

**Standards Committee Meeting Minutes
153rd Congress of Corrections
Philadelphia Convention Center
Room A/B
Philadelphia, Pennsylvania
August 10, 2023**

Members Present

Chambers-Smith, Annette, Chair, Ohio
Collier, Bryan, Vice-Chair, Texas
Blessinger, Christine, Indiana
Cadreche, Marina, Florida
Clarke, Harold, Virginia
Grande, Peter, Kansas
Janes, Linda, Ohio
Koon, Ron, Georgia
LeBlanc, Christopher B., Louisiana
Linthicum, Lannette, Texas
Moores, Carol, New York
Riggin, Viola, Kansas
Santa, Colette, Massachusetts
Sauls, Randy, Georgia
Shinn, David, Arizona
Stickrath, Thomas, Ohio
Sweney, Chris, Ohio

Members Absent

Deshotels, Alexander, Louisiana
Jeffreys, Rob, Nebraska
McFadden, Garry, North Carolina

Staff

James A. Gondles, Jr, Executive Director
Jeff Washington, Deputy Executive Director
Robert Green, Executive Director Appointee
Dr. Elizabeth Gondles, ACA Office of Correctional Health
David Haasenritter, Director of Standards and Accreditation
Eric Shultz, Accreditation Specialist
Orchid Powell, Accreditation Specialist
Eli Mendoza, Accreditation Specialist
Kim Wilson, Accreditation Specialist

Opening Remarks

Annette Chambers-Smith, chairperson of the committee, welcomed the committee members and guests. She thanked Jim Gondles for all his guidance and training, and all the work he has done for the American Correctional Association (ACA). Ms. Chambers-Smith discussed the meeting agenda. A motion was made and was seconded to approve the January 2023 Standards Committee Meeting Minutes. The motion was approved unanimously. Chair Chambers-Smith shared her observation of a trend for the proposals for revision, addition and/or deletion generally have not been in keeping with the ACA mission, vision, and principles. She read a portion of the guiding principles and stated ACA is the oldest correctional association encompassing all of corrections. She stated when thinking of an expected practice/standard change, we need to think about our mission, vision, and guiding principles and not let people sway discussion for ease.

ACA President, Denise Robinson welcomed the committee members and guests to Philadelphia. She thanked the standards committee for all their hard work and mentioned the importance of the standards committee. Ms. Robinson provided a brief conference overview and commended everyone for working together to complete the mission of corrections.

ACA Executive Director James A. Gondles, Jr. welcomed committee members and ACA staff along with the many professionals in the audience. He introduced the members of the executive committee, and noted there would be 14 past presidents attending this conference. Mr. Gondles encouraged everyone to attend the healthcare reception on Thursday August 10, 2023, from 5:30 to 6:30 pm in the Marriot Center Grand Ballroom E/F as well as Healthcare Special Session & Luncheon the with limited seating on Thursday August 10, 2023, at the Pennsylvania Convention Center, Room 103 A/B/C. In addition, the General Session Friday August 11, 2023, in the Pennsylvania Convention Center, Ballroom A/B with Legendary Boxing Icon, Olympic Gold Medalist, Hall of Famer, Bestselling Author, and Philanthropist Sugar Ray Leonard presenting. Mr. Gondles reminded everyone of the E. R. Cass Banquet to be held Sunday August 13, 2023, in the Marriott. Events begin with the President's Reception at 6:00 pm in the Marriott Grand Ball E/F followed by the Banquet in Grand Ballroom H-L and conclude with the E. R. Cass Awardee Reception in Grand Ballroom E/F. Honorees are Gary C. Mohr, Viola Riggins, Derrick Schofield and Dr. Michelle Staples-Horne.

ACA Executive Director Appointee Robert Green acknowledge the invaluable work this committee provides the industry and shared he is looking forward to his next assignment.

Commission Chair, Mr. Thomas Stickrath acknowledged ACA for keeping the audits and panel hearings moving forward. He noted the Commission on Accreditation for Corrections remained busy since the last conference conducting Virtual Panel Hearings as requested. He indicated 13 new of the 31 commissioners are new and were provided training over the summer as everyone is looking forward to their first conference in this role. Mr. Stickrath mentioned that 165 facilities were up for accreditation, 28 of which are initial accreditations. There are 18 international accreditations during this conference to include Mexico, Colombia, Costa Rica, Dubai and Bahrain. Mr. Stickrath thanked Jim Gondles for all his support. He acknowledged the hard work of the ACA Standards and Accreditation Department with conducting virtual and on-site hearings and thanked the Commissioners on the Commission on Accreditation for Corrections for all their hard work and dedication.

David Haasenritter, Director of the Standards and Accreditation Department gave opening and welcoming remarks to include an introduction of ACA Standards and Accreditation staff. Auditor training will be held Sunday, August 13, 2023, beginning at 1:00 pm and Accreditation Manager Training was held Thursday, August 10, 2023. There will be an Accreditation Breakfast Sunday August

13, 2023, from 8:00 am to 10:00 am. He concluded by thanking the standards committee for all their continued hard work.

A motion was made and seconded for discussion of Old Business, Committee Reports/Proposals and the proposed expected practices additions/deletions/revisions.

The meeting was adjourned.

Section 2

Old Business

Manual: ACI
Edition: 5th
Expected Practice: N/A
Agency/Facility: N/A
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Existing Standard: N/A

Proposal: (MANDATORY) All personnel authorized to use tasers and other less than lethal munitions receive training in their use and in the treatment of individuals exposed to energy conduction devices and other less than lethal munitions.

Comment: A specialized training curriculum is implemented, which includes both individual and group instruction by certified trainers.

Protocols: Written policy and procedure. Job descriptions. Staff training curriculum. Training records forms and formats.

Process Indicators: Personnel records. Training records.

Comments: Staff need to be trained in the use of energy conduction devices (tasers) and other less than lethal munitions.

Name: Professional Development Committee

Title: N/A

Email: acastandards@aca.org

COMMENTS:

I feel that the standards for training for 5-ACI-1D-18 and 5-ACI-1D-19 really already cover this. Our facility includes this training in use of force as well as specialty training. This is reflected in our training records that are included in these files.

Wayne Millus, Deputy Warden

Propose this standard be incorporated with 5-ACI-1D-21 Use of Chemical Agents to read as follows:

All personnel authorized to use chemical agents, **tasers, and other less than lethal munitions** receive training in their use and in the treatment of individuals exposed to chemical agent, **energy conduction devices and other less than lethal munitions.**

Angela Whittaker, EMA on behalf of Seth Smith, Chief of Operations

All personnel authorized to use tasers and other less than lethal munitions receive training in their use and in the treatment of individuals exposed to energy conduction devices and other less than lethal munitions.

FOR ACA STAFF USE ONLY- ACA File No. 2023-003

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

CJ; ICCSA; ICCSM; ICCSJ; ACRS; ALDF; JCF; TC; HC-ACI; HC-ALDF; HC-JCF; ABC; CTA; EM; FS; JCRF; JBC; JDTP; JDF; JPAS; SJDF

Action taken by the standards committee:

Approved Denied Tabled Referred to: ACA staff to research for like expected practices and wording of “tasers” and “other less than lethal munitions”.

ACA staff researched and identified 5-ACI-1D-21 addressed use of chemical agents. ACA staff researched terms “tasers” and “other less than lethal devices”.

Recommendation: The proposed expected practice be modified to and approved “ (MANDATORY) All personnel authorized to use conductive energy devices and less lethal munitions receive training in their use, the effects, and in the treatment of individuals exposed.”

FOR ACA STAFF USE ONLY- ACA File No. 2023-003

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

CJ; ICCSA; ICCSM; ICCSJ; ACRS; ALDF; JCF; TC; HC-ACI; HC-ALDF; HC-JCF; ABC; CTA; EM; FS; JCRF; JBC; JDTP; JDF; JPAS; SJDF

Action taken by the standards committee:

Approved As Amended Denied Tabled Referred to:

Manual: ACI
Edition: 5th
Expected Practice: N/A
Agency/Facility: N/A
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Existing Standard: N/A

Proposal: Written policy, procedure, and practice require staff to have the duty to intervene on behalf of an incarcerated individual whose constitutional rights are being violated.

Comment: Staff intervenes on behalf of an incarcerated individual whose constitutional rights are being violated by other staff or an incarcerated individual in his or her presence.

Protocols: Written policy and procedure. Staff training curriculum.

Process Indicators: Observation. Training records. Incident reports.

Comments: Staff should be trained that they have a duty to intervene when an individual's constitutional rights are being violated.

Name: Professional Development Committee

Title: N/A

Email: acastandards@aca.org

COMMENTS:

The verbiage "whose constitutional rights are being violated" is overly broad, and would require a staff member to know what constitutional rights one has while confined. Recommend rewording.

Dr. Tracy L. Reveal, Administrative Officer ODRC

This provision can be incorporated into 5-ACI-1C-22, written code of ethics.

5-ACI-1C-22 - Current

A written code of ethics shall require employees to conduct themselves and perform their duties in such a way as to set a good example for prisoners and thereby command their respect. The

code of ethics shall prohibit employees from using their official position to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest. This code is available to all employees.

5-ACI-1C-22 - Proposed

A written code of ethics shall require employees to conduct themselves and perform their duties in such a way as to set a good example for prisoners and thereby command their respect **and have the duty to intervene on behalf of an incarcerated individual whose constitutional rights are being violated.** The code of ethics shall prohibit employees from **not responding when an incarcerated individual's constitutional rights are being violated and** using their official position to secure privileges for themselves or others from engaging in activities that constitute a conflict of interest. This code is available to all employees.

Theresa Grenier, Correctional Consultant

This is covered under file 1C-23 in regards to ethical behavior. This information is provided to all staff as part of their employee manual as well as training on how to deal with offenders

Wayne Millus Deputy Warden

FOR ACA STAFF USE ONLY- ACA File No. 2023-004

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

CJ; ICCSA; ICCSM; ICCSJ; ACRS; ALDF; JCF; TC; HC-ACI; HC-ALDF; HC-JCF; ABC; CTA; EM; FS; JCRF; JBC; JDTP; JDF; JPAS; SJDF

Action taken by the standards committee:

Approved Denied **Tabled: Legal and ACA staff review to be completed** Referred to:

Comments in the standards portal and during the performance-based standards committee centered around defining constitutional right and was there an existing practice. A review was conducted and determined there was not a need to add the proposed expected practice. The current expected practice 5-ACI-1C-22 covers code of ethics and ethical behavior by requiring a written code of ethics. Additionally, expected practice 5-ACI-3D-08 specifically prohibits inmate personal abuse, corporal punishment, or personal injury. Not intervening, or reporting would be unethical behavior and in contradiction with the required written code of ethics. There are a number of training expected practices which require training on code of ethics which should cover concerns identified in the proposal.

Recommendation: The proposed expected practice be denied.

FOR ACA STAFF USE ONLY- ACA File No. 2023-004

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

CJ; ICCSA; ICCSM; ICCSJ; ACRS; ALDF; JCF; TC; HC-ACI; HC-ALDF; HC-JCF; ABC; CTA; EM; FS; JCRF; JBC; JDTP; JDF; JPAS; SJDF

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

ACA Staff and President Denise Robinson and Jennifer Stohr created an International Adult Community Residential Services Performance Based Standards Manual that was sent electronically to members of the Performance-Based Standards Committee.

FOR ACA STAFF USE ONLY- ACA File No. 2023-004

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

New International ACRS Manual

Action taken by the standards committee:

Approved Denied Tabled: Referred to:

Section 4

Proposals for Standards Revision

Submissions for Expected Practice Revisions
153rd Congress of Correction
Philadelphia, Pennsylvania
August 10, 2023

KEY

ACA File Number (*Order in which the submissions were received*)

Manual: *Manual in which the change is being proposed*

Expected Practice No: *Expected Practice 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 expected practice, deletion of the current expected practice, revision of the current expected practice, or clarification of the existing expected practice or comment)*

Existing Expected Practice: *The expected practice printed in the manual or Supplement as it currently stands. For example:*

Blacked-out text *indicates text in the existing expected practice that has been removed in the proposal.*

Proposal: *The proposed change to the existing expected practice. For example:*

Highlighted Text *indicated new or revised wording to the existing expected practice in the proposal.*

Comments: *Comments from the field regarding the proposed revision. These comments generally indicate whether the commenting entity agrees or disagrees with the revision.*

Name: *Name of person submitting the revision*

Title: *Title of person submitting the revision*

Email: *email address of person submitting the revision*

Contents:

ACA File Number	Expected Practice	Type	Page
ACA File No. 2023-014	5-ACI-3C-07	Revision	68
ACA File No. 2023-015	5-ACI-3C-08	Deletion	70
ACA File No. 2023-016	5-ACI-3A-08	Revision	71
ACA File No. 2023-017	5-ACI-4A-03	Revision	72

Manual: Standards for Adult Correctional Institutions (ACI)

Edition: 5th

Expected Practice: 5-ACI-3C-07

Agency/Facility: Raymond Laborde Correctional Center

Facility Size: 1858

Accredited: Yes

Proposal Type: Revision

Existing Expected Practice: Written policy, procedure, and practice provide that when a rule violations require formal resolution, staff members prepare a disciplinary report and forward it to the designated supervisor.

Proposal: Written policy, procedure, and practice provide that when a rule violations require formal resolution, staff members prepare a disciplinary report and forward it to the designated supervisor.

These reports should include, but are not limited to, the following information:

- Specific rule(s) violated
- a formal statement of the charge
- any unusual inmate behavior
- any staff witnesses
- any physical evidence and its disposition
- any immediate action taken, including the use of force
- reporting staff member's signature and date of time of report

Comments: These additional bullets are actually part of 5-ACI-3C-08 (if proposal is accepted this standard could be deleted). As part of the supervisors review of any disciplinary report, he is required to ensure that the report meet these minimal requirements, along with other relevant issues depending on the report. As this is already a requirement at the facility it is felt that these two standards could be combined.

Name: Wayne Millus

Title: Deputy Warden 4

Email: wayne.millus@la.gov

COMMENTS: None

FOR ACA STAFF USE ONLY- ACA File No. 2023-014

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

4-ALDF-6C-03; JBC 3C-09

Action taken by the standards committee:

Approved Denied Tabled Referred to:

Manual: Standards for Adult Correctional Institutions (ACI)

Edition: 5th

Expected Practice: 5-ACI-3C-08

Agency/Facility: Raymond Laborde Correctional Center

Facility Size: 1858

Accredited: Yes

Proposal Type: Deletion

Existing Expected Practice: Disciplinary reports prepared by staff members include, but are not limited to, the following information:

- Specific rule(s) violated
- a formal statement of the charge
- any unusual inmate behavior
- any staff witnesses
- any physical evidence and its disposition
- any immediate action taken, including the use of force
- reporting staff member's signature and date and time of report

Proposal: deletion of this standard and incorporate language in 5-ACI-3C-07 (See standard revision submitted on 5-ACI-3C-07)

Comments: If proposal for standard 5-ACI-3C-07 is accepted , then this standard can be deleted

Name: Wayne Millus

Title: Deputy Warden 4

Email: wayne.millus@la.gov

COMMENTS: None

FOR ACA STAFF USE ONLY- ACA File No. 2023-015

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

4-ALDF-6C-04; JBC 3C-10

Action taken by the standards committee:

Approved Denied Tabled Referred to:

Manual: Standards for Adult Correctional Institutions (ACI)

Edition: 5th

Expected Practice: 5-ACI-3A-08

Agency/Facility: Raymond Laborde Correctional Center

Facility Size: 1858

Accredited: Yes

Proposal Type: Revision

Existing Expected Practice: Written policy, procedure, and practice provide that no inmate or group of inmates is given control or authority over other inmates.

Proposal: Written policy and procedure provide that no inmate or group of inmates is given control or authority over other inmates.

Comments: This standard, as it is currently written is requiring a practice that can be difficult to prove by the facility, other than policy. The Process indicators listed in standard are all observations or interviews that are placed as the auditors responsibilities. Felt that by removing the word practice that would alleviate the need of the Accreditation Managers to try and provide secondary documentation that appears to be something that is accomplished during the audit process.

Name: Wayne Millus

Title: Deputy Warden 4

Email: wayne.millus@la.gov

COMMENTS: None

FOR ACA STAFF USE ONLY- ACA File No. 2023-016

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

1-EM-3A-05; 3-JCRF-3A-05; JBC-3A-15; 1-JDTP-3E-01; 3-JDF-3A-08; 1-SJD-3A-08

Action taken by the standards committee:

Approved **Denied** Tabled Referred to:

Manual: Standards for Adult Correctional Institutions (ACI)

Edition: 5th

Expected Practice: 5-ACI-4A-03

Agency/Facility: Raymond Laborde Correctional Center

Facility Size: 1858

Accredited: Yes

Proposal Type: Revision

Existing Expected Practice:

All cells/rooms in Special Management Housing provide a minimum of 80 square feet, and shall provide 35 square feet of unencumbered space for the first occupant

Proposal:

All cells/rooms in Special Management housing provide a minimum of 80 square feet, with 25 square feet of unencumbered space for each occupant.

Comments: Standard 5-ACI-2C-01 refers to cells/housing and 25 square feet of unencumbered space per occupant at a minimum. Feel that these two standards should reflect the same in regards to the amount of unencumbered space required for offenders housed in cells/housing

Name: Wayne Millus

Title: Deputy Warden 4

Email: wayne.millus@la.gov

COMMENTS: None

FOR ACA STAFF USE ONLY- ACA File No. 2023-017

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

4-ALDF-2A-51

Action taken by the standards committee:

Approved Denied Tabled Referred to: