Standards Committee Meeting Minutes
Winter Conference - 2017
Grand Hyatt – Lonestar Ballroom A
San Antonio, Texas
January 20, 2017

Members Present
Kelley, Wendy, Chair, Arkansas
Aufderheide, Dean, Florida
Bradley, Michael, Florida
Diggins, Elias, Colorado
Green, Robert, Maryland
Hebert, Jerry, Louisiana
Lindamood, Cherry, Tennessee
Mohr, Gary, Ohio
Mora, Steve, District of Columbia
Raemisch, Rick, Colorado
Robinette, Michelle, Oklahoma
Toney, Ellyn, Louisiana
Perry, Gloria, Mississippi
Riggin, Viola, Kansas

Members Absent
Wetzel, John, Pennsylvania
Harrington, Kelly, California
Schofield, Derrick, Tennessee
LeBlanc, James, Louisiana

Staff
James A. Gondles, Jr, Executive Director
Dr. Elizabeth Gondles,
Doreen Efeti, Manager, Office of Correctional Health
Bridget Bayliss-Curren, Director of Standards and Accreditation
Dembee Sandgaa, Acting Deputy Executive Director
Robert Brooks, Accreditation Specialist
Megan Noble, Accreditation Specialist
Adam Willhite, Accreditation Specialist
Aquilah Munir, Accreditation Specialist
Samuel Meyer, Accreditation Specialist – Army Fellow
Aprille Mitchell, 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; 18 items were to be covered

Ms. Kelley discussed the Standards Committee Minutes from August 2016. The Committee reviewed a previous proposal, for a revision of standard 4-4517. A motion was made to refer to Legal Committee. The motion was seconded and approved.

A motion was made by Elias Diggins and was seconded to approve the August 2016 Standards Committee Meeting Minutes from the 146th Congress of Correction in Boston, Massachusetts. The motion was approved unanimously.

ACA President, Mary Livers welcomed the committee member and guests. Ms. Livers spoke on the importance of the accreditation process. President Livers discussed the development of SAAP (the Standards and Accreditation Assessment Project). President Livers thanked the ACA Staff for their work on the SAAP project. Ms. Livers recognized Brad Livingston for his previous contributions as Chair of the Standards Committee.

ACA Executive Director James A. Gondles welcomed committee members and ACA staff. Mr. Gondles discussed the whereabouts of Mr. Jeff Washington. Mr. Gondles addressed the role of the committee and announced the agenda for the conference. Mr. Gondles announced the speaker for the General Session would be former ABC Anchor Ann Compton. At Tuesday's Luncheon, the first African American Governor of Virginia – Douglas Wilder will be speaking. Mr. Gondles encouraged everyone to attend the healthcare reception at 6:00 p.m., held at the Lone Star Ballroom B in the Grand Hyatt. Mr. Gondles recognized Angela Whittaker and Richard Stalder for all of their work on the SAAP project. Mr. Gondles congratulated Wendy Kelley for her appointment as the Chair of the Standards Committee. Mr. Gondles discussed the swearing in of all officers, Delegate Members, Commission Members, Committee Members, etc.

Commission Chair, Mr. Elias Diggins recognized the commission members, for their hard work and preparation. Mr. Diggins mentioned that 208 facility hearings were up for accreditation, 51 of which were initial audits, and 17 International audits. Mr. Diggins thanked ACA Staff for their contributions to the accreditation process.

Bridget Bayliss-Curren, Director of Standards and Accreditation Department gave opening and welcoming remarks. She thanked the ACA staff in preparation for the panel hearings, the work on the SAAP project and the work with the Committee for the Use of Separation with Juveniles. Mrs. Bayliss-Curren discussed the auditor training scheduled for Tuesday morning.

At this time, Ms. Kelley welcomed Mr. Tom Stickrath, to discuss the work of the Committee on the Use of Separation with Juveniles. Mr. Stickrath discussed the critical and controversial issue of the use of separation with juveniles. Mr. Stickrath discussed the tasks of the Committee to revise the definitions and standards regarding the use of separation with youth. Mr. Stickrath spoke on behalf of co-chairman Christine Blessinger, who was not present, to thank Mr. Gondles, ACA Staff, President Livers and President-Elect Linthicum for their assistance with the work of the committee.

Mr. Stickrath recognized the members of the Committee on the Use of Separation with Juveniles. Mr. Stickrath discussed the meetings of the Committee, with the hopes of presenting their work to the Standards Committee in St. Louis, in August 2017.

At this time, Ms. Kelley welcomed Mr. Richard Stalder to discuss the SAAP project. Mr. Stalder announced that the draft, new Accreditation Policy Manual is available for view on the ACA website. Mr. Stalder discussed the traditional standards model, and the transition to the performance-based model. He discussed the importance of measuring outcomes in the new performance-based model. Mr. Stalder discussed the similarities and differences between the traditional standards manuals and the performance-based manuals. Mr. Stalder emphasized the key distinction between the two manuals is Outcome Measures.

Mr. Stalder suggested that the Standards Committee define the term standard to encompass the terms – performance standard, traditional standard and expected practice. A motion was made by Jerry Hebert to adopt resolution (see copy of resolution). Resolution approved unanimously.

Mr. Stalder suggested changing the name of the Standards Committee to the Performance Standards Committee.

A motion was made to discuss the proposed standards revisions.

Section 1

Reports from ACA Committees

American Correctional Association - Committee on Standards and Accreditation

Report from ACA Restorative Justice/Victims Committee

Presenter:

Mark Odom, Chair

Manual: Adult Correctional Institutions (ACI)
Edition: 4th
Standard: 4-4447
Agency/**Facility:** ACA Restorative Justice/Victims Committee
Facility Size: N/A
Accredited: N/A
Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice provide that consistent with the law of the jurisdiction, there is a system for providing notification to the registered victim(s) of a crime prior to any release from confinement of the convicted inmate and/or escape from custody. Follow-up notification to victim(s) occurs when escapees are returned to custody.

Proposal: Written policy, procedure and practice provide that, consistent with the laws and legal practices within the jurisdiction, there is a system for providing notification and information to the registered crime victim(s) regarding the offender(s) in the victim's case.

Comments: None.

Name: Mark Odom
Title: Chairman, ACA Restorative Justice/Victims Committee
Email: mark.odom@tdcj.texas.gov

COMMENTS:

FOR ACA STAFF USE ONLY- Restorative Justice/Victims Committee -1

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

1-ABC-4G-06
2-CO-4G-02
4-ACRS-7F-06
4-ALDF-7F-02
2-APA-1128-1
4-APPFS-1A-04
JBC Standard 5I-06
4-JCF-6G-07

SJ 203-1

Action taken by the standards committee:

<mark>Approved</mark>   Denied   Tabled   Referred to:_____

Manual: Adult Correctional Institutions (ACI)
Edition: 4th
Standard: New Definition
Agency/**Facility:** ACA Restorative Justice/Victims Committee
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Proposal: Definition:

Victim Offender Dialogue (VOD):

Victim Offender Dialogue is a post-conviction, victim-initiated process that is guided by properly trained facilitators to provide victims and survivors of violent crimes the opportunity to have a structured meeting and conversation with their offenders in a safe, secure and confidential setting. Through the VOD preparation and dialogue process, the victim/survivor may receive answers to questions only the offender can answer, and better understanding of the offender's choices and actions. These may help facilitate healing, recovery, and a personal sense of justice.

VOD is not intended as therapy for victims/survivors or offenders, or a substitute for therapeutic intervention. Rather, it is a process by which victims/survivors are able to say to and ask of offenders some of those things they need and deserve to say and ask, and by which offenders are invited and expected to more thoroughly and personally account for their choices and actions. VOD provides offenders who have been deemed appropriate for participation by their facility or their community supervision agency the opportunity to take responsibility for their actions and to be accountable for the emotional and physical pain those choices and actions have caused. Participation in the VOD program is completely volitional for the victim/survivor and for the offender. Either party is always at liberty to withdraw from the VOD preparation or dialogue process at any time, and VOD is not intended to directly affect the offender's prison, parole, or community supervision (probation) status.

Correctional organizations that initiate VOD programs should adhere to the 20 Principles of Victim-Centered Victim Offender Dialogue, endorsed by the National Association of Victim Service Professionals in Corrections. These standards are found at:
http://navspic.org/PDF/Toward%20Principles-Standards%20for%20VOD-final.pdf

Comments: None.

Name: Mark Odom
Title: Chairman, ACA Restorative Justice/Victims Committee
Email: mark.odom@tdcj.texas.gov

COMMENTS:

FOR ACA STAFF USE ONLY- Restorative Justice/Victims Committee - 2

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

None.

Action taken by the standards committee:

Approved   Denied   Tabled   <mark>Referred to</mark>:   ACA Staff to review and revise definition. The Committee discussed the length of the definition and highlighted the second sentence of the second paragraph as a good foundation for the definition.

Section 2

Proposals for Standards Revision

KEY

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

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

Standard No: *Standard to which the change is being proposed*

Agency /Facility: *Agency or facility submitting the proposed change*

Facility Size: *Size of the agency/facility proposing the change*

Accredited: *Whether or not the submitting agency/facility is accredited*

Proposal Type: *Type of proposal (addition of a new standard, deletion of the current standard, revision of the current standard, or clarification of the existing standard or comment)*

Existing Standard: *The standard printed in the manual or Supplement as it currently stands. For example:*

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

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

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

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

Name: *Name of person submitting the revision*
Title: *Title of person submitting the revision*
Email: *email address of person submitting the revision*

Contents:

ACA File Number	Standard	Type	Page
ACA File No. 2017-001	2-CI-1A-2	Revision	
ACA File No. 2017-002	2-CI-2B-1	Revision	
ACA File No. 2017-003	2-CI-2B-2	Deletion	
ACA File No. 2017-004	2-CI-5A-2	Revision	
ACA File No. 2017-005	2-CI-5A-8	Deletion	
ACA File No. 2017-006	ACI 4-4100	Revision	
ACA File No. 2017-007	ACI 4-4106	Deletion	
ACA File No. 2017-008	ACI 4-4101	Revision	
ACA File No. 2017-009	New Standard 4-IT-0001	Addition	
ACA File No. 2017-010	New Standard 4-IT-0002	Addition	
ACA File No. 2017-011	New Standard 4-IT-0003	Addition	
ACA File No. 2017-012	New Standard 4-IT-0004	Addition	
ACA File No. 2017-013	New Standard 4-IT-0005	Addition	
ACA File No. 2017-014	ACI 4-4093	Revision	
ACA File No. 2017-015	ACI 4-4094	Deletion	
ACA File No. 2017-016	ACI 4-4119	Revision	
ACA File No. 2017-017	ACI 4-4120	Deletion	
ACA File No. 2017-018	4-ALDF-7D-25	Revision	
ACA File No. 2017-019	ACI 4-4204	Revision	
ACA File No. 2017-020	ACI 4-4497	Revision	
ACA File No. 2017-021	ACI 4-4497-2	Addition	

Manual: Correctional Industries (CI)
Edition: Second
Standard: 2-CI-1A-2
Agency/Facility: Ohio Dept. of Rehab. & Correction Central
Facility Size: 51,000+
Accredited: Yes
Proposal Type: Revision to Existing Standard

Existing Standard: Staff, volunteers, contractors, and inmates receive an orientation to safety and operating instructions for equipment prior to using the equipment.

Proposal: Staff, volunteers, and contractors receive an orientation to safety and operating instructions for equipment prior to using the equipment.

Comments: Delete inmates from this standard as it is redundant with standard 2-CI-3A-1.

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-001

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

Action taken by the standards committee:

Approved   Denied   Tabled   Other: Standard was withdrawn from consideration

Manual: Correctional Industries (CI)
Edition: Second
Standard: 2-CI-2B-1
Agency/Facility: Ohio Dept. of Rehab. & Correction Central
Facility Size: 51000+
Accredited: Yes
Proposal Type: Revision to Existing Standard

Existing Standard: Staff, volunteers, contractors, and inmates are made aware of contraband policies.

Proposal: <mark>Searches are conducted to find contraband and</mark> staff, volunteers, contractors, and inmates are made aware of contraband policies.

Comments: 2-CI-2B-1 and 2-CI-2B-2 are interrelated and can easily be consolidated

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-002

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

Action taken by the standards committee:

Approved   Denied   Tabled   <mark>Other:</mark> Standard was withdrawn from consideration

Manual: Correctional Industries (CI)
Edition: Second
Standard: 2-CI-2B-2
Agency/Facility: Ohio Dept. of Rehab. & Correction Central
Facility Size: 51000+
Accredited: Yes
Proposal Type: Deletion

Existing Standard: Searches are conducted to find contraband.

Proposal: Delete standard 2-CI-2B-2.

Comments: 2-CI-2B-1 and 2-CI-2B-2 are interrelated and can easily be consolidated.

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-003

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

Action taken by the standards committee:

Approved   Denied   Tabled   Other: Standard was withdrawn from consideration

Manual: Correctional Industries (CI)
Edition: Second
Standard: 2-CI-5A-2
Agency/Facility: Ohio Dept. of Rehab. & Correction Central
Facility Size: 51000+
Accredited: Yes
Proposal Type: Revision to Existing Standard

Existing Standard: Inmates are not subjected to harassment, corporal or unusual punishment, humiliation, mental abuse, or punitive interference.

Proposal: <mark>Inmates are treated with respect in the workplace and</mark> are not subjected to harassment, corporal or unusual punishment, humiliation, mental abuse, or punitive interference.

Comments: 2-CI-5A-2 and 2-CI-5A-8 are interrelated and can easily be consolidated.

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-004

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

Action taken by the standards committee:

Approved   Denied   Tabled   <mark>Other:</mark> Standard was withdrawn from consideration

Manual: Correctional Industries (CI)
Edition: Second
Standard: 2-CI-5A-8
Agency/Facility: Ohio Dept. of Rehab. & Correction Central
Facility Size: 51000+
Accredited: Yes
Proposal Type: Deletion

Existing Standard: Inmates are treated with respect in the workplace.

Proposal: Delete standard 2-CI-5A-8.

Comments: 2-CI-5A-2 and 2-CI-5A-8 are interrelated and can easily be consolidated.

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-005

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

Action taken by the standards committee:

Approved   Denied   Tabled   Other: Standard was withdrawn from consideration

Manual: Adult Correctional Institutions (ACI)
Edition: Fourth
Standard: 4-4100
Agency/Facility: Ohio Dept. of Rehab. & Correction Central
Facility Size: 51000+
Accredited: Yes
Proposal Type: Revision to Existing Standard

Existing Standard: The institution contributes to, has access to, and uses an organized system of information storage, retrieval, and review. The information system is part of an overall research and decision-making capacity relating to both inmate and operational needs.

Proposal: The institution contributes to, has access to, and uses an organized system of information storage, retrieval, and review. The information system is part of an overall research and decision-making capacity relating to both inmate and operational needs and its effectiveness as it relates to overall institutional management is evaluated in writing at least annually.

Comments: 4-4100 and 4-4106 are interrelated and can be consolidated.

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-006

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

JBC 1F-01 and JBC 1F-02
4-JCF-6F-04 and 4-JCF-6F-05
JDF 1F-01 and JDF 1F-02
1-JDTP-1F-01 and 1-JDTP-1F-03

Action taken by the standards committee:

Approved   Denied   Tabled   Referred to:_____

Manual: Adult Correctional Institutions (ACI)
Edition: Fourth
Standard: 4-4106
Agency/Facility: Ohio Dept. of Rehab. & Correction Central
Facility Size: 51000+
Accredited: Yes
Proposal Type: Deletion

Existing Standard: The effectiveness of the information system as it relates to overall institutional management is evaluated in writing at least annually.

Proposal: Delete standard 4-4106.

Comments: 4-4100 and 4-4106 are interrelated and can be consolidated.

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-007

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

JBC 1F-01 and JBC 1F-02
4-JCF-6F-04 and 4-JCF-6F-05
JDF 1F-01 and JDF 1F-02
1-JDTP-1F-01 and 1-JDTP-1F-03

Action taken by the standards committee:

Approved   Denied   Tabled   Referred to:_____

Manual: Adult Correctional Institutions (ACI)
Edition: Fourth
Standard: 4-4101
Agency/Facility: Ohio Dept. of Rehab. & Correction Central
Facility Size: 51000+
Accredited: Yes
Proposal Type: Revision to Existing Standard

Existing Standard: All staff who have direct access to the information system are trained in and responsive to the system's security requirements.

Proposal: All staff who have direct access to the information in the information system have authorized access associated with their job duties and are trained in and responsive to the system's security requirements.

Comments: Information system users should only have authorized access that is associated with their job duties and the current language does not specify this condition. Existing language is too broad and does not adequately address IT security & confidentiality concerns with users having access beyond the scope of their job duties.

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-008

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:_____

The following standards were submitted by:

Ohio Department of Rehabilitation & Correction

Stuart Hudson, Managing Director of Heath Care & Fiscal Operations

Vinko Kucinic, Chief – Bureau of Information Technology

Cliff Crooks, Project Manager - Bureau of Information Technology

Andrew Albright, Chief – Bureau of Operational Compliance

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

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

Existing Standard: None.

Proposal: 4-IT-0001: Information Technology Data Security:

Written data security policy, procedure, and practice govern the collection, storage, retrieval, access, use, and transmission of sensitive or confidential data contained in paper, physical, or media format.

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

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-009

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

Action taken by the standards committee:

Approved   Denied   Tabled   Referred to:_____

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

Existing Standard:

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

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

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

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

COMMENTS:

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

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

Action taken by the standards committee:

Approved   Denied   <mark>Tabled</mark>   <mark>Referred to:</mark>   ACA staff to assist in defining "computing devices." Up for discussion in St. Louis, August 2017.

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

Existing Standard:

Proposal: 4-IT-0003: Information Technology Security Breach Incident Response & Management:
There is a written information technology incident response and management plan to be used in the event that the institution experiences an information technology security breach. The plan is approved by the agency Chief Information Officer or equivalent, reviewed annually and updated as necessary, and is communicated to all staff. The plan includes the following:

- Incident Reporting Procedures
- Staff Roles & Responsibilities for Incident Response and Management
- Incident Investigation Procedures
- Incident Remediation and Closure Procedures
- Post-Incident Review and Action Planning Procedures that Focus on Preventing Future Reoccurrences

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

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-011

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

Action taken by the standards committee:

Approved   Denied   Tabled   Referred to: _____

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

Existing Standard:

Proposal: 4-IT-0004: Information Technology Governance

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

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

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

COMMENTS:

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

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

Action taken by the standards committee:

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

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

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

Existing Standard:

Proposal: 4-IT-0005: Offender Information Technology Access & Use:

Written policy, procedure, and practice govern inmate access and use of information technology computing devices, including video game consoles, handheld gaming consoles, and other portable devices, detachable computing components, storage media, online and standalone computing software, and wide area, local area, and wireless networks. The policy is reviewed annually by the Chief Information Officer or equivalent, updated as necessary, and is communicated to all staff and offenders.

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

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-013

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: 4-IT-0005: Offender Information Technology Access & Use:**

Written policy, procedure, and practice govern inmate access and use of information technology computing devices. The policy is reviewed annually by the Chief Information Officer or equivalent, updated as necessary, and is communicated to all staff and offenders.

A motion was made by Elias Diggins to ensure the new IT standards (4-IT-0001, 4-IT-0003, 4-IT-0004, and 4-IT-0005) for ACI are reflected in the ALDF expected practices. The motion was approved.

A motion was made by Ellyn Toney to ensure the new IT Standards (4-IT-0001, 4-IT-0003, 4-IT-0004, and 4-IT-0005) for ACI are reflected in the JCF and JDF standards and expected practices. The motion was approved.

Manual: Adult Correctional Institutions (ACI)
Edition: Fourth
Standard: 4-4093
Agency/Facility: Ohio Dept. of Rehab. & Correction Central
Facility Size: 51000+
Accredited: Yes
Proposal Type: Revision to Existing Standard

Existing Standard: Written policy, procedure, and practice encourage employees to continue their education.

Proposal: Written policy, procedure, and practice encourage employees to continue their education and provides administrative leave and/or reimbursement for employees attending approved professional meetings, seminars, and similar work-related activities.

Comments: 4-4093 and 4-4094 are interrelated and the consolidation will eliminate redundancy and actually strengthen 4-4094 by requiring written policy and procedure to encourage and provide administrative leave for elements within the standard.

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

COMMENTS:

"Instead of 'provides for' would suggest: 'has a procedure where administrative leave or reimbursement may be requested and approved.'"

- Art Beeler

FOR ACA STAFF USE ONLY- ACA File No. 2017-014

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-1D-17
JPAS 2-7057

Action taken by the standards committee:

Approved-**As Amended**   Denied   Tabled   Referred to:_____

***Amended* Proposal:** Written policy, procedure, and practice encourage employees to continue their education <mark>and, as authorized, provides administrative leave and/or reimbursement for employees attending approved professional meetings, seminars, and similar work-related activities.</mark>

Manual: Adult Correctional Institutions (ACI)
Edition: Fourth
Standard: 4-4094
Agency/Facility: Ohio Dept. of Rehab. & Correction Central
Facility Size: 51000+
Accredited: Yes
Proposal Type: Deletion

Existing Standard: The institution encourages and provides administrative leave and/or reimbursement for employees attending professional meetings, seminars, and similar work-related activities.

Proposal: Delete 4-4094.

Comments: 4-4093 and 4-4094 are interrelated and the consolidation will eliminate redundancy and actually strengthen 4-4094 by requiring written policy and procedure to encourage and provide administrative leave for elements within the standard.

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-015

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-1D-18
JPAS 2-7058

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)
Edition: Fourth
Standard: 4-4119
Agency/Facility: Ohio Dept. of Rehab. & Correction Central
Facility Size: 51000+
Accredited: Yes
Proposal Type: Revision to Existing Standard

Existing Standard: Written policy, procedure, and practice provide that each volunteer completes an appropriate, documented orientation and/or training program prior to assignment.

Proposal: Written policy, procedure, and practice provide that each volunteer completes an appropriate, documented orientation and/or training program prior to assignment and agrees in writing to abide by all facility policies, particularly those relating to the security and confidentiality of information.

Comments: The subject matter of 4-4120 needs to be included within the orientation phase of volunteers - it is important they agree to follow all policies prior to assignment where it is required within 4-4119. This change also consolidates interrelated requirements and reduces redundancy.

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-016

The above proposed revision, addition, or deletion would also affect the following manuals:
2-CO-1G-07
3-JDF-1G-07
1-JDTP-1G-07

Action taken by the standards committee:

Approved   Denied   Tabled   Referred to:_____

Manual: Adult Correctional Institutions (ACI)
Edition: Fourth
Standard: 4-4120
Agency/Facility: Ohio Dept. of Rehab. & Correction Central
Facility Size: 51000+
Accredited: Yes
Proposal Type: Deletion

Existing Standard: Volunteers agree in writing to abide by all facility policies, particularly those relating to the security and confidentiality of information.

Proposal: Delete 4-4120.

Comments: The subject matter of 4-4120 needs to be included within the orientation phase of volunteers - it is important they agree to follow all policies prior to assignment where it is required within 4-4119. This change also consolidates interrelated requirements and reduces redundancy.

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

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-017

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

2-CO-1G-08
3-JDF-1G-08
1-JDTP-1G-08

Action taken by the standards committee:

Approved   Denied   Tabled   Referred to: _____

Manual: Adult Local Detention Facilities (ALDF)
Edition: Fourth
Standard: 4-ALDF-7D-25
Agency/Facility:
Facility Size: 1142
Accredited: Yes
Proposal Type: Revision to Existing Standard

Existing Standard: The health authority meets with the facility administrator at least quarterly and submits quarterly reports. The report addresses topics such as the effectiveness of the health care system, a description of any environmental factors that need improvement, changes effected since the last reporting period, and, if needed, recommended corrective action. The health authority immediately reports any condition that poses a danger to staff or inmate health and safety.

Proposal: The health authority meets with the facility administrator <mark>or designee</mark> at least quarterly and submits quarterly reports. The report addresses topics such as the effectiveness of the health care system, a description of any environmental factors that need improvement, changes effected since the last reporting period, and, if needed, recommended corrective action. The health authority immediately reports any condition that poses a danger to staff or inmate health and safety.

Comments: The Jail Commander should be able to send a designee at Command rank to attend these quarterly meetings.

Name: Linda Kojetin
Email: linda.kojetin@indy.gov

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2017-018

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

1-ABC-4E-03
1-CORE-4D-02
1-HC-4A-01
JBC Standard 4C-04
4-JCF-4C-37
3-JDF-4C-03

Action taken by the standards committee:

Approved   <mark>Denied</mark>   Tabled   Referred to:_____

Manual: Adult Correctional Institutions (ACI)
Edition: Fourth
Standard: 4-4204 (M)
Agency/Facility: Maine Department of Corrections
Facility Size: 3 Prisons-1800 Prisoners
Accredited: Yes
Proposal Type: Revision to Existing Standard

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

Proposal: Written policy and procedure govern the use of firearms, including the following:

- Weapons are subjected to stringent safety regulations and inspections
- Employees carrying firearms are assigned only to watchtowers, gun walks, mobile patrols, security patrols, or other positions that are deemed necessary to maintain order in areas with maximum security and special management inmates.
- Employees supervising inmates outside the institution's perimeter follow specific procedures for ensuring the security of the weapons
- Employees are instructed to use deadly force only after other actions have been tried and found ineffective, unless the employee believes that a person's life is immediately threatened

Comments: In 2015 the Maine State Prison, a maximum security prison, declared a state of emergency. At the time, there were 38 security officer vacancies with an additional 7 officers out for other reasons. In response to increased violence, and concern for safety expressed by officers and prisoners, a Security Patrol was implemented which resulted in an improved feeling of safety for staff and prisoners.

Name: Ryan Andersen
Title: Manager of Correctional Operations

COMMENTS:

"I think this needs to be clarified and very specific that weapons may be allowed only when there is a process where they are protected."

- Art Beeler

FOR ACA STAFF USE ONLY- ACA File No. 2017-019

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

1-ABC-3A-29
4-ALDF-2B-08
1-CORE-2B-06

Action taken by the standards committee:

Approved   Denied   Tabled   Referred to:_____

The ACA President to appoint ad-hoc committee to review. Committee member Viola Riggin volunteered to serve on this ad-hoc committee.

Manual: Adult Correctional Institutions (ACI)
Edition: Fourth Edition
Standard Number(s): 4-4497
Agency/Facility: N/A
Facility Size: N/A
Accredited: N/A
Proposal Revision: Revision

Existing Standard: Written policy, procedure, and practice provide for inmate access to public telephones. Inmates with hearing and/or speech disabilities, and inmates who wish to communicate with parties who have such disabilities, are afforded access to Public telephones with volume control are also made available to inmates with hearing impairment.

> *Comment:* Inmates should not be denied access to visits with persons of their choice except when the warden/superintendent or designee can present clear and convincing evidence that such visitation jeopardizes the safety and security of the institution or the visitors.

Proposal: Written policy, procedure, and practice provide for inmate access to public telephones.

> *Comment:* Inmates should not be denied access to visits with persons of their choice except when the warden/superintendent or designee can present clear and convincing evidence that such visitation jeopardizes the safety and security of the institution or the visitors.

Comments:

The suggested revision will bring the standard in line with two recent court cases regarding the availability of new technology for deaf inmates. See: The US District Court of Maryland Case No. 1:12-cv-00572-ELH and the US District Court Eastern District of Kentucky at Frankfort Case No. 3:14-cv-00001-GFVT. These cases illustrate the need for states to update the technology available to the deaf inmates.

Grants are available through several companies to obtain the new technology at little to no cost for the agency.

(Copies of Lawsuits can be provided)

Submitted by: ACA Staff

FOR ACA STAFF USE ONLY- ACA File No. 2017-020

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

1-ABC-5D-11
4-ACRS-5A-19
4-ALDF-5B-11
JBC Standard 5H-11
4-JCF-3A-16
3-JCRF-5G-05
3-JDF-5G-11

Action taken by the standards committee:

Approved   Denied   Tabled   Referred to:_____

Manual: Adult Correctional Institutions (ACI)
Edition: Fourth Edition
Standard Number(s): 4-4497-2
Agency/Facility: N/A
Facility Size: N/A
Accredited: N/A
Proposal Revision: Addition

Existing Standard: N/A

Proposal: Written policy, procedure, and practice provide inmates with documented hearing and/or communication challenges, and inmates who wish to communicate with parties who have such disabilities, are afforded access to assistive technology. The technology provided to an inmate with hearing or speech disabilities shall be determined based on an individual assessment of the needs of the inmate. Public telephones with volume control are also made available to inmates with hearing impairment. Inmates shall not be denied access to assistive technology, except when the warden/superintendent or designee can present clear and convincing evidence that access will jeopardize the safety and security of the institution or the visitors.

> *Comment:* Examples of assistive technology include but are not limited to: Telephone Relay Services (TRS), including video remote interpreting (VRI) and traditional relay services; text telephone (TTY); telecommunications devices that are hearing aid compatible or equipped with amplification capabilities; broadcast text messaging and similar devices.

Comments:

The suggested revision will bring the standard in line with two recent court cases regarding the availability of new technology for deaf inmates. See: The US District Court of Maryland Case No. 1:12-cv-00572-ELH and the US District Court Eastern District of Kentucky at Frankfort Case No. 3:14-cv-00001-GFVT. These cases illustrate the need for states to update the technology available to the deaf inmates.

Grants are available through several companies to obtain the new technology at little to no cost for the agency.

(Copies of Lawsuits can be provided)

Submitted by: ACA Staff

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

None.

Action taken by the standards committee:

<mark>Approved</mark>-**As Amended**   Denied   Tabled   <mark>Referred to</mark>:   ACA Staff to develop definition for 'assistive technology'

Amended **Proposal**: Written policy, procedure, and practice provide inmates with documented hearing and/or communication challenges, and inmates who wish to communicate with parties who have such disabilities, access to assistive technology. The technology provided to an inmate with hearing or speech disabilities shall be determined based on an individual assessment of the needs of the inmate. Public telephones with volume control are also made available to inmates with hearing impairment. Inmates shall not be denied access to assistive technology, except when the warden/superintendent or designee can present clear and convincing evidence that access will jeopardize the safety and security of the institution or the visitors.

> *Comment:* Examples of assistive technology include but are not limited to: Telephone Relay Services (TRS), including video remote interpreting (VRI) and traditional relay services; text telephone (TTY); telecommunications devices that are hearing aid compatible or equipped with amplification capabilities; broadcast text messaging and similar devices.

ACA Executive Director, James Gondles and Standards Committee Chairperson Wendy Kelley gave closing remarks.

Meeting adjourned.