

*Standards Committee Meeting Minutes
2019 Winter Conference
New Orleans Marriott – Galerie 4 & 5
New Orleans, Louisiana
January 10, 2019*

Members Present

Kelley, Wendy, Chair, Arkansas
Wetzel, John, Vice Chair, Pennsylvania
Aufderheide, Dean, Florida
Clarke, Harold, Virginia
Collier, Bryan, Texas
Collins, Stephanie, Massachusetts
Estrada Martínez, Sarai, Mexico
Graziano, Michael, New York
Hebert, Jerry, Louisiana
Lane, LaToya, Florida
Mohr, Gary, Ohio
Parker, Tony, Tennessee
Raemisch, Rick, Colorado
Riggin, Viola, Kansas
Robinette, Michelle, Oklahoma
Robinson, Denise, Ohio
Schofield, Derrick, Florida
Staples-Horne, Michelle, Georgia
Toney, Ellyn, Louisiana

Members Absent

Green, Robert, Maryland
Shinn, David, District of Columbia
Wade, Michael, Virginia

Staff

James A. Gondles, Jr, Executive Director
Jeff Washington, Deputy Executive Director
Dr. Elizabeth Gondles, ACA Office of Correctional Health
Vince Ryan, Administrative Assistant
Doreen Efeti, Senior Correctional Specialist
Michael Miskell, Senior Correctional Health Specialist
Victoria Freire, Correctional Health Specialist Associate
Amanda Miesner, Correctional Health Coordinator
David Haasenritter, Director of Standards and Accreditation
Megan Noble Li, Accreditation Specialist
Chris Boyd, Accreditation Specialist

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 and items to be discussed. A motion was made by Michael Graziano and was seconded to approve the August 2018 Standards Committee Meeting Minutes from the ACA Congress of Correction in Minneapolis, Minnesota. The motion was approved unanimously.

ACA President, Lannette Linthicum welcomed the committee members and guests. Ms. Linthicum thanked chairperson Wendy Kelley for her contributions and leadership of the Committee. Ms. Linthicum thanked the members of the Committee for their hard work.

ACA Executive Director James A. Gondles welcomed the committee members and ACA staff. Mr. Gondles addressed the role of the committee and announced the agenda for the conference. Mr. Gondles discussed the conference schedule. Mr. Gondles encouraged everyone to attend the healthcare reception at 5:30 p.m. on Friday at the Marriott New Orleans. Mr. Gondles encouraged all to attend the General Session on Monday morning.

Commission Chair, Denise Robinson recognized current and new commission members. Mrs. Robinson mentioned that 226 facility hearings were up for accreditation, 47 of which were initial audits and 23 were international audits.

David Haasenritter, Director of the Standards and Accreditation Department gave opening and welcoming remarks. Mr. Haasenritter announced the release of an electronic, 2019 Standards Supplement after the conference. Mr. Haasenritter discussed the restrictive housing training scheduled for Friday and Sunday of the conference.

A motion was made to discussion of the proposed Standards revisions.

ACA Executive Director James A. Gondles discussed the importance of the Committee and the work it's accomplished over the last two years. Mr. Gondles thanked the Committee members for all their hard work.

The meeting was adjourned.

Section 2

Old Business

American Correctional Association - Committee on Performance-Based Standards

Report from ACA Sustainability-Oriented and Environmentally
Responsible Committee

Presenter:

Tommy Norris, Chair

Sustainability Committee 2018-001

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 – as amended Denied Tabled Referred to:_____

Amended 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.

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: _____

Section 3

American Correctional Association - Committee on Performance-Based Standards

“Tactical Training and Consulting”

Proposed Cell Extraction Expected Practices

Presenters:

Carl Grove Jr.

Keith Moon

Contents:

ACA File Number	Standard	Type
Cell Extraction – 001	New #1-Cell Exit	Addition
Cell Extraction – 002	New #2-Cell Exit	Addition
Cell Extraction – 003	New #3-Cell Exit	Addition
Cell Extraction – 004	New #4-Cell Exit	Addition
Cell Extraction – 005	New #5-Cell Exit	Addition
Cell Extraction – 006	New #6-Cell Exit	Addition
Cell Extraction – 007	New #7-Cell Exit	Addition
Cell Extraction – 008	New #8-Cell Exit	Addition
Cell Extraction – 009	New #9-Cell Exit	Addition

Cell Extraction – 001

Manual: Adult Correctional Institutions (ACI) 5th Edition

Standard: Cell Exit 1 – Cell Exit Team

Proposal Type: Addition

Proposal:

Written policy, procedure, and practice provide for the safe and effective removal of an uncooperative inmate from a cell/housing area.

Comment: When an inmate refuses to exit his/her cell housing area, a trained cell extraction team exists to safely remove this inmate.

Protocols: Written policy and procedure.

Process Indicators: Documentation of removal. Incident reports.

FOR ACA STAFF USE ONLY- Cell Extraction – 001

The above proposed revision, addition, or deletion would also affect the following manuals:
Adult Local Detention Facilities (ALDF) 4th Edition

Action taken by the standards committee:

Approved-as amended

Denied

Tabled

Referred to: _____

Amended Proposal:

Standard: Extraction Team – 1

Written policy, procedure, and practice provide for the safe and effective planned removal of an uncooperative inmate from an area.

Comment: When an inmate refuses to exit an area, a trained extraction team exists to safely remove this inmate.

Manual: Adult Correctional Institutions (ACI) 5th Edition

Standard: Cell Exit 2 – Staff Responsibilities

Proposal Type: Addition

Proposal:

Written policy, procedure, and practice includes staff responsibilities prior to, during, and after a cell extraction is authorized.

Comment: Staff responsibilities may include those of the team members, shift supervisor, officer in charge, intervention and health services staff.

Protocols: Written policy and procedure.

Process Indicators: Staff interviews. Incident reports.

FOR ACA STAFF USE ONLY- Cell Extraction – 002

The above proposed revision, addition, or deletion would also affect the following manuals:
Adult Local Detention Facilities (ALDF) 4th Edition

Action taken by the standards committee:

Approved-as amended Denied Tabled Referred to: _____

Amended Proposal:

Standard: Extraction Team – 2

Written policy, procedure, and practice includes staff responsibilities prior to, during, and after an extraction is authorized.

Comment: Staff responsibilities may include those of the team members, shift supervisor, officer in charge, intervention and health services staff.

Manual: Adult Correctional Institutions (ACI) 5th Edition

Standard: Cell Exit 3 – Medical Staff

Proposal Type: Addition

Proposal:

Written policy, procedure, and practice provide that health services staff be notified of and consulted prior to any cell extraction and are readily available during the cell extraction.

Comment: Health services staff should review inmate medical records prior to any planned use of force. Staff and inmates involved in a cell extraction should be medically evaluated after any planned use of force.

Protocols: Written policy and procedure.

Process Indicators: Documentation of notification and consultation. Staff interviews.

FOR ACA STAFF USE ONLY- Cell Extraction – 003

The above proposed revision, addition, or deletion would also affect the following manuals:
Adult Local Detention Facilities (ALDF) 4th Edition

Action taken by the standards committee:

Approved-as amended

Denied

Tabled

Referred to: _____

Amended Proposal:

Standard: Extraction – 3

Written policy, procedure, and practice provide that health services staff be notified of and consulted prior to any planned extraction and are readily available during and after the extraction. Health services staff shall review inmate medical records prior to any planned use of force. Staff and inmates involved in an extraction shall be evaluated by health care staff after any use of force.

Comment: None.

Manual: Adult Correctional Institutions (ACI) 5th Edition

Standard: Cell Exit 4 Intervention Staff

Proposal Type: Addition

Proposal:

Written policy, procedure, and practice provide that staff members attempt to gain compliance of an inmate who is refusing to comply with lawful orders, prior to a planned use of force (cell extraction).

Comment: Prior to a planned use of force (cell extraction), staff members i.e. religious advisor, housing unit manager, health services staff, or trained negotiator should attempt to gain compliance.

Protocols: Written policy and procedure.

Process Indicators: Incident reports.

FOR ACA STAFF USE ONLY- Cell Extraction – 004

The above proposed revision, addition, or deletion would also affect the following manuals:
Adult Local Detention Facilities (ALDF) 4th Edition

Action taken by the standards committee:

Approved-as amended

Denied

Tabled

Referred to: _____

Amended Proposal:

Standard: Extraction 4 – Intervention Staff

Written policy, procedure, and practice provide that staff members attempt to gain compliance of an inmate who is refusing to comply with lawful orders, prior to a planned extraction.

Comment: Staff members i.e. religious advisor, housing unit manager, health services staff, trained negotiator or other staff should attempt to gain compliance, prior to executing a planned extraction.

Manual: Adult Correctional Institutions (ACI) 5th Edition

Standard: Cell Exit 5 – Training

Proposal Type: Addition

Proposal:

Written policy, procedure, and practice provide that the institution's cell extraction training program is planned, coordinated, and trained by a nationally recognized certifying body, or have a comparable internal training program. The training plan and related lesson plans are reviewed annually.

Comment: The training plan should include all aspects of the three member compliance team and five person cell extraction procedures to include; videotaping, briefing/debriefing, tactics, use of force, and appropriate documentation. This training plan should also include compliance teams.

Protocols: Written policy and procedure.

Process Indicators: Documentation of annual review. Completed training plan. Completed lesson plans.

FOR ACA STAFF USE ONLY- Cell Extraction – 005

The above proposed revision, addition, or deletion would also affect the following manuals:
Adult Local Detention Facilities (ALDF) 4th Edition

Action taken by the standards committee:

Approved Denied **Tabled** Referred to: ACA Staff and Committee chaired by John Wetzel, for review again in August 2019.

Manual: Adult Correctional Institutions (ACI) 5th Edition

Standard: Cell Exit 6 – Compliance Team

Proposal Type: Addition

Proposal:

Written policy, procedure and practice provide that when a compliance team is used, in lieu of the traditional cell extraction team, the team will use a lesser degree of force without entering the cell.

Comment: The compliance team is a lesser degree of planned force. It should be utilized prior to any five-member cell extraction. The compliance option may lessen possible litigation and injuries to both staff and inmates.

Protocols: Written policy and procedure.

Process Indicators: Incident reports.

FOR ACA STAFF USE ONLY- Cell Extraction – 006

The above proposed revision, addition, or deletion would also affect the following manuals:
Adult Local Detention Facilities (ALDF) 4th Edition

Action taken by the standards committee:

Approved-as amended Denied Tabled Referred to: _____

Amended Proposal:

Standard: Extraction 6 – Compliance Team

Written policy, procedure and practice provide that when a compliance team is used, in lieu of the traditional extraction team, the team will use a lesser degree of force without entering the area.

Comment: The compliance team should be utilized prior to any planned extraction. The compliance option may lessen injuries to both staff and inmates.

Manual: Adult Correctional Institutions (ACI) 5th Edition

Standard: Cell Exit 7 – Positional Asphyxia

Proposal Type: Addition

Proposal:

Written policy, procedure, and practice provide that a cell extraction team program addresses potential positional asphyxia, or sudden death, during a cell extraction / restraint chair placement.

Comment: Positional asphyxia or sudden death could occur when using force during a cell extraction, restraint chair, or other restraining device. Team members and supervisors must monitor the inmate and be aware of any difficulties the inmate may experience to include loss of consciousness, lack of verbal communication, or irrational speech. If any of these or other indicators exists, the team must stop, reposition the inmate, evaluate the situation, and seek assistance from the on-site medical professional immediately.

Protocols: Written policy and procedure.

Process Indicators: Program training curriculum. Incident reports.

FOR ACA STAFF USE ONLY- Cell Extraction – 007

The above proposed revision, addition, or deletion would also affect the following manuals:
Adult Local Detention Facilities (ALDF) 4th Edition

Action taken by the standards committee:

Approved Denied **Tabled** Referred to: Committee chaired by John Wetzel

Manual: Adult Correctional Institutions (ACI) 5th Edition

Standard: Cell Exit 8 – Video

Proposal Type: Addition

Proposal:

Written policy, procedure, and practice provide that all planned use of force incidents (cell extractions and compliance team deployments) are video recorded, through the use of a hand held or equivalent video recording device, capable of recording the entire incident. The video recording shall be reviewed by a supervisory employee for discrepancies and future training needs. This review must be documented.

Comment: The video recording training plan should include all aspects of the currently in use hand held video recorder to include; positioning, battery exchange, labeling, and downloading of the original recording. Video recordings of planned use of force incidents should be maintained for a period of at least seven (7) years.

Protocols: Written policy and procedure.

Process Indicators: Video records. Documentation of supervisor review of video.

FOR ACA STAFF USE ONLY- Cell Extraction – 008

The above proposed revision, addition, or deletion would also affect the following manuals:
Adult Local Detention Facilities (ALDF) 4th Edition

Action taken by the standards committee:

Approved Denied **Tabled** Referred to: Committee chaired by John Wetzel.
Need to review time frame and existing, correlating use of force expected practices.

Amended Proposal:

Written policy, procedure, and practice provide that all planned extractions are video recorded, through the use of a hand held or equivalent video recording device, capable of recording the entire incident. The video recording shall be reviewed by a supervisory employee for discrepancies and future training needs. This review must be documented.

Comment: The video recording training plan should include all aspects of the currently in use hand held video recorder to include; positioning, battery exchange, labeling, and downloading of

Cell Extraction – 008 (continued)

the original recording. Video recordings of planned use of force incidents should be maintained for a period of at least seven (7) years.

Manual: Adult Correctional Institutions (ACI) 5th Edition

Standard: Cell Exit 9 –Equipment

Proposal Type: Addition

Proposal:

Written policy, procedure and practice ensure that cell extraction and compliance team members are provided the sufficient equipment and tools to meet minimum mission requirements. To include the necessary, secure space for the appropriate storage of all equipment.

Cell extraction equipment –

- Helmet (blunt force trauma)
- Protective vest (anti slash/stab)
- Protective uniform
- Cut resistant gloves
- Cut resistant forearm protection
- Chemical mask with filters
- EID shield or capture shield
- EID handheld device
- Handcuffs
- Leg shackles
- Handcuff tether 60”
- Rescue knife (J-tool)
- OC canister with hose and wand
- Video recording capability

Compliance team equipment –

- Chemical mask with filters
- OC canister with hose and wand
- Handcuffs
- Leg shackles
- Handcuff tether 60”
- Video recording capability

Comment: Documentation should address the appropriation, care, maintenance and inventory of all cell extraction and compliance team equipment. It should also address the normal life-cycle wear and removal/replacement of obsolete or faulty equipment.

Cell Extraction – 009 (continued)

Equipment should include at a minimum the appropriate amounts to equip a six member cell extraction team or a three member compliance team.

Protocols: Written policy and procedure.

Process Indicators: Observation. Facility plans/specifications. Completed equipment/tool inventory.

FOR ACA STAFF USE ONLY- Cell Extraction – 009

The above proposed revision, addition, or deletion would also affect the following manuals:
Adult Local Detention Facilities (ALDF) 4th Edition

Action taken by the standards committee:

Approved-as amended Denied Tabled Referred to: _____

Amended Proposal:

Standard: Extraction 9 – Equipment

Written policy, procedure and practice ensure that extraction and compliance team members are provided the sufficient equipment and tools to meet minimum mission requirements. To include the necessary, secure space for the appropriate storage, maintenance, inspection, sanitation, and replacement of all equipment.

Extraction equipment should include:

- Helmet (blunt force trauma)
- Protective vest (anti slash/stab)
- Protective uniform
- Cut resistant gloves
- Cut resistant forearm protection
- Chemical mask with filters
- EID shield or capture shield
- EID handheld device
- Handcuffs
- Leg shackles
- Handcuff tether 60”
- Rescue knife (J-tool)
- OC canister with hose and wand
- Video recording capability

Cell Extraction – 009 (continued)

Compliance team equipment should include:

- Chemical mask with filters
- OC canister with hose and wand
- Handcuffs
- Leg shackles
- Handcuff tether 60”
- Video recording capability

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Observation. Facility plans/specifications. Completed equipment/tool inventory.

Section 4

Proposals for Expected Practices and Standards Revision

Submissions for Expected Practices and Standards Revision
2019 Winter Conference
New Orleans, Louisiana
January 10, 2019

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. 2019-001	ACI 5-7A-4461-1	Revision	5
ACA File No. 2019-002	4-ALDF-2A-59	Revision	7
ACA File No. 2019-003	4-ALDF-4C-09	Revision	9
ACA File No. 2019-004	4-ALDF-4C-14	Revision	11
ACA File No. 2019-005	4-ALDF-4C-24	Revision	13
ACA File No. 2019-006	4-ALDF-4C-25	Deletion	15
ACA File No. 2019-007	4-ALDF-4C-27	Revision	16
ACA File No. 2019-008	4-ALDF-4C-28	Deletion	18
ACA File No. 2019-009	4-ALDF-4C-30	Revision	19
ACA File No. 2019-010	4-ALDF-4C-35	Revision	22
ACA File No. 2019-011	4-ALDF-4C-37	Revision	23
ACA File No. 2019-012	4-ALDF-4D-18	Revision	25
ACA File No. 2019-013	4-JCF-4A-05	Revision	26
ACA File No. 2019-014	4-JCF-1C-01	Revision	27
ACA File No. 2019-015	ACI 5-1A-4024	Revision	29
ACA File No. 2019-016	ACI 5-1B-4037	Revision	30
ACA File No. 2019-017	ACI 5-1B-4038	Revision	31
ACA File No. 2019-018	ACI 5-1B-4040	Revision	32
ACA File No. 2019-019	ACI 5-1B-4044	Revision	33
ACA File No. 2019-020	ACI 5-5A-4292	Revision	34
ACA File No. 2019-021	ACI 5-5A-4294	Revision	35
ACA File No. 2019-022	ACI 5-5C-4320	Revision	36
ACA File No. 2019-023	ACI 5-5D-4335	Revision	37
ACA File No. 2019-024	ACI 5-5F-4446	Revision	38
ACA File No. 2019-025	ACI 5-7D-4487	Revision	40
ACA File No. 2019-026	ACI 5-7D-4490	Revision	41
ACA File No. 2019-027	ACI 5-7D-4494	Revision	42
ACA File No. 2019-028	ACI 5-7D-4500	Revision	43

ACA File Number	Standard	Type	Page
ACA File No. 2019-029	ACI 5-7E-4508	Revision	44
ACA File No. 2019-030	ACI 5-5A-4285	Revision	45
ACA File No. 2019-031	ACI 5-1G-4118	Revision	47
ACA File No. 2019-032	ACI 5-3A-4197	Revision	48
ACA File No. 2019-033	ACI 5-3A-4198	Revision	49
ACA File No. 2019-034	ACI 5-3A-4199	Revision	50
ACA File No. 2019-035	ACI 5-3A-4199	Revision	51
ACA File No. 2019-036	ACI 5-3B-4225	Revision	53
ACA File No. 2019-037	ACI 5-1E-4095	Revision	54
ACA File No. 2019-038	ACI 5-1E-4098	Revision	55
ACA File No. 2019-039	ACI 5-1F-4111	Revision	56
ACA File No. 2019-040	ACI 5-1F-4113	Revision	57
ACA File No. 2019-041	ACI 5-1G-4115	Revision	58
ACA File No. 2019-042	ACI 5-1A-4018	Revision	59
ACA File No. 2019-043	ACI 5-4B-0030	Revision	61

Manual: Adult Correctional Institutions

Edition: Fifth

Standard: 5-7A-4461-1

Agency/Facility: N/A

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard: Performance Standard 7A: Work and Correctional Industries

Inmate Compensation

Written policy, procedure, and practice provide that, consistent with the laws and legal practices within the jurisdiction, restitution is collected and ultimately made available to the victims of crime and/or their survivors. Where supported by statute, and feasible, victim awareness classes are offered to help offenders understand the impact of their crimes on the victims, their communities, and their own families.

Proposal: Location of this standard does not make logical sense in the Work and Correctional Industries section of the manual. This standard is about restitution. Recommend moving under Inmate Funds, in Performance Standard 1B: Fiscal Management.

Comments: None.

Name: Gini Seitz

Title: Statewide ACA Coordinator

Email: gini.seitz@gdc.ga.gov

COMMENTS:

“I believe the placement of this practice is appropriate. The Fiscal Management section of the manual speaks to facility fiscal management, budgeting, and accounting procedures.”

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-001

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

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to: _____

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-2A-59

Agency/Facility: Pinellas County Jail

Facility Size: 3100

Accredited: Yes

Proposal Type: Revision

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

Proposal: Alternative meal service may be provided to an inmate who uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates. Alternative meal service is on an individual basis, is based on health or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of the warden/superintendent, or designee and responsible health authority, or designee. The substitution period shall not exceed seven days unless providing the regular meal continues to be hazardous to self, staff, or other inmates. If the alternative meal service extends beyond seven days, the agency documents justification in the inmate's record.

Comments: In many cases the inmate/patient remains a danger to self/others beyond seven (7) days, and this standard does not currently allow for justifying a more lengthy substitution period. Adding verbiage to the final sentence of the standard covers those of us that get the very difficult clinical cases.

Name: Jeanne L. Phillips, MBA, LHRM, CCHP

Email: jlphillips@pcsonet.com

COMMENTS:

"I concur with this recommendation."

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-002

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

Action taken by the standards committee:

Approved Denied Tabled Referred to: ALDF Committee

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-4C-09

Agency/Facility: Pinellas County Jail

Facility Size: 3100

Accredited: Yes

Proposal Type: Revision

Existing Standard: If infirmity care is provided onsite, it includes, at a minimum, the following:

- definition of the scope of infirmity care services available
- a physician on call or available 24 hours per day
- health care personnel have access to a physician or a registered nurse and are on duty 24 hours per day when patients are present
- all inmates/patients are within sight or sound of a staff member
- an infirmity care manual that includes nursing care procedures
- an infirmity record that is a separate and distinct section of the complete medical record
- compliance with applicable state statutes and local licensing requirements

Proposal: If infirmity care is provided onsite, it includes, at a minimum, the following:

1. definition of the scope of infirmity care services available;
2. a physician on call or available 24 hours per day;
3. health care personnel are on duty 24 hours per day when patients are present, and have access to a physician or a registered nurse;
4. all inmates/patients are within sight or sound of a staff member;
5. an infirmity care manual that includes nursing care procedures;
6. an infirmity record that is distinctly identifiable within the medical record; and
7. compliance with applicable state statutes and local licensing requirements.

Comments: The seven (7) bullets should be numbered. The third bullet should be reworded as the ordering of the words is confusing. Also, in order to meet the needs of documenting within an EMR, the sixth bullet was slightly revised.

Name: Jeanne L. Phillips, MBA, LHRM, CCHP

Email: jlphillips@pcsonet.com

COMMENTS:

“I concur with this recommendation.”

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-003

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-4E-32; 4-JCF-4C-21; 5-6A-4352; 1-HC-1A-09; PB, HCJCF 4-JCF-4C-21; PB,
HCALDF 4-ALDF-4C-09;

Action taken by the standards committee:

Approved Denied Tabled Referred to: ALDF and Healthcare Committees

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-4C-14 (M)

Agency/Facility: Pinellas County Jail

Facility Size: 3100

Accredited: Yes

Proposal Type: Revision

Existing Standard: There is a written plan that addresses the management of infectious and communicable diseases. The plan includes procedures for prevention, education, identification, surveillance, immunization (when applicable), treatment, follow-up, isolation (when indicated), and reporting requirements to applicable local, state, and federal agencies. A multidisciplinary team that includes clinical, security, and administrative representatives, meets at least quarterly to review and discuss communicable disease and infection control activities. Agencies work with the responsible public health authority to establish policy and procedure that include the following: an ongoing education program for staff and inmates; control, treatment, and prevention strategies, which may include screening and testing, special supervision, or special housing arrangements, as appropriate; protection of individual confidentiality; and media relations.

Proposal: There is a written plan that addresses the management of infectious and communicable diseases.

1. The plan includes procedures for
 - a. prevention,
 - b. education,
 - c. identification,
 - d. surveillance,
 - e. immunization (when applicable),
 - f. treatment,
 - g. follow-up,
 - h. isolation (when indicated), and
 - i. reporting requirements to applicable local, state, and federal agencies.
2. A multidisciplinary team that includes clinical, security, and administrative representatives, meets at least quarterly to review and discuss communicable disease and infection control activities.
3. Agencies work with the responsible public health authority to establish policy and procedure that include the following:
 - a. an ongoing education program for staff and inmates;
 - b. control, treatment, and prevention strategies, which may include screening and testing,
 - c. special supervision, or special housing arrangements, as appropriate;

- d. protection of individual confidentiality; and
- e. media relations.

Comments: No revision was made to the actual standard, but bulleting will clarify the requirements for agencies and auditors.

Name: Jeanne L. Phillips, MBA, LHRM, CCHP

Email: jlphillips@pcsonet.com

COMMENTS:

"I concur that bulleting will clarify the requirements for the agency and the auditors."

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-004

The above proposed revision, addition, or deletion would also affect the following manuals:
3-JDF-4C-37

Action taken by the standards committee:

Approved Denied Tabled Referred to: ALDF Committee

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-4C-24 (M)

Agency/Facility: Pinellas County Jail

Facility Size: 3100

Accredited: Yes

Proposal Type: Revision

Existing Standard: A comprehensive health appraisal for each inmate is completed within 14 days after arrival at the facility. If there is documented evidence of a health appraisal within the previous 90 days, a new health appraisal is not required except as determined by the designated health authority. Health appraisal includes the following:

- review of the earlier receiving screening
- collection of additional data to complete the medical, dental, mental health, and immunization histories
- laboratory and/or diagnostic tests to detect communicable disease, including venereal disease and tuberculosis
- recording of height, weight, pulse, blood pressure, and temperature
- other tests and examinations as appropriate
- medical examination, including review of mental and dental status
- review of the results of the medical examination, tests, and identification of problems by a physician or other qualified health care personnel, if such is authorized in the medical practice act
- initiation of therapy when appropriate
- development and implementation of treatment plan, including recommendations concerning housing, job assignment, and program participation

Proposal: A comprehensive health appraisal for each inmate is completed by qualified health care personnel within 14 days after arrival at the facility. If there is documented evidence of a health appraisal and evidence of review by qualified staff within the previous 90 days, a new health appraisal is not required except as determined by the designated health authority. Health appraisal data collection and recording includes the following:

1. a uniform process as determined by the health authority
2. documentation of review of the earlier receiving screening
3. recording of height, weight, pulse, blood pressure, and temperature by health-trained or qualified health personnel
4. collection of additional data to complete the medical, dental, mental health, and immunization histories by health-trained or qualified health personnel

5. medical examination, including review of mental and dental status by qualified health personnel
6. laboratory and/or diagnostic tests to detect communicable disease, including venereal disease and tuberculosis
7. other tests and examinations as appropriate
8. development and implementation of treatment plan, including recommendations concerning housing, job assignment, and program participation
9. initiation of therapy, when appropriate
10. review of the results of the medical examination, tests, and identification of problems by a physician or mid-level practitioner, as allowed by law.

Comments: 4C-24 and 4C-25 were merged and bullets reordered to remove redundancies. If this proposal is approved, 4C-25 would be deleted.

Name: Jeanne L. Phillips, MBA, LHRM, CCHP

Email: jlphillips@pcsonet.com

COMMENTS:

“This revision may work for ALDF facilities, but can not be related to 5-6A-4365 or 4-JCF-4C-03. These practices speak to intersystem transfers only with specific time frames of action depending on the presence of significant health problems. Also 4-JCF-4D-03 speaks to a more in depth mental health screening.”

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-005

The above proposed revision, addition, or deletion would also affect the following manuals: 1-ABC-4E-23; 5-6A-4365; 3-JDF-4C-24; 4-JCF-4C-03; PB, HCALDF 4C-24; 4-JCF-4D-03 (PB HCJCF); 1-HC-1A-22;

Action taken by the standards committee:

Approved Denied Tabled Referred to: ALDF and Healthcare committees

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-4C-25

Agency/Facility: Pinellas County Jail

Facility Size: 3100

Accredited: Yes

Proposal Type: Deletion

Existing Standard: Health appraisal data collection and recording includes the following:

- a uniform process as determined by the health authority
- health history and vital signs collected by health-trained or qualified health care personnel
- collection of all other health appraisal data performed only by qualified health personnel
- review of the results of the medical examination, tests and identification of problems is performed by a physician or mid-level practitioner, as allowed by law

Proposal: Delete Existing Standard (Merge with 4-ALDF-4C-24 as proposed above).

Comments: 4C-24 and 4C-25 are directly related.

Name: Jeanne L. Phillips, MBA, LHRM, CCHP

Email: jlphillips@pcsonet.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-006

The above proposed revision, addition, or deletion would also affect the following manuals:
5-6A-4366; 1-HC-1A-23;

Action taken by the standards committee:

Approved Denied Tabled Referred to: Committee to be determined by
chairperson

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-4C-27 (M)

Agency/Facility: Pinellas County Jail

Facility Size: 3100

Accredited: Yes

Proposal Type: Revision

Existing Standard: Mental health services include at a minimum:

- screening for mental health problems on intake as approved by the mental health professional
- referral to outpatient services for the detection, diagnosis, and treatment of mental illness
- crisis intervention and the management of acute psychiatric episodes
- stabilization of the mentally ill and the prevention of psychiatric deterioration in the correctional setting
- referral and admission to licensed mental health facilities for inmates whose psychiatric needs exceed the treatment capability of the facility
- obtaining and documenting informed consent

Proposal: Mental health services include at a minimum:

1. mental health services and activities are approved by the appropriate mental health authority
2. crisis intervention and the management of acute psychiatric episodes
3. stabilization of the mentally ill and the prevention of psychiatric deterioration in the correctional setting
4. referral to outpatient services for the detection, diagnosis, and treatment of mental illness
5. referral and admission to licensed mental health facilities for inmates whose psychiatric needs exceed the treatment capability of the facility
6. obtaining and documenting informed consent

Comments: 4C-27 and 4C-28 are directly related and should be merged. The bullet requiring mental health screening is covered in 4C-29, and leaving it here creates the potential for a facility to fail 2 standards for the same requirement. Bullets were reordered as well.

Name: Jeanne L. Phillips, MBA, LHRM, CCHP

Email: jlphillips@pcsonet.com

COMMENTS:

“Support the wording change, bulleting, and merge with 4-ALDF-4C-28.”

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-007

The above proposed revision, addition, or deletion would also affect the following manuals:
1-CORE-4C-12;

Action taken by the standards committee:

Approved Denied Tabled Referred to: Committee to be determined by
chairperson

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-4C-28

Agency/Facility: Pinellas County Jail

Facility Size: 3100

Accredited: Yes

Proposal Type: Deletion

Existing Standard: Mental health services and activities are approved by the appropriate mental health authority.

Proposal: Delete Existing Standard (Merge with 4-ALDF-4C-27 as proposed above).

Comments: 4C-27 and 4C-28 are directly related and should be merged.

Name: Jeanne L. Phillips, MBA, LHRM, CCHP

Email: jlphillips@pcsonet.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-008

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: <u>Committee to be determined by</u>
<u>chairperson</u>			

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-4C-30 (M)

Agency/Facility: Pinellas County Jail

Facility Size: 3100

Accredited: Yes

Proposal Type: Revision

Existing Standard: Inmates who are referred as a result of the mental health screening or by staff referral will receive a mental health appraisal by a qualified mental health person within 14 days of admission to the facility. If there is documented evidence of a mental health appraisal within the previous 90 days, a new mental health appraisal is not required, except as determined by the designated mental health authority. Mental health examinations include, but are not limited to:

- assessment of current mental status and condition
- assessment of current suicidal potential and person-specific circumstances that increase suicide potential
- assessment of violence potential and person-specific circumstances that increase violence potential
- review of available historical records of inpatient and outpatient psychiatric treatment
- review of history of treatment with psychotropic medication
- review of history of psychotherapy, psycho-educational groups, and classes or support groups
- review of history of drug and alcohol treatment
- review of educational history
- review of history of sexual abuse-victimization and predatory behavior
- assessment of drug and alcohol abuse and/or addiction
- use of additional assessment tools, as indicated
- referral to treatment, as indicated
- development and implementation of a treatment plan, including recommendations concerning housing, job assignment, and program participation

Proposal: Inmates who are referred as a result of the mental health screening or by staff referral at the time of admission will receive a mental health appraisal by a qualified mental health person within 14 days of admission to the facility. If there is documented evidence of a mental health appraisal within the previous 90 days, a new mental health appraisal is not required, except as determined by the designated mental health authority. Mental health examinations include, but are not limited to the following:

1. review of the mental health screening

2. historical review of the following:

- a. available historical records of inpatient and outpatient psychiatric treatment
- b. treatment with psychotropic medication
- c. psychotherapy, psycho-educational groups, and classes or support groups
- d. educational status
- e. drug and alcohol use/abuse; treatment
- f. sexual abuse-victimization and predatory behavior

3. assessment of current mental status and condition, including

- a. current suicidal potential and person-specific circumstances that may increase suicide potential
- b. violence potential and person-specific circumstances that may increase violence potential
- c. drug and alcohol abuse and/or addiction

4. use of additional assessment tools, as indicated

5. development and implementation of a treatment plan, including recommendations concerning housing, job assignment, and program participation.

6. referral to treatment, as indicated

Comments: The standard statement requires clarification in order to differentiate between the timing requirement for the Mental Health Appraisal (within 14 days of admission) and the Mental Health Referral (within 14 days of the referral request, which may be at any time during the inmate's incarceration). Categorical bullets are also proposed.

Name: Jeanne L. Phillips, MBA, LHRM, CCHP

Email: jlphillips@pcsonet.com

COMMENTS:

“Revision should not affect 5-6A-4371 or 4-JCF-4D-03 since both of these practices speak directly to inter-system inmate mental health screening.”

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-009

The above proposed revision, addition, or deletion would also affect the following manuals:
5-6A-4371; 1-HC-1A-28; 4-JCF-4D-03; PB HCALDF 4C-30; PB HCJCF 4D-03;

Action taken by the standards committee:

Approved	Denied	Tabled	Referred to:	<u>Committee to be determined by</u>
<u>chairperson</u>				

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-4C-35

Agency/Facility: Pinellas County Jail

Facility Size: 3100

Accredited: Yes

Proposal Type: Revision

Existing Standard: When the health of the inmate would otherwise be adversely affected, as determined by the responsible physician or dentist, medical or dental adaptive devices are provided.

Proposal: Medical or dental adaptive devices are provided when the health of the inmate would otherwise be adversely affected, as determined by the responsible physician or dentist.

Comments: Reorder the standard to place the emphasis on the adaptive devices.

Name: Jeanne L. Phillips, MBA, LHRM, CCHP

Email: jlphillips@pcsonet.com

COMMENTS:

“Agree with proposed wording change.”

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-010

The above proposed revision, addition, or deletion would also affect the following manuals:
PBHC ALDF 4C-35;

Action taken by the standards committee:

Approved Denied Tabled Referred to: Committee to be determined by chairperson

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-4C-37

Agency/Facility: Pinellas County Jail

Facility Size: 3100

Accredited: Yes

Proposal Type: Revision

Existing Standard: Offenders have access to **substance disorder** information, education, and/or treatment programs for substance use disorders. When a substance use disorder treatment program exists, the clinical management of program participants includes, at a minimum, the following:

- A standardized needs assessment administered to determine the level of substance use treatment needs and criminogenic risks/needs.
- An individualized treatment plan developed and implemented by a clinician or multidisciplinary team with appropriate training, and certification or licensure (where required by statute), in substance use disorders treatment.
- Pre-release education related to the risk of return to substance use.
- Program participant involvement in aftercare discharge plans.

Proposal: Offenders have access to information, education, and/or treatment programs for substance use disorders. When a substance use disorder treatment program exists, the clinical management of program participants includes at a minimum, the following:

- A standardized needs assessment administered to determine the level of substance use treatment needs and criminogenic risks/needs.
- An individualized treatment plan developed and implemented by a clinician or multidisciplinary team with appropriate training, and certification or licensure (where required by statute), in substance use disorders treatment.
- Pre-release education related to the risk of return to substance use.
- Program participant involvement in aftercare discharge plans.

Comments: Removed "substance disorder" as redundant. The bullets would remain with no change.

Name: Jeanne L. Phillips, MBA, LHRM, CCHP

Email: jlphillips@pcsonet.com

COMMENTS:

“Agree with suggested wording change.”

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-011

The above proposed revision, addition, or deletion would also affect the following manuals:
5-6A-4377;

Action taken by the standards committee:

Approved	Denied	Tabled	Referred to:	Committee to be determined by
<u>chairperson</u>				

Manual: Adult Local Detention Facilities (ALDF)

Edition: Fourth

Standard: 4-ALDF-4D-18 (M)

Agency/Facility: Pinellas County Jail

Facility Size: 3100

Accredited: Yes

Proposal Type: Revision

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

Proposal: Written policy permits inmate participation in medical or pharmaceutical research conducted in compliance with all state and federal guidelines. Agency shall obtain the inmate's written informed consent prior to allowing participation.

Comments: Requiring the patient's consent was removed in Jan '15, but considering the verbiage in the Comments section, I believe requiring the inmate's consent adds a layer of protection for the agency.

Name: Jeanne L. Phillips, MBA, LHRM, CCHP

Email: jlphillips@pcsonet.com

COMMENTS:

"Agree with proposed changed."

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-012

The above proposed revision, addition, or deletion would also affect the following manuals:
5-6C-4402; 1-HC-3A-09;

Action taken by the standards committee:

Approved Denied Tabled Referred to: Committee to be determined by chairperson

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: 4-JCF-4A-05

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

Facility Size: 150

Accredited: No

Proposal Type: Revision

Existing Standard: The food service plan provides for a single menu for staff and juveniles.

Proposal: The food service plan provides for a single menu for juveniles, and when approved by policy, for staff.

Comments: It is strictly against our agency policy for staff to consume State food unless authorized by the Superintendent.

Name: Michael Graziano

Title: Assistant Commissioner

Email: michael.graziano@doccs.ny.gov

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-013

The above proposed revision, addition, or deletion would also affect the following manuals:
3-JDF-4A-05; PB HCJCF 4-JCF-4A-05;

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: 4-JCF-1C-01

Agency/Facility: New York State Office of Children and Family Services

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard: Living units that are designed primarily for single occupancy provide:

- Some degree of privacy with at least 35 unencumbered square feet per occupant
- When confinement exceeds 10 hours per day, there are at least 80 square-feet per occupant
- A bed for each juvenile
- Adequate storage space for clothing and personal belongings for each juvenile
- A desk and a chair or stool for each juvenile
- Access to toilets and a washbasin with hot and cold running water 24 hours per day **without staff assistance**

Proposal: Living units that are designed primarily for single occupancy provide:

- Some degree of privacy with at least 35 unencumbered square feet per occupant
- When confinement exceeds 10 hours per day, there are at least 80 square-feet per occupant
- A bed for each juvenile
- Adequate storage space for clothing and personal belongings for each juvenile
- A desk and a chair or stool for each juvenile
- Access to toilets and a washbasin with hot and cold running water 24 hours per day

Comments: It is a benefit to safety/security and PREA that staff control access to all areas including bathrooms. This is a return to the previous standard language.

Name: Amanda Grimes

Email: amanda.grimes@ocfs.ny.gov

COMMENTS:

“The previous version of this practice did not speak to staff having control of access to all areas including bathrooms.”

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-014

The above proposed revision, addition, or deletion would also affect the following manuals:
5-2C-4137, 5-2C-4137-1; JBC 2C-01; 1-SJD-2C-03; 4-ACRS-4B-03; 1-CORE-4B-04; 3-JDF-
2C-03; 1-ABC-2C-04;

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4024 (5-1A-4024)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: There is a written policy regarding campaigning, lobbying, and political practices. This policy conforms with governmental statutes and regulations and is known and available to all employees.

Proposal: There is a written policy, **procedure and practice** regarding campaigning, lobbying, and political practices. This policy conforms with governmental statutes and regulations and is known and available to all employees.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

Email: tamera.williams567@outlook.com

COMMENTS:

“The key element here is to ensure a policy does exist and is distributed to all staff. I disagree with the proposal to add practice.”

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-015

The above proposed revision, addition, or deletion would also affect the following manuals: 3-JDF-1A-33; 4-JCF-6G-06; 3-JCRF-1A-20; 1-SJD-1A-25; JBC 1A-25;

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4037 (5-1B-4037)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern inventory control of property, supplies, and other assets. Inventories are conducted at time periods stipulated by applicable statutes but at least every two years.

Proposal: Written policy, procedure and practice govern inventory control of property, supplies, and other assets. Inventories are conducted at time periods stipulated by applicable statutes but at least every two years.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

Email: tamera.williams567@outlook.com

COMMENTS:

“Making the statement that inventories are conducted at time periods stipulated by applicable statutes but at least every two years in itself implies practice. I disagree with the proposed wording change.”

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-016

The above proposed revision, addition, or deletion would also affect the following manuals:
4-JCF-6B-09; 4-ALDF-7D-15

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4038 (5-1B-4038)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern the requisition and purchase of supplies and equipment, including at a minimum, the purchasing procedures and criteria for the selection of bidders and vendors.

Proposal: Written policy, procedure and practice govern the requisition and purchase of supplies and equipment, including at a minimum, the purchasing procedures and criteria for the selection of bidders and vendors.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

Email: tamera.williams567@outlook.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-017

The above proposed revision, addition, or deletion would also affect the following manuals:
4-JCF-6B-09; 4-ACRS-7D-25; 4-ALDf-7D-15

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4040 (5-1B-4040)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure regulate position control regarding position allocation, budget authorization, personnel records, and payroll.

Proposal: Written policy, procedure and practice regulate position control regarding position allocation, budget authorization, personnel records, and payroll.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

Email: tamera.williams567@outlook.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-018

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ACRS-7D-27; 4-JCF-6B-10; 4-ALDF-7D-13

Action taken by the standards committee:

Approved ☒ Denied ☐ Tabled ☐ Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4044 (5-1B-4044)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern the operation of any fund established for inmates. Any interest earned on monies other than operating funds accrues to the benefit of the inmates.

Proposal: Written policy, procedure and **practice** govern the operation of any fund established for inmates. Any interest earned on monies other than operating funds accrues to the benefit of the inmates.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

Email: tamera.williams567@outlook.com

COMMENTS:

"I would agree that adding the proposed wording change of practice would make sense."

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-019

The above proposed revision, addition, or deletion would also affect the following manuals:
1-CORE-7D-03; 4-ALDF-7D-16; 4-JCF-6B-12; 4-ALDF-7D-16

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4292 (5-5A-4292)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern the control of personal property and funds belonging to inmates and are made available to inmates upon admission and when updated.

Proposal: Written policy, procedure and **practice** govern the control of personal property and funds belonging to inmates and are made available to inmates upon admission and when updated.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

Email: tamera.williams567@outlook.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-020

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 Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4294 (5-5A-4294)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern the control and safeguarding of inmate personal property. Personal property retained at the institution is itemized in a written list that is kept in the permanent case file; the inmate receives a current copy of this list.

Proposal: Written policy, procedure and **practice** govern the control and safeguarding of inmate personal property. Personal property retained at the institution is itemized in a written list that is kept in the permanent case file; the inmate receives a current copy of this list.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

Email: tamera.williams567@outlook.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-021

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ACRS-7D-13;

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4320 (5-5C-4320)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy precludes the use of food as a disciplinary measure.

Proposal: Written policy, **procedure and practice** precludes the use of food as a disciplinary measure.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

Email: tamera.williams567@outlook.com

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-022

The above proposed revision, addition, or deletion would also affect the following manuals:
3-JDF-4A-07;

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4335 (5-5D-4335)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy specifies accountability for inmate clothing and bedding.

Proposal: Written policy, **procedure and practice** specifies accountability for inmate clothing and bedding.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-023

The above proposed revision, addition, or deletion would also affect the following manuals:
3-JDF-4B-08; 4-ALDF-4B-05

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4446 (5-5F-4446)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written procedures for releasing inmates at the end of their term include, but are not limited to, the following:

- verification of identity
- verification of release papers
- completion of release arrangements, including notification of the parole authorities in the jurisdiction of release, if required.
- return of personal effects or contraband
- check to see that no facility property leaves the facility
- arrangements for completion of any pending action, such as grievances or claims for damages or lost possessions
- medical screening and arrangements for community follow-up where needed
- instructions on forwarding of mail

Proposal: Written policy, **procedure and practice govern** releasing inmates at the end of their term include, but are not limited to, the following:

- verification of identity
- verification of release papers
- completion of release arrangements, including notification of the parole authorities in the jurisdiction of release, if required.
- return of personal effects or contraband
- check to see that no facility property leaves the facility
- arrangements for completion of any pending action, such as grievances or claims for damages or lost possessions
- medical screening and arrangements for community follow-up where needed
- instructions on forwarding of mail

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-024

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ALDF-5B-18; 1-CORE-5B-04; 3-JDF-5H-02;

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4487 (5-7D-4487)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern inmate correspondence.

Proposal: Written policy, procedure and **practice** govern inmate correspondence.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-025

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-5D-01; JBC 5H-01; 3-JDF-5G-01

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4490 (5-7D-4490)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern inmate access to publications.

Proposal: Written policy, procedure and practice govern inmate access to publications.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-026

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ALDF-5B-07; 4-JCF-3A-14;

Action taken by the standards committee:

Approved ☒ Denied ☐ Tabled ☐ Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4494 (5-7D-4494)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern inspection for and disposition of contraband.

Proposal: Written policy, procedure and **practice** govern inspection for and disposition of contraband.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-027

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

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4500 (5-7D-4500)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern special visits.

Proposal: Written policy, procedure and **practice** govern special visits.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-028

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

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4508 (5-7E-4508)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy defines the principles, purpose and criteria used in the selection and maintenance of library materials.

Proposal: Written policy, procedure and **practice** defines the principles, purpose and criteria used in the selection and maintenance of library materials.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-029

The above proposed revision, addition, or deletion would also affect the following manuals:
3-JDF-5D-02;

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4285 (5-5A-4285)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policies and procedures govern the admission of inmates new to the system. These procedures include, at a minimum, the following:

- determining that the inmate is legally committed to the institution
- thorough searching of the individual and possessions
- disposing of personal property
- showering and hair care, if necessary
- issuing of clean, laundered clothing as needed
- photographing and fingerprinting, including notation of identifying marks
- or other unusual physical characteristics
- medical, dental, and mental health screening
- assigning to housing unit
- recording basic personal data and information to be used for mail and visiting
- list
- explaining mail and visiting procedures
- assisting inmates in notifying their next of kin and families of admission
- assigning of registered number to the inmate
- giving written orientation materials to the inmate
- documenting any reception and orientation procedure completed at a central
- reception facility

Proposal: Written policies, procedures **and practice** govern the admission of inmates new to the system. These procedures include, at a minimum, the following:

- determining that the inmate is legally committed to the institution
- thorough searching of the individual and possessions
- disposing of personal property
- showering and hair care, if necessary
- issuing of clean, laundered clothing as needed
- photographing and fingerprinting, including notation of identifying marks
- or other unusual physical characteristics
- medical, dental, and mental health screening
- assigning to housing unit
- recording basic personal data and information to be used for mail and visiting
- list
- explaining mail and visiting procedures
- assisting inmates in notifying their next of kin and families of admission

ACA File No. 2019-030 (continued)

- assigning of registered number to the inmate
- giving written orientation materials to the inmate
- documenting any reception and orientation procedure completed at a central
- reception facility

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-030

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 (ACI)

Edition: Fifth

Standard: 4-4118 (5-1G-4118)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy specifies that volunteers may perform professional services only when they are certified or licensed to do so.

Proposal: Written policy, **procedure and practice** specifies that volunteers may perform professional services only when they are certified or licensed to do so.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-031

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ACRS-7B-03; JBC 1G-08; 4-JCF-6G-13; 3-JCRF-1G-08; 3-JDF-1G-06; JPAS 2-7227

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4197 (5-3A-4197)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern the use and security of institution vehicles.

Proposal: Written policy, procedure and practice govern the use and security of institution vehicles.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-032

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ALDF-1B-01;

Action taken by the standards committee:

Approved ☒ Denied ☐ Tabled ☐ Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4198 (5-3A-4198)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern the use of personal vehicles for official purposes and include provisions for insurance coverage.

Proposal: Written policy, procedure and practice govern the use of personal vehicles for official purposes and include provisions for insurance coverage.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-033

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ALDF-1B-02

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4199 (5-3A-4199)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern the availability, control, and use of chemical agents, electrical disablers, and related security devices and specify the level of authority required for their access and use. Chemical agents and electrical disablers are used only with the authorization of the warden/superintendent or designee.

Proposal: Written policy, procedure and **practice** govern the availability, control, and use of chemical agents, electrical disablers, and related security devices and specify the level of authority required for their access and use. Chemical agents and electrical disablers are used only with the authorization of the warden/superintendent or designee.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-034

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ALDF-2B-04; 1-CORE-2B-04;

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4204 (5-3A-4204)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: (MANDATORY) Written policy and procedure govern the use of firearms, including the following:

- Weapons are subject to stringent safety regulations and inspections
- Except in emergency situations, employees carrying firearms are assigned only to watchtowers, gun walks, mobile patrols, or other positions that are inaccessible to inmates.
- Employees supervising inmates outside the institution's perimeter follow specific procedures for ensuring the security of the weapons
- Employees are instructed to use deadly force only after other actions have been tried and found ineffective, unless the employee believed that a person's life is immediately threatened.

Proposal: (MANDATORY) Written policy, procedure and **practice** govern the use of firearms, including the following:

- Weapons are subject to stringent safety regulations and inspections
- Except in emergency situations, employees carrying firearms are assigned only to watchtowers, gun walks, mobile patrols, or other positions that are inaccessible to inmates.
- Employees supervising inmates outside the institution's perimeter follow specific procedures for ensuring the security of the weapons
- Employees are instructed to use deadly force only after other actions have been tried and found ineffective, unless the employee believed that a person's life is immediately threatened.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-035

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

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4225 (5-3B-4225)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: There are written procedures regarding escapes.

Proposal: Written **policy**, procedure **and practice** govern escapes.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-036

The above proposed revision, addition, or deletion would also affect the following manuals:
JBC 3B-15; 3-JDF-3B-13;

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4095 (5-1E-4095)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern case record management, including at a minimum the following areas: the establishment, use, and content of inmate records; right to privacy; secure placement and preservation of records; and schedule for retiring or destroying inactive records.

Proposal: Written policy, procedure **and practice** govern case record management, including at a minimum the following areas: the establishment, use, and content of inmate records; right to privacy; secure placement and preservation of records; and schedule for retiring or destroying inactive records.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-037

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-1E-01; 4-ACRS-7D-08;

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4098 (5-1E-4098)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern inmates' access to information in their case records.

Proposal: Written policy, procedure and practice govern inmates' access to information in their case records.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-038

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ACRS-7D-11;

Action taken by the standards committee:

Approved ☒ Denied ☐ Tabled ☐ Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4111 (5-1F-4111)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern the conduct of research in the institution, including compliance with professional and scientific ethics and with state and federal guidelines for the use and dissemination of research findings.

Proposal: Written policy, procedure and practice govern the conduct of research in the institution, including compliance with professional and scientific ethics and with state and federal guidelines for the use and dissemination of research findings.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-039

The above proposed revision, addition, or deletion would also affect the following manuals:
3-JDF-1F-04;

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4113 (5-1F-4113)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure govern voluntary inmate participation in non-medical, non-pharmaceutical, and non-cosmetic research programs.

Proposal: Written policy, procedure and practice govern voluntary inmate participation in non-medical, non-pharmaceutical, and non-cosmetic research programs.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-040

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ACRS-7D-12; JPAS 2-7089;

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4115 (5-1G-4115)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy and procedure specify who is responsible for operating a citizen involvement and volunteer service program, and his or her lines of authority, responsibility, and accountability.

Proposal: Written policy, procedure and practice specify who is responsible for operating a citizen involvement and volunteer service program, and his or her lines of authority, responsibility, and accountability.

Comments: All standards should require practice. Without the standard specially stating practice, often times facilities are only providing policy and no practice.

Name: Tamera J. Williams

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COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2019-041

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-1G-03; 2-CO-1G-02; 3-JCRF-1G-02; 3-JDF-1G-03;

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 4-4018 (5-1A-4018)

Agency/Facility: N/A

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice demonstrate that the institution reports its activities at least quarterly to the parent agency. These reports are in writing and include major developments in each department or administrative unit, major incidents, population data, assessment of staff and inmate morale, and major problems and plans for solving them.

Proposal: Written policy, procedure, and practice demonstrate that the institution reports its activities at least quarterly to the parent agency. These reports are in writing and include:

- major developments in each department or administrative unit,
- major incidents,
- population data,
- assessment of staff and inmate morale,
- major problems and plans for solving them.

Comments: There is no recommendation for language change, rather just for formatting. A bullet format displays the requirements in a more easily identifiable manner. It makes it easier to audit and helps the agency ensure that they do not overlook one of the five requirements of the standard. During audits there have been several agencies that are missing one or more of the requirements.

Name: Tamera J. Williams

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COMMENTS:

“Agree with the bulleting format.”

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-042

The above proposed revision, addition, or deletion would also affect the following manuals:
JBC 1A-19; 4-JCF-6A-10; 3-JDF-1A-29; JPAS 2-7021; 1-JDTP-1A-21; 1-SJD-1A-21

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: Fifth

Standard: 5-4B-0030

Agency/Facility: N/A

Facility Size: N/A

Accredited: N/A

Proposal Type: Revision

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

In addition to required release procedures (see 5-4446) the following must be taken at a minimum:

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

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

In addition to required release procedures (see 5-**5F**-4446) the following must be taken at a minimum:

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

Comments: Beginning of standard addresses no releases from “Extended Restrictive Housing”, next sentence addresses what to do if release from “restrictive housing” is imminent. Both should address “Extended Restrictive Housing.”

Submitted by: ACA Staff

COMMENTS:

“Agree with the proposed changes.”

- Michael L. Graziano
- New York Department of Corrections and Community Supervision

FOR ACA STAFF USE ONLY- ACA File No. 2019-043

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

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____