

Committee on Performance-Based Standards Meeting Minutes
148th Congress of Corrections
Hilton Minneapolis- Marquette IV and V
Minneapolis, Minnesota
August 2, 2018

Members Present

Kelley, Wendy, Chair, Arkansas
Wetzel, John, Vice Chair, Pennsylvania
Aufderheide, Dean, Florida
Clarke, Harold, Virginia
Collier, Bryan, Texas
Collins, Stephanie, Massachusetts
Graziano, Michael, New York
Green, Robert, Maryland
Hebert, Jerry, Louisiana
Lane, LaToya, Florida
Mohr, Gary, Ohio
Molina, Antonio, Mexico
Parker, Tony, Tennessee
Raemisch, Rick, Colorado
Riggin, Viola, Kansas
Robinson, Denise, Ohio
Schofield, Derrick, Florida
Shinn, David, District of Columbia
Staples-Horne, Michelle, Georgia
Toney, Ellyn, Louisiana
Wade, Michael, Virginia

Members Absent

None.

Staff

James A. Gondles, Jr, Executive Director
Jeff Washington, Deputy Executive Director
Eric Shultz, Director of Government Affairs
Megan Noble, Accreditation Specialist
Christopher Boyd, Accreditation Specialist
Thomas Bateman, Accreditation Specialist
Dr. Elizabeth Gondles, ACA Office of Correctional Health
Doreen Efeti, Senior Correctional Health Specialist
Rachel Elkins, Correctional Behavioral Health Specialist
Michael Miskell, Senior 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 January 2018 Performance-Based Standards Committee Meeting Minutes from the ACA Winter Conference in Orlando, Florida. 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. Ms. Linthicum encouraged everyone to attend the various workshops and receptions at the conference.

ACA Executive Director James A. Gondles welcomed new committee members and ACA staff. Mr. Gondles announced the opening of the first ACA international office in Mexico City. Mr. Gondles introduced the newest ACA employees, Angelica Dominguez and Eli Mendoza, who will be assisting in the accreditation process for Mexico. Mr. Gondles announced David Haasenritter as the new Director of the Performance-Based Standards and Expected Practices Accreditation Department of ACA. Mr. Gondles addressed the role of the committee and announced the agenda for the conference. Mr. Gondles encouraged everyone to attend the healthcare reception at 6:00 p.m. on Friday. Mr. Gondles informed attendees of conference events, including the General Session and Special Session held on Monday of the conference.

Commission Chair, Denise Robinson recognized current and new Commission members. Ms. Robinson mentioned that 226 facilities hearings were up for accreditation, 40 of which were initial audits.

Jeff Washington, ACA Deputy Executive Director, welcomed committee members and guests. Mr. Washington informed the audience that ACA will be accrediting a facility in Bogota, Colombia. This is the first facility in South America to be accredited.

Ms. Kelley invited Jeff Washington to speak about the status of the proposed expected practices for Corrections Tactical Programs. Mr. Washington informed the Committee that the proposals are expected to be reviewed for approval for field testing at the Winter Conference in January 2019.

Ms. Kelley invited Thomas Stickrath and Christine Blessinger, Co-Chairs of the Committee on the Use of Separation with Juveniles, to discuss the Committee's proposals.

Mr. Stickrath and Ms. Blessinger spoke about the work of the Committee over the years. Ms. Blessinger spoke of the four key points of the proposals: Separation shall not be used as a disciplinary sanction; it should be a priority for facilities to have youth in separation, out of their room and participating in programs as soon as possible; facilities must have policies for youth in separation; and facilities should provide services for youth in separation with a major focus on behavioral health care.

The Committee voted to approve for publication, the proposed expected practices and definitions submitted by the Committee on the Use of Separation of Juveniles.

Ms. Kelley thanked the Committee on the Use of Separation for Juveniles, for all their time and hard work.

A motion was made to discussion of the proposed revisions.

Section 2

Reports from ACA Committees

American Correctional Association - Committee on Performance-Based Standards

Committee on the Use of Separation with Juveniles

Presenters:

Thomas Stickrath, Co-Chair

Christine Blessinger, Co-Chair

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 | Expected Practice | Type |
|-------------------------------------|--------------------------|-------------|
| Use of Separation w/ Juveniles -004 | JCF New EXP #2 | Addition |
| Use of Separation w/ Juveniles -007 | 4-JCF-3C-02 | Revision |
| Use of Separation w/ Juveniles -008 | 4-JCF-3C-03 | Revision |
| Use of Separation w/ Juveniles -009 | JCF New EXP #5 | Addition |
| Use of Separation w/ Juveniles -011 | JCF New EXP #6 | Addition |
| Use of Separation w/ Juveniles -012 | 4-JCF-3C-17 | Revision |
| Use of Separation w/ Juveniles -013 | JCF New EXP #7 | Addition |
| Use of Separation w/ Juveniles -015 | JCF New EXP #8 | Addition |
| Use of Separation w/ Juveniles -016 | JCF New EXP #9 | Addition |
| Use of Separation w/ Juveniles -020 | 3-JDF-3C-07 | Revision |
| Use of Separation w/ Juveniles -028 | JDF New EXP #1 | Addition |
| Use of Separation w/ Juveniles -030 | 3-JDF-3E-05 | Revision |

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Expected Practice: NEW # 2

Proposal Type: Addition

Existing: Written policy and procedure governs the use of a behavior management plan and program.

If the behavior management plan includes placement in an behavior management program, then written policy and procedure governs specific admission criteria, included but not limited to the following:

- All admissions are authorized by the multidisciplinary service or treatment team prior to admission
- All juveniles must be reviewed and approved by behavioral health practitioner prior to admission

Comment: This process allows for the creation of a continuum of management strategies ranging from management of the youth in the general population with special handling orders to placement in a formalized behavior management program.

Proposal: Written policy and procedure governs the use of a behavior management plan and program.

If the behavior management plan includes placement in an behavior management program, then written policy and procedure governs specific admission criteria, included but not limited to the following:

- All admissions to the behavioral management program are authorized by the multidisciplinary service or treatment team prior to admission
- All juveniles must be reviewed and approved by behavioral health practitioner prior to admission

Comment: This process allows for the creation of a continuum of management strategies ranging from management of the youth in the general population with special handling orders to placement in a formalized behavior management program.

Use of Separation w/ Juveniles -004 (continued)

FOR ACA STAFF USE ONLY- Use of Separation w/ Juveniles -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: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Expected Practice: 4-JCF-3C-02

Proposal Type: Revision

Existing: If a juvenile is in separation for protective measures until alternative protective measures can be implemented, a plan is developed and implemented no later than 4 hours from the time the juvenile is placed in separation to assure the safety and continued services and programming in the least restrictive environment possible. The plan shall ensure at least 1 hour of out-of-room activity with others every 5 hour period outside of sleeping hours. A plan that includes separation must be approved by a facility administrator after 24 hours and at least every 24 hours thereafter.

Comment: The goal of separation for protective **custody purposes** should be victim protection with the least harm done to the juvenile requiring protection. Alternative protective measures may include, but are not limited to, permanent housing, transfer, a plan for the potential victim and/or perpetrator(s), one-to-one staffing, peer mediation/conflict resolution, etc. The facility administrator's decision should be influenced by the treatment needs of the juvenile. The minimum 1 hour of out-of-room activities can be split-up within the 5 hour period.

Proposal: If a juvenile is in separation for protective measures until alternative protective measures can be implemented, a plan is developed and implemented no later than 4 hours from the time the juvenile is placed in separation to assure the safety and continued services and programming in the least restrictive environment possible. The plan shall ensure at least 1 hour of out-of-room activity with others every 5 hour period outside of sleeping hours. A plan that includes separation must be approved by a facility administrator after 24 hours and at least every 24 hours thereafter.

Comment: The goal of separation for protective **measures** should be victim protection with the least harm done to the juvenile requiring protection. Alternative protective measures may include, but are not limited to, permanent housing, transfer, a plan for the potential victim and/or perpetrator(s), one-to-one staffing, peer mediation/conflict resolution, etc. The facility administrator's decision should be influenced by the treatment needs of the juvenile. The minimum 1 hour of out-of-room activities can be split-up within the 5 hour period.

Use of Separation w/ Juveniles -007 (continued)

FOR ACA STAFF USE ONLY- Use of Separation w/ Juveniles -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: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Expected Practice: 4-JCF-3C-03

Proposal Type: Revision

Existing: The facility shall have written policies and procedures that describe the implementation and monitoring of measures to be followed for any juvenile placed in separation. These policies and procedures must include, at the minimum, the following elements.

The following procedure is followed for any juvenile placed in separation:

1. Authorization of separation by supervisor or behavioral health staff
2. Checked visually by staff in staggered intervals not to exceed fifteen (15) minutes
3. Removed from separation at the point he/she has demonstrated emotional and behavioral control and is assessed as being able to reenter population.
4. Supervisor, supervisor's designee, or behavioral health staff shall meet with the juvenile in an effort to identify the reasons for them being unsafe to return to general population prior to four (4) hours.
5. If separation is continued beyond four (4) hours it must be reviewed by a behavioral health staff and/or supervisor with attempts to safely return the youth to general population at least every two (2) hours thereafter.
6. Offer services **to include** education, treatment, medical, and recreation, to juveniles who are separated beyond four (4) hours

Comment: A visit does not include routine visual checks through the door or window of the confinement room. Electronic devices used to monitor juveniles do not substitute for one-to-one observations by staff. If the juvenile displays sustained escalated behavior, staff will meet with the juvenile to assist in de-escalation.

Proposal: The facility shall have written policies and procedures that describe the implementation and monitoring of measures to be followed for any juvenile placed in separation. These policies and procedures must include, at the minimum, the following elements.

The following procedure is followed for any juvenile placed in separation:

1. Authorization of separation by supervisor or behavioral health staff
2. Checked visually by staff in staggered intervals not to exceed fifteen (15) minutes
3. Removed from separation at the point he/she has demonstrated emotional and behavioral control and is assessed as being able to reenter population.
4. Supervisor, supervisor's designee, or behavioral health staff shall meet with the juvenile in an effort to identify the reasons for them being unsafe to return to general population prior to four (4) hours.
5. If separation is continued beyond four (4) hours it must be reviewed by a behavioral health staff and/or supervisor with attempts to safely return the youth to general population at least every two (2) hours thereafter.
6. Offer services **such as** education, treatment, medical, and recreation, to juveniles who are separated beyond four (4) hours

Use of Separation w/ Juveniles -008 (continued)

Comment: A visit does not include routine visual checks through the door or window of the confinement room. Electronic devices used to monitor juveniles do not substitute for one-to-one observations by staff. If the juvenile displays sustained escalated behavior, staff will meet with the juvenile to assist in de-escalation.

FOR ACA STAFF USE ONLY- Use of Separation w/ Juveniles -008

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:

The facility shall have written policies and procedures that describe the implementation and monitoring of measures to be followed for any juvenile placed in separation. These policies and procedures must include, at the minimum, the following elements.

The following procedure is followed for any juvenile placed in separation:

1. Authorization of separation by supervisor or behavioral health staff
2. Checked visually by staff in staggered intervals not to exceed fifteen (15) minutes
3. Removed from separation at the point he/she has demonstrated emotional and behavioral control and is assessed as being able to reenter population.
4. Supervisor, supervisor's designee, or behavioral health staff shall meet with the juvenile in an effort to identify the reasons for them being unsafe to return to general population prior to four (4) hours.
5. If separation is continued beyond four (4) hours it must be reviewed by a behavioral health staff and/or supervisor with attempts to safely return the youth to general population at least every two (2) hours thereafter.
6. Offer services available in general population

Use of Separation w/ Juveniles -009

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Expected Practice: NEW #5

Proposal Type: Addition

Existing: A use of separation log is kept for documentation of the following:

- a. Staggered fifteen (15) minute rounds.
- b. The name and title of the supervisor and/or behavioral health staff who authorized the separation and who authorized continued separation beyond four (4) hours, if necessary
- c. Date/Time of placement and removal from separation
- d. Name and title of all persons visiting the juvenile
- e. Date/time of checks and behavior noted
- f. Any reviews of placement and by whom, with rationale for continued separation
- g. Name and position of supervisor and/or behavioral health staff authorizing release from separation
- h. Time and activity spent out of room

Comment: If juvenile refuses time out of room, the reason needs to be documented.

Proposal: A use of separation log is kept for documentation of the following:

- a. Staggered fifteen (15) minute rounds.
- b. The name and title of the supervisor and/or behavioral health staff who authorized the separation and who authorized continued separation beyond four (4) hours, if necessary
- c. Date/Time of placement and removal from separation
- d. Name and title of all persons visiting the juvenile
- e. Date/time of checks and behavior noted
- f. Any reviews of placement and by whom, with rationale for continued separation
- g. Name and position of supervisor and/or behavioral health staff authorizing release from separation
- h. Time and activity spent out of room
- i. Reason a juvenile refuses out of room time

Comment: None.

Use of Separation w/ Juveniles -009 (continued)

FOR ACA STAFF USE ONLY- Use of Separation w/ Juveniles -009

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:

A use of separation log is kept for documentation of the following:

- a. Staggered fifteen (15) minute rounds.
- b. The name and title of the supervisor and/or behavioral health staff who authorized the separation and who authorized continued separation beyond four (4) hours, if necessary
- c. Date/Time of placement and removal from separation
- d. Name and title of all persons visiting the juvenile
- e. Date/time of checks and behavior noted
- f. Any reviews of placement and by whom, with rationale for continued separation
- g. Name and position of supervisor and/or behavioral health staff authorizing release from separation
- h. Time and activity spent out of room
- i. Reason a juvenile reports for refusal of out of room time

Comment: None.

Use of Separation w/ Juveniles -011

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Expected Practice: NEW #6

Proposal Type: Addition

Existing: Separation following an act of violence requires a process to evaluate a juvenile's readiness to safely return to general population. This evaluation shall be initiated within four (4) hours of placement in separation and subsequently every two hours after until the juvenile is able to process the incident with a supervisor or behavioral health staff and safely be returned to general population. Juveniles placed in a separation status are afforded living conditions **and earned privileges** similar to general population.

Comment: None.

Proposal: Separation following an act of violence requires a process to evaluate a juvenile's readiness to safely return to general population. This evaluation shall be initiated within four (4) hours of placement in separation and subsequently every two hours after until the juvenile is able to process the incident with a supervisor or behavioral health staff and safely be returned to general population. Juveniles placed in a separation status are afforded living conditions similar to general population.

Comment: None.

FOR ACA STAFF USE ONLY- Use of Separation w/ Juveniles -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: _____

Use of Separation w/ Juveniles -012

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Expected Practice: 4-JCF-3C-17

Proposal Type: Revision

Existing: An administrative review is provided for juveniles transferred to a more secure facility.

Comment: None.

Proposal: An administrative review is provided for juveniles transferred to a more secure facility within the agency.

Comment: None.

FOR ACA STAFF USE ONLY- Use of Separation w/ Juveniles -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: _____

Use of Separation w/ Juveniles -013

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Expected Practice: NEW #7

Proposal Type: Addition

Existing: An administrative review is provided for juveniles placed in a more structured and restrictive program or a specialized treatment unit within the same facility. As soon as possible, but no later than 72 hours after placement the treatment team shall review the placement and establish a plan for the return to general population. The facility administrator shall approve initial placement and reauthorize every 24 hours until the treatment/special plan is established.

Comment: Justification for transfers must be provided. Facility must demonstrate other interventions have been ineffective.

Proposal: An administrative review is provided for juveniles placed in a more structured and restrictive program or a specialized treatment unit within the same facility. As soon as possible, but no later than 72 hours after placement the treatment team shall review the placement and establish a plan for the return to general population. The facility administrator shall approve initial placement and reauthorize every 24 hours until the treatment/special plan is established.

Comment: Justification for transfers must be provided. Facility must demonstrate other interventions have been ineffective. If the facility administrator is unavailable, the administrative staff authorized to act on his/her behalf can complete the review.

FOR ACA STAFF USE ONLY- Use of Separation w/ Juveniles -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: _____

Use of Separation w/ Juveniles -015

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Expected Practice: NEW #8

Proposal Type: Addition

Existing: The facility shall have written policies and procedures that describe behavioral health screening of any juvenile placed in separation. These policies and procedures shall include the following elements:

1. Screening for any behavioral health reasons not to use the use of separation will be done as soon as possible but no later than 30 minutes after placement in separation. This screening may be done by staff trained to use the separation screening tool.
2. The separation screening tool shall be approved by the behavioral health authority.
3. Notification of behavioral health staff when the juvenile remains in separation for more than 2 hours or when a separation screening tool indicates a need to contact behavioral health staff sooner.
4. Documentation of behavioral health screening encounters in the juvenile's behavioral health-record.

Comment: The use of separation can have negative effects on an individual. The screening tool may take the form of: structured interview, checklist, commercially published instrument, etc. Separation should be avoided if a screening concludes that there may be an acute deterioration of behavioral health functioning.

Proposal: The facility shall have written policies and procedures that describe behavioral health screening of any juvenile placed in separation. These policies and procedures shall include the following elements:

1. Screening for any behavioral health risk factors will be done immediately after placement in separation. This screening may be done by staff trained to use the separation screening tool.
2. The separation screening tool shall be approved by the behavioral health authority.
3. Notification of behavioral health staff when the juvenile remains in separation for more than 2 hours or when a separation screening tool indicates a need to contact behavioral health staff sooner.
4. Documentation of behavioral health screening encounters in the juvenile's behavioral health-record.

Comment: The screening tool may take the form of: structured interview, checklist, commercially published instrument, etc. Separation should be avoided if a screening concludes that there may be an acute deterioration of behavioral health functioning.

Use of Separation w/ Juveniles -015 (continued)

FOR ACA STAFF USE ONLY- Use of Separation w/ Juveniles -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: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Expected Practice: NEW #9

Proposal Type: Addition

Existing: The facility must have written policies and procedures that describe behavioral health monitoring of any juvenile placed in separation. These policies and procedures shall include the following elements:

1. Behavioral health monitoring of juvenile's adjustment to separation every 4 hours except during bed time hours
2. Provision of an appropriate level of behavioral health care as determined by monitoring.
3. Documentation of behavioral health monitoring in the juvenile's behavioral health-record.
4. Discontinuation of separation if clinical staff determines that the youth is being harmed by separation.

Comment: The use of separation can have negative effects on an individual. Separation should be avoided if a monitoring indicates that there may be an acute deterioration of behavioral health functioning. Monitoring by behavioral health staff endeavors to prevent harm by separation and ensures access to needed services.

Proposal: The facility must have written policies and procedures that describe the process of behavioral health monitoring of any juvenile placed in separation. These policies and procedures shall include the following elements:

1. Behavioral health monitoring of juvenile's adjustment to separation every 4 hours except during bed time hours
2. Provision of an appropriate level of behavioral health care as determined by monitoring.
3. Documentation of behavioral health monitoring in the juvenile's behavioral health-record.
4. Discontinuation of separation if clinical staff determines that the youth is being harmed by separation.

Comment: Separation should be avoided if a monitoring indicates that there may be or has been an acute deterioration of behavioral health functioning. Monitoring by behavioral health staff or behavioral health-trained staff endeavors to prevent harm caused by separation.

Use of Separation w/ Juveniles -016 (continued)

FOR ACA STAFF USE ONLY- Use of Separation w/ Juveniles -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: _____

Use of Separation w/ Juveniles -020

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Expected Practice: 3-JDF-3C-07

Proposal Type: Revision

Existing: The facility must have written policies and procedures that describe the implementation and monitoring of measures to be followed for any juvenile placed in separation. These policies and procedures must include, at the minimum, the following elements.

The following procedure is followed for any juvenile placed in separation:

1. Authorization of separation by supervisor or behavioral health staff
2. Checked visually by staff in staggered intervals not to exceed fifteen (15) minutes
3. Removed from separation at the point he/she has demonstrated emotional and behavioral control and is assessed as being able to reenter population.
4. Supervisor, supervisor's designee or behavioral health staff shall meet with the juvenile in an effort to identify the reasons for them being unsafe to return to general population prior to four (4) hours.
5. If separation is continued beyond four (4) hours it must be reviewed by a behavioral health staff and/or supervisor with attempts to safely return the youth to general population at least every two (2) hours thereafter.
6. Offer services **to include** education, treatment, medical, and recreation, to juveniles who are separated beyond four (4) hours

Comment: During the period of restriction, a staff person should interact with the juvenile in an effort to solve any problems and to determine a release time. A visit does not include routine visual checks through the door or window of the confinement room. Electronic devices used to monitor juveniles do not substitute for one-to-one observations by staff. If a juvenile displays sustained escalated behavior, staff will meet with the juvenile to assist in de-escalation.

Proposal: The facility must have written policies and procedures that describe the implementation and monitoring of measures to be followed for any juvenile placed in separation. These policies and procedures must include, at the minimum, the following elements.

The following procedure is followed for any juvenile placed in separation:

1. Authorization of separation by supervisor or behavioral health staff
2. Checked visually by staff in staggered intervals not to exceed fifteen (15) minutes
3. Removed from separation at the point he/she has demonstrated emotional and behavioral control and is assessed as being able to reenter population.

Use of Separation w/ Juveniles -020 (continued)

4. Supervisor, supervisor's designee or behavioral health staff shall meet with the juvenile in an effort to identify the reasons for them being unsafe to return to general population prior to four (4) hours.
5. If separation is continued beyond four (4) hours it must be reviewed by a behavioral health staff and/or supervisor with attempts to safely return the youth to general population at least every two (2) hours thereafter.
6. Offer services **such as** education, treatment, medical, and recreation, to juveniles who are separated beyond four (4) hours

Comment: During the period of restriction, a staff person should interact with the juvenile in an effort to solve any problems and to determine a release time. A visit does not include routine visual checks through the door or window of the confinement room. Electronic devices used to monitor juveniles do not substitute for one-to-one observations by staff. If a juvenile displays sustained escalated behavior, staff will meet with the juvenile to assist in de-escalation.

FOR ACA STAFF USE ONLY- Use of Separation w/ Juveniles -020

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:

The facility must have written policies and procedures that describe the implementation and monitoring of measures to be followed for any juvenile placed in separation. These policies and procedures must include, at the minimum, the following elements.

The following procedure is followed for any juvenile placed in separation:

1. Authorization of separation by supervisor or behavioral health staff
2. Checked visually by staff in staggered intervals not to exceed fifteen (15) minutes
3. Removed from separation at the point he/she has demonstrated emotional and behavioral control and is assessed as being able to reenter population.
4. Supervisor, supervisor's designee or behavioral health staff shall meet with the juvenile in an effort to identify the reasons for them being unsafe to return to general population prior to four (4) hours.

Use of Separation w/ Juveniles -020 (continued)

5. If separation is continued beyond four (4) hours it must be reviewed by a behavioral health staff and/or supervisor with attempts to safely return the youth to general population at least every two (2) hours thereafter.
6. Offer services available in general population

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Expected Practice: NEW #1

Proposal Type: Addition

Existing: A use of separation log is kept for documentation of the following:

- a. Staggered fifteen (15) minute rounds.
- b. The name and title of the supervisor and/or behavioral health staff who authorized the separation and who authorized continued separation beyond four (4) hours, if necessary
- c. Date/Time of placement and removal from separation
- d. Name and title of all persons visiting the juvenile
- e. Date/time of checks and behavior noted
- f. Any reviews of placement and by whom, with rationale for continued separation
- g. Name and position of supervisor and/or behavioral health staff authorizing release from separation
- h. Time and activity spent out of room

Comment: If juvenile refuses time out of room, the reason needs to be documented.

Proposal: A use of separation log is kept for documentation of the following:

- a. Staggered fifteen (15) minute rounds.
- b. The name and title of the supervisor and/or behavioral health staff who authorized the separation and who authorized continued separation beyond four (4) hours, if necessary
- c. Date/Time of placement and removal from separation
- d. Name and title of all persons visiting the juvenile
- e. Date/time of checks and behavior noted
- f. Any reviews of placement and by whom, with rationale for continued separation
- g. Name and position of supervisor and/or behavioral health staff authorizing release from separation
- h. Time and activity spent out of room
- i. Reason a juvenile refuses out of room time

Comment: None.

Use of Separation w/ Juveniles -028 (continued)

FOR ACA STAFF USE ONLY- Use of Separation w/ Juveniles -028

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:

A use of separation log is kept for documentation of the following:

- a. Staggered fifteen (15) minute rounds.
- b. The name and title of the supervisor and/or behavioral health staff who authorized the separation and who authorized continued separation beyond four (4) hours, if necessary
- c. Date/Time of placement and removal from separation
- d. Name and title of all persons visiting the juvenile
- e. Date/time of checks and behavior noted
- f. Any reviews of placement and by whom, with rationale for continued separation
- g. Name and position of supervisor and/or behavioral health staff authorizing release from separation
- h. Time and activity spent out of room
- i. Reason a juvenile reports for refusal of out of room time

Comment: None.

Use of Separation w/ Juveniles -030

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Expected Practice: 3-JDF-3E-05

Proposal Type: Revision

Existing: Written policy, procedure, and practice specify that juveniles placed in separation be afforded living conditions **and privileges** approximating those available to the general juvenile population. Exceptions are justified by clear and substantiated evidence.

Comment: Placement in room confinement achieves the primary purpose of separating the juvenile from the general population. To the extent possible, juveniles in separation should have a room, food, clothing, exercise, and other services **and privileges** comparable to those available to the general population. Where services **or privileges** are denied to juveniles in confinement, written justification should be provided.

Proposal: Written policy, procedure, and practice specify that juveniles placed in separation be afforded living conditions approximating those available to the general juvenile population. Exceptions are justified by clear and substantiated evidence.

Comment: Placement in room confinement achieves the primary purpose of separating the juvenile from the general population. To the extent possible, juveniles in separation should have a room, food, clothing, exercise, and other services comparable to those available to the general population. Where services are denied to juveniles in confinement, written justification should be provided.

FOR ACA STAFF USE ONLY- Use of Separation w/ Juveniles -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: _____

American Correctional Association - Committee on Performance-Based Standards

Report from ACA Sustainability-Oriented and Environmentally
Responsible Committee

Presenter:

Tommy Norris, Chair

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4003-1

Proposal Type: Revision

Existing Standard:

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

Proposal: The facility/agency shall demonstrate it has examined, and where appropriate and feasible, implemented strategies that promote recycling, energy and water conservation, pollution reduction, and utilization of renewable energy alternatives. An overview of any sustainable and environmentally friendly practices shall be covered in orientation and annual training programs.

Comments:

The Sustainability Oriented and Environmentally Responsible Committee (AKA Sustainability Committee) is proposing to enhance the existing ACA Adult standards by adding Sustainable and Environmentally Responsible Practices to the annual training and staff orientation programs. These additions will provide an opportunity for facilities to educate their staff about sustainable and environmentally practices happening at their facilities, such as composting, recycling, water and energy savings programs, etc. This will also provide an opportunity for facilities to develop such programs where none may exist.

Name: Tommy Norris

Title: Chair, Sustainability Oriented and Environmentally Responsible Committee (AKA Sustainability Committee)

FOR ACA STAFF USE ONLY- Sustainability Committee 2018-001

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-2D-04; 4-ACRS-7D-01-1; 4-ALDF-7D-01-1; 4-APPFS-3D-05-1; 2-CO-1A-06-1; 1-CORE-7D-01-1; 1-CTA-1A-02-1; 1-EM-1A-04-1; JBC Standard 1A-05-1; 4-JCF-6A-09-1; 3-JCRF-1A-05-1; 3-JDF-1A-04-2; 1-JDTP-1A-01-1; JPAS 2-7006-1; 1-SJD-1A-03-2;

Sustainability Committee 2018-001(continued)

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fourth

Standard: 4-4082

Proposal Type: Revision

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

- The purpose, goals, policies, and procedures for the facility and parent agency
- Security and contraband regulations
- Key control
- Appropriate conduct with offenders
- Rights and responsibilities of employees
- Universal precautions
- Occupational exposure
- Personal protective equipment
- Biohazardous waste disposal
- An overview of the correctional field
- The emergency plan

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

- The purpose, goals, policies, and procedures for the facility and parent agency
- Security and contraband regulations
- Key control
- Appropriate conduct with offenders
- Rights and responsibilities of employees
- Universal precautions
- Occupational exposure
- Personal protective equipment
- Biohazardous waste disposal
- An overview of the correctional field
- The emergency plan
- Sustainable and environmentally responsible practices

Sustainability Committee 2018-002 (continued)

Comments:

The Sustainability Oriented and Environmentally Responsible Practices Committee (AKA Sustainability Committee) is proposing to enhance the existing ACA Adult standards by adding Sustainable and Environmentally Responsible Practices to the annual training and staff orientation programs. These additions will provide an opportunity for facilities to educate their staff about sustainable and environmentally responsible practices happening at their facilities, such as composting, recycling, water and energy savings programs, etc. This will also provide an opportunity for facilities to develop such programs where none may exist.

Name: Tommy Norris

Title: Chair, Sustainability Oriented and Environmentally Responsible Practices Committee (AKA Sustainability Committee)

FOR ACA STAFF USE ONLY- Sustainability Committee 2018-002

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ACRS-7B-14; 4-ALDF-7B-05; 1-CTA-3A-09; 1-HC-2A-06;

Action taken by the standards committee:

Approved Denied **Tabled** Referred to: _____

American Correctional Association - Committee on Performance-Based Standards

Report from the Substance Use Disorders Committee

Presenter:

Randy Shively, Vice Chair

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4376

Proposal Type: Revision

Existing Standard: Detoxification

(MANDATORY) Detoxification is done only under medical supervision in accordance with local, state, and federal laws. Detoxification from alcohol, opiates, hypnotics, other stimulants, and sedative hypnotic drugs is conducted under medical supervision when performed at the facility or is conducted in a hospital or community detoxification center. Specific guidelines are followed for the treatment and observation of individuals manifesting mild or moderate symptoms of intoxication or withdrawal from alcohol and other drugs.

Comment: None.

Protocols: Written policy and procedure. Community contract agreements.

Process Indicators: Offender health records. Interviews.

Proposal: Withdrawal Management

(MANDATORY) Withdrawal management is done only under medical supervision in accordance with local, state, and federal laws. Withdrawal management from alcohol, opiates, hypnotics, stimulants, and sedative hypnotic drugs is conducted under medical supervision when performed at the facility or is conducted in a hospital or community treatment center. Specific guidelines are followed for the treatment and observation of individuals manifesting mild or moderate symptoms of intoxication or withdrawal from alcohol and other drugs. Offenders experiencing severe, life-threatening intoxication (an overdose), or withdrawal are transferred under appropriate security conditions to a facility where specialized care is available.

Comment: Medical treatment should include current medications that are indicated to prevent serious withdrawal symptoms, and within the facility include periodic monitoring with documentation of decompensation and/or significant changes which require additional intervention or referral to a qualified outside facility.

Protocols: Written policy and procedure. Community contract agreements.

Process Indicators: Health records. Transfer records. Interviews.

Name: Randy Shively

Title: Vice Chair, Substance Use Disorders Committee

Substance Use Disorders 2018-001 (continued)

FOR ACA STAFF USE ONLY- Substance Use Disorders 2018-001

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ALDF-4C-36; 1-CORE-4C-14; 3-JDF-4C-40; 4-JCF-4C-13

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Section 3

Proposals for Standards and Expected Practices Revision

Submissions for Standards and Expected Practices Revision
148th Congress of Correction
Minneapolis, Minnesota
August 2, 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 | Page |
|------------------------|------------------|-------------|-------------|
| ACA File No. 2018-023 | 4-ALDF-2A-27 | Revision | 41 |
| ACA File No. 2018-024 | 4-APPFS-2A-09 | Revision | 43 |
| ACA File No. 2018-025 | 4-4281-1 | Revision | 44 |
| ACA File No. 2018-026 | 4-4281-3 | Revision | 46 |
| ACA File No. 2018-027 | 4-4281-4 | Revision | 48 |
| ACA File No. 2018-028 | 4-4281-5 | Revision | 49 |
| ACA File No. 2018-029 | 4-4281-6 | Revision | 50 |
| ACA File No. 2018-030 | ACI New Standard | Addition | 51 |
| ACA File No. 2018-031 | 4-4406 | Revision | 52 |
| ACA File No. 2018-032 | New Definition | Addition | 54 |
| ACA File No. 2018-033 | 4-4238 | Revision | 55 |

Manual: Adult Local Detention Facilities
Edition: Fourth
Expected Practice: 4-ALDF-2A-27
Agency/Facility: Manatee County Sheriff's Office
Facility Size: 1000+
Accredited: Yes
Proposal Type: Revision

Existing Expected Practice: Prior to being placed in the general population, each inmate is provided with an orientation to the facility, which includes at a minimum:

- written information describing facility rules and sanctions
- explanation of mail and visiting procedures
- explanation of transportation options for visitors
- explanation of grievance procedures
- explanation of all fees, charges, or copayments that may apply
- description of services, programs, and eligibility requirements
- information on how to access medical care
- identification of available pretrial release options

This information is provided to inmates in a written and/or electronic format. If the inmate handbook is provided electronically, inmates in segregation are provided the information in a written format so that their access to the information is not impeded by their custody status. The handbook is translated into those languages spoken by significant numbers of inmates.

Proposal: Prior to being placed in the general population, each inmate is provided with an orientation to the facility, which includes at a minimum:

- written information describing facility rules and sanctions
- explanation of mail and visiting procedures
- explanation of transportation options for visitors
- explanation of grievance procedures
- explanation of all fees, charges, or copayments that may apply
- description of services, programs, and eligibility requirements
- information on how to access medical care
- identification of available pretrial release options

This information is provided to inmates in a written and/or electronic format. If the inmate handbook is provided electronically, inmates in segregation are provided the information in a written format so that their access to the information is not impeded by their custody status. The handbook is translated into those languages spoken by significant numbers of inmates.

ACA FILE No. 2018-023 (continued)

Comments: Inmates do not have control over means of transportation for their visitors. The facility does not dictate which mode of transportation is used by the visitors, nor does it offer transportation to visitors. Recommend deleting bullet C.

Name: Sandra Guajardo

Title: Accreditation Coordinator

Email: sandra.guajardo@manateesherriff.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-023

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-5D-16; 4-4499; JBC Standard 5H-16; 4-JCF-3A-18

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Adult Probation and Parole Field Services
Edition: Fourth
Expected Practice: 4-APPFS-2A-09
Agency/Facility: Minnesota Department of Corrections
Facility Size: N/A
Accredited: No
Proposal Type: Revision

Existing Expected Practice: Staff and offender jointly develop and complete the individualized supervision plan within **60** days of disposition. The plan includes measurable criteria of expected behavior and accomplishments, a time schedule for achieving specific goals, and scheduled progress reviews. The plan is documented with staff and offender signatures.

Proposal: Staff and offender jointly develop and complete the individualized supervision plan within **90** days of disposition. The plan includes measurable criteria of expected behavior and accomplishments, a time schedule for achieving specific goals, and scheduled progress reviews. The plan is documented with staff and offender signatures.

Comments: The standard doesn't take into consideration best practices in developing a case plan. The case plan is designed to document the offender's assessed criminogenic factors tied to recidivism. If you rush the process and try to enforce a goal for the sake of a case plan deadline, you will revoke resistance to change and even promote why at risk behavior is acceptable. (MI in Corrections, NIC 2012)

Name: Victoria Baukol
Title: Bus. Continuity & Internal Controls Mgr.
Email: Vicky.Baukol@state.mn.us

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-024

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:** APPFS Committee for review and report back at the January 2019 Meeting.

Manual: Adult Correctional Institutions

Edition: Fourth

Standard: 4-4281-1

Agency/Facility: The GEO Group, Inc.

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice ensure that information is provided to offenders about sexual abuse/assault including:

- Prevention/intervention
- Self-protection
- Reporting sexual abuse/assault
- Treatment and counseling

The information is communicated orally and in writing, in a language clearly understood by the offender, upon arrival at the facility.

Proposal: Written policy, procedure, and practice ensure that information is provided to offenders about sexual abuse/assault during the intake process at the facility including:

- Prevention/intervention
- Self-protection
- Reporting sexual abuse/assault
- Treatment and counseling
- Agency zero tolerance policy regarding sexual abuse and sexual harassment

The information is communicated in formats accessible to all offenders, including those who are limited English proficient or reading skills, deaf, visually impaired, or otherwise disabled.

Comments: Revision is necessary to align existing ACA standard with the current PREA standard 115.33 Inmate Education.

Name: Catherine Price, CCM

Title: Director, ACA Accreditation, Contract Compliance

Email: caprice@geogroup.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-025

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-3D-06-1; 4-ALDF-2A-29; 1-CORE-4D-13; 1-HC-3A-13-1; JBC Standard 3D-06-1; 4-
JCF-3D-02; 3-JCRF-3D-04-2; 3-JDF-3D-06-2; 1-SJD-3D-06-2

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions

Edition: Fourth

Standard: 4-4281-3

Agency/Facility: The GEO Group, Inc.

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice require that an investigation is conducted and documented whenever a sexual assault or threat is reported.

Comment: The agency should report occurrences/allegations of sexual assault or threat in accordance with the laws of the jurisdiction. The investigation may be limited by what is allowed by the laws of the jurisdiction.

Proposal: Written policy, procedure, and practice require that an investigation is conducted and documented whenever a sexual abuse or sexual harassment allegation is reported.

Comment: The agency should report occurrences/allegations of sexual abuse and sexual harassment in accordance with the laws of the jurisdiction.

Comments: Revision is needed to align ACA standard language and definitions with the PREA standard language and definitions as found in PREA standard 115.22.

Name: Catherine Price, CCM

Title: Director, ACA Accreditation, Contract Compliance

Email: caprice@geogroup.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-026

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-3D-06-3; 4-ALDF-4D-22-2; 1-CORE-4D-15; JBC Standard 3D-06-3; 4-JCF-3D-04;
3-JCRF-3D-04-4; 3-JDF-3D-06-4; 1-HC-3A-13-3; HC ALDF 4-ALDF-4D-22-2; 1-SJD-3D-06-4

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions

Edition: Fourth

Standard: 4-4281-4

Agency/Facility: The GEO Group, Inc.

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice require that inmates identified as high risk with a history of sexually assaultive behavior are assessed by a mental health or other qualified professional. Inmates with a history of sexually assaultive behavior are identified, monitored, and counseled.

Proposal: Written policy, procedure and practice require that an inmate identified with a history of sexually assaultive behavior during the intake screening be offered an appointment with a mental health or other qualified professional for an assessment of related treatment needs. This appointment shall be scheduled to occur within 14 days of the screening.

Comments: Revision is needed to align ACA standard with the PREA Standard. The revision follows PREA timelines for an appointment and added language that supports the offender's option to decline assessments. Related PREA standards are 115.81 and 115.42.

Name: Catherine Price, CCM

Title: Director, ACA Accreditation, Contract Compliance

Email: caprice@geogroup.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-027

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-3D-06-4

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to: _____

Manual: Adult Correctional Institutions

Edition: Fourth

Standard: 4-4281-5

Agency/Facility: The GEO Group, Inc.

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice provide that inmates identified as at risk for sexual victimization are assessed by a mental health or other qualified professional. Inmates at risk for sexual victimization are identified, monitored, and counseled.

Proposal: Written policy, procedure and practice require that an inmate identified with a history of sexual victimization during the intake screening be offered an appointment with a medical, mental health or other qualified professional for an assessment of related treatment needs. This appointment shall be scheduled to occur within 14 days of the screening.

Comments: Revision is needed to align ACA standard with the PREA Standard. The revision follows PREA timelines for an appointment and added language that supports the offender's option to decline assessments. Related PREA standards are 115.81 and 115.42.

Name: Catherine Price, CCM

Title: Director, ACA Accreditation, Contract Compliance

Email: caprice@geogroup.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-028

The above proposed revision, addition, or deletion would also affect the following manuals: 1-ABC-3D-06-5; 4-ALDF-4D-22-4; JBC Standard 3D-06-5; 4-JCF-3D-06; 3-JCRF-3D-04-6; 3-JDF-3D-06-6; 1-HC-3A-13-5; HC ALDF 4-ALDF-4D-22-4; 1-SJD-3D-06-6

Action taken by the standards committee:

Approved ☒ Denied ☐ Tabled ☐ Referred to: _____

Manual: Adult Correctional Institutions
Edition: Fourth
Standard: 4-4281-6
Agency/Facility: The GEO Group, Inc.
Facility Size: N/A
Accredited: Yes
Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice ensure that sexual conduct between staff and inmates, volunteers, or contract personnel and inmates, regardless of consensual status, is prohibited and subject to administrative and criminal disciplinary sanctions.

Proposal: Written policy, procedure, and practice ensure that all sexual abuse and sexual harassment by staff, volunteers, or contract personnel against inmates, regardless of consensual status, is prohibited and subject to administrative and criminal disciplinary sanctions.

Comments: Revision is needed to align existing ACA standard with the PREA standard requirements and language. This proposal also separates staff/volunteer/contract personnel sexual abuse and sexual harassment from inmate on inmate.

Name: Catherine Price, CCM
Title: Director, ACA Accreditation, Contract Compliance
Email: caprice@geogroup.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-029

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-3D-06-6; 4-ALDF-4D-22-5; 1-CORE-4D-14; JBC Standard 3D-06-6; 4-JCF-3D-07;
3-JCRF-3D-04-7; 3-JDF-3D-06-7; 1-HC-3A-13-6; HC ALDF 4-ALDF-4D-22-5; 1-SJD-3D-06-7

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions
Edition: Fifth
Expected Practice: New Expected Practice
Agency/Facility: The GEO Group, Inc.
Facility Size: N/A
Accredited: Yes
Proposal Type: Addition

Existing Standard: None.

Proposal: Written policy, procedure, and practice ensure that all sexual harassment and non-consensual sexual abuse between inmates is prohibited and subject to administrative and criminal disciplinary sanctions. Consensual sex between inmates can be prohibited and inmates disciplined, but not deemed as sexual abuse.

Comments: Recommend a new standard dealing with inmate on inmate sexual abuse and sexual harassment to separate from the current standard 5-3D-4281-6. This aligns with PREA standard 115.78.

Name: Catherine Price, CCM
Title: Director, ACA Accreditation, Contract Compliance
Email: caprice@geogroup.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-030

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: _____

Manual: Adult Correctional Institutions

Edition: Fourth

Standard: 4-4406

Agency/Facility: The GEO Group, Inc.

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard: (MANDATORY) Victims of sexual assault are referred under appropriate security provisions to a community facility for treatment and gathering of evidence, or if these procedures are performed in-house, the following guidelines are used:

- a history is taken by health care professionals who conduct an examination to document the extent of physical injury and to determine if referral to another medical facility is indicated. With the victim's consent, the examination includes the collection of evidence from the victim, using a kit approved by the appropriate authority
- provision is made for testing of sexually transmitted diseases (for example, HIV, gonorrhea, hepatitis, other diseases) and counseling, as appropriate
- prophylactic treatment and follow-up for sexually transmitted diseases are offered to all victims, as appropriate
- following the physical examination, there is availability of an evaluation by a mental health professional to assess the need for crisis intervention counseling and long-term follow-up.

A report is made to the facility or program administrator or designee to assure separation of the victim from his or her assailant

Proposal: (MANDATORY) Victims of sexual assault are referred under appropriate security provisions to a community facility for treatment and gathering of evidence, or if these procedures are performed in-house, the following guidelines are used:

- a history is taken by health care professionals who conduct an examination to document the extent of physical injury and to determine if referral to another medical facility is indicated. With the victim's consent, the examination includes the collection of evidence from the victim, using a kit approved by the appropriate authority
- provision is made for testing of sexually transmitted diseases (for example, HIV, gonorrhea, hepatitis, other diseases) and counseling, as appropriate
- prophylactic treatment and follow-up for sexually transmitted diseases are offered to all victims, as appropriate
- following the physical examination, there is availability of an evaluation by a mental health professional to assess the need for crisis intervention counseling and long-term follow-up.

- A forensic exam will be offered to the victim and conducted by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs), if SAFEs or SANEs not available, the examination can be performed by other qualified medical practitioners.

A report is made to the facility or program administrator or designee to assure separation of the victim from his or her assailant

Comments: An additional bullet is requested for this existing ACA standard to align with the PREA guidelines on SAFE/SANE use as outlined in 115.21, 115.82, 115.83.

Name: Catherine Price, CCM

Title: Director, ACA Accreditation, Contract Compliance

Email: caprice@geogroup.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-031

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

1-ABC-3D-06-7; 4-ALDF-4D-22-6; 1-CORE-4D-16; JBC Standard 3D-06-7; 4-JCF-4C-50; 3-JCRF-3D-04-8; 3-JDF-3D-06-8 ; 1-HC-3A-13; PB, HCJCF - 4-JCF-4C-50; 1-SJD-3D-06-8

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: All
Edition: All
Standard: New Definition
Agency/Facility: N/A
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Proposal: Merit System – A system by which an employee is selected, retained and/or promoted solely on the basis of his/her knowledge, skills and ability to perform the work, without regard to political affiliations.

Comments: Refer to ACI 4-4057 and 4-4059. The term has generated several questions from auditors and facilities.

Submitted by: ACA Staff

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-032

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

Action taken by the standards committee:

Approved Denied **Tabled** Referred to: _____

Manual: Adult Correctional Institutions

Edition: Fourth

Standard: 4-4238

Agency/Facility: N/A

Facility Size: N/A

Accredited: N/A

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice provide that inmates charged with rule violations are scheduled for a hearing as soon as practicable but no later than seven days, excluding weekends and holidays, after being charged with a violation. Inmates are notified of the time and place of the hearing at least 24 hours in advance of the hearing.

Proposal: Written policy, procedure, and practice provide that **when** inmates **are** charged with rule violations **are scheduled for** a hearing **is held** as soon as practicable but no later than seven days, excluding weekends and holidays, after being charged with a violation. Inmates are notified of the time and place of the hearing at least 24 hours in advance of the hearing.

Comments: I believe the standard requires the hearing to be held no later than seven days. The chair of the audit called ACA for clarification and was told they interpreted the way the standard was written that it they just had to have a schedule completed within seven days. I was at the standards revision meeting in 2008 when this was revised and the standards committee had quite a long discussion and they definitely intend for the hearing to be held within seven days. Otherwise there is no time frame for the hearing to be held. In all my years working and auditing, this has always been interpreted that the hearing had to be held within seven days.

Name: Tamera Williams

Title: Colorado Department of Corrections, Retired

Email: tamera.williams567@outlook.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2018-033

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-3C-07; 4-JCF-3C-06

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____