: Assistant Deputy Superintendent of Accreditation

Email: ocean2424@aol.com

COMMENTS:

“Do not agree with proposal. Time limits/allowances should be at the discretion of the Facility Administrator. Many facilities utilize timers on showers to conserve water. Proposal of time limits/allowances should not be part of the standard requirements.”

- Megan Weeks
- Manatee County Sheriff's Office

ACA File No. 2018-001 (continued)

“Do not believe a time period to shower is needed in the standard or at the very least to say 30 minutes is the right answer. 30 minutes seems long.”

- David K Haasenritter
- Assistant Deputy (Corrections Oversight)/ Manager Army Parole Board

FOR ACA STAFF USE ONLY- ACA File No. 2018-001

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-2C-06; ACI 4-4139; 4-ACRS-1A-12; JBC 2C-06; 4-JCF-1C-04; 3-JCRF-2C-05; 3-JDF-2C-08; 1-HC-5A-07

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4150

Agency/Facility: Sterling Correctional Facility

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

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

Comment: None.

Proposal: Noise levels in inmate housing units do not exceed 70 dba (a scale). Measurements shall be conducted annually by a qualified source with at least one measurement taking place during night time and one measurement taking place during day time.

Comment: Measurements are to be rotated, with at least one reading per accreditation cycle (three years) taken at night and at least one reading per accreditation cycle (three years) taken during the day.

Comments: The July 20, 2012 Standards Committee Minutes state the following: “The Standards Committee clarified that noise measurements must be taken annually with at least one reading per accreditation cycle (three years) being taken at night, and at least one reading being taken during the day.” Adding the comment provides clarity.

Name: LuAnn Windom

Email: luann.windom@state.co.us

COMMENTS:

“Do not agree with comment. Standard stands on its own.”

- Megan Weeks
- Manatee County Sheriff's Office

FOR ACA STAFF USE ONLY- ACA File No. 2018-002

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ALDF-1A-18; JBC 2D-02; 1-ABC-2D-02;

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4059

Agency/Facility: Army Corrections Command

Facility Size: N/A

Accredited: True

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice provide that employees covered by merit systems, civil service regulations, or union contract are appointed initially for a probationary term of at least six months but no longer than one year.

Proposal: Written policy, procedure, and practice provide that employees covered by merit systems, civil service regulations, or union contract are appointed initially for a probationary term of at least six months but no longer than one year **unless national or state regulations specify otherwise.**

Comments: National Defense Authorization Act (NDAA), U.S. Federal Law changed Government Service Employee's probationary period. Adding "unless national or state regulations specify otherwise", keeps the integrity of the standard and future possible fluctuation in the probationary period in Federal Law.

Name: Laura Mitchell

Email: laura.l.mitchell55@gmail.com

COMMENTS:

"I agree with the change as many Correctional Facilities are regulated by State and Federal Law"

- Larry Kester

FOR ACA STAFF USE ONLY- ACA File No. 2018-003

The above proposed revision, addition, or deletion would also affect the following manuals:
4-JCF-6C-07; 3 JCRF 1C 12; 3-JDF-1C-10; 1-JDTP-1C-13; JPAS 2-7038; 1 SJD 1C 08.

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Administration of Correctional Agencies (ACA)

Edition: Second

Standard: 2-CO-1C-15

Agency/Facility: Army Corrections Command

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written agency policy, procedure, and practice provide that employees are appointed initially for a probationary term of at least six months but not more than twelve months, at which time permanent status is granted.

Proposal: Written agency policy, procedure, and practice provide that employees are appointed initially for a probationary term of at least six months but not more than twelve months, **unless national or state regulations specify otherwise**, at which time permanent status is granted.

Comments: National Defense Authorization Act (NDAA), United States federal law changed Government Service Employee's probationary period. Adding "unless national or state regulations specify otherwise", keeps the integrity of the standard and future possible fluctuation in the probationary period in Federal Law.

Name: Laura Mitchell

Email: laura.l.mitchell55@gmail.com

COMMENTS:

"I agree with the change, this will keep facilities in compliance with State and Federal Regulations. This will tie in with ACI 4th edition, standard 4-4059, we need the Agency standards to support our facilities' standards."

- Larry Kester

FOR ACA STAFF USE ONLY- ACA File No. 2018-004

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: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4221

Agency/Facility: New York Department of Corrections and Community Supervision

Facility Size: Entire System

Accredited: Yes

Proposal Type: Revision

Existing Standard: (Mandatory) There is a written evacuation plan to be used in the event of fire or major emergency. The plan is certified by an independent, outside inspector trained in the application of national fire safety codes and is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction. The plan includes the following:

- Location of building/room floor plans
- Use of exit signs and directional arrows for traffic flow
- Location of publicly posted plan
- At least quarterly drills in all institution locations,
- Including administrative areas
- Staff drills when evacuation of extremely dangerous inmates may not be included

Proposal: (Mandatory) There is a written evacuation plan to be used in the event of fire or major emergency. The plan is certified by an independent, outside inspector trained in the application of national fire safety codes and is reviewed annually, updated if necessary, and reviewed with the local fire jurisdiction. The plan includes the following:

- Location of building/room floor plans
- Use of exit signs and directional arrows for traffic flow
- Location of publicly posted plan
- At least quarterly drills in all institution locations,
- Including administrative areas
- Staff drills when evacuation of extremely dangerous inmates may not be included

Comments: Correctional facilities should not be issuing these types of plans to local fire jurisdictions. An annual review should suffice with a supporting letter from the local jurisdiction stating the plans were reviewed.

Name: Michael L. Graziano

Title: Assistant Commissioner

Email: michael.graziano@doccs.ny.gov

COMMENTS:

“Concur with standard proposal.”

- Megan Weeks
- Manatee County Sheriff's Office

“Concur with changing wording from "reissued to" to "reviewed with" or "reviewed by". Issuing afire plan is not a national requirement.”

- David K Haasenritter
- Assistant Deputy (Corrections Oversight)/ Manager Army Parole Board

FOR ACA STAFF USE ONLY- ACA File No. 2018-005

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-3B-06; 4-ACRS-1C-09; 4-ALDF-1C-02; 2-CI-1B-3; 1-CORE-1C-02; JBC 3B-10; 4-JCF-1B-03; 3-JCRF-3B-06; 3-JDF-3B-10; 1-JDTP-2C-0; 1-HC-6A-09; 1-SJD-3B-08; 1-TC-1B-02;

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4513

Agency/Facility: New York Department of Corrections and Community Supervision

Facility Size: Entire System

Accredited: Yes

Proposal Type: Revision

Existing Standard: In facilities with an average daily population of 500 or more inmates, there is a full-time chaplain (or chaplains). In facilities with less than 500 inmates, adequate religious staffing is available. The chaplain and/or religious staff has physical access to all areas of the institution to minister to inmates and staff.

Proposal: In facilities with an average daily population of 500 or more inmates, there is a full-time chaplain (or chaplains) or the equivalent of full time coverage. A supervising chaplain will be assigned. In facilities with less than 500 inmates, adequate religious staffing is available. The chaplain and/or religious staff has physical access to all areas of the institution to minister to inmates and staff.

Comments: Full-time chaplain positions can be very difficult to fill due to clergy having their own congregations. Having 100% coverage with an assigned supervising chaplain will fulfill the desired outcome.

Name: Michael L. Graziano

Title: Assistant Commissioner

Email: michael.graziano@doccs.ny.gov

COMMENTS:

"I agree with the change. Allowing full time coverage with Chaplain supervision would meet the intent and this would diminish the demand on the available clergy."

- Larry Kester

ACA File No. 2018-006 (continued)

“I do not agree with proposal. I believe there should be a full time Chaplain for facilities of 500 beds or more to coordinate religious services and religious volunteers. "Equivalent of full time coverage" is too vague for facilities and/or auditors to measure.”

- David K Haasenritter
- Assistant Deputy (Corrections Oversight)/ Manager Army Parole Board

FOR ACA STAFF USE ONLY- ACA File No. 2018-006

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

Action taken by the standards committee:

Approved – as amended Denied Tabled Referred to: _____

Amended Proposal: In facilities with an average daily population of 500 or more inmates, there is a full-time chaplain (or chaplains) or the equivalent of full time coverage. In facilities with less than 500 inmates, adequate religious staffing is available. The chaplain and/or religious staff has physical access to all areas of the institution to minister to inmates and staff.

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4512

Agency/Facility: Arkansas Dept. of Correction

Facility Size: 1,800

Accredited: No

Proposal Type: Revision

Existing Standard: There is a qualified chaplain (or chaplains) with minimum qualifications of (1) clinical pastoral education or equivalent specialized training and (2) endorsement by the appropriate religious certifying body. The chaplain assures equal status and protection for all religions.

Proposal: There is a qualified chaplain (or chaplains) with minimum qualifications of (1) one unit of clinical pastoral education or equivalent specialized training and (2) endorsement by the Denominational Endorsing Agent / officer. The chaplain assures equal status and protection for all religions.

Comments: A correctional chaplain who has at least 2 units of CPE is more able to articulate an approach to spiritual care, rooted in his/her faith/spiritual tradition that is integrated with a theory of professional practice. This enables the chaplain to more effectively supervise and train a cadet of diverse religious volunteers in safety and security procedures.

Name: Norma Gillom

Title: Chaplain, Reentry Administrator

Email: gillompastor@aol.com

COMMENTS:

“From the perspective of a past president of ACA, this proposal by the Arkansas Department of Correction contributes to the continuing credibility of ACA in general, and from the perspective of a former Prison Warden, it contributes to the legitimacy of institutional operations in particular.”

- Helen Corrothers

“Non-concur w/ two recommended revisions being proposed to this standard. File #2018-007 is confusing, proposal recommends adding "one unit" of clinical pastoral care, but in comment to justify says two units are better.”

- David K Haasenritter
- Assistant Deputy (Corrections Oversight)/ Manager Army Parole Board

FOR ACA STAFF USE ONLY- ACA File No. 2018-007

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: 4-4512

Agency/Facility: MN Dept of Corrections

Facility Size: Varies

Accredited: Yes

Proposal Type: Revision

Existing Standard: There is a qualified chaplain (or chaplains) with minimum qualifications of (1) clinical pastoral education or equivalent specialized training and (2) endorsement by the appropriate religious certifying body. The chaplain assures equal status and protection for all religions.

Comment: None.

Proposal: A qualified person, based on experience, education, licensure/credentials, and training, coordinates the facility's religious programs.

Comment: The qualified person can be a staff member, contractor, or volunteer.

Comments: The proposed revision is from 4-JCF-5F-01. The standard for the juveniles allows for volunteers to step in and fill the chaplain duties. The adult standard does not. If a volunteer can provide chaplain services to juveniles, they should also be able to provide those services for the adults to provide consistency in the standards.

Name: Victoria Baukol

Title: Bus. Continuity & Internal Controls Mgr.

Email: Vicky.Baukol@state.mn.us

COMMENTS:

“Non-concur w/ two recommended revisions being proposed to this standard. File # 2018-008 waters down the standard, references using the comment as part of the standard, but comments cannot be held as the standard; and conflicts with standard 4-4512”

- David K Haasenritter
- Assistant Deputy (Corrections Oversight)/ Manager Army Parole Board

FOR ACA STAFF USE ONLY- ACA File No. 2018-008

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: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4053

Agency/Facility: MN Dept of Corrections

Facility Size: Varies

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy specifies that equal employment opportunities exist for all positions. When deficiencies exist regarding the employment of minority groups and women, the institution can document the implementation of an affirmative action program that is approved by the appropriate government agency and can document annual reviews and the changes needed to keep the program current.

Proposal: Written policy, **procedure and practice** specifies that equal employment opportunities exist for all positions. When deficiencies exist regarding the employment of minority groups and women, the institution can document the implementation of an affirmative action program that is approved by the appropriate government agency and can document annual reviews and the changes needed to keep the program current.

Comments: This standard is in five books that we use. ACI, ABC, ACA, APPFS and JCF. The proposed language is from the ABC book. We are suggesting that all of them be worded the same. 1-ABC-1C-04 is the proposed text. The other standards that would change are 2-CO-1C-09, 4-APPFS-3E-04 and 4-JCF-6C-02.

Name: Victoria Baukol

Title: Bus. Continuity & Internal Controls Mgr.

Email: Vicky.Baukol@state.mn.us

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-009

The above proposed revision, addition, or deletion would also affect the following manuals:
2-CO-1C-09; 4-APPFS-3E-04; 4-JCF-6C-02; 1-SJD-1C-04; JPAS 2-7032; 3-JDF-1C-05;
1-CTA-1C-03; 1-JDTP-1C-07; 3-JCRF 1C-03; JBC 1C-06

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Adult Probation and Parole Field Services (APPFS)

Edition: Fourth

Standard: 4-APPFS-3E-03

Agency/Facility: MN Dept of Corrections

Facility Size: Varies

Accredited: Yes

Proposal Type: Revision

Existing Standard: **There is** a mechanism to process requests for reasonable accommodation to the known physical and/or mental impairments of a qualified individual with a disability, either an applicant or an employee. The accommodation need not be granted if it would impose an undue hardship or direct threat.

Proposal: **Written policy, procedure, and practice provide** a mechanism to process requests for reasonable accommodation to the known physical and/or mental impairments of a qualified individual with a disability, either an applicant or an employee. The accommodation need not be granted if it would impose an undue hardship or direct threat.

Comments: The proposed text is in both 4-4054 and 2-CO-1C-09-1. This suggested change is just to make all three standards the same.

Name: Victoria Baukol

Title: Bus. Continuity & Internal Controls Mgr.

Email: Vicky.Baukol@state.mn.us

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-010

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

4-ACRS-7E-03; 4-JCF-6D-07

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Adult Probation and Parole Field Services (APPFS)

Edition: Fourth

Standard: 4-APPFS-3E-07

Agency/Facility: MN Dept of Corrections

Facility Size: Varies

Accredited: Yes

Proposal Type: Revision

Existing Standard: When permitted by law, employment of qualified ex-offenders is not prohibited.

Proposal: Written policy, procedure, and practice provide for the employment of qualified ex-offenders.

Comments: The proposed language is in 4-4055 and 2-CO-1C-10. The change is being requested to provide consistency between the three standards.

Name: Victoria Baukol

Title: Bus. Continuity & Internal Controls Mgr.

Email: Vicky.Baukol@state.mn.us

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-011

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

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Adult Probation and Parole Field Services (APPFS)

Edition: Fourth

Standard: 4-APPFS-3E-05

Agency/Facility: MN Dept of Corrections

Facility Size: Varies

Accredited: Yes

Proposal Type: Revision

Existing Standard: Policy and procedure specifically prohibits sexual harassment and specifies the process and designated staff to whom incidents of sexual harassment should be reported. Regular training is provided to staff.

Proposal: Written policy, procedure, and practice prohibit sexual harassment.

Comments: The proposed text is from 4-4056, 1-ABC-1C-05 and 2-CO-1C-11. The change is being requested to provide consistency between the four standards.

Name: Victoria Baukol

Title: Bus. Continuity & Internal Controls Mgr.

Email: Vicky.Baukol@state.mn.us

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-012

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ACRS-7E-04

Action taken by the standards committee:

Approved ☒ Denied ☐ Tabled ☐ Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4057

Agency/Facility: MN Dept of Corrections

Facility Size: Varies

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice provide that all personnel are selected, retained, and promoted on the basis of merit and specified qualifications. New employees receive credit for their prior training.

Proposal: Selection, retention and promotion of all personnel is consistent with law and governed by written procedure.

Comments: The proposed text is from 4-APPFS-3E-08. There are three other standards that we would also like to change to the proposed language so they are all the same. The other three standards are 1-ABC-1C-10, 2-CO-1C-13 AND 4-JCF-6C-01. The proposed language still requires a written procedure but allows for a variance in State laws.

Name: Victoria Baukol

Title: Bus. Continuity & Internal Controls Mgr.

Email: Vicky.Baukol@state.mn.us

COMMENTS:

"Concur with standard proposal with the addition of "or" to read "Selection, retention and promotion of all personnel is consistent with law and/or governed by written procedures"."

- Megan Weeks
- Manatee County Sheriff's Office

FOR ACA STAFF USE ONLY- ACA File No. 2018-013

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-1C-10; 4-ACRS-7B-04; 4-ALDF-7B-01; 2-CO-1C-13; 1-CTA-1C-04; JBC 1C-08; 4-
JCF-6C-01; 3-JCRF-1C-08; 3-JDF-1C-06; FS-002; 1-SJD-1C-05

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4061

Agency/Facility: MN Dept of Corrections

Facility Size: Varies

Accredited: Yes

Proposal Type: Revision

Existing Standard: A criminal record check is conducted on all new employees, contractors, and volunteers prior to assuming their duties to identify whether there are criminal convictions that have a specific relationship to job performance. This record will include comprehensive identifier information to be collected and run against law enforcement indices. If suspect information on matters with potential terrorism connections is returned on a desirable applicant, it is forwarded to the local joint terrorism task force (JTTF) or another similar agency.

Proposal: In accordance with state and federal laws, a criminal record check is conducted on all new or prospective employees, contract personnel, interns, and volunteers to ascertain whether there may be criminal convictions that would affect job performance or delivery of services.

Comments: The proposed text is from 4-APPFS-3A-02. This language encompasses all potential types of people coming in and all of them would need the check. So this seemed to be the best language. There are two other standards that should also be changed to the proposed language. They are 2-CO-1C-18 and 4-JCF-6C-05. If it is really important to have the JTTF piece in there then that could be added to all

Name: Victoria Baukol

Title: Bus. Continuity & Internal Controls Mgr.

Email: Vicky.Baukol@state.mn.us

COMMENTS:

“Recommend standard not be changed was written as part of JTTF requirements. Forwarding to JTTF must remain in the standard to better communicate information between agencies.”

- David K Haasenritter
- Assistant Deputy (Corrections Oversight)/ Manager Army Parole Board

FOR ACA STAFF USE ONLY- ACA File No. 2018-014

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

**1-SJD-1C-11; 4-ALDF-7B-03; 3-JDF-1C-13; 1-CTA-1C-06; 4-ACRS-7B-05; 1-EM-1C-09;
1-JDTP-1C-16; 3-JCRF-1C-10; JBC 1C-12; 1-CORE-7B-01; 2-CO-1C-18; 1-ABC-1C-12;
4-JCF-6C-05**

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4064

Agency/Facility: MN Dept of Corrections

Facility Size: Varies

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice provide for an annual written performance review of each employee. The review is based on defined criteria, and the results are discussed with the employee.

Proposal: There is a written annual performance review of all employees that is based upon defined criteria and is reviewed and discussed with the employee. This review includes an appraisal of the knowledge, skills, and abilities that are required for each employee's job assessment, and identification of additional education or training that is needed.

Comments: The proposed language is from 4-APPFS-3D-17. While it is a bit more extensive than the other similar standards, we feel it encompasses the right areas and the proper way to do a performance review. The other standards that we are requesting to have changed to the proposed language are 2-CO-1C-21 and 4-JCF-6C-11. This change is being requested to provide consistency in the standards.

Name: Victoria Baukol

Title: Bus. Continuity & Internal Controls Mgr.

Email: Vicky.Baukol@state.mn.us

COMMENTS:

"I believe the current standard should remain as it indicates. The standard already reads "the review is based on defined criteria". I do not believe the standard needs to define the criteria."

- Larry Kester

"Concur with the recommended change. Would provide a better written performance review that would help employee and facility/agency."

- David K Haasenritter
- Assistant Deputy (Corrections Oversight)/ Manager Army Parole Board

FOR ACA STAFF USE ONLY- ACA File No. 2018-015

The above proposed revision, addition, or deletion would also affect the following manuals:
3-JDF-1C-16; 1-CTA-1C-08; 4-ACRS-7B-06; 1-EM-1C-13; 1-JDTP-1C-19; 1-TC-6B-04;
3-JCRF-1C-16; JBC 1C-15; FS-009; 2-CO-1C-21; 4-JCF-6C-11; 1-ABC-1C-17

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: 4-JCF-6D-01

Agency/Facility: MN Dept of Corrections

Facility Size: Varies

Accredited: Yes

Proposal Type: Revision

Existing Standard: A personnel manual is accessible to employees in hard copy or via electronic means that covers, at a minimum, the following areas:

1. Organizational chart
2. Staff development
3. Recruitment and selection
4. Promotion
5. Job qualifications and job descriptions
6. Affirmative action
7. Sexual harassment
8. Grievance and appeal procedures
9. Orientation
10. Employee Evaluation
11. Personnel records
12. Benefits
13. Holidays
14. Leave
15. Work hours
16. Probationary period
17. Compensation
18. Travel
19. Disciplinary procedures
20. Termination
21. Resignation
22. Employee assistance program
23. Code of ethics
24. Conflict of interest
25. Legal assistance

Employees are required to sign statements acknowledging access to and awareness of personnel policies and regulations.

Proposal: There is an agency personnel manual that is available to each employee and, at a minimum, covers the following:

- organization
- job descriptions and responsibilities
- recruitment
- leave and work hours
- employee evaluation
- promotion
- resignation and termination
- hostage policy
- equal employment opportunity provisions
- qualifications
- benefits
- basis for determining salaries
- personnel records
- in-service training
- retirement
- physical fitness policy
- disciplinary procedures

The personnel manual should be reviewed annually and updated as needed.

Comments: The proposed language is from 2-CO-1C-01. There are two other standards that we are requesting be changed as well. They are 1-ABC-1C-02 and 4-4048. They are basically all the same standard but the bullets aren't in the same sequence and the number of bullets varies from standard to standard. We are requesting that one standard be compiled that can be used in every book for consistency.

Name: Victoria Baukol

Title: Bus. Continuity & Internal Controls Mgr.

Email: Vicky.Baukol@state.mn.us

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-016

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-1C-02; 4-4048; 4-ACRS-7E-07; 1-EM-1C-02; 3-JCRF-1C-02;

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4063

Agency/Facility: MN Dept of Corrections

Facility Size: Varies

Accredited: Yes

Proposal Type: Revision

Existing Standard: There is a written policy and procedure that specifies support for a drug-free workplace for all employees. This policy includes at a minimum the following:

- Prohibition of the use of illegal drugs
- Prohibition of possession of any illegal drug except in the performance of official duties
- The procedures to be used to ensure compliance
- The opportunities available for treatment and/or counseling for drug abuse
- The penalties for violation of the policy

Proposal: There is a written policy, procedure, and **practice** that specifies support for a drug-free workplace for all employees. This policy includes at a minimum the following:

- Prohibition of the use of illegal drugs
- Prohibition of possession of any illegal drug except in the performance of official duties
- The opportunities available for treatment and/or counseling for drug abuse
- The procedures to be used to ensure compliance
- The penalties for violation of the policy

Comments: The proposed language is from 2-CO-1C-20. Both 4-JCF-6D-01 and 1-ABC-1C-06 match the CO standard. 4-APPFS-3C-01 matches 4-4063 and would also need to be changed. This is being requested to ensure consistency in the standard language between manuals.

Name: Victoria Baukol

Title: Bus. Continuity & Internal Controls Mgr.

Email: Vicky.Baukol@state.mn.us

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-017

The above proposed revision, addition, or deletion would also affect the following manuals:
4-APPFS-3C-01; 1-SJD-1C-13; 4-ALDF-7C-01; 4-ACRS-7C-02

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)
Edition: Fourth
Standard: 4-4311
Agency/Facility: Arkansas Department of Correction
Facility Size: 500
Accredited: Yes
Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice provide that youthful offenders in the specialized unit for youthful offenders have no more than incidental sight or sound contact with adult offenders from outside the unit in living, program, dining, or other common areas of the facility. Any other sight or sound contact is minimized, brief, and in conformance with applicable legal requirements.

Proposal: Youthful offenders shall not have physical contact with any adult inmate through use of a shared dayroom, shower area, or sleeping quarters. In areas outside the housing units, agencies shall either: (1) maintain sight and sound separation between youthful offenders or (2) provide direct staff supervision when youthful inmates and adult offenders have sight, sound, or physical contact.

Comments: This would align ACA and PREA standards to provide the means to meet this standard.

Name: Sandra Kennedy
Title: Agency Accreditation Manager
Email: sandra.kennedy@arkansas.gov

COMMENTS:

“Do not concur with proposal. Current standard allows for compliance with legal requirements of each individual state, which may be more stringent and ensures juveniles are kept separate from adults at all times.”

- Megan Weeks
- Manatee County Sheriff's Office

“Concur with the recommended revision to align PREA and ACA standard.”

- David K Haasenritter
- Assistant Deputy (Corrections Oversight)/ Manager Army Parole Board

FOR ACA STAFF USE ONLY- ACA File No. 2018-018

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ALDF-2A-42

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Adult Probation and Parole Field Services (APPFS)

Edition: Fourth

Standard: 4-APPFS-2A-08

Agency/Facility: Wyoming Department of Corrections

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard: An individualized supervision plan is developed for each offender. This plan is reviewed and approved by a supervisor. The offender receives a copy of the plan. The plan includes as appropriate:

- conditions of supervision
- the appropriate level of supervision as determined by the offender's risk and need
- objectives to be met by the offender and the field officer
- services that address the offenders' needs

Proposal: Each offender receives an individualized supervision plan which has been approved by the assigned field staff. The plan is subject to review by a supervisor and includes as appropriate:

- conditions of supervision
- the appropriate level of supervision as determined by the offender's risk and need
- objectives to be met by the offender and the field officer
- services that address the offenders' needs

Comments: Specifying the assigned field staff clarifies who reviews and approves (aka: signs-off). Requiring supervisors to sign off on each case plan every time a field agent approves a change is unrealistic and oversight seems unnecessary at that stage. A supervisor already reviews the field officer's case management work under the umbrella of 3A-26 and 3A-27

Name: Shawna Glendy, CCS

Title: Policy and Procedure Analyst II

Email: sglendy71@msn.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-019

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 Probation and Parole Field Services (APPFS)

Edition: Fourth

Standard: 4-APPFS-2A-10

Agency/Facility: Wyoming Department of Corrections

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard: Any change in an individualized supervision plan is reviewed and discussed with the offender. This review is dated and documented by staff and offender signatures.

Proposal: Any change in an individualized supervision plan is reviewed and discussed with the offender. The approved review is signed and dated by the assigned field staff and offender.

Comments: Makes use of field staff consistent throughout these standards.

Name: Shawna Glendy, CCS

Title: Policy and Procedure Analyst II

Email: sglendy71@msn.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-020

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: _____

Manual: Adult Probation and Parole Field Services (APPFS)

Edition: Fourth

Standard: 4-APPFS-3B-06

Agency/Facility: Wyoming Department of Corrections

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard: All officers are trained to implement the use of force **continuum/matrix** that is authorized by the agency. Training addresses the practices and use of equipment authorized by the agency.

Proposal: All officers are trained to implement **a reasonable resolution model for** the use of force that is authorized by the **parent** agency **or statutory regulation**. Training addresses the practices and use of equipment authorized by the agency

Comments: Use of Force Continuum language is outdated and this adds parent agency and statutory regulations for agencies governed by either of those

Name: Shawna Glendy, CCS

Title: Policy and Procedure Analyst II

Email: sglendy71@msn.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-021

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: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4153

Agency/Facility: International CURE

Facility Size: N/A

Accredited: N/A

Proposal Type: Revision

Existing Standard: Temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones.

Comment: Temperature should be capable of being mechanically raised or lowered to an acceptable comfort level.

Proposal: Thermal conditions throughout the facility comply with ANSI/ASHRAE Standard 55 *Thermal Environmental Conditions for Human Occupancy*.

Comment: Standard 55 is promulgated and periodically updated by the American National Standards Institute (ANSI) and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

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

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

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

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

Federal courts have determined that subjecting inmates to temperature extremes often violates detainees' rights under the 14th Amendment (due process) and offenders' rights under the 8th Amendment (cruel and unusual punishment). The following cases provide samples of court findings.

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

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

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

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

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

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COMMENTS:

"Recommend the standards committee table this revision and send to a subcommittee of facility practitioners and designers. This has previously been submitted and like other physical plant standard revisions of recent years should be sent to such a subcommittee. It is a standard that keeps coming up and needs to be addressed for new construction."

- David K Haasenritter
- Assistant Deputy (Corrections Oversight)/ Manager Army Parole Board

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The above proposed revision, addition, or deletion would also affect the following manuals:
1-CTA-2B-02; JBC Standard 2D-04; 4-JCF-1A-06; 3-JCRF 2D-02; 3-JDF-2D-03; 1-SJD-2D-03

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____