

***Standards Committee Meeting Minutes  
149th Congress of Correction  
Sheraton Boston Hotel – Constitution Ballroom  
Boston, Massachusetts  
August 1, 2019***

**Members Present**

Kelley, Wendy, Chair, Arkansas  
Wetzel, John, Vice Chair, Pennsylvania  
Cadreche, Marina, Florida  
Chambers-Smith, Annette, Ohio  
Clarke, Harold, Virginia  
Estrada Martínez, Sarai, Mexico  
Green, Robert, Maryland  
Lampert, Robert, Wyoming  
McFadden, Garry, North Carolina  
Mohr, Gary, Ohio  
Nunes, Phillip, Ohio  
Riggin, Viola, Kansas  
Robinette, Michelle, Oklahoma  
Shinn, David, District of Columbia  
Stickrath, Thomas, Ohio  
Thomas, Todd, Arizona

**Members Absent**

Aufderheide, Dean, Florida  
Blessinger, Christine, Indiana  
Collier, Bryan, Texas  
Donahue, David, Florida  
Grande, Peter, Kansas  
Hebert, Jerry, Louisiana

**Staff**

James A. Gondles, Jr, Executive Director  
Jeff Washington, Deputy Executive Director  
Dr. Elizabeth Gondles, ACA Office of Correctional Health  
Vince Ryan, Administrative Assistant  
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, Senior Accreditation Specialist  
Eric Schultz, Accreditation Specialist  
Eli Mendoza, Accreditation Specialist  
Tab Gillespie, Accreditation Specialist  
Joseph Wade, Standards 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 John Wetzel and was seconded to approve the Winter 2019 Standards Committee Meeting Minutes from the ACA Winter Conference in New Orleans, Louisiana. The motion was approved unanimously.

ACA President, Gary Mohr welcomed the committee member and guests. Mr. Mohr spoke on the importance of the Performance-Based Standards Committee. Mr. Mohr discussed the proposal of annual, unannounced audits to strengthen and support the accreditation process. President Mohr encouraged feedback from the field on this proposed process. Feedback can be submitted electronically to [Pres@aca.org](mailto:Pres@aca.org).

ACA Executive Director James A. Gondles, Jr. welcomed new committee members and ACA staff. Mr. Gondles addressed the role of the committee and announced the agenda for the conference. Mr. Gondles encouraged everyone to attend the healthcare reception at 5:30 p.m. on Friday of the conference.

Commission Chair, Mr. Thomas Stickrath recognized current and new commission members. Mr. Stickrath mentioned that 206 facilities were up for accreditation, 29 of which were initial audits, and 18 international audits. Mr. Stickrath discussed the training of the Commission scheduled for Friday of the conference.

David Haasenritter, Director of the Standards and Accreditation Department gave opening and welcoming remarks. He discussed the upcoming trainings scheduled for Friday and Monday of the conference.

A motion was made for discussion of the proposed standards revisions.

Mr. Gondles recognized the Committee Members not present and introduced and welcomed the newest members of the Committee. He recognized Thomas Stickrath as the new chair of the Commission on Accreditation for Corrections and Robert Green as the Vice Chair of the Commission.

Meeting adjourned.

## **Section 2**

### **Old Business**

**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](mailto:jlphillips@pcsonet.com)

---

### ALDF Committee:

**New 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 facility administrator, 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. Alternative meal service extended beyond seven days must be approved by the facility administrator and responsible health authority, and the agency documents justification in the inmate's record.

Name: Tony M. Wilkes, Davidson County Sheriff's Office (TN)

Email: [twilkes@dcsnashville.org](mailto:twilkes@dcsnashville.org)

**Comments:** In considering our nation's jails, most counties/adult local detention facilities do use the terminology "warden/superintendent". Facility Administrator or Jail Administrator is commonly used. In addition, I believe approval should be mandatory to extend alternative meal services beyond the seven days

**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: \_\_\_\_\_

**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](mailto: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

---

**COMMENTS:**

**Behavioral Health and Health Care Committees:** No Concerns with merging 4C-25 and 4C-24 as written, so long as all the information in 4-ALDF-4C-25 is captured in 4-ALDF-4C-24.

**ALDF Committee:** Agree with and support proposal to delete existing 4-ALDF- 4C-25 expected practice, but merge the language into 4-ALDF- 4C-24 expected practice.

**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: \_\_\_\_\_



**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](mailto:jlphillips@pcsonet.com)

---

**COMMENTS:**

**Behavioral Health and Health Care Committees:** No Concerns with merging 4C-25 and 4C-24 as written, so long as all the information in 4-ALDF-4C-25 is captured in 4-ALDF-4C-24

**ALDF Committee:** Agree with and support proposal to delete existing 4-ALDF- 4C-25 expected practice, but merge the language into 4-ALDF- 4C-24 expected practice.

**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: \_\_\_\_\_

**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](mailto: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

---

**COMMENTS:**

**Behavioral Health and Health Care Committees: Support the changes.**

**ALDF Committee: Agree with and support the comments that 4-ALDF- 4C-27 and 4C-28 expected practices are directly related.**

**Agree with and support incorporating the language in 4-ALDF- 4C-28 as a bulleted expected practice into 4-ALDF- 4C-27(M).**

**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: \_\_\_\_\_

**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](mailto:jlphillips@pcsonet.com)

---

**COMMENTS:**

**Behavioral Health and Health Care Committees:** Agree with deletion.

**ALDF Committee:** Agree with and support proposal to delete existing 4-ALDF-4C-28 expected practice, but merge the language into 4-ALDF-4C-27(M) expected practice.

---

**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: \_\_\_\_\_

**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](mailto: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

---

**COMMENTS:**

**Behavioral Health and Health Care Committees:** Generally agree with 4C-30 BUT would ask for a change to Section 3 #5 which reads: "Development and Implementation of a treatment plan...." I would add "as indicated" since there is no need for a treatment plan if the review does not indicate further need for treatment or follow-up. The way the proposal reads - you have to do a treatment plan any time you do a review.

**ALDF Committee:** Disagree with and do not support proposal as currently written. The ALDF Committee is concerned that the proposal and/or expected practices do not clearly differentiate that a MH referral can be requested at any time by correctional staff (security or non-security staff). The expected practice should reflect "at any time a referral is requested" the following expected practices to should apply.

**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- as amended      Denied      Tabled      Referred to: \_\_\_\_\_

**Amended Proposal:** 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 or the referral. 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, as indicated, including recommendations concerning housing, job assignment, and program participation.
- 6. referral to treatment, as indicated

**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](mailto:jlphillips@pcsonet.com)

**COMMENTS:**

*“Agree with proposed wording change.”*

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

---

**COMMENTS:**

**Behavioral Health and Health Care Committees:** Agree with changes in wording.

**ALDF Committee:** Agree with and support proposal of restructuring the sentence structure and/or rephrasing the language of the expected practice.

**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: \_\_\_\_\_

**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](mailto:jlphillips@pcsonet.com)

**COMMENTS:**

*“Agree with suggested wording change.”*

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

---

**COMMENTS:**

**Behavioral Health and Health Care Committees: No concerns.**

**ALDF Committee: Agree with and support proposal of restructuring the sentence structure and/or rephrasing the language of the expected practice.**

---

**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: \_\_\_\_\_

**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](mailto:jlphillips@pcsonet.com)

#### COMMENTS:

*“Agree with proposed changed.”*

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

---

#### COMMENTS:

**Behavioral Health and Health Care Committees:** Agree with getting consent from inmates for research.

**ALDF Committee:** Disagree with and do not support proposal. The responsibility of obtaining consent lies between the organization conducting the research/clinical trial and the inmate. Information is shared between the research entity and the medical services ONLY to the extent needed.

**For example: Agencies do not obtain an inmate's consent prior to allowing the sharing of inmate's medical records. The agency only requires the medical vendor to comply with all local, state and federal guidelines.**

**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: \_\_\_\_\_

## **Section 3**

### **Reports from ACA Committees**



# **American Correctional Association - Committee on Performance-Based Standards**

Report from ACA Correctional Industries Committee

**Industries Committee 2019-001**

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

**Edition:** Fifth

**Standard:** 5-7A-4462

**Proposal Type:** Revision

**Existing Standard:** Private industries on the institution grounds employing inmates in positions normally filled by private citizens pay inmates the prevailing wage rate for the position occupied.

**Comment:** Reimbursement to the institution for room and board may be required.

**Proposal:** Private industries on the institution grounds employing inmates in positions normally filled by private citizens **may** pay inmates the prevailing wage rate for the position occupied.

**Comment:** Prevailing wage is only required when an inmate-produced product is sold into interstate commerce, per Federal PIECP legislation. Reimbursement to the institution for room and board may be required.

**Comments:** The term “may” has been added because prevailing wage is only required by law when an inmate-produced product is sold into interstate commerce.

**Name:** Gina Honeycutt

**Title:** Vice Chair, Correctional Industries Committee

---

**FOR ACA STAFF USE ONLY- ACA File No. Industries Committee 2019-001**

---

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

**Action taken by the standards committee:**

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

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

**Edition:** Fifth

**Standard:** 5-7A-4463

**Proposal Type:** Revision

**Existing Standard:** Written policy, procedure, and practice provide that inmates employed in the community by public or private organizations in positions normally occupied by private citizens **are** compensated at the prevailing wage rate for the position occupied. Inmates receiving such compensation reimburse the jurisdiction for a reasonable share of its cost in maintaining them.

**Comment:** Compensation, whether as part of a work release program or an outside work assignment plan, should include all fringe benefits.

**Proposal:** Written policy, procedure, and practice provide that inmates employed in the community by public or private organizations in positions normally occupied by private citizens **may be** compensated at the prevailing wage rate for the position occupied. Inmates receiving such compensation **may be required to** reimburse the jurisdiction for a reasonable share of its cost in maintaining them.

**Comment:** Prevailing wage is only required when an inmate-produced product is sold into interstate commerce, per Federal PIECP legislation.

**Comments:** Explanation: The term “may” has been added to the standard because prevailing wage is only required by law when an inmate-produced product is sold into interstate commerce. The previous comment has been deleted because it would require that all inmates working in these programs (CI and non-CI) be provided benefits such as health/dental/vision insurance, retirement/pension, unemployment insurance, short/long-term disability, and all other benefits provided to private citizens.

**Name:** Gina Honeycutt

**Title:** Vice Chair, Correctional Industries Committee

**FOR ACA STAFF USE ONLY- ACA File No. Industries Committee 2019-002**

---

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

**Action taken by the standards committee:**

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

# **American Correctional Association – Committee on Performance-Based Standards**

Report from ACA Dental Committee

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

**Edition:** Fifth

**Standard:** 5-6A-4360

**Proposal Type:** Revision

**Existing Standard:** Routine and emergency dental care is provided to each offender under the direction and supervision of a licensed dentist. There is a defined scope of available dental services, including emergency dental care, which includes the following”

- a dental screening (excluding intra-system transfers) upon admission by a qualified health care professional or health trained personnel
- a full dental examination (excluding intra-system transfers) by a dentist within 30 days
- oral hygiene, oral disease education, and self-care instruction are provided by a qualified health care provider within 30 days
- a defined dental tooth and hygiene charting system that identifies the oral health condition and specifies the priorities for treatment by category is completed
- consultation and referral to dental specialists, including oral surgery is provided, when necessary

*Comment:* Dental screening is an assessment of dental pain, swelling, or functional impairment. As part of the initial health screening, a dentist or health care personnel properly trained and designated by the dentist should perform dental screenings. The dental program should also provide offenders with instruction on the proper brushing of teeth and other dental hygiene measures.

The dental examination should remain current upon patient request, include a periodontal examination (Periodontal Screening and Recording [PSR] or Community Periodontal Index of Treatment Needs [CPITN]) and taking or reviewing and updating of the patient’s dental and related history. An examination of the hard and soft tissues of the oral cavity by means of an illuminator light, mouth mirror, and explorer should be performed. Current dental radiographs (X-rays) should be available, if deemed necessary, for proper diagnosis. The result of the dental examination and dental treatment plan are recorded on an appropriate uniform dental record using a numbered system such as the Federation Dental International System.

**Proposal:** There is a defined scope of available dental services upon admission, which includes the following:

- Dental Screening conducted within 7 days upon initial admission into the System by a qualified health care professional or health trained professional.
- Oral hygiene, oral disease education and self-care instruction that are provided by qualified health care personnel within 30 days of initial admission into the System.
- Dental Intake Assessment by a dentist within 30 days of initial admission into the System to assess dental pain, infection, disease, or impairment of function and establish the overall dental/oral condition. Consultation and referral to appropriate specialists are provided when medically necessary.

**Dental Committee 2019-001 (continued)**

Comment: A defined dental charting system identifying hard and soft tissues such as Odontogram or an appropriate uniform dental record using a numbered system such as the Federation Dental International System. Radiographs as deemed necessary by Standards.

1. Indicating caries, disease or abnormalities

2. Indicating pre-existing restoration and missing teeth (if a Panoramic Radiograph is not available).

3. Periodontal Screening and Recording (PSR) or a recognized periodontal health assessment

4. Priority system- highest priority indicated

5. Medical history review

Agency policy and procedures should be consistent with the American Dental Association.

Name: Man Lee, D.M.D.

Title: Chair, Dental Committee

---

**FOR ACA STAFF USE ONLY – Dental Committee 2019-001**

---

The above proposed revision, addition, or deletion would also affect the following manuals:  
4-ALDF-4C-20; 1-HC-1A-17; 4-JCF-4C-15;

**Action taken by the standards committee:**

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

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

**Edition:** Fifth

**Standard:** New

**Proposal Type:** Addition

Proposal: Emergent, urgent, and routine dental care is provided to each offender under the direction and supervision of a licensed dentist. There is a defined scope of available dental services with related timeframes. Dental examination and treatment include the following:

- Appropriate uniform dental record using a numbered system such as the Federation Dental International System.
- A medical history, current medications
- Current vital signs prior to invasive procedure
- Appropriate Radiographs
- Periodontal Screening and Recording (PSR) or a recognized periodontal health assessment
- Priority of Treatment
- Treatment Provided within acceptable designated timeframes by Priority
- Consultation and referral to appropriate specialists is provided when medically necessary.

Comment: Emergent- life threatening

Urgent- interfere with normal daily activities (toothache)

Routine- not of immediate attention

Agency policy and procedures should be consistent with the American Dental Association.

Protocols: Written policy and procedure. Dental screening and examination forms.

Process Indicators: Dental records. Admission logs. Referral and consultation records. Dental request forms. Staff interviews.

**Name:** Man Lee, D.M.D.

**Title:** Chair, Dental Committee

---

**FOR ACA STAFF USE ONLY – Dental Committee 2019-002**

---

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

**Action taken by the standards committee:**

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

## **Section 4**

### **Report from ACA Staff**



# **American Correctional Association - Committee on Performance-Based Standards**

## **Report on ACA International Correctional Core Standards (ICCS) Proposals**

*Presenter:*

*Mr. David Haasenritter, Director, ACA Performance-Based Standards and  
Accreditation Department*

# **International Correctional Core Standards**

## **Adult**



**American Correctional Association 206 N.  
Washington St., Suite 200 Alexandria, VA 22314  
(800) 222-5646 [www.aca.org](http://www.aca.org)**

# Table of Contents

<a href="#"><u>Standard: 1-ICCS-1A-07</u></a> .....	36
<a href="#"><u>Standard: 1-ICCS-2A-19</u></a> .....	37
<a href="#"><u>Standard: 1-ICCS-2A-21</u></a> .....	38
<a href="#"><u>Standard: 1-ICCS-2A-22</u></a> .....	39
<a href="#"><u>Standard: 1-ICCS-2B-03</u></a> .....	40
<a href="#"><u>Standard: 1-ICCS-2B-09</u></a> .....	41
<a href="#"><u>Standard: 1-ICCS-2D-01</u></a> .....	42
<a href="#"><u>Standard: 1-ICCS-2D-02</u></a> .....	43
<a href="#"><u>Standard: 1-ICCS-2D-03</u></a> .....	44
<a href="#"><u>Standard: 1-ICCS-2D-04</u></a> .....	45
<a href="#"><u>Standard: 1-ICCS-4B-01 and 4B-02</u></a> .....	46
<a href="#"><u>Standard: 1-ICCS-4B-02</u></a> .....	47
<a href="#"><u>Standard: 1-ICCS-4B-03</u></a> .....	48
<a href="#"><u>Standard: 1-ICCS-4C-05</u></a> .....	49
<a href="#"><u>Standard: 1-ICCS-5C-03</u></a> .....	51
<a href="#"><u>Standard: 1-ICCS-7A-05</u></a> .....	53
<a href="#"><u>Standard: 1-ICCS-7B-03</u></a> .....	56
<a href="#"><u>Standard: New 1</u></a> .....	57
<a href="#"><u>Standard: New 2</u></a> .....	58
<a href="#"><u>Standard: New 3</u></a> .....	59
<a href="#"><u>Standard: New 4</u></a> .....	60
<a href="#"><u>Standard: Add</u></a> .....	61

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-1A-07*

**Agency/Facility:** *OADPRS*

**Facility Size:** *N/A*

**Accredited:** *Accredited*

**Proposal Type:** *Review and Clarification*

**Existing Standard:**

For facilities whose final plans are approved after January 1, 2014, cells that house between two and sixty-four occupants provide the equivalent of 25 square feet of unencumbered space per occupant.

**Proposal:**

For facilities whose final plans are approved after January 1, 2014, cells that house between two and sixty-four occupants provide the equivalent of 25 square feet (2.32 square meters) of unencumbered space per occupant.

**Comments:**

Include conversion of square feet to square meters.

**Name:** Lidia S. Estrada

**Title:** Accreditation Manager

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-001**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-2A-19*

**Agency/Facility:** *Fiscalía Especializada en Ejecución de Penas y Medidas Judiciales del Estado de Chihuahua*

**Facility Size:** *Central Office*

**Accredited:** *Accredited*

**Proposal Type:** *Addition to the existing standard*

**Existing Standard:**

Inmate not suitable for housing in multiple occupancy cells are housed in single occupancy cells.

**Proposal:**

Inmates not suitable to be housed with other inmates should be housed in cells separated from the population for their safety.

**Comments:**

The term " single occupancy cells " can be interpreted in two ways, since in the case of Chihuahua, there are individual cells with a single bed and also cells to individually house a single inmate. This is confusing and differs constantly with the criteria of the auditors, so a clearer definition is suggested.

**Name:** Eric Sánchez Chávez

**Title:** Accreditation Manager

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-002**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-2A-21*

**Agency/Facility:** *ACA*

**Facility Size:** *N/A*

**Accredited:** *N/A*

**Proposal Type:** *Modification*

**Standard Related:** *1-CORE-2A-21*

**Existing Standard:**

The facility administrator or designee can order immediate **segregation** when it is necessary to protect an inmate or others.

**ACA/Mexico Proposal:**

When inmates are housed in special management/isolation they retain all human rights in compliance with federal laws. The facility administrator or designee can order immediate special management/isolation when it is necessary to protect an inmate or others. The action is reviewed within 72 hours by the appropriate authority.

**Comments:** none

**Name:** ACA staff

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-003**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-2A-22*

**Agency/Facility:** *ACA*

**Facility Size:** *N/A*

**Accredited:** *N/A*

**Proposal Type:** *Non-Mandatory to Mandatory*

**Existing Standard:**

When an inmate is transferred to **segregation**, healthcare personnel are informed and provide assessment and review, as indicated by the protocols established by the health authority.

**Proposal:**

**(MANDATORY)** When an inmate is transferred **special management/isolation**, health care personnel are informed and provide assessment and review, as indicated by the protocols established by the health authority.

**Comments:**

Change the standard from Non-Mandatory to Mandatory.  
Delete segregation and use special management/isolation.

**Name:** ACA Staff

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-004**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards (ICCS)*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-2B-03*

**Agency/Facility:** *OADPRS*

**Facility Size:** *N/A*

**Accredited:** *Accredited*

**Proposal Type:** *Revision and change of status from non-mandatory to mandatory*

**Existing Standard:**

Procedures govern the availability, control, inventory, storage, and use of firearms.

**Proposal:**

**(MANDATORY)** Firearms and ammunition are stored in an authorized location. Written policy, procedures and practice regulate its availability, control, inventory, storage and use.

**Comments:**

In accordance with the Federal Firearms and Explosives Law in Chapters V and VI.

**Name:** Lidia S. Estrada

**Title:** Accreditation Manager

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-005**

---

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

**Action taken by the standards committee:**

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



**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-2B-09*

**Agency/Facility:** *OADPRS*

**Facility Size:** *N/A*

**Accredited:** *Accredited*

**Proposal Type:** *Revision and clarification*

**Existing Standard:**

Where a canine unit exists, policy, procedure and practice for training of handlers/dog teams and upkeep and care of the animals provide for the following:

- a. Criteria for the selection, training, and care of the animals
- b. Criteria for the selection and training requirements of the handlers
- c. An approved sanitation plan which covers inspection, housing, transportation, and daily grooming for the dogs

Each handler/dog team should be trained, certified, and re-certified annually. **by a nationally recognized accrediting body or a comparable internal training and proficiency testing program.**

**ACA/Mexico Proposal:**

Where a canine unit exists, policy, procedure and practice for training of handlers/dog teams and upkeep and care of the animals provide for the following:

- a. Criteria for the selection, training, and care of the animals
- b. Criteria for the selection and training requirements of the handlers
- c. An approved sanitation plan which covers inspection, housing, transportation, and daily grooming for the dogs

Each handler/dog team should be trained, certified, and re-certified annually.

**Comments:**

Establish the requirements in a list with clauses and include the certification annually.

**Name:** ACA Staff

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-006**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-2D-01*

**Agency/Facility:** *ACA*

**Facility Size:** *N/A*

**Accredited:** *N/A*

**Proposal Type:** *Non-Mandatory to Mandatory*

**Existing Standard:**

Keys are inventoried and use is controlled

**Proposal:**

Change the standard from to *Non-Mandatory to Mandatory*

**Comments:**

Mandatory in other standard manuals

**Name:** ACA Staff

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-007**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-2D-02*

**Agency/Facility:** *ACA*

**Facility Size:** *N/A*

**Accredited:** *N/A*

**Proposal Type:** *Non-Mandatory to Mandatory*

**Existing Standard:**

Tools are inventoried and use is controlled.

**Proposal:**

Change the standard from to *Non-Mandatory* to *Mandatory*

**Comments:**

Mandatory in other standard manuals

**Name:** ACA Staff

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-008**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-2D-03*

**Agency/Facility:** *ACA*

**Facility Size:** *N/A*

**Accredited:** *N/A*

**Proposal Type:** *Non-Mandatory to Mandatory*

**Existing Standard:**

Culinary equipment is inventoried, and use is controlled

**Proposal:**

Change the standard from to Non-Mandatory to Mandatory.

**Comments:**

Mandatory in other standard manuals

**Name:** ACA Staff

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-009**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-2D-04*

**Agency/Facility:** *ACA*

**Facility Size:** *N/A*

**Accredited:** *N/A*

**Proposal Type:** *Non-Mandatory to Mandatory*

**Existing Standard:**

Medical/dental instruments are inventoried, and use is controlled

**Proposal:**

Change the standard from to Non-Mandatory to Mandatory.

**Comments:**

Mandatory in other standard manuals

**Name:** ACA Staff

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-010**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-4B-01 and 4B-02*

**Agency/Facility:** *OADPRS*

**Facility Size:** *N/A*

**Accredited:** *Accredited*

**Proposal Type:** *Fusion*

**Existing Standard:**

1-ICCS-4B-01

Inmates are issued bedding and linens with provisions for exchange at least once every 15 days.

1-ICCS-4B-02

Inmates are issued clothing with provisions for exchange at least once every 15 days.

**Proposal:**

1-ICCS-4B-01

Inmates have the opportunity to wash their bedding and linens with provisions for exchange for clean bedding and linens at least once every 15 days.

**Name:** Lidia S. Estrada

**Title:** Accreditation Manager

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-011**

---

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

**Action taken by the standards committee:**

Approved- as amended      Denied      Tabled      Referred to: \_\_\_\_\_

**Amended Proposal:** Inmates have the opportunity to wash their bedding and linens or provide for exchange for clean bedding and linens at least once every 15 days.

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-4B-02*

**Agency/Facility:** *Dirección de Ejecución de Yucatán/Cereso Femenil*

**Facility Size:** *N/A*

**Accredited:** *Accredited*

**Proposal Type:** *Modification or clarification*

**Existing Standard:**

Inmates are issued clothing with provisions for exchange at least once every 15 days.

**ACA/Mexico Proposal:**

Inmates are provided with the opportunity to wash their clothing with provisions for exchange for clean clothing at least once every 15 days.

**Comments:**

None

**Name:** ACA Staff

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-012**

---

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

**Action taken by the standards committee:**

**Approved**- as amended      Denied      Tabled      Referred to: \_\_\_\_\_

**Amended Proposal:** Inmates are provided with the opportunity to wash their clothing or provide for exchange for clean clothing at least once every 15 days.

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-4B-03*

**Agency/Facility:** *OADPRS*

**Facility Size:** *N/A*

**Accredited:** *Accredited*

**Proposal Type:** *Addition*

**Existing standard:**

Inmates are allowed articles to maintain personal hygiene including articles for females.

**ACA/ Mexico Proposal:**

Inmates are allowed articles to maintain personal hygiene including articles for females in accordance with policies for issue, control, and storage.

**Comments:**

In accordance with the National Law of Penitentiary System in article 9.

**Name:** Lidia S. Estrada

**Title:** Accreditation Manager

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-013**

---

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

**Action taken by the standards committee:**

Approved      Denied      **Tabled** – for discussion at next meeting – Committee Member  
Viola Riggins will assist with revision of language



**Manual:** *International Correctional Core Standards*

**Edition:** *1st edition*

**Standard:** *1-ICCS-4C-05*

**Agency/Facility:** *Coordinación General del Sistema Estatal Penitenciario del Estado de Sonora*

**Facility Size:** *Central Office*

**Accredited:** *Non-Accredited*

**Proposal Type:** *Addition to the existing standard*

**Existing Standard:**

Communicable diseases are managed in accordance with a written plan approved by the health authority. The plan should include provisions for:

- a. screening,
- b. surveillance,
- c. treatment,
- d. containment, and
- e. reporting of infectious diseases.

**Proposal:**

Communicable diseases are managed in accordance with a written plan approved by the health authority. The plan should include provisions for:

- a. prevention,
- b. screening,
- c. surveillance,
- d. treatment,
- e. containment, and
- f. reporting of infectious diseases.

**Comments:**

None.

**Name:** Ramón Tadeo Gradias Enríquez

**Title:** Coordinación General del Sistema Estatal Penitenciario

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-014**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-5C-03*

**Agency/Facility:** *OADPRS*

**Facility Size:** *N/A*

**Accredited:** *Accredited*

**Proposal Type:** *Addition*

**Existing Standard:**

**Segregated** inmates have access to both outdoor and covered/enclosed exercise areas. The minimum space requirements for outdoor and covered/enclosed exercise areas for segregation units are as follows:

- Group yard modules - 15 square feet per inmate expected to use the space at one time but no less than 500 square feet of unencumbered space.
- Individual yard modules - 180 square feet of unencumbered space.

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

**Proposal:**

Inmates in **special management/isolation** have access to closed/covered exercise areas and outdoors, at least one hour a day. The minimum space requirements for these exercise areas are the following:

- Group yards - 15 square feet (**1.40 square meters**) per inmate that expects to use space simultaneously, but not less than 500 square feet (**46.45 square meters**) of free or unencumbered space.
- Individual courtyards - 180 square feet (**16.72 square meters**) of free or unencumbered space.

In cases where protection is not provided to mitigate the inclement weather, it is available to the inmates that wish to take advantage of their authorized time of exercise, equipment and special clothing for the climate.

**Comments:**

In accordance with the National Law of Penitentiary System in article 9.

**Name:** Lidia S. Estrada

**Title:** Accreditation Manager

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-015**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *1-ICCS-7A-05*

**Agency/Facility:** *OADPRS*

**Facility Size:** *N/A*

**Accredited:** *Accredited*

**Proposal Type:** *Revision of redaction*

**Existing Standard:**

All non-security correctional staff (including support, clerical, health care employees, food service, maintenance and contractors) receive continuing annual training which should include:

- a. Security procedures and regulations
- b. Supervision of inmates
- c. Signs of suicide risk
- d. Suicide precautions
- e. Use-of-force regulations and tactics
- f. Report writing
- g. Inmate rules and regulations
- h. Key control
- i. Rights and responsibilities of inmates
- j. Safety procedures
- k. All emergency plans and procedures
- l. Interpersonal relations
- m. Social/cultural lifestyles of the inmate population
- n. Cultural diversity
- o. CPR/First aid
- p. Counseling techniques
- q. Sexual harassment/sexual misconduct awareness
- r. Purpose, goals, policies, and procedures for the facility and parent agency
- s. Security and contraband regulations
- t. Appropriate conduct with inmates
- u. Responsibilities and rights of employees
- v. Universal precautions
- w. Occupational exposure
- x. Personal protective equipment
- y. Bio-hazardous waste disposal
- z. Overview of the correctional field

**Proposal:**

All non-security correctional staff (including administrative support, clerical, health care employees, food service, maintenance and contractors) receive continuing annual training which should include:

- a. Procedures, tactics and security plans
- b. Supervision of inmates
- c. Signs of risk and suicide prevention
- d. Report writing
- e. Regulations regarding the internment of persons deprived of their liberty.
- f. Control of keys
- g. Cultural diversity and social life styles of the inmates.
- h. First aid and cardiopulmonary breathing (CPR)
- i. Awareness of sexual harassment and inappropriate sexual behavior.
- j. Mission, vision, objectives, goals, policies, procedures and general perspective of the penitentiary field
- k. Relationships.
- l. Responsibilities and rights of employees.
- m. Preventive measures in occupational risk exposure and personal protective equipment.
- n. Elimination of biohazardous waste.

**Comments:**

Group common themes in a single course.

**Name:** Lidia S. Estrada

**Title:** Accreditation Manager

**Recommendation**

- a. Security and emergency procedures, use of force regulations and tactics, contraband regulations
- b. Supervision of inmates
- c. Signs of risk and suicide prevention
- d. Report writing
- e. Regulations regarding the internment of persons deprived of their liberty.
- f. Control of keys
- g. Cultural diversity and social life styles of the inmates.
- h. First aid and cardiopulmonary breathing (CPR)
- i. Awareness of sexual harassment and inappropriate sexual behavior.
- j. Mission, vision, objectives, goals, policies, procedures and general perspective of the penitentiary field
- k. Appropriate conduct with inmates
- l. Responsibilities and rights of employees
- m. Preventive measures in occupational risk exposure and personal protective equipment
- n. Elimination of biohazardous waste
- o. Safety procedures
- p. Counseling techniques
- q. Interpersonal relations

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-016**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st edition*

**Standard:** *1-ICCS-7B-03*

**Agency/Facility:** *Fiscalía Especializada en Ejecución de Penas y Medidas Judiciales del Estado de Chihuahua*

**Facility Size:** *Central Office*

**Accredited:** *Accredited*

**Proposal Type:** *Review and modification of the existing standard*

**Existing Standard:**

**The facility administrator prepares and submits an annual budget that requests** necessary resources for facility operations and programs.

**Proposal:**

**An annual budget may be assigned to support the** necessary resources for facility operation and programs.

**Comments:**

The Ministry of Finance of Chihuahua assigns the annual budget of the Attorney's Office and this to the accounts of the Specialized Prosecutor's Offices that depend on it, such as the Office in charge of the Penitentiary System, which allocates resources based on the needs of each one of the facilities. The correct administration of the resources received is the responsibility of each facility.

**Name:** Eric Sánchez Chávez

**Title:** Accreditation Manager

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-017**

---

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

**Action taken by the standards committee:**

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



**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *New 1*

**Agency/Facility:** *ACA*

**Facility Size:** *N/A*

**Accredited:** *N/A*

**Proposal Type:** *New*

**Standard Related:** *4-ALDF-1A-21*

**Proposal:**

There will be exclusive areas for inmates who smoke, and the use of matches or lighters will be regulated by correctional staff.

**Comments:**

As a security measure not to handle matches or lighters inside the cells, likewise, protect the health of non-smokers. In a next stage, we can achieve 100% smoke free certification.

**Name:** ACA Staff

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-018**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *New 2*

**Agency/Facility:** *ACA*

**Facility Size:** *N/A*

**Accredited:** *N/A*

**Proposal Type:** *New*

**Standard Related:** *4-ALDF-2A-28*

**Proposal:**

If an inmate cannot read, orientation materials are read to the inmate by staff. For inmates who do not speak the local language interpretive services are provided.

**Comments:**

Guarantee the right of inmates with these characteristics to access the information of the facility.

**Name:** ACA Staff

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-019**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *New 3*

**Agency/Facility:** *Centro Penitenciario Femenil Saltillo, Coahuila*

**Facility Size:** *N/A*

**Accredited:** *Accredited*

**Proposal Type:** *New*

**Existing Standard:**

N/A

**Proposal:**

The facility/agency must demonstrate control for the granting of conjugal visit in compliance with applicable laws and regulations of the governing jurisdiction.

**Comments:**

Having means of control for the granting of conjugal visits because through this, contagious diseases can be contracted that could spread to the entire population.

**Name:** José Ángel Beltrán Vélez

**Title:** Accreditation Manager

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-020**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *New 4*

**Agency/Facility:** *OADPRS*

**Facility Size:** *Central Office*

**Accredited:** *Accredited*

**Proposal Type:** *New*

**Existing Standard:**

N/A

**ACA/Mexico Proposal:**

In the case of 24-hour continuous shifts, the staff is provided with drinking water, food, rest periods and rotation.

**Comments:**

None.

**Name:** Lidia S. Estrada

**Title:** Accreditation Manager

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-021**

---

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

**Action taken by the standards committee:**

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

**Manual:** *International Correctional Core Standards*

**Edition:** *1st Edition*

**Standard:** *Add*

**Agency/Facility:** *ACA*

**Facility Size:** *N/A*

**Accredited:** *N/A*

**Proposal Type:** *Previously approved by standards committee for all manuals*

**Standard Related:** *5-1A-4018-1*

**Proposal:**

An Annual Report shall be submitted to the Performance Based Standards & Expected Practices Accreditation Department. This report is due on the anniversary of the accreditation (panel hearing) date. Where applicable, the agency must submit a completed Significant Incident Summary and Outcome Measures Worksheet with the required Annual Report.

**Comments:**

Previously approved by standards committee

**FOR ACA STAFF USE ONLY- ACA ICCS 2019-022**

---

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

**Action taken by the standards committee:**

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

## **Section 5**

### **Proposals for Standards Revision**

**Submissions for Standards Revisions**  
**149<sup>th</sup> Congress of Correction**  
**Boston, Massachusetts**  
**August 1, 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:**

<b>ACA File Number</b>	<b>Standard</b>	<b>Type</b>	<b>Page</b>
ACA File No. 2019-044	5-2E-4154	Revision	65
ACA File No. 2019-045	5-2E-4155	Revision	67
ACA File No. 2019-046	5-3C-4230	Revision	69
ACA File No. 2019-047	1-ICCS-2A-21	Revision	70
ACA File No. 2019-048	1-ICCS-2A-22	Revision	71
ACA File No. 2019-049	1-ICCS-5C-03	Revision	73



**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** Fifth  
**Standard:** 5-2E-4154  
**Agency/Facility:** Colorado Department of Corrections  
**Facility Size:** N/A  
**Accredited:** Yes  
**Proposal Type:** Revision

**Existing Standard:** Both outdoor and covered/enclosed exercise areas for general population inmates are provided in sufficient number to ensure that each inmate is offered at least one hour of access daily. Use of outdoor areas is preferred, but covered/ enclosed areas must be available for use in inclement weather. Covered/ enclosed areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities.

The minimum space requirements for exercise areas are as follows:

- Outdoor exercise areas in facilities where 100 or more inmates utilize one recreation area:15-square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 1,500 square feet of unencumbered space
- Outdoor exercise areas in facilities where less than 100 inmates **have unlimited access to an individual** recreation area:15-square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 750-square feet of unencumbered space
- Covered/enclosed exercise areas in facilities where 100 or more inmates utilize one recreation area:15-square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 1,000-square feet of unencumbered space
- Covered/enclosed exercise areas in facilities where less than 100 inmates utilize one recreation area:15-square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 500-square feet of unencumbered space

**Proposal:** Both outdoor and covered/enclosed exercise areas for general population inmates are provided in sufficient number to ensure that each inmate is offered at least one hour of access daily. Use of outdoor areas is preferred, but covered/ enclosed areas must be available for use in inclement weather. Covered/ enclosed areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities.

The minimum space requirements for exercise areas are as follows:

**ACA File No. 2019-044 (continued)**

- Outdoor exercise areas in facilities where 100 or more inmates utilize one recreation area: 15-square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 1,500 square feet of unencumbered space
- Outdoor exercise areas in facilities where less than 100 inmates **utilize one recreation area**; 15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 750 square feet of unencumbered space.
- Covered/enclosed exercise areas in facilities where 100 or more inmates utilize one recreation area: 15-square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 1,000-square feet of unencumbered space
- Covered/enclosed exercise areas in facilities where less than 100 inmates utilize one recreation area: 15-square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 500-square feet of unencumbered space

**Comments:** The current expected practice language for bullet two does not align with the expectations of the other three bullets. Allowing for unlimited access to any size or type of exercise area is unrealistic. The Colorado Department of Corrections believes that the true intent of the expected practice is to ensure that all general population offenders have access to appropriately sized areas on a daily basis.

**Name:** Shelby Pickerill

**Title:** Accreditation Administrator

**Email:** [shelby.pickerill@state.co.us](mailto:shelby.pickerill@state.co.us)

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2019-044**

---

The above proposed revision, addition, or deletion would also affect the following manuals:  
1-ABC-2E-03; 4-ALDF-5C-03; 1-CORE-5C-02; JBC 2E-02;

**Action taken by the standards committee:**

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

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** Fifth  
**Standard:** 5-2E-4155  
**Agency/Facility:** Colorado Department of Corrections  
**Facility Size:** N/A  
**Accredited:** Yes  
**Proposal Type:** Revision

**Existing Standard:** Special management housing units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for special management units are as follows:

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

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

**Proposal:** Special management housing units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for special management units are as follows:

- Group **areas**: 330-square feet of unencumbered space can accommodate two inmates. For each additional 150-square feet of unencumbered space, an additional inmate may use the exercise area simultaneously. (Formula: for each 150-square feet of unencumbered space exceeding the base requirement of 180-square feet for the first inmate equals the maximum number of inmates who may use the recreation area simultaneously).
- Individual **areas**: 180-square feet of unencumbered space.

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

**Comments:** The Colorado Department of Corrections believes that the overall intent of this expected practice is to provide uncovered or outdoor covered exercise areas for special management populations. The use of the term “module” is misleading and could be misinterpreted that open, outdoor exercise yards would not fall under the requirements of this expected practice.

The physical plant structure of special management housing units, recreation areas and the populations served varies by agencies and individual facilities. Agencies and individual facilities should be allowed to take into consideration the special management population being served, physical plant constraints and staffing levels when determining the number of inmates allowed to utilize a recreation area at one time as long as the area meets the unencumbered square footage requirements.

The unencumbered square footage formula provides clear direction to agencies/facilities constructing new outdoor recreation areas to ensure the required amount of unencumbered space is provided based on the number of inmates that will be utilizing the area at one time. All of Colorado's newly constructed outdoor exercise areas have been built to meet the square footage requirements for the number of offenders that would be allowed to utilize the area at one time.

In addition, many special management populations are designed as step down programs that encourage interaction with increasing numbers of inmates. Placing a limit on the number of inmates allowed to use an outdoor exercise area at one time does not promote pre-social skills or reintegration back into a general population setting when appropriate.

The Colorado Department of Corrections also recommends that this expected practice be moved to the Special Management section of the manual to align with similar restrictive housing expected practice 5-4B-0005 which is found in the Restrictive Housing section of the manual.

**Name:** Shelby Pickerill

**Title:** Accreditation Administrator

**Email:** [shelby.pickerill@state.co.us](mailto:shelby.pickerill@state.co.us)

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2019-045**

---

The above proposed revision, addition, or deletion would also affect the following manuals:  
4-ALDF-5C-04; 1-CORE-5C-03

**Action taken by the standards committee:**

**Approved**

Denied

Tabled

Referred to: \_\_\_\_\_

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** Fifth  
**Standard:** 5-3C-4230  
**Agency/Facility:** Colorado Department of Corrections  
**Facility Size:** N/A  
**Accredited:** Yes  
**Proposal Type:** Revision

**Existing Standard:** There are written guidelines for resolving minor inmate infractions, which include a written statement of the rule violated and a hearing and decision within seven days, excluding weekends and holidays, by a person not involved in the rule violation; inmates may waive their appearance at the hearing.

**Proposal:** There are written guidelines for resolving minor inmate infractions, that do not require due process and can be resolved without the imposition of serious penalties. A written statement of the rule violated and the resolution agreed upon should be signed by the resolving staff member and the inmate. Minor infractions do not violate any state or federal statutes and may be resolved by the reporting staff.

**Comments:** The current expected practice language contradicts ACA's own definition for Minor Infraction which is as follows: "Minor Infraction – a violation of the facility's rules of conduct that does not require due process and can be resolved without the imposition of serious penalties. Minor infractions do not violate any state or federal statutes and may be resolved informally by the reporting staff." Colorado's recommended revisions to the expected practice language bring the expected practice and definition into alignment.

**Name:** Shelby Pickerill  
**Title:** Accreditation Administrator  
**Email:** [shelby.pickerill@state.co.us](mailto:shelby.pickerill@state.co.us)

**COMMENTS:**

---

**FOR ACA STAFF USE ONLY- ACA File No. 2019-046**

---

The above proposed revision, addition, or deletion would also affect the following manuals:  
4-ALDF-6C-01;

**Action taken by the standards committee:**

Approved      Denied      **Tabled** for further discussion upon a review of the definition of "minor infraction"

**Manual:** International Correctional Core Standards (ICCS)

**Edition:** First

**Standard:** 1-ICCS-2A-21

**Proposal Type:** Revision

**Existing Standard:** The facility administrator or designee can order immediate **segregation** when it is necessary to protect an inmate or others.

**Proposal:** The facility administrator or designee can order immediate **placement in restrictive housing** when it is necessary to protect an inmate or others.

**Name:** ACA Staff

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2019-047**

---

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

**Action taken by the standards committee:**

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

**Manual:** International Correctional Core Standards (ICCS)

**Edition:** First

**Standard:** 1-ICCS-2A-22

**Proposal Type:** Revision

**Existing Standard:** When an inmate is transferred to **segregation**, health care personnel are informed and provide assessment and review, as indicated by the protocols established by the health authority.

*Comment:* Health care protocols should be followed to ensure the safety and health of inmates moved into **segregation**. If necessary, the health care provider determines the appropriate setting for further medical attention or examination and may request an inmate's removal from a cell or housing area to a clinical environment.

*Protocols:* Written policy and procedure.

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

**Proposal:** When an inmate is transferred to **restrictive housing**, health care personnel are informed and provide assessment and review, as indicated by the protocols established by the health authority.

*Comment:* Health care protocols should be followed to ensure the safety and health of inmates moved into **restrictive housing**. If necessary, the health care provider determines the appropriate setting for further medical attention or examination and may request an inmate's removal from a cell or housing area to a clinical environment.

*Protocols:* Written policy and procedure.

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

**Name:** ACA Staff

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2019-048**

---

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

**Action taken by the standards committee:**

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



**Manual:** International Correctional Core Standards (ICCS)

**Edition:** First

**Standard:** 1-ICCS-5C-03

**Proposal Type:** Revision

**Existing Standard:** Segregated inmates have access to both outdoor and covered/enclosed exercise areas. The minimum space requirements for outdoor and covered/enclosed exercise areas for segregation units are as follows:

- Group Yard modules-15 square feet per inmate expected to use the space at one time, but not less than 500 square feet of unencumbered space
- Individual yard modules-180 square feet of unencumbered space.

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

**Proposal:** Restrictive housing inmates have access to both outdoor and covered/enclosed exercise areas. The minimum space requirements for outdoor and covered/enclosed exercise areas for restrictive housing units are as follows:

- Group Yard modules-15 square feet per inmate expected to use the space at one time, but not less than 500 square feet of unencumbered space
- Individual yard modules-180 square feet of unencumbered space.

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

**Name:** ACA Staff

**COMMENTS:**

**FOR ACA STAFF USE ONLY- ACA File No. 2019-049**

---

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

**Action taken by the standards committee:**

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