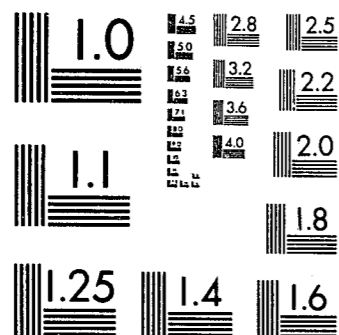


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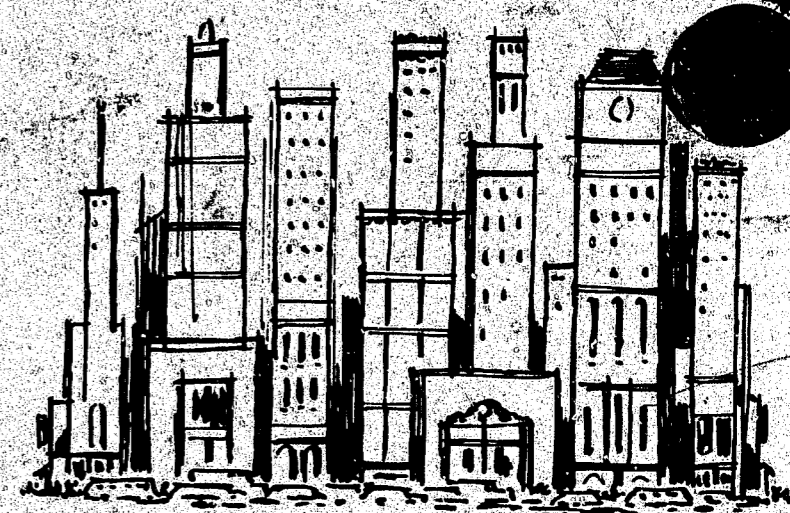
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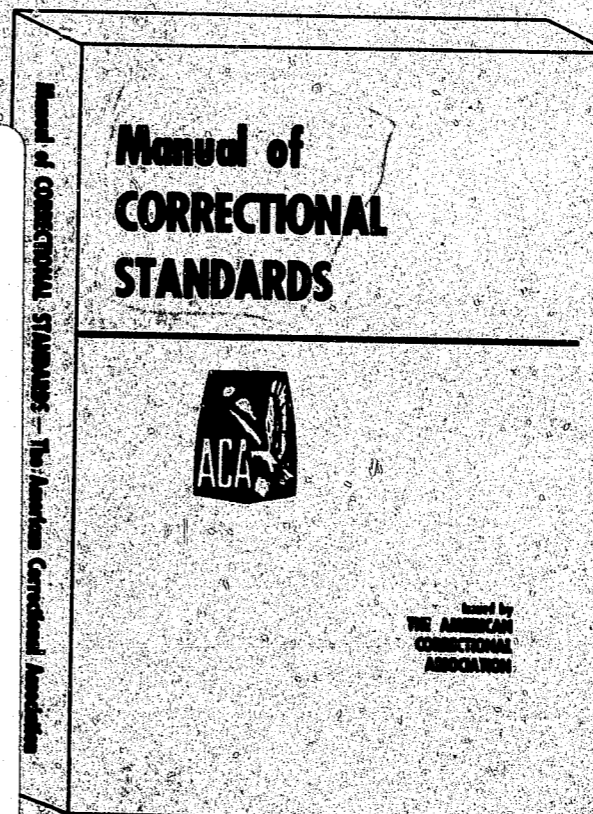
STUDY GUIDE

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Study Guide

FOR THE
APPLICATION
OF THE
Manual of Correctional Standards

U.S. Department of Justice
National Institute of Justice

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ACA Manual of CORRECTIONAL STANDARDS

Chapter 3 Corrections Evaluation Report
 "Community Detention (Jail) Facility."

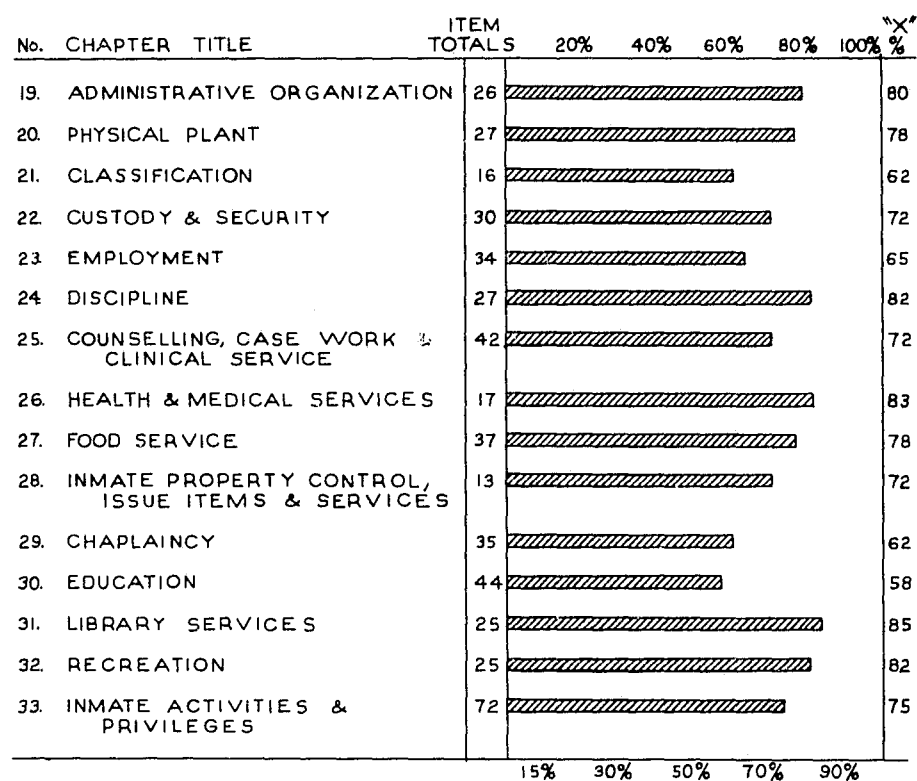
Item	Element	Reference
Rating	Paragraph	Page
1 _____	The state agency is empowered with proper authority to exercise supervision over the jails within the state by means of setting standards.	1.1 44
2 _____	The state agency prescribes minimum standards for construction.	.2 45
3 _____	The state agency prescribes minimum standards for operation.	.3 45
4 _____	The state agency prescribes minimum standards for qualification and training of personnel.	.4 45
5 _____	The state agency is empowered to inspect jails, and has full authority to establish and enforce procedures concerned with the safekeeping, health, and welfare of all persons committed to them.	.5 45
6 _____	The state agency has the authority to prescribe rules and regulations for the control and discipline of prisoners.	.6 45
7 _____	The state agency is empowered to transfer prisoners to other local or state institutions whenever it is necessary for the health, safety, and welfare of the prisoner.	.7 45
8 _____	Where the state agency is empowered to transfer prisoners to other local or state institutions for reasons of health, safety and welfare, sufficient funds have been appropriated to pay for the costs of such transfers.	.8 45
9 _____	The state agency is empowered to establish consolidated facilities for the housing of sentenced prisoners whenever practical.	.9 45
10 _____	The state agency is empowered to approve plans and specifications for the building of new jails or the renovation or revision of existing facilities.	.10 45
11 _____	The state agency is empowered to review budgets for the maintenance of jails and to determine the per capita charge to be made for the safekeeping of prisoners when they are transferred outside the country.	.11 46

Illustration D

Sample Bargraph of Institutional Compliance

INSTITUTIONAL/DEPARTMENTAL

AVERAGE "X" PERCENTAGE BY CHAPTER



23

INTERPRETATION:

THE BARGRAPH INDICATES THE PROPORTION OF QUESTIONS ON EACH CHAPTER THAT WERE ANSWERED AFFIRMATIVELY WITHOUT QUALIFICATION.

Illustration E

Sample Bargraph of Institutional Variance

from Department Median by Chapters.

DEPARTMENTAL/INSTITUTIONAL

DEPARTMENTAL AVERAGE OF "X" PERCENTAGES AND INSTITUTION C NET VARIATIONS

No.	CHAPTER TITLE	PERCENTAGES			INSTITUTIONAL NET VARIATION						
		Dept. Aver.	Inst.	Net.	-30%	-20%	-10%	0	10%	20%	30%
19.	ADMINISTRATIVE ORGANIZATION	80	80	0							
20.	PHYSICAL PLANT	62	43	-19							
21.	CLASSIFICATION	78	62	-16							
22.	CUSTODY & SECURITY	65	62	-3							
23.	EMPLOYMENT	72	77	+5							
24.	DISCIPLINE	75	66	-9							
25.	COUNSELLING, CASE WORK & CLINICAL SERVICE	72	82	+10							
26.	HEALTH & MEDICAL SERVICES	82	100	+18							
27.	FOOD SERVICE	72	82	+10							
28.	INMATE PROPERTY CONTROL, ISSUE ITEMS & SERVICES	83	88	+5							
29.	CHAPLAINCY	85	84	+1							
30.	EDUCATION	62	33	-29							
31.	LIBRARY SERVICES	58	49	-9							
32.	RECREATION	75	66	-9							
33.	INMATE ACTIVITIES & PRIVILEGES	82	67	-15							

ACA Manual of CORRECTIONAL STANDARDS

Chapter 3

Corrections Evaluation Report

"Community Detention (Jail) Facility."

Item Rating		Element Paragraph	Reference Page
12	The jail is used only for the detention of prisoners awaiting court action or for those few prisoners serving short sentences who require maximum security.	2.1	46
13	Other prisoners are housed in special institutions such as farms, camps or workhouses.	.2	46
14	The jail facility was planned and built through the joint effort of the jail administrator and the governing board working with a competent architect and having the advice of the staff from the supervisory state agency or qualified consultants from other jurisdictions.	3.1	46
15	The six steps as listed in the MANUAL were utilized in planning the physical plant.	.2	46
16	Jail location is adequate for efficient operation.	.3	47
17	The jail is designed to provide custodial security.	.4	48
18	The jail is designed to provide adequate segregation.	.5	48
19	The administrative offices are not contiguous to and accessible from the prisoners housing quarters.	.6	49
20	Spaces designed for booking, fingerprinting, photographing, and interrogation are constructed inside the security area of the building but are outside the living quarters of the prisoners.	.7	49
21	Minimum total space of windows is equal to at least 1/8 the floor space which the windows serve.	.8	49
22	Cells are designed for the use of one prisoner.	.9	49
23	Interior cells are approximately 50 square feet in area with an elevation of not less than 8 feet.	.10	49
24	In rooms, 75 square feet of floor space, including the living and dayroom area, is available for each prisoner.	.11	49
25	The multi-occupied rooms have ceilings of at least 10 feet.	.12	49

ACA Manual of CORRECTIONAL STANDARDS

Chapter 3

Corrections Evaluation Report
"Community Detention (Jail) Facility."

Item Rating		Element Paragraph	Reference Page
26	Multi-occupied rooms have at least one toilet and one wash bowl for each eight inmates.	.13	49
27	The jail has a control center manned around the clock.	.14	49
28	The arsenal is properly located.	.15	49
29	All entrances and exits to security sections are double gated.	.16	49
30	There is an area for receiving and discharging prisoners.	.17	50
31	Maximum security rooms have glass partitions to separate visitors from prisoners.	.18	50
32	Special consultation rooms are provided for law enforcement officers, attorneys, the clergy, probation and parole officers.	.19	50
33	There are adequate facilities for the isolation and control of problem prisoners.	.20	50
34	Feeding facilities provide a minimum of 24 inches of table space per man.	.21	50
35	There is adequate space in the infirmary.	.22	50
36	There is space for secure storage of medical supplies.	.23	50
37	There is an adequate laundry.	.24	51
38	Prisoners working outside the jail or under a work release program are housed in separate quarters which permit no contact with other inmates.	.25	51
39	There is a secure area for outdoor exercise.	.26	51
40	There are adequate storage facilities.	.27	51

ACA Manual of CORRECTIONAL STANDARDS

Chapter 3

Corrections Evaluation Report
"Community Detention (Jail) Facility."

Item Rating		Element Paragraph	Reference Page
41	In the process of booking, dressing in, and locking up prisoners who are intoxicated and obstreperous, there is no need to use a stairway.	.28	51
42	The jail contains adequate floor drains.	.29	51
43	Jail personnel are selected, trained, and required to meet performance standards under a merit system.	4.1	51
44	The minimum educational requirement is high school graduation or the equivalent.	.2	51
45	Salaries of jail personnel are commensurate with the responsibilities imposed upon them.	.3	51
46	A training officer has been appointed. (Ten or more employees)	.6	52
47	There is an adequate procedure to assure that each prisoner received has been committed under proper legal authority.	5.1	52
48	Each new prisoner is carefully searched.	.2	52
49	Prisoners are given receipts for all cash and personal property.	.3	53
50	The identity of each prisoner is established through fingerprinting and photographing.	.4	53
51	The fingerprint record is forwarded to the Federal Bureau of Investigation.	.5	53
52	Prisoners are checked for body vermin, cuts, bruises and other injuries.	.6	53
53	Each prisoner is provided with jail clothing.	.7	53
54	Each prisoner receives a medical examination at the time of admission or as soon as possible thereafter.	.8	53

ACA Manual of CORRECTIONAL STANDARDS

Chapter 3		Corrections Evaluation Report	
"Community Detention (Jail) Facility."			
Item		Element	Reference
Rating		Paragraph	Page
55	During the receiving procedure adequate information for jail records is obtained, as outlined in the MANUAL.	.9	53
56	New prisoners are furnished a copy of the jail rules and given all information needed for satisfactory adjustment to jail routine.	.10	53
57	Strict control of firearms is maintained.	6.1	54
58	Twenty-four hour supervision of prisoners is maintained by jail personnel.	.2	54
59	There is a positive system of key control.	.3	54
60	All potentially dangerous articles are out of prisoners hands except when in proper use under supervision.	.4	54
61	There is a prisoner count not less than four times during each 24 hour period.	.5	54
62	There is frequent search of prisoners quarters at irregular intervals.	.6	54
63	There is advance planning by jail personnel for dealing with emergency situations.	.7	54
64	Prisoners quarters are never unlocked by a jailor who is on duty alone.	.8	54
65	Trustees are never allowed to assume any authority.	.9	54
66	There are established procedures for control of visits and mail.	.10	54
67	All cash and other valuables are kept out of jail.	.11	54
68	There are adequate accounting procedures for handling of inmate property.	.12	54
69	All profit from commissary sales are applied to the prisoner's welfare fund or used for jail improvement.	.13	54

ACA Manual of CORRECTIONAL STANDARDS

Chapter 3		Corrections Evaluation Report	
"Community Detention (Jail) Facility."			
Item		Element	Reference
Rating		Paragraph	Page
70	Rules for the guidance of prisoners are established in a simple and understandable form.	.14	54
71	There are written procedures for handling disciplinary problems, which prescribe limitations on the methods of punishment.	.15	54
72	Corporal punishment, in any form, is never permitted.	.16	54
73	Diets meet the basic standards recommended by the food and nutrition board of the National Research Council.	7.1	55
74	Prisoners are fed three meals a day.	.2	55
75	Food is served promptly after it is prepared.	.3	55
76	Good personal hygiene is required of all food handlers.	.4	56
77	A daily routine of work necessary to keep the jail clean has been established.	8.1	56
78	Work is assigned and supervised by jail employees.	.2	56
79	Adequate fire-fighting equipment is accessible.	.3	56
80	A member of the jail staff makes daily sanitation and safety inspections.	.4	57
81	Periodic inspections are made by the jail physician or local health officer.	.5	57
82	Floors are swept and mopped daily.	.6	57
83	Disinfectants are <u>not</u> used.	.7	57
84	Linen is changed and washed at least once a week.	.8	57
85	New prisoners are always given clean bedding.	.9	57
86	Prisoners are required to bathe twice weekly.	.10	57
87	Prisoners are allowed daily exercise.	.11	57

ACA Manual of CORRECTIONAL STANDARDS

Chapter 3

Corrections Evaluation Report

"Community Detention (Jail) Facility."

Item Rating		Element Paragraph	Reference Page
88	New prisoners are segregated until seen by a doctor.	9.1	58
89	Facilities are provided in the jail for segregation of prisoners suffering from communicable diseases.	.2	58
90	Prisoners are allowed to present their requests for medical treatment directly to jail officials.	.3	58
91	Medication is given to the inmate one dose at a time.	.4	59
92	Emergency dental care is provided inmates.	.5	59
93	Adequate individual medical records are kept on each inmate.	.6	59
94	Juveniles are provided full segregation from adult offenders.	11.1	60
95	Juveniles are under constant supervision.	.2	60
96	The women's quarters are fully separated from the male housing units.	.3	60
97	All handling and supervision of female prisoners is done by female employees.	.4	60
98	Male employees never enter the women's quarters except in the company of a matron.	.5	61
99	Narcotic addicts are closely supervised.	.6	61
100	Sedatives or narcotics are not given except as prescribed and administered by the jail physician.	.7	61
101	There is a frequent shakedown of quarters occupied by addicts.	.8	61
102	The first step taken when dealing with the newly committed alcoholic is that he is given a physical examination.	.9	61
103	Alcoholics are held in comfortable quarters apart from other prisoners.	.10	61

ACA Manual of CORRECTIONAL STANDARDS

Chapter 4

Corrections Evaluation Report

"Community Correctional Institution."

Item Rating		Element Paragraph	Reference Page
1	The state agency prescribes minimum standards for the construction and operation of correctional institutions.	1.1	68
2	The state agency has full authority to establish and enforce procedures concerned with the safekeeping, health and welfare of all persons committed to them.	.2	68
3	The state agency has the authority to prescribe rules and regulations for the control and discipline of prisoners.	.3	68
4	The state agency is empowered to transfer prisoners to other local or state institutions whenever a correctional institution is closed for any reason or where the health, safety and well-being of the prisoners require the same.	.4	68
5	The state agency is empowered to establish consolidated or regional facilities for housing of prisoners wherever practicable.	.5	68
6	The state agency approves plans and specifications for the building of new correctional institutions or the renovation or revision of existing facilities.	.6	68
7	The state agency is empowered to review budgets for the maintenance of its institutions, determine the per capita charge to be made for the safekeeping of inmates when transferred outside the country, and require a deposit of all fees and charges collected for the maintenance of prisoners to the credit of the appropriate fund.	.7	68
8	The jail facility was planned and built through the joint effort of the facility administrator and the governing board working with a competent architect and having the advice of the staff from the supervisory state agency or qualified consultants from other jurisdictions.	2.1	46
9	The six steps as listed on page 46 of the MANUAL were utilized in planning the physical plant.	.2	46
10	Facility location is adequate for efficient operation.	.3	46
11	The facility is designed to provide custodial security.	.4	46
12	The facility is designed to provide adequate segregation.	.5	46

ACA Manual of CORRECTIONAL STANDARDS

Chapter 3

Corrections Evaluation Report

"Community Detention (Jail) Facility."

Item Rating		Element Paragraph	Reference Page
104	Alcoholics are closely supervised.	.11	61
105	Mentally ill inmates are closely supervised.	.12	61
106	Homosexuals are immediately segregated.	.13	62
107	Extra precautions are instituted to insure the safe custody of an inmate who is considered to be an escape risk.	.14	62
108	The jail provides its own casework services.	12.1	62
109	Adequate use is made of other casework agencies in the community.	.2	63
110	There is close liaison with other involved governmental agencies.	13.1	63

Supplementary Reports. (Indicate number and type of reports attached)

- _____ NA (Not Applicable) Explanation for each such rating of an item.
- _____ Revision suggestions for items, paragraphs or checklists.
- _____ Recommendations for additional subjects or elements for the MANUAL.
- _____ Improvement of procedure or in physical plant resulting from the use of the Corrections Evaluation Report.

NAME _____ POSITION _____ AGENCY/UNIT _____ DATE _____

ACA Manual of CORRECTIONAL STANDARDS

Chapter 4

Corrections Evaluation Report

"Community Correctional Institution."

Item Rating		Element Paragraph	Reference Page
13	The administrative offices are not contiguous to and accessible from the prisoners housing quarters.	.6	46
14	Spaces designed for booking, fingerprinting, photographing, and interrogation are constructed inside the security area of the building but are outside the living quarters of the prisoners.	.7	49
15	Minimum total space of windows is equal to at least 1/8 the floor space which the windows serve.	.8	49
16	Cells are designed for the use of one prisoner.	.9	49
17	Interior cells are approximately 50 square feet in area with an elevation of not less than 8 feet.	.10	49
18	Sliding doors are used on the cells.	.11	49
19	In multi-occupied rooms, 75 square feet of floor space, including the living and day room area, are available for each prisoner.	.12	49
20	Multi-occupied rooms have ceilings of at least 10 feet.	.13	49
21	Multi-occupied rooms have at least one toilet and one wash bowl for each eight inmates.	.14	49
22	The jail has a control center manned around the clock.	.15	49
23	The arsenal is properly located.	.16	49
24	All entrances and exits to security sections are double gated.	.17	49
25	There is an area for receiving and discharging prisoners.	.18	49
26	Visiting regulations are adequate.	.19	49
27	There are adequate facilities for the isolation and control of problem prisoners.	.20	49
28	Feeding facilities provide a minimum of 24 inches of table space per man.	.21	49
29	There is adequate space in the infirmary.	.22	49

ACA Manual of CORRECTIONAL STANDARDS

Chapter 4

Corrections Evaluation Report

"Community Correctional Institution."

Item Rating		Element Paragraph	Reference Page
30	_____	There is space for secure storage of medical supplies	.23 50
31	_____	There is an adequate laundry.	.24 50
32	_____	Prisoners working outside the facility or under a work release program are housed in separate quarters which permit no contact with other inmates.	.25 50
33	_____	There is a secure area for outdoor exercise.	.26 50
34	_____	There are adequate storage facilities.	.27 50
35	_____	In the process of booking, dressing in, and locking up prisoners who are intoxicated and obstreperous, there is no need to use a stairway.	.28 51
36	_____	The facility contains adequate floor drains.	.29 51
*			
37	_____	Diets meet the basic standards recommended by the food and nutrition board of the National Research Council.	7.1 55
38	_____	Prisoners are fed three meals a day.	.2 55
39	_____	Food is served promptly after it is prepared.	.3 55
40	_____	Good personal hygiene is required of all food handlers.	.4 56
41	_____	A daily routine of work, necessary to keep the jail clean, has been established.	8.1 56
42	_____	Work is assigned and supervised by jail employees.	.2 56
43	_____	Adequate fire-fighting equipment is accessible.	.3 56
44	_____	A member of the jail staff makes daily sanitation and safety inspections.	.4 57
45	_____	Periodic inspections are made by the jail physician or local health officer.	.5 57
46	_____	Floors are swept and mopped daily.	.6 57

* The Corrections Evaluation Report for Chapter 10 of the MANUAL can be used for this section 3 on Personnel Standards and the Evaluator's attention is directed to pages 171 through 188 in reference to it. The following Items No. 37 through No. 57 have been taken from Sections 7, 8, and 9 of the Corrections Evaluation Report for Chapter 3 on pages 55 through 59 of the MANUAL.

ACA Manual of CORRECTIONAL STANDARDS

Chapter 4

Corrections Evaluation Report

"Community Correctional Institution."

Item Rating		Element Paragraph	Reference Page
47	_____	Disinfectants are <u>not</u> used.	.7 57
48	_____	Linen is changed and washed at least once a week.	.8 57
49	_____	New prisoners are always given clean bedding.	.9 57
50	_____	Prisoners are required to bathe twice weekly.	.10 57
51	_____	Prisoners are allowed daily exercise.	.11 57
52	_____	New Prisoners are segregated until seen by a doctor.	9.1 58
53	_____	Facilities are provided in the jail for segregation of prisoners suffering from communicable diseases.	.2 58
54	_____	Prisoners are allowed to present their requests for medical treatment directly to jail officials.	.3 58
55	_____	Medication is given to the inmate one dose at a time.	.4 58
56	_____	Emergency dental care is provided for inmates.	.5 59
57	_____	Adequate individual medical records are kept on each inmate.	.6 59
58	_____	The penal codes have been updated to remove the archaic (at hard labor) concept.	5.2 70
59	_____	Provisions are made for inmate wages.	.3 70
60	_____	Corrective treatment measures for alcoholics are administered as comprehensively as possible.	6.1 72
61	_____	There are separate living quarters for alcoholics.	.2 72
62	_____	There is daily group counseling for alcoholics.	.3 72
63	_____	The treatment process for alcoholics continues after discharge.	.4 72
64	_____	There is a full-time institutional chaplain.	8.1 76!

For detailed questions on research and statistics it is recommended that the Correctional Evaluation Reports for Chapters 12 and 13 be utilized.

Chapter 4

ACA Manual of CORRECTIONAL STANDARDS
 Corrections Evaluation Report
 "Community Correctional Institution."

Item Rating	Element Paragraph	Reference Page
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Supplementary Reports. (Indicate number and type of reports attached)

- _____ NA (Not Applicable) Explanation for each such rating of an item.
- _____ Revision suggestions for items, paragraphs or checklists.
- _____ Recommendations for additional subjects or elements for the MANUAL.
- _____ Improvement of procedure or in physical plant resulting from the use of the Corrections Evaluation Report.

NAME POSITION AGENCY/UNIT DATE

ACA Manual of CORRECTIONAL STANDARDS

Chapter 5

Corrections Evaluation Report

"Camps."

Item Rating	Element Paragraph	Reference Page
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- | | | | |
|----------|---|-----|----|
| 1 _____ | Something of real value is produced in the camp work program. | 1.1 | 84 |
| 2 _____ | The safekeeping of prisoners is an essential function of prison management and there is no delegation of this responsibility other than to correctional employees. | 2.1 | 85 |
| 3 _____ | There is an orderly, officially-prescribed, method of handling disciplinary matters: | .2 | 85 |
| 4 _____ | The legal and moral responsibility for the welfare of the inmate is assumed by the prison officials and is not delegated to other agencies. | .3 | 85 |
| 5 _____ | Recreational, religious, and educational programs are the direct responsibilities of correctional workers. | .4 | 85 |
| 6 _____ | Control over mail and visits is administered by the camp officials. | .5 | 87 |
| 7 _____ | The visiting chaplain is paid on a per diem basis. | .6 | 87 |
| 8 _____ | The visiting chaplain is oriented to the limitations of correctional responsibilities and oriented to the camp program and philosophy. | .7 | 87 |
| 9 _____ | Work crews are limited to prisoners who need <u>not</u> be accompanied by armed guards or controlled by the use of chains or other discredited forms of mechanical restraint. | 1.1 | 88 |
| 10 _____ | Prison authorities have established sound camp quotas. | .2 | 88 |
| 11 _____ | Caution is exercised in the assignment of inmates to farms or camps when their cases have held public interest. | .3 | 88 |
| 12 _____ | The selection of prisoners for camp assignment is made by a classification committee. | 4.1 | 88 |
| 13 _____ | The positive criteria and negative factors as cited in the MANUAL are taken into full consideration in determining whether an inmate is suitable for camp assignment. | .2 | 88 |
| 14 _____ | Inmates are given a thorough medical and dental examination just prior to camp assignment. | 5.1 | 90 |

ACA Manual of CORRECTIONAL STANDARDS

Chapter 5 Corrections Evaluation Report

"Camps."

Item Rating		Element Paragraph	Reference Page
15	As a means of rewarding them for their labors, wages are paid to the prisoners.	6.1	90
16	Malingering, particularly if repeated, results in the prisoners being returned to the institutions.	.3	90
17	The granting of "good time" is <u>not</u> used as a means of rewarding prisoners for their work or good behavior.	.4	91
18	The institution encourages and plans healthy, helpful contacts by carefully selected people from surrounding communities who are willing to contribute time and effort to camp programs.	7.1	93
19	Care has been taken to avoid locating camps or becoming involved in work projects where liquor is sold or houses of prostitution are operating.	.2	93
20	Well-marked limits for either a prison camp or work area are maintained.	.3	93
21	In accounting procedures, books are kept in such a manner as to reflect net earnings.	8.1	93
22	Inasmuch as the actual value of the work done by prisoners will not be shown by ordinary accounting procedures, an adequate explanation of this fact always accompanies the financial statement which has been issued.	.2	93
23	A complete set of well-considered and properly-approved rules and regulations for operation of the camp and work project are available in writing to all staff personnel.	9.1	94
24	Employees of other governmental agencies are familiar with the laws, rules, and regulations pertaining to prisoners.	.3	94
25	Such employees have a thorough understanding of what they are expected to do in case of emergencies.	.4	95
26	With regard to responsibilities for the supervision of prisoners, there is a clearly defined agreement between the cooperating agencies and the correctional agency.	.5	95
27	There is a predetermined plan in writing concerning procedures that are to be followed in foreseeable emergencies such as escapes, serious injuries, etc.	11.1	96

ACA Manual of CORRECTIONAL STANDARDS

Chapter 5 Corrections Evaluation Report

"Camps."

Item Rating		Element Paragraph	Reference Page
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Supplementary Reports. (Indicate number and type of reports attached.)

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- _____ Improvement of procedure or in physical plant resulting from the use of the Corrections Evaluation Report

NAME	POSITION	AGENCY/UNIT	DATE
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ACA Manual of CORRECTIONAL STANDARDS

Chapter 6

Corrections Evaluation Report

"Adult Probation."

Item Rating		Element Paragraph	Reference Page
1	Following a conviction the court, at its discretion, is authorized by statute to use probation.	1.1	99
2	The law requires a pre-sentence investigation in all cases where the penalty may be imprisonment for one year or more.	.2	99
3	The law authorizes the court to request such investigation at its discretion in other cases.	.3	99
4	When a pre-sentence investigation has been made the law provides that the judge shall consider it before passing sentence.	.4	99
5	If the court orders confinement of the offender, a copy of the pre-sentence report is made available promptly for use by the institution and the parole staff.	.5	99
6	The statutes provide safeguards against improper disclosure of information in the pre-sentence report and the case record.	.6	99
7	The law provides the court with discretionary power to permit inspection of the report by those persons who have a proper interest in it.	.7	99
8	The statutes define probation as a release without imprisonment subject to certain conditions and supervision.	.8	99
9	Conditions of probation mentioned in the statutes are stated only in general terms.	.9	99
10	Probation is defined in the statutes in such a way as to exclude incarceration as one of its conditions.	.10	100
11	The court is required by statute to fix the period of probation at not less than one year but no longer than five years.	.11	100
12	Provisions are made to permit the discharge of the probationer at any time that supervision is no longer needed.	.12	100
13	Provisions are made for revocation of probation for violation of conditions of probation or for commission of a new crime.	.13	100

ACA Manual of CORRECTIONAL STANDARDS

Chapter 6

Corrections Evaluation Report

"Adult Probation."

Item Rating		Element Paragraph	Reference Page
14	Revocation of probation is made only upon a hearing before a judge.	.14	100
15	Statutes provide that probation services shall be available to all courts with criminal jurisdiction in the state.	.15	100
16	Statutes describe how the probation service is to be established.	.16	100
17	The statutes include a definition of duties of the probation staff.	.17	100
18	The statutes provide that a staff be selected on a merit basis with tenure.	.18	100
19	The statutes provide for adequate financing of the service.	.19	100
20	Statutes authorize the movement of probationers from one state to another under the terms of the Interstate Compact for Reciprocal Supervision of Probationers and Parolees.	.20	100
21	Statutes provide for a system similar to that of the interstate compact for transfer of probationers between county and city jurisdictions within the state.	.21	100
22	A coordinated state-wide program provides probation services to all criminal courts rural and urban.	.23	100
23	The selection of personnel is by Civil Service or merit system.	3.1	102
24	This is done without regard to race, religion or political affiliation.	.2	103
25	The standards for recruiting probation officers are equal to or better than the qualifications as outlined in the MANUAL.	.3	103
26	The standards for supervisory personnel are equal to or better than the qualifications as listed in the MANUAL.	.4	103
27	The standards for hiring a director or chief probation officer are equal to or better than the qualifications as outlined in the MANUAL.	.5	104

Chapter 6		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Adult Probation."			
Item	Rating	Element Paragraph	Reference Page		
28	_____	There is a probationary period of employment of not less than six months.	.6	104	
29	_____	Tenure is not subject to change of political office or political influence.	.7	104	
30	_____	There is a procedure available for the appeal of disciplinary action or removal from service.	.8	104	
31	_____	Salaries are adequate to retain qualified personnel.	.9	104	
32	_____	Staff is reimbursed by the department for necessary expenses incurred in performance of official duties.	.10	104	
33	_____	Provisions are made for vacation and sick leave.	.11	104	
34	_____	Educational leave with pay is available to selected employees.	.12	105	
35	_____	Probation officers have individual offices.	.13	105	
36	_____	Modern office equipment and recording devices are available.	.14	105	
37	_____	Clerical personnel are appointed from eligible lists resulting from merit examinations.	.15	105	
38	_____	There are sufficient number of clerical personnel to provide adequate maintenance of the needed case records, correspondence, case accounting, control system, and statistics.	.16	105	
39	_____	A pre-sentence investigation is required before probation is granted as a disposition.	4.1	105	
40	_____	Where possible the probation officer who conducts the pre-sentence investigation services the case if probation is granted.	5.1	105	
41	_____	The court allows sufficient time for preparation of written reports.	.2	106	
42	_____	The report is submitted to the Judge for study and evaluation well in advance of the sentencing date.	.3	106	
43	_____	The investigation covers all the aspects of the defendant's life history.	.4	106	

Chapter 6		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Adult Probation."			
Item	Rating	Element Paragraph	Reference Page		
44	_____	The report contains only those facts and information that contribute to the purpose of the report.	.5	106	
45	_____	The heading of the pre-sentence report includes the defendant's name, address, case number, race, sex and marital status.	.6	106	
46	_____	The narrative portion of the pre-sentence report is classified under headings typed in caps or placed in the margin.	.7	106	
47	_____	One section includes the defendant's own version of the present offense as told to the probation officer.	.8	106	
48	_____	The "Prior Record" is more than a listing of arrests and includes an evaluation of the arrests or offenses.	.9	106	
49	_____	There is a balance in the responsibility of control and treatment in dealing with the probationer.	.10	107	
50	_____	The agency has set forth in written form policies concerning violation procedures.	.11	108	
51	_____	No individual is kept on probation longer than is necessary to accomplish the purpose for which probation was granted.	.12	108	
52	_____	Probationers receive a copy of the discharge at termination of probation.	.13	108	
53	_____	The case files contain all documents listed in the MANUAL.	.14	109	
54	_____	The work load is not more than fifty units.	6.1	109	
55	_____	The supervisor devotes full time to the development and training of staff.	.2	109	
56	_____	Staff is regularly and fully informed of administrative policy and plans.	.3	109	
57	_____	There is one supervisor for every six probation officers.	.4	109	
58	_____	Statistical information is compiled and interpreted.	8.1	110	

Chapter 6 ACA Manual of CORRECTIONAL STANDARDS
 "Adult Probation." Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
59	The statistical system was developed by persons trained in that field.	.2	110
60	Record keeping is so organized that statistical data can be centrally compiled and reported with a minimum of effort.	.3	110
61	Statistical information is reported to a central correctional statistical system.	.4	110
62	The needs of the probation department are effectively brought to the attention of the community.	9.1	111
63	The chief probation officer and his staff seek a voice in community planning for social resources.	.2	111
64	The probation department provides ancillary services.	10.1	111

Supplementary Reports. (Indicate number and type of reports attached)

- ____ NA (Not Applicable) Explanation for each such rating of an item.
- ____ Revision suggestions for items, paragraphs or checklists.
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NAME _____ POSITION _____ AGENCY/UNIT _____ DATE _____

Chapter 7 ACA Manual of CORRECTIONAL STANDARDS
 "Parole and Other Release Procedures." Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
1	Current legislation allows the court to retain the power, if it chooses in a particular case, to fix a minimum and a maximum sentence.	1.1	117
2	There is a system whereby the period of parole supervision beyond the court-fixed maximum sentence can be extended.	.2	117
3	The parole laws do not prohibit the use of parole for persons convicted of certain offenses such as murder, kidnapping, narcotic traffic, armed robbery, etc.	.3	117
4	The parole board is empowered by law to establish rules of operation, to establish conditions of parole, to revoke parole, and to discharge from parole.	.4	117
5	The parole board's decisions with respect to parole and revocation are final and not subject to review except where the board acted contrary to statute or where there has been abuse of discretion.	.5	117
6	Terms of the board members are staggered.	2.1	119
7	Tenure is sufficiently long to insure independent judgment without undue concern for reappointment.	.2	118
8	The board is composed of a minimum of three members.	.3	118
9	Board members' workloads, including time studies, are determined periodically.	.4	118
10	State officials such as the governor, attorney general, and the secretary of state do not serve as board members.	.5	118
11	The parole board bears the full responsibility for all parole decisions and does not serve merely as a hearing and advisory board for other officials.	.6	118
12	Board members meet all qualifications as outlined in the MANUAL.	.7	119
13	The parole board regularly reviews cases in order to fix the time of parole eligibility.	.8	119

Chapter 7		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Parole and Other Release Procedures."			
Item	Rating	Element Paragraph	Reference Page		
14	_____	The board grants and revokes paroles.	.9	119	
15	_____	The board discharges from parole when supervision is no longer needed.	.10	119	
16	_____	The board has established rules and policy on all matters relating to the work of the board.	.11	119	
17	_____	The board determines conditions of parole.	.12	119	
18	_____	The board interprets the objectives of the parole service to the public.	.13	119	
19	_____	The board is active in promotion sound parole legislation and services.	.14	119	
20	_____	There is one parole supervisor for every six parole officers.	3.1	120	
21	_____	All parole staff members are under civil service and are appointed from lists of eligibles established by competitive examination.	.2	120	
22	_____	Parole agents have permanent tenure except in cases of malfeasance or unsatisfactory performance of professional duties.	.3	121	
23	_____	Parole officers meet minimum standards as outlined in the MANUAL.	.4	121	
24	_____	Salaries are such that the agency is able to recruit and retain qualified personnel.	.5	121	
25	_____	Parole officers who meet bare minimum standards are subjected to an intensive course or training before they are assigned a full workload.	.6	122	
26	_____	There is a program of staff training and development.	.7	122	
27	_____	The caseload ration was determined only after thorough study of requirements for travel, training, case consultation, administrative duties, case analysis and recording, and community organization activities.	.8	122	

Chapter 7		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Parole and Other Release Procedures."			
Item	Rating	Element Paragraph	Reference Page		
28	_____	The parole system is entirely free from improper influences by pressure groups of any type.	4.1	123	
29	_____	The parole system is entirely free from political control, manipulation, or influence.	.2	123	
30	_____	The process of indoctrinating and orienting the inmate with respect to parole is initiated soon after the prisoner's arrival.	6.1	125	
31	_____	Immediately before release, the parole preparation and orientation become more specific and intense.	.2	125	
32	_____	Special housing with less security and relaxed routine is provided, either inside or outside the institution, for those about to be paroled.	.3	125	
33	_____	Members of the parole board and staff, law enforcement officials, and business, labor and civic leaders are invited to participate in the pre-release program.	.4	125	
34	_____	The parole board reviews the case of each prisoner at least annually.	.5	126	
35	_____	Parole hearings are held with the inmate present.	.6	126	
36	_____	At the conclusion of the hearing or as soon as practical thereafter, the inmate is advised of the board's decision.	.7	126	
37	_____	The parole board cooperates with the institution to obtain early dispositions on detainees and in furnishing information that will help other jurisdictions dispose of detainees.	.8	127	
38	_____	The parole plan is not approved until it has been thoroughly investigated and reported on by the parole field staff.	.9	127	
39	_____	There is "gradual release from confinement."	.10	127	
40	_____	Parole officers in no way assume duties or functions of local law enforcement agencies.	.11	127	

Chapter 7		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Parole and Other Release Procedures."			
Item	Rating	Element Paragraph	Reference Page		
41		Parole conditions are not needlessly restrictive, unenforceable, or unrelated to the parolees behavior problem.	.12	127	
42		Parole officers make field visits in order to evaluate, first hand, the situation and problems surrounding the parolee in the home and community.	.13	127	
43		Written reports by mail or to an office clerk are not accepted in lieu of personal supervision by the parole officer.	.14	129	
44		The parole officer is required to make a periodic summary report on the activities, progress or social movement of each parolee assigned to his caseload.	.15	129	
45		The parole authority complies with the rules of the Interstate Compact and offers full cooperation to the authorities of other states.	.16	129	
46		Following the arrest of a parolee, the parole officer submits a full written report of the alleged violation to the parole board.	.17	130	
47		An alleged violator is given an opportunity to appear before the board or its representative.	.18	130	
48		An alleged violator is allowed to file, on his own behalf, any reasonable number of oral or written statements.	.19	130	
49		There is a parole system for misdemeanants.	.20	131	
50		Legislation provides for the supervision of parolees from local institutions either by the state parole staff or by local adult probation and parole officers.	.21	131	
51		Reports prepared for the parole board are prepared in accord with discussion of these reports as found in the MANUAL.	7.1	132	
52		There is a planned program by institutions and parole personnel to be active in seeking to foster the proper attitude on the part of the public.	8.1	132.	

Chapter 8		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Community Correctional Centers."			
Item	Rating	Element Paragraph	Reference Page		
1		The community correctional center is close to transportation.	1.1	137	
2		The center is not located in an area of high crime and delinquency.	.2	137	
3		The neighborhood atmosphere permits racially integrated housing.	.3	137	
4		Space is provided for offices, recreation, day rooms, kitchen, dining room, laundry and storage, as well as for sleeping areas.	.4	137	
5		The building conforms to health and fire standards.	.5	137	
6		When deemed necessary, access to and egress from the building can be required through one door.	.6	137	
7		Case records at the center are secure.	.7	137	
8		Center maintenance requiring specialized skills is not dependent upon the resident population.	.8	137	
9		Residents are not depended upon to do more than routine tasks.	.9	138	
10		Staff of the governmentally-operated programs are government employees, professionally trained, and experienced in the correctional field.	2.1	138	
11		Care is taken to prevent a resident from incurring a debt so large that it will become discouraging.	3.1	140	
12		Provision is made for the men to do work at the center in exchange for their subsistence.	.2	140	
13		In the establishment and operation of the center, interests of the citizens in the community have been taken into account.	4.1	140	
14		Steps are taken to keep the citizenry properly informed.	.2	140	
15		There is an ongoing program directly concerned with finding employment opportunities for individual parolees.	5.1	141	

Chapter 7 ACA Manual of CORRECTIONAL STANDARDS
 Corrections Evaluation Report
 "Parole and Other Release Procedures."

Item Rating		Element Paragraph	Reference Page
53	A program of public information is constantly carried on.	.2	133
54	Law enforcement officers and industrial executives are enlisted to take part in the pre-release program.	.3	133
55	The parole board invites representatives from law enforcement, judges, adult students, interested citizens, and responsible representatives of the public communication media to attend parole hearings.	.4	133
56	The data gathered relative to the program is disseminated to the general public and to those who are interested and responsible for support of the parole function.	9.1	133
57	Adequate interpretation of the facts, expressed in clearly understandable language, is included in the presentation of the data.	.2	134
58	There is adequate staff assigned for the specific purpose of conducting "correctional research" and "experimental research."	.3	134

Supplementary Reports. (Indicate number and type of reports attached)

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NAME POSITION AGENCY/UNIT DATE

Chapter 8 ACA Manual of CORRECTIONAL STANDARDS
 Corrections Evaluation Report
 "Community Correctional Centers."

Item Rating		Element Paragraph	Reference Page
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Chapter 8		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Community Correctional Centers."			
Item	Rating	Element Paragraph	Reference Page		
16		.2	141		
There is a local public information program to help cope with the problem of employment.					
17		6.1	142		
The intake criteria is in accord with the nature of the program.					
18		.2	143		
The length of stay is in accord with the nature of the program.					
19		.3	143		
Readmissions are in accord with the nature of the program.					
20		.4	143		
House rules are as few as possible and yet sufficient to set limits of tolerable behavior.					
21		.5	143		
Program development focuses attention towards the larger concept of reentry conditions rather than on standardized programs.					
22		6.1	145		
When questioned by the community in general, as well as law enforcement agencies in particular, the administrator is open and clear about the change in principle concerning parolees associating with other parolees.					
23		7.1	146		
In programs that are operated by private agencies, the agency has remained independent of the official system, set its own policies and made its own decisions.					
24		.2	146		
Relationships and communications with the releasing institutions are such that the prospective parolee is properly oriented and prepared for the center experience.					
25		.3	146		
In governmental referrals to private centers, there is a written agreement between the two agencies as to a mutually acceptable arrangement.					
26		8.1	146		
The center is testing the effectiveness of its program.					
27		9.1	147		
Arrangements have been made to provide emergency medical and dental care.					
28		.2	147		
Routine medical and dental services, as required by all adults, are available to the residents.					

Chapter 9		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Central Organization."			
Item	Rating	Element Paragraph	Reference Page		
1		1.1	152		
The administration of the state correctional system for adults is vested in a separate state department.					
2		.2	153		
Corrections is given autonomy to function effectively.					
3		2.1	154		
The department has a dignified and appropriate title.					
4		3.1	155		
The correctional department is headed by a single administrator.					
5		.2	155		
The executive title of the corrections department implies a separate branch of government.					
6		.3	155		
The chief administrator of the department of corrections is selected by and serves at the pleasure of the governor.					
7		.4	156		
Policy-making boards are used and members are appointed by the governor for staggered terms.					
8		.5	156		
The law clearly defines the power of policy-making boards as differentiated from those of the administrator.					
9		.6	156		
The law provides qualifications for the state correctional administrator.					
10		.7	156		
Qualifications for the state correctional administrator include, as a minimum, five years of prior experience in the correctional field in an executive or supervisory capacity.					
11		.8	156		
Qualifications for the state correctional administrator require education at least equivalent to college graduation.					
12		4.1	157		
The power to grant and revoke paroles and to administer the provisions of the indeterminate sentence laws are vested in a board of not less than three members.					
13		.2	157		
The parole board is made up of persons with diversified professional backgrounds.					
14		.3	157		
Parole board members are appointed by the governor for specific terms and are responsible to him for determination of general policy.					

ACA Manual of CORRECTIONAL STANDARDS

Chapter 9		Corrections Evaluation Report	
"Central Organization."			
Item	Rating	Element Paragraph	Reference Page
15	_____	Statutes allow for the board to operate with panels of not less than two or to make use of hearing officials.	.4 157
16	_____	The director of the department of corrections does not have the authority to give orders or directives to the members of the parole board.	.5 158
17	_____	The parole board is independent in its decisions with respect to release, or discharge, or to the return of prisoners upon suspension or revocation of parole.	.6 158
18	_____	The parole board has a voice in the determination of policies and procedures which have a direct bearing upon the success of its own operation.	.7 158
19	_____	The authority which grants parole is responsible for seeing to it that the conditions of the grant are met.	.8 159
20	_____	There is a close liaison between the department of corrections and the parole board.	.9 159
21	_____	The department of corrections examines laws which affect its operations and recommends changes as indicated to each session of the legislature.	5.1 160
22	_____	The department's administrative policy covers all phases of the total operation in language clearly understood by all.	.2 160
23	_____	Preparation of policy involves participation by as many of the key officials and staff specialists as possible.	.3 160
24	_____	Special rules and regulations are presented in sufficient detail to leave no doubt in the minds of the personnel concerning basic objectives.	.4 161
25	_____	These rules and regulations are broad enough to permit a considerable degree of discretion.	.5 161
26	_____	Planning committees of staff people are consistently at work projecting developments in specialities of the operation.	6.1 161
27	_____	Organized scientific research, designed to test the effectiveness of the correctional programs and to develop new techniques, is a basic part of the correctional system.	.2 161

ACA Manual of CORRECTIONAL STANDARDS

Chapter 9		Corrections Evaluation Report	
"Central Organization."			
Item	Rating	Element Paragraph	Reference Page
28	_____	The department of corrections keeps its own accounts, makes its own budget and makes specialized fiscal studies for savings and establishes justifications for fund requests.	7.1 163
29	_____	Legislative committees are actively encouraged by the head of the department of corrections to visit the institutions.	8.1 163
30	_____	The department of corrections is free from improper political influences.	9.1 163
31	_____	The personnel of the department are selected on the basis of merit and professional qualifications.	10.1 163
32	_____	Career personnel from all divisions have an equal opportunity to be promoted to all levels of management.	.2 163
33	_____	An in-service training program is maintained to upgrade and improve all employees.	.3 164
34	_____	The internal organization is based on "line and staff" principles with all major functions represented in the departmental staff.	11.1 164
35	_____	No member of the staff of the state department is permitted to give orders to any level within the administrative chain of command except with the expressed knowledge and consent of the department head.	.2 165
36	_____	Throughout the organizational structure the principle of "unity of command" is followed.	.3 165
37	_____	The technical specialist, in a staff capacity, does not have the power to issue direct orders in his own name.	.4 165
38	_____	Throughout the organization, proper authority is commensurate with the degree of responsibility.	.5 165
39	_____	The departmental head has at least one deputy on the central office staff to serve as his alternate.	.6 166
40	_____	There is one person responsible for the productive industries of the institutions.	.7 166

ACA Manual of CORRECTIONAL STANDARDS

Chapter 9

Corrections Evaluation Report

"Central Organization."

Item Rating		Element Paragraph	Reference Page
41	In general, there are enough specialists and clerical personnel, in keeping with the size of the operation, to supervise the technical specialities as listed in the MANUAL.	.8	167
42	There is a continuous effort made at all levels of administration to make use of every possible community resource in the improvement of correctional procedures.	12.1	167
43	The state department of corrections has some statutory responsibility for correctional processes administered by cities and counties.	13.1	168
44	The department provides periodic publication of information concerning the crime problem in general.	14.1	169
45	The department publishes standards to serve as guides on all phases of treatment and control of the offender after conviction.	.2	169
46	The department, when requested, provides consultant and advisory services for the legislature.	.3	169

Supplementary Reports. (Indicate number and type of reports attached)

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ACA Manual of CORRECTIONAL STANDARDS

Chapter 10

Corrections Evaluation Report

"Personnel Management."

Item Rating		Element Paragraph	Reference Page
1	Selection and promotion of all persons is based on a formal merit system.	1.1	173
2	The merit examination process is the function of an independent agency of government.	.2	173
3	Examination for entry into the correctional service is open to all citizens of the United States.	.3	173
4	A probationary period of at least six months is required of each employee before regular status is granted.	.4	173
5	Employee performance is evaluated at least twice a year.	.5	173
6	The merit system embraces all positions of the correctional institution.	.6	173
7	Job specifications are in written form for each general class of position and include adequate description of duties with the minimum required qualifications.	2.1	174
8	Correctional officials of your institution collaborate with educators for development of undergraduate and graduate curriculum to prepare students for professional positions in corrections.	3.1	174
9	The pay scale successfully competes with salaries of comparable positions in other similar organizations.	4.1	175
10	A paid vacation from two to four weeks annually is provided.	.2	175
11	Sick leave is provided at a rate of one day per month and is accumulative.	.3	175
12	A forty-hour work week of five consecutive days if provided.	.4	175
13	A sound retirement system is provided.	.5	175
14	A positive recruitment system is used to seek out and interest qualified persons.	5.1	175
15	Correctional officials collaborate with college officials to make known to students the career opportunities in corrections.	.2	175

ACA Manual of CORRECTIONAL STANDARDS

Chapter 10		Corrections Evaluation Report	
"Personnel Management."			
Item		Element	Reference
Rating		Paragraph	Page
16	Selection of the person best qualified for employment is accomplished through written and oral examinations.	6.1	176
17	Minimum scores are required for both written and oral portions of the examination.	.2	176
18	Personnel records are maintained to include all pertinent information needed to permit proper assignment of each employee.	7.1	177
19	Qualified employees are rotated on job assignments for development of versatility and teamwork.	.2	177
20	Properly-trained understudies are available for relief purposes.	.3	177
21	The department has written performance standards.	8.1	177
22	There is a systematic evaluation of the employees conduct, efficiency, production or performance.	.2	178
23	An incentive awards program is part of the management program.	.3	178
24	The evaluation and incentive program "fosters the development of good employee performance and morale."	8.4	178
25	A program of in-service training is available.	9.1	179
26	A full-time training officer is in charge of the in-service training program.	.2	179
27	Orientation training extends to all new employees regardless of their branch of service.	10.1	179
28	Continuous training activities for line personnel are planned by the training officer in close cooperation with their immediate supervisors.	.2	181
29	Adequate space and proper equipment for the in-service training program are available.	12.1	185
30	Training manuals are available to employees.	13.1	186
31	Sufficient funds are available to support the in-service training program.	14.1	186

ACA Manual of CORRECTIONAL STANDARDS

Chapter 11		Corrections Evaluation Report	
"Fiscal Management."			
Item		Element	Reference
Rating		Paragraph	Page
1	Clear lines of authority exist between department heads, the institution administrator, and the fiscal management officer.	A1.1	192
2	One officer is designated as chief of fiscal management and control.	.2	192
3	Direct orders and instructions to the fiscal department come down the line of authority within the institution.	.3	192
4	The fiscal management officer has authority in all financial matters subject to the administrative control of the head of the institution.	2.1	192
5	The fiscal officer is responsible for the basic functions of budget and position control.	.2	192
6	The control of institutional accounting and the internal audit is the responsibility of the fiscal officer.	.3	192
7	The fiscal office is organized to apportion work among the various individuals and units according to a logical plan.	3.1	192
8	No supervisor is responsible for more employees than he can effectively direct.	.2	193
9	The fiscal officer and his chief assistants are able to advise the administrative heads of financial implications in policy decisions.	4.1	193
10	Salaries are sufficient to attract and retain qualified personnel, and are comparable to those paid to other institutional officials at the same organizational level.	.2	193
11	The upward flow of fiscal information, including improvement suggestions, is encouraged at all levels.	5.1	194
12	Official written guidance and policy, with reasons therefore, have been disseminated to all personnel concerned with fiscal matters.	.2	194
13	The annual budget is based on a definite plan of operations which utilizes statistical indices and cost data by activity.	B1.1	195

ACA Manual of CORRECTIONAL STANDARDS

Chapter 10		Corrections Evaluation Report	
"Personnel Management."		Element	Reference
Item		Paragraph	Page
Rating			
32	Techniques have been developed to measure the effectiveness of the in-service training program and are in accord with the points in the MANUAL.	15.1	187
33	The correctional administration seeks the guidance and assistance of many type of agencies in connection with administration of its personnel program.	16.1	187

Supplementary Reports. (Indicate number and type of reports attached)

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NAME	POSITION	AGENCY/UNIT	DATE
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ACA Manual of CORRECTIONAL STANDARDS

Chapter 11		Corrections Evaluation Report	
"Fiscal Management."		Element	Reference
Item		Paragraph	Page
Rating			
27	Approval for minor transfers between allotments is retained by the institution head.	.5	199
28	Institution accounting is designed to coordinate with state central accounts with a minimum of duplication.	C1.1	199
29	The state's central accounts are kept by an officer responsible to the governor.	.2	199
30	The accounting system and budgetary controls are integrated to show the status of allotments and appropriations at all times.	.3	199
31	An allotment-expenditure card is in effect for each allotment.	.4	200
32	Encumbrance documents are posted daily, and balances reflect current estimates of funds available.	.5	200
33	Transactions liquidating encumbrances are posted currently to the allotment-expenditure ledger.	.6	200
34	The institution uses suitable machine accounting for its financial transactions.	.7	200
35	Provision is made for proprietary accounts to supplement the budgetary accounts of the institution.	2.1	201
36	Cash is deposited promptly and intact, and disbursed only upon proper authorization.	.2	201
37	Persons who handle cash are bonded.	.3	201
38	Cash not deposited to state treasury accounts if deposited in a bank account properly secured by collateral bonds.	.4	201
39	Revolving-fund accounts, used for cash payments, are also secured by collateral bonds.	.5	201
40	Amounts due from customers or other sources are recorded promptly in the accounts.	.6	201
41	The individual accounts are balanced monthly to the control account.	.7	201

ACA Manual of CORRECTIONAL STANDARDS

Chapter 11		Corrections Evaluation Report	
"Fiscal Management."			
Item		Element	Reference
Rating		Paragraph	Page
14	Preparation of budget requests originates with each division head and is based on policy set forth by the superintendent or warden.	.2	195
15	Internal budget hearing and decisions at the institutional level precede submission of the budget to department or state budget office.	.3	195
16	The budget is broken down into at least the two major categories: current operations, and capital improvement.	.4	195
17	Valid justifications are a part of budgetary requests, and are based on objective workload standards and cost estimates.	2.1	196
18	Justifications are practical, understandable, and free from misinterpretation.	.2	196
19	Justifications are written and filed for future reference.	.3	197
20	Equipment replacements are justified according to age, proposed disposition, service rendered and are expected to be rendered by the time of disposition.	.4	197
21	Capital improvements are similarly justified with valid data.	.5	198
22	There is a system of allotments, based on time periods and items of expenditures, which is used to control the budget appropriation.	3.1	198
23	There is a procedure for encumbrance and expenditure control to insure adherence to budget with provisions for emergency exceptions.	4.1	198
24	Flexibility in appropriation acts allows for transfers between allotments in case of emergencies.	.2	199
25	A reasonable emergency appropriation is included in the budget act to allow for emergencies that cannot be met by the transfer method.	.3	199
26	Central fiscal office approval is required for major transfers between allotments of appropriations, or from the emergency fund.	.4	199

ACA Manual of CORRECTIONAL STANDARDS

Chapter 11		Corrections Evaluation Report	
"Fiscal Management."			
Item		Element	Reference
Rating		Paragraph	Page
42	Overdue accounts are reported to management for collection.	.8	201
43	Expenditures should be charged and accounts payable (or a similar liability account) credited at the end of the fiscal year with accrued expenses.	.9	201
44	Receipt classification parallels that used in reporting estimated revenues and reimbursements in the budtet.	.10	201
45	Collection receipts and budget estimate comparisons are periodically conducted.	.11	201
46	Significant variations, resulting from those comparisons, are reported to the state budget office.	.12	201
47	A cost accounting system, by activities and in suficient detail to provide for a current evaluation of costs, is in effect.	3.1	202
48	Cost accounts are either subsidiary to regular proprietary accounts, or can be easily reconciled with the regular accounts.	.2	202
49	Cost accounts are on a monthly basis.	.3	202
50	The posting media is posted currently to the cost accounts and summarized in report form at the end of the month.	.4	202
51	Accounts are maintained for cash or securities held for individual inmates, welfare funds, and institution industries.	4.1	202
52	A ledger is kept showing deposits and withdrawals for each inmate's account.	.2	202
53	Each inmate is furnished, at least quarterly, with a statement of his account.	.3	202
54	Accounting for a canteen operated from a welfare fund is based on commercial accounting procedures.	.4	202
55	Revolving-fund accounting is based on commercial accounting procedures.	.5	202

ACA Manual of CORRECTIONAL STANDARDS

Chapter 11		Corrections Evaluation Report	
"Fiscal Management."			
Item	Rating	Element Paragraph	Reference Page
56	_____	5.1	203
Periodic reports show current accounting information in the form and detail most useful to the fiscal officer, as well as to officials at: the institution, departmental level, and the central fiscal control office.			
57	_____	.2	203
All management officials receive a monthly trial balance, by fund, of institution control accounts.			
58	_____	.3	203
All management officials receive a monthly budget report of all transactions for each allotment.			
59	_____	.4	203
All management officials receive a monthly reconciliation of agency allotment balances to central accounting office appropriation balances.			
60	_____	.5	203
All management officials receive a monthly statement of revenues, by type, for the fiscal year to date.			
61	_____	.6	203
Institution and departmental management officials receive current reports on feeding costs, welfare fund operations, and revolving fund activities.			
62	_____	.7	203
The central fiscal control agency is furnished the above reports as often as required for control and reporting.			
63	_____	D1.1	203
Current and complete property records are maintained for every item of equipment.			
64	_____	.2	203
The property account includes control accounts for land, buildings and improvements, equipment, and capital assets.			
65	_____	.3	204
Individual subsidiary cards are prepared for each item or group of identical items of property charged to a property custodian.			
66	_____	.4	204
Subsidiary cards are balanced to the central account just preceding each annual physical inventory.			
67	_____	2.1	204
Stores inventory records and controls encompass the five elements of effective storage as outlined by the MANUAL.			
68	_____	.2	204
Controlled storage facilities are provided that assure adequate protection.			

ACA Manual of CORRECTIONAL STANDARDS

Chapter 11		Corrections Evaluation Report	
"Fiscal Management."			
Item	Rating	Element Paragraph	Reference Page
69	_____	.3	204
All withdrawals from stores are made only on the basis of authorized requisitions.			
70	_____	.4	204
Stores accounts are maintained in a separate, self-balancing group, apart from accumulated surpluses available for appropriation.			
71	_____	.5	205
Stock records are maintained on a monetary basis, if expenditures are reported on other than a cash expenditure basis.			
72	_____	3.1	205
Position and personnel records and payroll procedures, which permit complete budgetary control and accurate accounting, are in effect.			
73	_____	.2	205
The fiscal officer has readily available to him full information on personnel-position status at any given time.			
74	_____	.3	205
Payrolls are based on daily attendance records kept at the institution.			
75	_____	.4	206
The fiscal officer is responsible for adjusting encumbrances as positions are filled or vacated or as salaries change.			
76	_____	4.1	206
The system of planned procurement of equipment and supplies for the institution is on a competitive bid basis.			
77	_____	.2	206
Systematic warehousing practices have been developed and integrated with inventory and purchasing procedures.			
78	_____	5.1	206
An internal audit, of the continuing type, is in effect at the facility.			
79	_____	.2	207
An annual post-fiscal-year audit is conducted by an independent agency immediately after the close of the fiscal year.			
80	_____	.3	207
In the performance of a post audit, the auditor has full authority to examine all aspects of the institution's financial transactions.			
81	_____	.4	208
The independent auditor consults with various responsible officials for complete factual information.			

ACA Manual of CORRECTIONAL STANDARDS

Chapter 11

"Fiscal Management."

Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
82	The post audit conforms to standards set forth by current professional accounting organizations.	.5	208
83	Each type of insurance coverage, listed in the MANUAL is in effect.	6.1	208
84	An insurance register is maintained which contains complete insurance information.	.2	208

Supplementary Reports. (Indicate number and type of reports attached)

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NAME	POSITION	AGENCY/UNIT	DATE
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ACA Manual of CORRECTIONAL STANDARDS

Chapter 12

"Statistics and Records."

Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
1	There is central responsibility for the statistical operation.	1.1	215
2	The unit is attached to the central administrative organization.	.2	215
3	Uniform classification for all types of data has been established.	2.1	215
4	Procedures have been established that clearly outline method of recording, collecting, and processing each item of statistical data reported.	.2	216
5	The central statistical office is responsible for compilation, interpretation and publication of all statistical data related to the offender population or to the process of custody and treatment in terms of populations.	3.1	216
6	Fiscal and budget responsibilities are not a part of the statistical operation.	.2	216
7	The statistical office develops and channels to institutional and field personnel any information which will be of value to them.	.3	216
8	The case record is kept at the institution in which the defendant is incarcerated or by the agency having responsibility for his custody or control.	4.1	217
9	When an individual is transferred, the case record is transferred with him.	.2	217
10	Both the summary card and case record are initiated at the time of an inmate's arrival.	.3	217
11	Copies of the summary card are prepared for required distribution by one person (or group of persons) in the receiving institution or center.	.3	217
12	The statistical system furnishes accurate and current information on the number of prisoners in each institution and the daily change in the number in custody.	5.1	218
13	The daily movement sheet, listing arrivals and departures, contains all information outlined in the MANUAL.	.2	218

ACA Manual of CORRECTIONAL STANDARDS

Chapter 12

Corrections Evaluation Report

"Statistics and Records."

Item Rating		Element Paragraph	Reference Page
14	The central statistical office has a summary record of each inmate.	.3	219
15	All of the official data as listed in the MANUAL is carefully identified.	.4	219
16	A release summary of meaningful data of inmates' institutional experience, as outlined in the MANUAL, is recorded at or near the time of release and is then classified and added to the statistical information system.	6.1	221
17	All changes in parole status are recorded and reported to the statistical office.	7.1	222
18	A summary report is prepared at the point of discharge.	8.1	222
19	A follow-up study is made of those discharged.	9.1	222
20	There is a special statistics advisory committee at departmental level to "screen" all proposed projects.	10.1	224
21	Studies are made of recidivism.	11.1	225
22	Statistics are kept on length of stay in institution.	.2	225
23	Statistics are kept on length of supervision on parole.	.3	225
24	The statistical office prepares forecasts of prison population.	11.1	225
25	A close relationship exists between statistics and research.	12.1	228

Supplementary Reports. (Indicate number and type of reports attached)

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NAME POSITION AGENCY/UNIT DATE

ACA Manual of CORRECTIONAL STANDARDS

Chapter 13

Corrections Evaluation Report

"Research."

Item Rating		Element Paragraph	Reference Page
1	In the research projects undertaken, groundwork is properly laid so that the project in question is understood and accepted by those involved.	1.1	234
2	The research unit has the wholehearted support and guidance of the agency director.	.3	235
3	The policy maker settles the objectives of the agency.	2.1	236
4	The formulation and reformulation of correctional aims are processes involving joint review by management and research.	.2	237
5	Provisions have been made for an adequate information system.	.3	237
6	Evaluational research is in progress.	.4	237
7	Research in community background and facilities is a sequel to the offender research.	.5	241
8	Those in responsible research positions have advanced degrees and have demonstrated interest, ability and skill in correctional research.	5.1	250
9	Prior to installing the research program a consultant was engaged to determine research needs.	.2	250
10	Arrangements and staffing of the research unit are guided by the general principles outlined in the MANUAL.	.3	250
11	The cost of research activities is considered in indispensable investment toward a more economical program of crime control.	6.1	251
12	Findings of the research unit are published.	7.1	251
13	Research personnel have available the "Sources of Information" as outlined on pages 252-3 of the MANUAL.	9.1	252

Chapter 13		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Research."			
Item	Rating	Element Paragraph	Reference Page		

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NAME	POSITION	AGENCY/UNIT	DATE
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Chapter 14		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Public Relations and Education."			
Item	Rating	Element Paragraph	Reference Page		

1	_____	Probation, parole and correctional institutions are never offered as ends in themselves.	1.1	256	
2	_____	The public relations program is geared to selling's most basic rule, "See the product with the prospects eyes."	2.1	258	
3	_____	The public relations program projects the correctional system as a single cohesive unit, consistent with the progression of ideas as outlined in the MANUAL.	.2	259	
4	_____	The public relations program emphasizes protection of the public by means of deterrance, rehabilitation and segregation when necessary.	.3	260	
5	_____	The public relations program uses new approaches and tells its story in a warm and interesting way.	3.1	260	
6	_____	The director of the department is primarily responsible for development of the program.	.2	263	
7	_____	There is a policy and procedural guide covering those authorized to make news releases on policy items and spot news and covering the procedures for approving books, articles and speeches by employees.	.3	263	
8	_____	Regular contact is maintained with all news media and is on a personal acquaintance basis..	4.1	263	
9	_____	Media are checked as to preference for format and this preference is honored.	.2	264	
10	_____	Pictures that help to tell the story are made readily available.	.3	264	
11	_____	The person releasing the news never goes beyond the point of putting the story in the hands of the news media.	.4	264	
12	_____	"Explosive" news is never suppressed, or unwarrantedly toned down or window dressed.	.5	264	
13	_____	With regard to "explosive" news, news media are alerted immediately.	.6	264	
14	_____	It is policy that if the system or an official is in whole or in part to blame, to say so.	.7	265	

Chapter 14

ACA Manual of CORRECTIONAL STANDARDS

Corrections Evaluation Report

"Public Relations and Education."

Item Rating	Element Paragraph	Reference Page
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NAME	POSITION	AGENCY/UNIT	DATE
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ACA Manual of CORRECTIONAL STANDARDS

Chapter 15

Corrections Evaluation Report

Legal Rights of Probationers,
Prisoners, and Parolees."

Item Rating	Element Paragraph	Reference Page
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1 _____	Rules or conditions governing the conduct of offenders and the consequences which may follow from violation are printed and furnished inmates together with any explanations they may be necessary for their guidance.	1.1 267
2 _____	Rules or conditions are corrective in nature rather than abusive or punitive.	2.1 267
3 _____	Rules or conditions are kept to the minimum necessary to produce responsible and orderly conduct.	.2 267
4 _____	Rules or conditions are not more restrictive than is necessary to produce responsible and orderly conduct.	.3 267
5 _____	Penalties are not cruel in nature.	4.1 267
6 _____	Penalties are not inhumane in nature.	.2 267
7 _____	Penalties are not degrading in nature.	.3 267
8 _____	Corporal punishments are not employed as correctional measures.	.4 267
9 _____	Instruments or restraint are not applied as a punishment.	.5 267
10 _____	Penalties are assessed and applied only in accordance with the ordered system of regulations and sanctions promulgated by the administrative department.	.6 267
11 _____	Penalties are assessed and applied only after the rules or conditions and their penalties have been made known to the inmate.	.7 267
12 _____	Standardized methods for seeking from the correctional administration information concerning offenders' rights and obligations have been established.	5.1 267
13 _____	Standardized methods for making complaints have been established.	.2 267
14 _____	Inmates are permitted to make use of information sources pertaining to rights and obligations without intimidation or censorship.	.3 267

Chapter 15		ACA Manual of CORRECTIONAL STANDARDS	Corrections Evaluation Report	
Item	Rating	"Legal Rights of Probationers, Prisoners, and Parolees."	Element Paragraph	Reference Page
15	_____	Every request is replied to without delay.	.4	267
16	_____	There is no discrimination in the administration of correctional procedures on the grounds of race, color, sex, language, religion, political or other opinion, national or social origin, property, birth, or other status.	6.1	267
17	_____	All accommodations provided for the use of prisoners, including sanitary facilities, clothing, diet and care meet proper health, safety, and rehabilitation requirements.	7.1	267
18	_____	A medical officer examines every prisoner as soon as possible after admission.	.2	267
19	_____	A medical officer examines inmates as necessary.	.3	268
20	_____	A medical officer makes appropriate recommendations for segregation and classification of those who are found to suffer from disease, defect, or other conditions requiring specialized treatment.	.4	268
21	_____	The correctional authorities exercise all reasonable care to keep offenders free from harm.	8.1	268
22	_____	Prisoners are allowed to communicate in writing with their family, reputable friends, and legal counsel at appropriate intervals.	9.1	268
23	_____	Prisoners are allowed to receive visitors.	.2	268
24	_____	Rights of correspondence are not restricted for reasons of discipline except in instances where they have been abused.	.3	268
25	_____	Visitation rights are not restricted for reasons of discipline except in instances where they have been abused.	.4	268
26	_____	Impediments are not imposed upon the rights of any prisoner to free access to books of law.	10.1	268
27	_____	Impediments are not imposed upon the rights of any prisoner to the preparation and prompt forwarding of writs, appeals, or complaints to courts of law or to governmental authorities.	.2	268

Chapter 15		ACA Manual of CORRECTIONAL STANDARDS	Corrections Evaluation Report									
Item	Rating	"Legal Rights of Probationers, Prisoners, and Parolees."	Element Paragraph	Reference Page								
<u>Supplementary Reports. (Indicate number and type of reports attached)</u>												
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<table border="1"> <thead> <tr> <th>NAME</th> <th>POSITION</th> <th>AGENCY/UNIT</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					NAME	POSITION	AGENCY/UNIT	DATE				
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Chapter 16 ACA Manual of CORRECTIONAL STANDARDS
 Corrections Evaluation Report
 "Community Agencies."

Item Rating		Element Paragraph	Reference Page
1	There is a close tie between corrections and the community agencies in accordance with announced policy.	1.1	282
2	Procedures are decentralized for effecting policy statements.	2.1	282
3	The line and staff divisions concerned have developed direct service relationships with the agencies.	.2	282
4	In cases where no agency exists in a community to provide essential background information on the offender, the correctional agency has assumed the responsibility and expense.	3.1	283
5	If no resources exist in the community to which the offender is to be release, consideration is given to placement in another community having proper resources.	.2	283
6	The correctional agent assumes responsibility for preparing an offender for referral to and help from an agency.	4.1	284
7	Top management organizes institutional visits and inter-agency conferences.	.2	284
8	Where conflicts exist with a community agency, correctional management initiates joint conferences to resolve the problems.	5.1	284
9	Provisions exist for the community agency and the correctional agency to periodically report back to each other.	6.1	285

Supplementary Reports. (Indicate number and type of reports attached)

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NAME _____ POSITION _____ AGENCY/UNIT _____ DATE _____

Chapter 17 ACA Manual of CORRECTIONAL STANDARDS
 Corrections Evaluation Report
 "Voluntary Service Agencies."

Item Rating		Element Paragraph	Reference Page
1	The philosophy of the voluntary correctional service agency reflects what has been learned by a variety of related disciplines.	1.1	288
2	Purposes of the agency are clearly defined and understood by members of the governing board and staff.	2.1	288
3	The goals are broad enough to permit full implementation of agency philosophy and purpose.	.2	289
4	The voluntary agency follows the policy of supporting and strengthening every proper activity of the public agencies charged with major responsibility in the administration of justice.	.3	289
5	The voluntary agency recognizes its duty to criticize constructively.	.4	289
6	The agency has a functional constitution and by-laws.	3.1	289
7	The agency is governed by a predominately lay governing body.	.2	289
8	The board members represent the respected and influential segments of the community.	.3	289
9	There is a manual setting forth agency policy, practice, procedure and defining personnel standards.	.4	289
10	Compensation is sufficient to retain capable and productive personnel.	5.1	290
11	The agency maintains and takes full advantage of its unique independence.	6.1	291
12	The agency acts in a bold manner without undue concern for poorly justified public or political disapproval.	.2	291
13	The voluntary agency rallies and unifies public support for the improvement of correctional institutions and programs.	7.1	291
14	The agency provides direct services.	8.1	291
15	With few exceptions, the agency avoids offering duplicate services.	.2	292

Chapter 17 ACA Manual of CORRECTIONAL STANDARDS
 "Voluntary Service Agencies." Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
16	The agency keeps the public adequately informed concerning its own activities, programs and needs in corrections.	9.1	293
17	The voluntary agency, to the extent of its ability and degree of opportunity, conducts and assists in promising research, demonstrations or experimental projects.	11.1	294
18	The voluntary correctional service agency and staff participate in a variety of activities and organizations in the correctional field on a national, state, and local level.	12.1	294

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NAME POSITION AGENCY/UNIT DATE

Chapter 18 ACA Manual of CORRECTIONAL STANDARDS
 "Citizen Participation in Corrections Evaluation Report
 Correctional Programs."

Item Rating		Element Paragraph	Reference Page
1	The role and function of the citizen committee was clearly defined at the time of organization.	2.1	300
2	The citizen committee clearly understands that it's function is to advise or provide services and to act as liaison between the correctional program and the community.	.2	301
3	Correctional officials assume the responsibility for providing the initial impetus and for continued assistance to the citizen group.	4.1	303
4	The administrator of the correctional program takes the lead in guiding such a group into proper organizational channels.	.2	303
5	Citizen groups established for the sole purpose of providing one or few services are composed mainly of members who possess the specialized knowledge and skills to accomplish the stated purpose.	5.1	303
6	The membership of citizen groups, organized to advise generally concerning the entire program, represent the community as a whole.	.2	304
7	The citizen committee is not heavily loaded with professional correctional or other specialized groups.	.3	304
8	The membership is bipartisan.	.5	304
9	Members are selected on the basis of interest, tenacity, understanding and acceptance.	.6	304
10	The citizen group makes contacts with parolees.	6.1	304
11	Careful consideration is given in selecting parolees who contact citizen groups.	.2	304

Chapter 18

ACA Manual of CORRECTIONAL STANDARDS

Corrections Evaluation Report

Item
Rating

"Citizen Participation in
Correctional Programs."

Element
Paragraph Reference
Page

Supplementary Reports. (Indicate number and type of reports attached)

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NAME POSITION AGENCY/UNIT DATE

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to
Chapter No. 25

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Corrections Evaluation Report by Chapters

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Item	Rated	#	%	#	%	#	%	#	%	#	%	#	%	#	%
1	X			5	100	5	100	5	100	5	100	2	40	5	100
	-	5	100									3	60		
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2	X	3	60	5	100	5	100	5	100	3	60	5	100	5	100
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	0	1	100	2	40	5	100								
Total		1		5		5		5		5		5		0	
NA		4	80											5	100
4	X	1	20	5	100	5	100	5	100	5	100	5	100	5	100
	-	4	80												
	0														
Total		5		5		5		5		5		5		5	
NA															
5	X	4	80	4	100			5	100	5	100	5	100		
	-	1	20												
	0					5	100								
Total		5		4		5		5		5		5		0	
NA				1	20									5	100
6	X	5	100	5	100	5	100	5	100	1	25	5	100	5	100
	-									3	75				
	0														
Total		5		5		5		5		4		5		5	
NA										1	20				

Compiled by: JOHN JONES TRAINING OFFICER for RECEPTION AND DIAGNOSTIC 9-2-69
Name Title Agency/Unit Date
STUDY COORDINATOR

American Correctional Association

Chapter No. 19

Evaluator's Chapter Report

Form 3b - '67

Item #	Evaluators					Sub-totals				Rating			
	1	2	3	4	FINAL	X	-	O	NA	X	-	O	NA
31	-	-	-	0	-		4	1			-		
32													
33													
34													
35													
36													
37													
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57													
58													
59													
60													

JOE SMITH
Final Evaluator

WARDEN
Position

DEPT. OF CORRECTION
Agency

RECEPTION AND DIAGNOSTIC
Unit

2 SEPTEMBER 1969
Date

29 Total of
Acceptable Items

Page Two	C	I	O	O
One	18	9	1	2
Sum	18	10	1	
%	62.1	34.5	3.4	

Page Two of 2 Pages

2 Not Applicable (NA 6.5 %)

ACA Manual of CORRECTIONAL STANDARDS

Chapter 19

Corrections Evaluation Report

"Administrative Organization."

Item Rating	Element Paragraph	Reference Page
1	The institution is headed by a single administrative officer selected from an approved civil service list.	1.1 315
2	The administrative head can be removed for cause only.	.2 315
3	The administrative head of the institution is appointed by the head of the state correctional department.	.3 315
4	There are no employees or units of management within the institution which are not administratively responsible to the warden or superintendent.	.4 315
5	In "Decision Making" the warden limits his role to considering policy matters and major problems.	.5 316
6	Management of the daily operation, in line with established policy, is delegated with sufficient authority to subordinate executives.	.6 316
7	There are sufficient written manuals of policy and procedures to insure that the program and policy are being carried out and to avoid mismanagement.	.7 316
8	The warden has developed a "public relations" program involving all personnel aimed at gaining public understanding, good will, and community acceptance.	.8 316
9	The warden has assigned to other staff responsibility for recruitment, selection and training, and supervision of personnel.	.9 316
10	The warden regularly evaluates the total program with regard to the reaching of set objectives and the resetting of new goals or objectives.	.10 316
11	The institution is managed by organizing like functions under a major administrative sub-division.	2.1 318
12	Personnel classifications provide for appropriate levels of responsibility within any major function.	3.1 323
13	In the custodial function there is at least one senior officer or sergeant for every eight rank and file officers.	.2 323
14	A higher ranking officer than a sergeant is in charge of each night shift.	.3 323

ACA Manual of CORRECTIONAL STANDARDS

Chapter 19

Corrections Evaluation Report

"Administrative Organization."

Item Rating		Element Paragraph	Reference Page
15	_____	There is a detailed organizational chart showing chain of command and the "division of function" from the head of the institution to every single employee on the payroll.	4.1 323
16	_____	All procedures currently in effect are covered in published rules, regulations, and general orders.	.2 323
17	_____	There is an effective and consistent program to familiarize employees and inmates with those phases of the rules and regulations and general orders which concern each group.	.3 324
18	_____	Each job assignment for personnel in the institution is carefully described in writing, setting forth the duties, responsibilities, and it's special requirements.	5.1 324
19	_____	The institution provides all personnel with in-service training on the state's time.	.2 324
20	_____	The program of in-service training requires as an average a minimum of one hour a week.	.3 324
21	_____	Avenues of promotion to specialized positions are open to qualified personnel coming up through the ranks of the custodial forces.	.4 324
22	_____	The head of the institution holds regular meetings with immediate staff.	6.1 325
23	_____	Institutional division heads hold regular meetings with immediate staff.	.2 325
24	_____	The institutional head conducts regular formal inspections of the institution.	.3 325
25	_____	Key staff members are responsible for regular inspection of actual operations outside their own divisions.	.4 325
26	_____	Reports are prepared on routine and unusual incidents and circulated to all staff.	.5 325
27	_____	Established procedures exist whereby an inmate can bring a problem important to him to an appropriate employee with the least possible delay.	7.1 325

Illustration A
Sample Assignment of Evaluators by Chapters

Chapter No. 19
to
Chapter No. 35 Part IV: Correctional Institutions

	Chapter Number																
	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
Warden/Superintendent	R																
Associate Warden Custody	A		A	R		R		A	A	R	A			A	A	R	A
Associate Warden Treatment	A		R	A		A	R		A		A	A		A	R	A	R
Business Manager	A	R			A				R	A			A				
Chief Medical Officer		A				A	A	R	A					A			
Industries Manager		A	A	A	R			A		A		A				A	
Training Officer		A						A		A							
Supervisor Education			A	A	A							A	R	A	R	A	A
Librarian							A					A	R				
Chaplain					A	A	A				R		A		A		A
Line Personnel	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

R = Person responsible for final rating.
A = Supplemental Rater
Note: The above are suggestions and are not meant to be inclusive or restrictive.

American Correctional Association

Chapter No. 19

Evaluator's Chapter Report

Form 3a - '67

Item #	Evaluators					Sub-totals				Rating			
	1	2	3	4	FINAL	X	-	O	NA	X	-	O	NA
1	-	-	-	-	-								
2	x	x	x	-	-	3	2			x	-		
3	NA	NA	NA	O	NA			1	4				NA
4	-	x	-	-	-	1	4						
5	-	x	x	x	x	4	1			x	-		
6	x	x	x	x	x	5				x	-		
7	x	x	x	-	x	4	1			x	-		
8	-	O	NA	NA	NA		1	1	3				NA
9	x	-	x	x	x	4	1			x	-		
10	x	-	-	x	x	3	2			x	-		
11	-	-	-	-	-		5						
12	x	x	x	x	x	5				x	-		
13	x	x	x	x	x	5				x	-		
14	x	x	x	x	x	5				x	-		
15	x	-	-	x	x	3	2			x	-		
16	-	-	-	-	-		5						
17	O	-	-	-	x	1	3	1		x	-		
18	-	-	-	x	x	2	3						
19	x	x	-	x	x	4	1			x	-		
20	x	x	x	-	x	4	1			x	-		
21	x	x	-	O	x	3	1	1		x	-		
22	x	-	-	x	x	3	2			x	-		
23	x	x	-	-	-	2	3						
24	x	-	O	x	x	3	1	1		x	-		
25	x	-	-	-	-	1	4						
26	-	O	-	-	-		4	1					
27	-	-	-	-	-		5						
28	x	x	-	x	x	4	1			x	-		
29	-	-	x	x	x	3	2			x	-		
30	O	O	O	O	O			5					O

Final Evaluator S. SMITH Position WARDEN

Agency DEPT. OF CORRECTIONS Unit RECEPTION AND DIAGNOSTIC

Page One of 2 Pages Date 2 SEPTEMBER 1969 Not Applicable (NA %)

Sum 18 9 1

% PAGE TWO

2

**Complete on Page TWO when scoring more than 30 items, or using additional Evaluators.

ACA Manual of CORRECTIONAL STANDARDS

Chapter 19

Corrections Evaluation Report

"Administrative Organization."

Item Rating	Element Paragraph	Reference Page
28	No system for obtaining information through inmate espionage is permitted. .2	325
29	There is an annual reevaluation of the institutional organizational chart. 8.1	325
30	There is an active citizens advisory committee. 9.1	326
31	Citizens now serving on advisory committees have received orientation concerning prison policy and procedures. .2	326

Supplementary Reports. (Indicate number and type of reports attached)

- _____ NA (Not Applicable) Explanation for each such rating of an item.
- _____ Revision suggestions for items, paragraphs or checklists.
- _____ Recommendations for additional subjects or elements for the MANUAL.
- _____ Improvement of procedure or in physical plant resulting from the use of the Corrections Evaluation Report.

NAME _____ POSITION _____ AGENCY/UNIT _____ DATE _____

Chapter 20 ACA Manual of CORRECTIONAL STANDARDS
 Corrections Evaluation Report
 "The Physical Plant of Institutions."

Item Rating		Element Paragraph	Reference Page
1	There are no physical barriers that in any manner tend to isolate the treatment staff from the inmates.	1.1	330
2	Selection of the colors used in the prison was based upon their psychological effect on offenders in confinement.	.2	330
3	Inmates under 18 are segregated from older persons.	2.1	330
4	Newly committed prisoners are segregated from the general inmate population until an initial study is completed.	.2	330
5	Women prisoners are not kept on the same property as male prisoners.	.3	330
6	The minimum security institution operates without fixed armed posts.	.4	332
7	All buildings in the medium security institution are at least 35 feet from the inner security fence.	.5	333
8	About one half of the unselected prison population is served by medium security facilities.	.6	333
9	Interior cells in the maximum security institution are occupied by no more than one prisoner and are equipped with plumbing and other sanitary facilities.	.7	333
10	The maximum security facilities are utilized for no more than 15% of the unselected prison population.	.8	333
11	In the special security unit there exists some program for constructively occupying prisoners time.	.9	334
12	Psychiatric assistance is available to inmates in the special security unit.	.10	334
13	There are specialized housing and programs for inmates with medical and mental conditions.	.11	334
14	The general tone of the medical-mental facility is that of a hospital with medium security features.	.12	335
15	The institution is located in a rural setting within easy and short commuting distance, either by public transportation or automobile, of one or more communities that offer some of the advantages of civilization.	4.1	337

Chapter 20 ACA Manual of CORRECTIONAL STANDARDS
 Corrections Evaluation Report
 "The Physical Plant of Institutions."

Item Rating		Element Paragraph	Reference Page
16	An adequate buffer zone has been provided for the institution.	.2	338
17	The topography of the site meets standards as recommended in the MANUAL.	.3	338
18	The custodial characteristics of the institution are based on a plan which primarily considers the type of inmate housed therein.	5.1	339
19	The maximum population of the prison does not exceed 1200 inmates.	8.1	341
20	Not more than 600 inmates are housed in any one unit.	.2	341
21	Gun towers are manned only during those hours of a 24-hour day when they are absolutely necessary.	9.1	346
22	In the prison buildings there does not exist any type of surface treatment which has high maintenance costs.	10.1	346
23	All buildings in the closed institution are fireproof and equipped with the usual firefighting equipment and devices.	11.1	347
24	Each building in the institution has two means of exit, keyed so that they can be opened from the outside, with the keyhole solid on the inside.	.2	347
25	Inmates are used on various construction projects within the institution.	.1	347
26	Skilled inmates, under the supervision of properly qualified journeymen, are used for mechanical maintenance.	13.1	347
27	There is a master plan for the replacement of various equipment and supplies on a yearly basis.	.2	350
<u>Supplementary Reports. (Indicate number and type of reports attached)</u>			
	NA (Not Applicable) Explanation for each such rating of an item.		
	Revision suggestions for items, paragraphs or checklists.		
	Recommendations for additional subjects or elements for the MANUAL.		
	Improvement of procedure or in physical plant resulting from the use of the Corrections Evaluation Report.		

Chapter 21		ACA Manual of CORRECTIONAL STANDARDS	
		Corrections Evaluation Report	
Item	"Classification."	Element Paragraph	Reference Page
Rating			
1	A high-ranking staff member is responsible for supervising classification in the correctional system as a whole.	1.1	353
2	A high-ranking staff member is responsible for coordinating the institutional program with parole planning and treatment.	.2	353
3	Standards have been set for the system-wide classification program with provision for necessary variations in details in the several facilities.	.3	353
4	The total period of separate housing for inmate orientation and case study is not less than four weeks.	2.1	354
5	Inmates are committed to the director or commissioner of corrections rather than to a specific institution.	.2	354
6	During the reception period, reading material, regular recreational activities, religious services and special work assignments either in the admission unit or outside the unit in a group separate from the general population are provided.	.3	356
7	Admission summaries consist of all elements as outlined in the MANUAL.	3.1	356
8	Selective reception processing is utilized.	.2	357
9	A cumulative case history for each inmate is maintained at one convenient location.	4.1	357
10	Inmates have no access to case histories or parole records.	.2	357
11	No meeting of the classification committee is held without the case folders of the inmates being considered being immediately available.	.3	358
12	The supervisor of classification is responsible for the development of procedures which will permit smooth and efficient operation of the program.	5.1	359
13	The supervisor of classification schedules cases for classification, refers recommendations to proper persons and checks for completed action.	.2	359

Chapter 21		ACA Manual of CORRECTIONAL STANDARDS	
		Corrections Evaluation Report	
Item	"Classification."	Element Paragraph	Reference Page
Rating			
14	The supervisor of classification reviews material submitted noting discrepancies, incompleteness, and repetition and takes steps necessary to eliminate deficiencies.	5.3	359
15	The staff conference method is used at the initial classification meeting.	6.1	359
16	The inmate participates in the planning of his own program.	.2	360
17	The classification committee establishes by its recommendations institutional assignment, degree of custody, work assignment and the academic programming.	.3	360
18	No single officer has authority to remove an inmate from a committee-approved academic assignment.	.4	361
<u>Supplementary Reports. (Indicte number and type of reports attached)</u>			
_____ NA (Not Applicable) Explanation for each such rating of an item.			
_____ Revision suggestions for items, paragraphs or checklists.			
_____ Recommendations for additional subjects or elements for the MANUAL.			
_____ Improvement of procedure or in physical plant resulting from the use of the Corrections Evaluation Report.			
NAME	POSITION	AGENCY/UNIT	DATE

Chapter 22

ACA Manual of CORRECTIONAL STANDARDS

Corrections Evaluation Report

"Custody and Security."

Item Rating		Element Paragraph	Reference Page
1	The operating conditions of the institution(s) provide for at least three different degrees of custody: close, medium and minimum.	1.1	368
2	Operating conditions provide for a fourth custody classification to be used for known "escape-risk" inmates.	.2	368
3	Maximum custody may also be used for inmates considered incorrigible.	.3	368
4	"Close" custody inmates are housed in the institution's most secure housing units, are assigned to work within the institution enclosure, and are under constant supervision.	.4	368
5	A medium custody provides for inmates available for work on the inside without constant or direct supervision and on the outside of the regular enclosure under supervision.	.5	368
6	Minimum custody inmates are eligible for outside assignments such as farms, camps, logging operations, etc., and usually under general or intermittent supervision only.	.6	368
7	The degree of custody of each prisoner is reviewed at least once a year.	.7	368
8	All bars, locks, windows, doors, and other security facilities are checked at least weekly to assure that they are in good condition and have not been tampered with.	2.1	369
9	Results of such inspections are submitted in writing to the head of the institution.	.2	369
10	All employees are trained to observe, during their regular rounds of prisoner quarters, unusual conditions relative to security facilities.	.3	369
11	The count system provides for at least four official counts in each twenty-four hour period.	3.1	369
12	Each detail and housing unit officer makes irregular but periodic "census" checks of inmates under his supervision.	.2	370
13	A master count is maintained in the control room or operations center.	.3	370

ACA Manual of CORRECTIONAL STANDARDS

Chapter 22

Corrections Evaluation Report

"Custody and Security."

Item Rating		Element Paragraph	Reference Page
14	Each officer is thoroughly familiar with the fundamentals of making counts.	3.4	370
15	The weapons arsenal is located outside the inmate housing and activities area.	4.1	371
16	All employees are trained to safely handle and shoot all weapons they may be called upon to use.	.2	371
17	Each officer qualifies at least annually with all weapons he may be called upon to use.	.3	371
18	Two or more officers are available when weapons are transported in areas adjacent to prisoners.	.4	371
19	Weapons and ammunition are never transported simultaneously by the same officer.	.5	371
20	A basic quantity of "gas" and dispensing equipment are on hand and maintained and available for issue.	5.1	372
21	Administrative personnel are familiar with the location of additional sources of "gas" and the procedures for obtaining it.	.2	372
22	Gas can only be used by personnel who have been trained for the procedure.	.3	372
23	All medicines and stimulants are strictly controlled under lock and key and are inaccessible for unauthorized use by prisoners.	6.1	373
24	Poisons such as lye, insecticides, anti-freeze, and denatured alcohol are under the constant supervision of employee specialists when in the possession of prisoners.	.2	374
25	Irregular searches of cells, inmates and inmate work areas are conducted for contraband items.	.3	374
26	"Trusties" are frequently searched.	.4	374
27	Inmates' mail is inspected.	.5	374
28	All vehicles entering and leaving the compound are inspected.	.6	374

Chapter 22		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Custody and Security."			
Item	Rating	Element Paragraph	Reference Page		
29	_____	All supplies coming into the institution are inspected.	6.7	374	
30	_____	Metal detectors are used at compound gates and cell block entrances.	.8	374	
31	_____	All keys are centrally issued.	7.1	374	
32	_____	A running inventory by number, type and location of all keys in the system is maintained.	.2	374	
33	_____	Keys not in the use are hung on a control board which readily reflects all keys signed out.	.3	374	
34	_____	A duplicate key is available at the control center for each lock in the system.	.4	374	
35	_____	Keys are receipted for without exception.	.5	374	
36	_____	Obsolete keys are periodically purged from the system.	.6	374	
37	_____	All keys are retained on good quality key rings having a protective cover.	.7	374	
38	_____	Prisoners are never permitted to handle security keys.	.8	374	
39	_____	Officers entering units where prisoners are confined are not permitted to carry keys to outside security doors.	.9	375	
40	_____	All tools are mounted on shadow boards in their proper places.	8.1	376	
41	_____	Tools are only checked out to employees.	.2	376	
42	_____	Employees give a receipt for tools received.	.3	376	
43	_____	Inmates possessing or using tools inside buildings within the enclosure are under supervision.	.4	376	
44	_____	Kitchen knives and other items are checked as carefully as tools.	.5	376	
45	_____	Each custodial post is provided with a set of general procedural orders.	9.1	376	

Chapter 22		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Custody and Security."			
Item	Rating	Element Paragraph	Reference Page		
46	_____	Every officer who is assigned to a post regularly or as a relief is required to read the post orders and to know the responsibilities and requirements of the post.	9.2	376	
47	_____	Locking devices are maintained in good operating condition.	10.1	376	
48	_____	A competent locksmith is employed on the staff.	.2	377	
49	_____	Cells for custodial risks are equipped with plumbing.	11.1	377	
50	_____	All housing units have an emergency entrance door with a lock only opening on the outside.	.2	377	
51	_____	Emergency doors in housing units can only swing outward.	.3	377	
52	_____	Pre-determined, well-defined plans for coping with riots in various sectors of the institution are on file.	13.1	378	
53	_____	Inmates' rule books cover what is to be expected in case of a riot and states there will be no bargaining while the disorder exists.	.2	378	
54	_____	The emergency plan includes prevention, control and post-riot procedure, as outlined in the MANUAL.	.3	379	
55	_____	The institution has a well defined plan in case of escapes in accord with the procedure outlined in the MANUAL.	.4	380	
56	_____	"Kits of Instruction" are available for each post assignment noted in emergency plans.	.5	380	
57	_____	Pre-determined fire-prevention and control plans meet minimum requirements listed in the MANUAL.	.6	382	
58	_____	Adequate emergency lighting and standby power is available in the event of power failure.	.7	384	
59	_____	A civil defense plan has been coordinated with local Civil Defense officials.	.8	385	

Chapter 22

ACA Manual of CORRECTIONAL STANDARDS

Corrections Evaluation Report

"Custody and Security."

Item Rating	Element Paragraph	Reference Page
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Supplementary Reports. (Indicate number and type of reports attached)

- ____ NA (Not Applicable) Explanation for each such rating of an item.
- ____ Revision suggestions for items, paragraphs, or checklists.
- ____ Recommendations for additional subjects or elements for the MANUAL.
- ____ Improvement of procedure or in physical plant resulting from the use of the Corrections Evaluation Report.

NAME	POSITION	AGENCY/UNIT	DATE
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ACA Manual of CORRECTIONAL STANDARDS

Chapter 23

Corrections Evaluation Report

"Employment."

Item Rating	Element Paragraph	Reference Page
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- | | | | |
|----|--|-----|-----|
| 1 | _____ The institution's work program is carefully geared with the needs of custody, classification, education and discipline phases of the prison operation. | 2.1 | 389 |
| 2 | _____ The current work and correctional programs are based on extensive surveys considering all elements noted in the MANUAL. | .2 | 389 |
| 3 | _____ All employable prisoners are afforded an opportunity to work. | 3.1 | 390 |
| 4 | _____ The principal emphasis in work activity is on the objective of rehabilitation rather than on productivity or profit. | .2 | 392 |
| 5 | _____ The institutional classification committee recommends the type of work suitable for inmate. | .3 | 392 |
| 6 | _____ The salary of supervisory positions in all phases of the employment program are approximately the same as that received by persons in similar non-institutional positions. | .4 | 392 |
| 7 | _____ Qualified prisoners whose work contributes to the financial success of the work program receive financial remuneration. | .5 | 393 |
| 8 | _____ Prisoners are assigned to work details on the basis of motivation, trainability and trustworthiness. | 4.1 | 393 |
| 9 | _____ Supplemental principles and procedures as listed on pages 396-7 of the MANUAL, guide the institutions employment program. | .2 | 396 |
| 10 | _____ Maintenance work in the institution is planned, organized, and performed so as to provide vocational training opportunities for assigned prisoners. | .3 | 397 |
| 11 | _____ Not more than 25% of the inmate population is assigned to maintenance work. | .4 | 398 |

Supplementary Reports. (Indicate number and type of reports attached)

- ____ NA (Not Applicable) Explanation for each such rating of an item.
- ____ Revision suggestions for items, paragraphs or checklists.
- ____ Recommendations for additional subjects or elements for the MANUAL.
- ____ Improvement of procedure or in physical plant resulting from the use of the Corrections Evaluation Report.

NAME	POSITION	AGENCY/UNIT	DATE
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Chapter 24		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Discipline."			
Item	Rating	Element Paragraph	Reference Page		
1		The custodial and control procedures are as simple as possible, practical, and well-understood by inmates and personnel.	2.1	404	
2		Discipline is considered on an individual basis.	4.1	405	
3		The inmates are well-informed when any change of program is instituted which affects the masses of the inmate body.	6.1	407	
4		During the reception period, newly admitted inmates are given systematic instructions in the program and procedures of the institution, in their opportunities, privileges and responsibilities.	.2	408	
5		Newly admitted inmates, during the reception period, are given systematic instruction in the detailed rules and regulations.	.3	408	
6		Primary responsibility for taking disciplinary action is not delegated any further down the administrative scale than absolutely necessary.	7.1	408	
7		Written reports submitted by correctional employees concerning inmates are not always concerned with misconduct.	.2	409	
8		Infractions of discipline are reported, and the inmate is given a hearing before punishment is administered.	.3	409	
9		The disciplinary hearing takes place as soon as practicable after the offense is reported.	.4	409	
10		The inmate is given full opportunity to state his case.	.5	410	
11		Offenders are provided and advised of a regular channel of appeal from the finding made or penalty assessed.	.6	410	
12		A written report is made of every infraction reported and its disposition.	.7	410	
13		The types of authorized disciplinary measures are established and strictly controlled by the central office or the governing board of the state correctional system.	.8	411	

Chapter 24		ACA Manual of CORRECTIONAL STANDARDS		Corrections Evaluation Report	
		"Discipline."			
Item	Rating	Element Paragraph	Reference Page		
14		The care, treatment and supervision of each inmate in close confinement is carefully prescribed in detail by the warden or superintendent.	.9	412	
15		When punitive segregation is indicated, there is intensive therapeutic follow-up to the basic problems.	.10	413	
16		Inmates transferred to administrative segregation fully understand their new status and the purpose behind it.	.11	414	
17		In segregation only, one inmate occupies each cell.	.12	414	
18		All cells in the punitive segregation section are evenly heated, adequately lighted and ventilated.	.13	415	
19		In the punitive segregation section, inmates are not normally confined in cells with solid doors unless they have created a disturbance.	.14	415	
20		Corporal punishment is never used under any circumstances.	.15	417	
21		Force is only used when necessary to protect one's self or others from injury or in the prevention of escape or serious injury to property.	.16	417	
22		Officers are not permitted to carry clubs.	.17	418	
23		Useless "made-work" for the purpose of punishment or humiliation is not an acceptable procedure in the institution.	.18	418	
24		Authority to segregate prisoners is delegated by the warden or superintendent only to authorized committees.	.19	418	
25		Segregation for punishment is always for the shortest period of time that will accomplish the desired results of favorable adjustment.	.20	418	
26		Segregation is never over 30 days.	.21	418	
27		The administrative officer in charge of discipline visits inmates in punitive segregation daily.	.22	419	
28		The captain and watch commanders visit segregation sections frequently and at varied times of day and night.	.23	419	

Chapter 24 ACA Manual of CORRECTIONAL STANDARDS
 "Discipline." Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
29	Officers in charge of segregation observe each prisoner carefully at least every thirty minutes.	.24	419
30	A medical officer visits every prisoner in segregation at least once a day.	.25	419
31	Punitive segregation never occurs under conditions or continues for periods of time which produce detrimental effects on the physical or mental health of those segregated.	.26	419
32	Inmates in segregation are given a daily exercise period.	.27	420
33	Inmates placed on a "monotonous diet" receive adequately prepared meals which consist of sufficient calories and which are properly balanced in food elements to assure that health is not impaired.	.28	420
34	No inmate is placed on a restricted diet without approval of the institutional physician.	.29	420

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NAME POSITION AGENCY/UNIT DATE

Chapter 25 ACA Manual of CORRECTIONAL STANDARDS
 "Counseling, Casework, and Clinical Services." Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
1	Counseling, casework and clinical services are planned with built-in research designs to test results.	A.1	424
2	Counseling and casework services are staffed by professionally trained personnel.	B.1	424
3	Caseworkers assigned exclusively to the reception process are assigned no more than 30 cases per month.	.2	424
4	In the general institution program there is a minimum of one counselor for every 150 inmates.	.2	424
5	In specialized casework service the maximum workload is 30 cases per employee.	B.3	424
6	As a part of the normal institutional treatment program psychiatric staff are available for therapy and staff consultation.	C.1	425
7	Clinical services are staffed by personnel meeting the indicated criteria.	C.3	425
8	There is one psychiatrist for a general institution population of no more than 600.	C.4	425
9	Occupational therapy is part of the clinical services provided in the institution.	C.6	425
10	Professionally trained vocational counselors are employed by the institution.	D.4	426
11	Vocational counselors in reception units are not assigned over 40 cases per month.	D.4	426
12	Vocational counselors in the institution are not assigned more than 300 inmates at any one time.	D.4	426
13	There is at least one case supervisor for each eight caseworkers.	B.1a	428
14	Caseworkers serve as consultants to institutional line personnel.	B.1b	429

Chapter 25

ACA Manual of CORRECTIONAL STANDARDS

Corrections Evaluation Report

"Counseling, Casework, and Clinical Services."

Item	Rating	Element Paragraph	Reference Page
15	_____	B.2a	430
Intelligence and personality tests are administered by qualified clinical psychologists as a basic part of the diagnostic process and planning program.			
16	_____	B.2a	431
Every inmate receives a screening interview with a clinical psychologist.			
17	_____	B.2c	432
In cases of inmates who have psychiatric or a bizarre behavior history clinical services provide a prescription for appropriate post-release programming, which is transmitted to the parole service.			

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NAME	POSITION	AGENCY/UNIT	DATE

Chapter 26

ACA Manual of CORRECTIONAL STANDARDS

Corrections Evaluation Report

"Health and Medical Service."

Item	Rating	Element Paragraph	Reference Page
1	_____	1B.1	438
A qualified physician is responsible for the administration of the medical services including the assignment and supervision of personnel.			
2	_____	1B.2	438
The chief medical officer reports to the superintendent and to the medical director of the system.			
3	_____	1C.1	438
The medical administrative procedural manual contains both administration policies and professional routines.			
4	_____	1D.1	438
A system for self-evaluation of medical services against objective criteria exists.			
5	_____	A.1	439
All physicians and medical specialists meet appropriate educational and license requirements.			
6	_____	B.2	439
Medical staff allocation for the institution meet the requirements as detailed in the MANUAL.			
7	_____	B.3	440
Inmates are trained to augment essential paramedical services.			
8	_____	E.1	440
Preventive and protective aspects of dental care are emphasized along with the provisions of essential treatment.			
9	_____	D.1	440
Special attention is given to the integration of the psychiatric and psychological services into the general medical services.			
10	_____	E.1	440
Newly assigned medical personnel are provided with appropriate orientation to prison programs as well as their medical assignment.			
11	_____	E.2	441
Training programs are implemented for medical technicians and other paramedical workers.			
12	_____	E.3	441
The medical staff is provided with an adequate reference library including current texts and journals.			
13	_____	3.1	441
Each newly received inmate has a physical examination.			
14	_____	3.2	441
Screening programs are used to determine which inmates need psychiatric attention.			

Chapter 26 ACA Manual of CORRECTIONAL STANDARDS
 "Health and Medical Service." Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
15	Disfiguring defects which may interfere with future employment receive the highest priority in the surgical program.	3.3	441
16	The medical service inspects all matters relating to institution sanitation.	.3	441
17	A high level of care is given to the inmate in the outpatient clinic.	3.4	442
18	The outpatient unit has an adequate waiting area, consultation rooms and treatment area.	4.1	442
19	Within the hospital, persons with contagious diseases are kept in isolated areas.	4.2	442
20	Special housing is provided for psychiatric patients requiring special security devices.	4.3	442

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NAME _____ POSITION _____ AGENCY/UNIT _____ DATE _____

Chapter 27 ACA Manual of CORRECTIONAL STANDARDS
 "Food Service." Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
1	Daily dietary allowances meet the detailed requirements of the food and nutrition board of the National Research Council.	1.1	445
2	All rations are prescribed by a qualified nutritionist.	.2	445
3	A basic pattern menu is established to accompany the approved standard weighted ration.	.3	445
4	Menus are planned in advance of food preparation on a daily, weekly, ten day, or monthly pattern.	.4	445
5	After food allowances or rations have been established they are reviewed and any proposals for change are made on the basis of nutritional needs, satisfaction or cost, considering the effect on morale, custody and rehabilitation.	.5	446
6	A quarterly ration index table has been developed from the ration.	2.1	448
7	Accurate records of all meals served are maintained at each point of service.	.2	448
8	Each standard recipe used includes the 10 points of information as listed on page 448 of the MANUAL.	.3	448
9	Therapeutic diets have the same 15% margin of safety in calories as do normal diets.	.4	448
10	Therapeutic diets are prescribed by the physician in charge of the patient.	.5	448
11	All therapeutic diets of more than 30 days duration are rewritten month to month by a physician in charge of the patient.	.6	449
12	Interpretation of specifications for the foods purchased and received are agreed upon by the buyer, food manager and store keeper.	.7	449
13	Donated foods are not deducted from the budgeted ration cost.	.8	449
14	The food control system is not subordinate to farm production and profit.	.9	450

ACA Manual of CORRECTIONAL STANDARDS

Chapter 27

Corrections Evaluation Report

"Food Service."

Item Rating		Element Paragraph	Reference Page
15	_____ The dining room walls and windows are attractive.	.10	451
16	_____ Food that should be served hot is served at a minimum of 140 degrees fahrenheit.	3.1	451
17	_____ Related training is taught which will enable the inmate to accept employment in the food service field.	.2	452
18	_____ Food is served immediately following the completion of preparation.	.3	452
19	_____ Full cutlery service is given to the general population in accordance with the diet and menu being served.	.4	452
20	_____ The method, techniques, and standards for maintenance of environmental sanitation and sanitary food handling conform with principles and policies approved by a qualified public health sanitarian.	4.1	452
21	_____ A safety program in food services has been implemented.	5.1	452
22	_____ The safety program includes instruction in the use of equipment, floor care, knife storage and fire extinguishers.	.2	454
23	_____ The accident rate has been determined for both minor and major accidents in the food service department.	.3	454
24	_____ Officers assigned to duties in the kitchen and dining room understand and completely carry out their dual function (food-services and custodial duties).	6.1	454
25	_____ The use of food as payment for work or special privilege is never permitted.	.2	455

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ACA Manual of CORRECTIONAL STANDARDS

Chapter 28

Corrections Evaluation Report

"Inmate Property Control,
Issue Items and Services."

Item Rating		Element Paragraph	Reference Page
1	_____ Written policies and procedures of control of personal property are specific in content and consistent in application.	A1.1	457
2	_____ All money is counted and property listed in triplicate in front of the inmate with endorsement by the admissions officer.	.2	458
3	_____ Property exceeding \$50.00 in value is sent to the finance officer or other designated depository to be held in his safe.	.3	459
4	_____ When an inmate is transferred all his property is transported with him at the same time.	.4	459
5	_____ The inmate property record shows what is being held for him and what he was permitted to keep at the time of admission.	.5	459
6	_____ At the time of admission property controls are clearly specified and consistently enforced.	.6	459
7	_____ Inmates are never allowed to handle other inmates' personal property or have access to inmate property files.	.7	459
8	_____ Visitors who leave money for inmates are given a receipt and a copy is given to both the inmate and the finance officer.	2.1	460
9	_____ Part of each inmates' trust funds or earnings are set aside toward parole or discharge needs.	.2	460
10	_____ An outside auditor at infrequent intervals examines all accounts.	.3	460
11	_____ No inmate is permitted to acquire from any source an excess amount of personal property.	3.1	460
12	_____ Criteria listed in the MANUAL are the basis for the decision to permit inmates to have leisure time items and musical instruments.	.2	461
13	_____ All leisure time items received are properly searched before issue.	.3	461

ACA Manual of CORRECTIONAL STANDARDS

Chapter 28

Corrections Evaluation Report

Item Rating	"Inmate Property Control, Issue Items and Services."	Element Paragraph	Reference Page
14	Hobby and handicraft work is carefully supervised.	4.1	461
15	Rules and regulations governing the hobby and handicraft program are based on the 15 points as outlined in the MANUAL.	.2	462
16	Clothing is climatically suitable, durable, economical, uniform, easily laundered, repaired, and presentable.	B1.1	462
17	A standard wardrobe is provided at the time of admission.	.2	462
18	There is sufficient inventory of sizes of each item to allow for proper fitting of inmates.	.3	462
19	The inmates clothing record includes his sizes, date of issuance and provides space for the recording of re-issues.	.4	463
20	Budget estimates provide for younger inmates wearing out more shoes and clothing than older inmates.	.5	463
21	Special clothing is provided for special work assignments.	2.1	463
22	Records are kept on all special clothing issues for which the inmate is responsible.	.2	463
23	Suitable bedding and linen is provided.	3.1	463
24	Sheets, pillow cases and towels are laundered weekly.	.2	463
25	A complete change of garments is provided at least once a week.	Cl.1	463
26	Barbering services allow for at least one haircut a month.	.2	464
27	A minimum issue of toilet articles consisting of toothbrush, razor, cell mirror, fingernail clip, tooth powder, and drinking cup are provided at time of admission.	2.1	465
28	A plan to re-issue the above items in an orderly fashion is in effect.	.2	465

ACA Manual of CORRECTIONAL STANDARDS

Chapter 28

Corrections Evaluation Report

Item Rating	"Inmate Property Control, Issue Items and Services."	Element Paragraph	Reference Page
29	Tobacco is provided on an "as needed" basis by unsupervised dispensers located in the living quarters and places of employment.	.3	465
30	The release clothing issued is determined by the institution and parole service as an integral part of the release planning.	4.1	466
31	A sample of all available clothing styles is in clear evidence in the fitting-out room.	.2	466
32	Inmates are allowed to break in release shoes for a week prior to release.	.3	466

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NAME

POSITION

AGENCY/UNIT

DATE

"Chaplaincy Services."

Item Rating	Element Paragraph	Reference Page
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Correctional chaplains meet the following standards:

1	The Chaplain has a college and a theological degree, or such preparation as the endorsing church body requires of its chaplaincy candidates prior to ordination.	A1.1	471
2	Ordination is required.	.2	471
3	Ecclesiastical endorsement is required.	.3	471
4	Experience in parish ministry is required.	.4	471
5	At least one year of supervised pastoral training involving relationships with inmates and personnel of institutions is required.	.5	471
6	There is a full-time chaplain of each faith group represented by 50 or more communicants, with one additional chaplain to each 300 men after the initial allocation.	B1.1	471
7	Priority is given to assigning chaplains to reception centers.	.2	471
8	Salary and percentage salary increments are made in keeping with the scale for other professionals with comparable academic training and responsibility.	.3	471
9	Performance reports are prepared on an annual basis by the administrative officer to whom the Chaplain reports.	.4	472
10	Part-time Chaplains are paid on a per-visit basis.	.5	472
11	The Chaplain is responsible for organizing and conducting the workshop services for the faith he represents.	B2.1	472
12	The religious services fit into the institutional schedule of activities so as not to disrupt the institutional procedure.	.2	472
13	The Chaplain is responsible for the development and the conduct of a program of religious education.	.3	473
14	The Chaplain makes personal contact with each new inmate of his faith group soon after the inmate's arrival.	C1.1	473

"Chaplaincy Services."

Item Rating	Element Paragraph	Reference Page
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15	The Chaplain is notified when there is critical illness or death in an inmate's family.	.2	474
16	When the Chaplain feels that an inmate's request for interview can be handled best by other staff personnel, the Chaplain always advises the inmate in person or in writing.	.3	474
17	The Chaplain visits all parts of the institution as often as possible and has normal access to all areas.	D.1	474
18	The Chaplain meets and talks with members of the inmate's family when they visit the institution.	E.1	474
19	The Chaplain is the spokesman for the institution with religious bodies in the area.	F.1	475
20	The Chaplain serves on the local community boards concerned with religious and civic affairs.	.2	475
21	The Chaplain is active as a member of the local ministerial alliance.	.3	475
22	The Chaplain makes himself available for counseling in periods of bereavement and crisis for staff members and in emergencies when the staff does not have other resources.	G.1	475
23	The Chaplain has the authority to initiate needed action to provide for and maintain facilities, equipment and supplies for the religious program.	H.1	475
24	The Chaplain, as administrative head of the religious program, prepares and defends his budget requests.	3.1	476
25	There is a separate building for the religious program.	4.1	477
26	The Chapels are not used for the holding of non-religious functions.	.2	477
27	Each Chaplain has an office and space where individuals can be interviewed in privacy.	E	479
28	Chaplains are not expected to always observe the regular hours prescribed for most personnel.	F	479

CONTINUED

1 OF 2

Chapter 29 ACA Manual of CORRECTIONAL STANDARDS Corrections Evaluation Report
 "Chaplaincy Services."

Item Rating		Element Paragraph	Reference Page
29	The Chaplaincy services have access to official transportation in performing their varied duties and responsibilities.	G	479
30	Chaplains are encouraged to engage singly, or in cooperation with other disciplines, in research.	5.1	479
31	The chaplaincy service is annually evaluated at every level by the chaplain and his colleagues.	.2	479
32	A chaplaincy advisory committee has been developed at the local community level.		479
33	Funds are budgeted for representation at regional or national conferences of affiliated professional societies.	B	479

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NAME POSITION AGENCY/UNIT DATE

Chapter 30 ACA Manual of CORRECTIONAL STANDARDS Corrections Evaluation Report
 "Education."

Item Rating		Element Paragraph	Reference Page
1	The broad philosophy of the institution's educational program has been clearly enunciated by the controlling authority.	1.1	484
2	The controlling authority has seen that appropriate facilities are available to operate an educational system grounded in this philosophy.	.2	484
3	The basic differences between correctional education and public education are recognized and reflected throughout the program.	.3	484
4	The importance of selection, salaries, tenure, and professional growth of the educational staff is reflected in the program.	.4	484
5	The program of education is designed to meet the needs, interests, and abilities of the individual inmate.	.5	484
6	There is an adequate education budget efficiently prepared and administered.	.6	484
7	A functional educational plant exists.	.7	484
8	Adequate equipment and supplies which meet correctional education program objectives are available.	.8	484
9	Full use of institution maintenance programs for training purposes is effected.	.9	484
10	There is coordination of prison industries with formal vocational training shops for production and training.	.10	484
11	Services to other public agencies exist to increase training opportunities.	.11	484
12	Use of audio-visual, programmed instruction, and other teaching aids is incorporated into the educational program.	.12	484
13	Purposeful experimentation and scientific evaluation of the educational program are conducted.	.13	484
14	Citizens advisory committees are used to improve vocational training and placement.	.14	484

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Chapter 30 ACA Manual of CORRECTIONAL STANDARDS
 "Education." Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
15	A sound public relations program is in effect.	.15	484
16	The educational program is broad in scope and strives to achieve at least the three broad goals listed in the MANUAL.	.16	485
17	Only qualified civilian educational teachers, operating under civil service regulations and meeting state department of education standards, are employed in the institutional program.	2.1	485
18	Working conditions are such as to attract highly qualified staff.	.2	485
19	The educational director of the institution actively recruits and interviews prospective staff members, including campus visits.	.3	486
20	Programs of in-service training, utilizing college course assistance, are provided to effect teacher professional growth.	.4	486
21	In-service training of a correctional nature, related to the particular institutional program, is provided to the education staff.	.5	486
22	Professional development of the education staff is encouraged by meetings, workshops, professional visits to other institutions and agencies, and professional organization affiliations.	.6	486
23	Special attention is given to integrating the education program with the entire institutional program.	6.1	487
24	The institution supervisor of education reports to the head of the institution or his deputy in charge of training and treatment.	.2	487
25	The education supervisor's background of training and experience is sufficiently broad to warrant the important rank he enjoys in the institutional staff.	.3	487
26	Supervisors of the important areas, such as recreation, academic and vocational activities, work under the education head.	.4	488

Chapter 30 ACA Manual of CORRECTIONAL STANDARDS
 "Education." Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
27	No illiterate inmate is excused from school until he is literate, or demonstrates beyond a doubt that he will not achieve this level.	3.1	489
28	Courses for high school credit are offered by certified teachers, and the study program fully meets the state standards.	.2	489
29	High school credit courses are composed only of selected persons willing and able to achieve academic goals.	.3	489
30	Every activity is considered a means to inmate socialization.	.4	491
31	A concerted effort is made by those in contact with the inmates to be good examples of what inmates should acquire.	.5	492
32	Inmates are not used as teachers.	G.1	492
33	Every effort is made to effectively utilize the communications media in the correctional education programs.	G.2	493
34	The vocational training program aims to provide for the five major goals as listed by the MANUAL.	5.1	495
35	The criteria considered for assignment of an inmate to the vocational training program is: educational level achieved, probable time in prison, and opportunities for employment.	.2	495
36	Vocational shop training is based upon a scientifically developed trade analysis.	.3	495
37	Carefully prepared shop and related information sheets are kept.	.4	495
38	Fundamentals of shop operation are taught by rotation of work assignments.	.5	495
39	There exists a definite schedule of instructional periods.	.6	495
40	Complete records of the progress of the learner are kept.	.7	495
41	Vocational instruction is presented by skilled craftsmen who also have the ability to instruct.	.8	495

Chapter 30 ACA Manual of CORRECTIONAL STANDARDS
 "Education." Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
42	Instruction is based upon current knowledge of employment demands and opportunities.	.9	495
43	Institution maintenance has the twofold objective of: Providing efficient operation and maintenance for the institution, and utilizing every possible phase of maintenance work for on-the-job training.	.10	496
44	Job analysis of each type of maintenance and service has been made to determine their training potentials.	.11	496
45	In-service training is conducted for the maintenance staff to show them training possibilities and how to conduct training.	.12	496
46	The maintenance foreman and the vocational education supervisor work as a team to see that maximum training results are derived from the work being done.	.13	496
47	On-the-job training meets service and trade standards and is recorded and properly credited for employment purposes.	.14	496
48	Budgets reflect provisions for maintenance-vocational training.	.14	496
49	Correctional industries and vocational education are so related that the exploratory and preliminary training is done in the vocational training shops with a systematic flow of trainees, through the assignment committee, into appropriate prison industries.	.16	496
50	There are provisions made for training in vocational agriculture.	.17	497
51	Evaluations have been initiated and are kept current in the correctional system to assess the values of various vocational education and training activities.	.18	498
52	Education buildings were designed and constructed so that a minimum amount of effort and cost is necessary for possible future modification or expansion.	7.1	499
53	The trade shops are designed to adequately house each of the trades included in the program.	.2	499
54	There is a large assembly room designed so that it may be divided into a number of smaller rooms by the use of folding partitions.	.3	499

Chapter 30 ACA Manual of CORRECTIONAL STANDARDS
 "Education." Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
55	Adequate office space is provided for the educational staff.	.4	499
56	Good budget preparation procedures are used for educational activities and are based on workload or other acceptable practices used in supporting requests for appropriations.	8.1	499
57	Special attention is given to research of an experimental and evaluative nature in correctional education.	9.1	500

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Chapter 31 ACA Manual of CORRECTIONAL STANDARDS
 "Library Services." Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
1	The library program's services and materials are geared to all inmates.	1.1	504
2	The library is organized and administered by a professional librarian.	.2	504
3	The library program provides adequate vocational information.	.3	505
4	The library program enlarges social and reading backgrounds.	.4	505
5	The library program develops reading as a satisfying leisure-time activity.	.5	505
6	There is a written policy on book selection approved by the administration.	2A	505
7	The library collection is not less than 6000 well selected volumes or at least 10 books per inmate.	B.1	506
8	The budget provides for at least 10% of the books to be replaced each year.	.2	506
9	The institutional library has access to a general library collection of at least 100,000 volumes for reference and inter-library loan.	.3	506
10	Annual additions to the library are made at the rate of one current book per inmate.	.4	506
11	Proper provisions are made for the blind or those with poor vision.	.5	506
12	Books, journals, pamphlets at varying levels for professional information and advancement, covering all aspects of institutional life and related subjects are provided for the staff.	.6	506
13	A study of the inmate population and program has been made in relation to library needs.	C.1.	507
14	The librarian or his assistant orients all new inmates and staff members to the library.	.2	507
15	The librarian devotes a major part of time to reader guidance.	.3	507

Chapter 31 ACA Manual of CORRECTIONAL STANDARDS
 "Library Services." Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
16	Information and reference service is available to inmates and staff.	.4	508
17	The institution library utilizes an inter-library loan service.	.5	508
18	Book lists and bibliographic information are available to inmates and staff.	.6	508
19	Recreational reading in sufficient quantity and quality is available to everyone in the library and in cells or dormitories.	.7	508
20	Educational reading is available for informal self-education and self-improvement of each inmate.	.8	508
21	The library sponsors discussion groups utilizing material from organizations such as Great Books Foundation, American Institute of Discussion, etc.	.9	508
22	The library sponsors listening groups for recording of music or the spoken word.	.10	508
23	The librarian prepares appropriate exhibits to accompany films and other programs in education and other departments.	.11	508
24	The librarian is a graduate of an accredited library school.	3.1	509
25	For every professional librarian there is at least one non-professional, full-time paid library staff member.	.2	510
26	The librarian is responsible to the chief administrator in charge of treatment.	.3	510
27	The library is staffed in accord with criteria described in the MANUAL.	.4	511
28	Duties of the librarian are in accord with those listed in the MANUAL.	.5	511
29	Duties of the assistant librarian are in accord with those listed in the MANUAL.	.6	512
30	Duties of the correctional officer assigned to the library are in accord with those listed in the MANUAL.	.7	512

Chapter 31		ACA Manual of CORRECTIONAL STANDARDS	Corrections Evaluation Report	
Item	Rating	"Library Services."	Element Paragraph	Reference Page
31	_____	Duties of the technician or senior clerk are in accord with those listed in the MANUAL.	.8	512
32	_____	The classification committee assists in the selection of inmate library assistants.	.9	513
33	_____	The librarian gives each inmate assistant training in library routines.	.10	513
34	_____	The library budget for current books reflects one book per inmate per year at \$6.50 per book.	4.1	513
35	_____	Regular library hours are maintained at least 10 hours per day.	5.1	514
36	_____	Isolated groups who cannot visit the library at least once a week receive book cart service or have access to a branch library.	.2	514
37	_____	Space and standard factors for books is in accord with requirements of the MANUAL.	.3	514
38	_____	Seating in the library is provided for no less than 5% of the population.	.4	514
39	_____	Library work rooms are as recommended in the MANUAL.	.5	515
40	_____	Librarian's office is as recommended in the MANUAL.	.6	515
41	_____	Library conference room is as recommended in the MANUAL.	.7	515
42	_____	The staff library is as recommended in the MANUAL.	.8	515
43	_____	Minimum light is 70 foot candles.	.9	515
44	_____	Humidity in the library is between 56-60 percent.	.10	515
45	_____	There are clear lines of communication and authority between the librarian and top administrative staff.	.11	516

Chapter 31		ACA Manual of CORRECTIONAL STANDARDS	Corrections Evaluation Report	
Item	Rating	"Library Services."	Element Paragraph	Reference Page

Supplementary Reports. (Indicate number and type of reports attached)

- _____ NA (Not Applicable) Explanation for each such rating of an item.
- _____ Revision suggestions for items, paragraphs or checklists.
- _____ Recommendations for additional subjects or elements for the MANUAL.
- _____ Improvement of procedure or in physical plant resulting from the use of the Corrections Evaluation Report.

Chapter 32 ACA Manual of CORRECTIONAL STANDARDS
 Corrections Evaluation Report

Item Rating	"Recreation"	Element Paragraph	Reference Page
1	There is a fully qualified staff specialist at headquarters level who provides the over all leadership for the institution.	A.1	520
2	The staff specialist consults with the institutional staff at least annually in development and planning activities, construction of new facilities, and reviewing budgetary and purchasing problems.	.2	520
3	The institutional recreation program is directed by a fully qualified recreation supervisor who is a college graduate with a major in recreation or physical education.	.3	521
4	There is one arts and crafts teacher under the supervision and guidance of the recreation supervisor.	.4	521
5	There is one music teacher working under the supervision and guidance of the recreation supervisor.	.5	521
6	There are two recreation and physical education teachers working under the recreation supervisor.	.6	521
7	There are four correctional officers working under the supervision and guidance of the recreation supervisor.	.7	521
8	Carefully selected inmates are utilized in planning and organization of the recreation program.	.8	522
9	Adequate funds are provided from a regular institutional budget.	B.1	522
10	Indoor recreational facilities are available.	C.1	523
11	The recreation buildings have multiple use.	.2	523
12	There is a gymnasium with lockers and showers.	.3	523
13	In the gymnasium, seats for spectators are portable.	.4	523
14	There is an auditorium or assembly hall with stage.	.5	523
15	There are separate rooms for small game activities.	.6	523
16	There is an arts and crafts hobby room.	.7	523
17	There is a music room with adequate storage for instruments.	.8	523

Chapter 32 ACA Manual of CORRECTIONAL STANDARDS
 Corrections Evaluation Report

Item Rating	"Recreation."	Element Paragraph	Reference Page
18	The gym is at least 50 feet wide, 75 feet long and 20 feet high.	.9	524
19	The athletic and recreational field is adequate for football, baseball, soccer, three softball diamonds, two basketball courts, volleyball courts, and tennis and handball courts.	.10	524
20	Inferior equipment for contact sports is never used.	.11	525
21	All supplied and equipment ordered for the recreation department are reviewed at least once a year by the chief security officer.	.12	525
22	Team sports are organized on different skill levels and different degrees of competition.	A.1	527
23	Inmates are given ample opportunity and encouraged to informally organize competitive teams for various sports.	.2	528
24	Intramural competition is organized in as many seasonal sports as possible.	.3	528
25	Inmate managers and coaches are designated for each team.	.4	528
26	Varsity competition against outside teams is part of the sports program.	.5	528
27	If combative sports are conducted, they are organized as to weight classes.	.6	530
28	Experience and ability are taken into consideration when matching in combative sports.	.7	530
29	Arts and crafts are an integral part of the recreational program.	B.1	530
30	The arts and crafts program is supervised by qualified instructors.	.2	530
31	Hobby articles sent to friends and relatives do not exceed \$50.00 total value in any calendar year.	.3	531
32	The instructor keeps accurate account of all materials purchased and supplied to inmates.	.4	531

ACA Manual of CORRECTIONAL STANDARDS

Chapter 32

"Recreation."

Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
33	The music program is under the director of a full-time music instructor.	.5	531
34	Inmate groups participating in music programs are given the opportunity to perform before visiting groups who come to the institution.	.6	531
35	Arrangements are made for outside artists to entertain the inmate population.	.7	531
36	The recreational program involves dramatic activities.	.8	532
37	There is careful classification and supervision of inmates desiring to participate in acting and dramatic activities.	.9	532
38	Adequate funds are provided for good motion pictures.	.10	533
39	Inmates help to select the motion pictures.	.11	533
40	There is a properly regulated radio system in the institution.	.12	533
41	The physical fitness program is under the direct administration of the supervisor of recreation.	C.1	535
42	The "Rogers Physical Fitness Index Test Battery" is used in the physical fitness program.	.2	535
43	The results of the physical fitness tests and training are recorded and included in the case summary file.	.3	535
44	A recreation record card as outlined in the MANUAL is kept on each inmate.	.4	537
45	An element of research is incorporated in the recreation program.	.5	537

Supplementary Reports. (Indicate number and type of reports attached)

NA (Not Applicable) Explanation for each such rating of an item.

Revision suggestions for items, paragraphs or checklists.

Recommendations for additional subjects or elements for the MANUAL.

Improvements of procedure or in physical plant resulting from the use of the Corrections Evaluation Report.

NAME POSITION AGENCY/UNIT DATE

ACA Manual of CORRECTIONAL STANDARDS

Chapter 33

"Inmate Activities and Privileges."

Corrections Evaluation Report

Item Rating		Element Paragraph	Reference Page
1	Members of the inmate's family are permitted and encouraged to maintain close contact with the inmate.	1.1	542
2	Visitors are screened for eligibility.	.2	543
3	Inmates are permitted to have as frequent visits as the facilities of the institution will allow.	.3	543
4	A visit is of not less than one hour duration.	.4	543
5	A first visit can be scheduled immediately after the medical quarantine period.	.5	543
6	Special arrangements can be made for visiting inmates who are ill.	.6	543
7	All visitors are treated courteously and with understanding by prison officials.	.7	544
8	The institution furnishes inmates and visitors with printed information concerning visiting days, hours and conditions under which visits may be made.	.8	544
9	The number of correspondents permitted each inmate is as liberal as available staff will permit.	.9	545
10	No inmate is prevented from writing because he is without funds.	.10	546
11	Records are kept of all incoming and outgoing mail, including the names and addresses.	.11	546
12	Inmates are not used in processing mail.	.12	546
13	Restriction of mail is not used as punishment for offenses not related thereto.	.13	546
14	No actual administrative powers have been delegated to the inmate.	2.1	548
15	The inmate council is governed by a written constitution and by-laws and includes provisions for selection of members.	.2	548
16	Terms of office of inmates on the inmate council are limited to not more than six months.	.3	548

Chapter 33

ACA Manual of CORRECTIONAL STANDARDS

Corrections Evaluation Report

"Inmate Activities and Privileges."

Item Rating		Element Paragraph	Reference Page
17	The warden reserves the right to remove from office inadequate members of the inmate council.	.4	548
18	The inmate council meets not less than twice a month.	.5	548
19	The executive committee of the inmate council meets with the warden at least once a month.	.6	548
20	Deliberation of council meetings are in accordance with "Roberts Rules of Order" and are conscientiously reported.	.7	549
21	The inmate advisory council is given adequate facilities and supplies.	.8	549
22	A reasonable monthly maximum is placed on canteen purchases.	3.1	551
23	Mark-ups over cost do not exceed those in neighborhood stores outside.	.2	551
24	The management of the canteen is safeguarded by an accounting system.	.3	551
25	An institution publication primarily written by and for the inmate population is published on a regular basis.	4.1	552
26	Special emphasis is made to select some type of program appropriate for the physically or mentally handicapped inmate.	6.1	554

Supplementary Reports. (Indicate number and type of reports attached)

- _____ NA (Not Applicable) Explanation for each such rating of an item.
- _____ Revision suggestions for items, paragraphs or checklists.
- _____ Recommendations for additional subjects or elements for the MANUAL.
- _____ Improvement of procedure or in physical plant resulting from the use of the Corrections Evaluation Report.

NAME _____ POSITION _____ AGENCY/UNIT _____ DATE _____

ACA Manual of CORRECTIONAL STANDARDS

Corrections Evaluation Report

Chapter 34

"Facilities and Program for Women."

Item Rating		Element Paragraph	Reference Page
1	The institution is separate from the men's institution.	0.1	576
2	Security of the institution is built-in and available if it becomes necessary, but is not too evident.	1.1	560
3	There are no bars at windows or grilled doors.	.2	560
4	Where security or detention screens are used, "Firemen's Releases" are provided on the exterior.	.3	561
5	Discipline and detention facilities are provided with sound isolation within the area and between the rooms.	.4	562
6	Inmates are provided with single rooms.	.5	562
7	There is a woman superintendent.	2.1	564
8	The institution has a separate section of building available for disturbed inmates.	4.1	566
9	Fullest practical use is made of state, county and local medical services and hospital facilities.	5.1	566
10	Accurate perpetual inventory of medications and narcotics are maintained in accord with state and federal regulations.	.2	569
11	An inmate mother, who has only a short period of her sentence left and who is in a position to care for her baby when she returns to the community, may care for her baby in the institution until she leaves.	.3	568
12	The medical program includes not only staff training but also for nurse's aide, dental assistant, and laboratory technical aides.	.4	568
13	The medical program includes courses in first aid, home nursing, and child care.	.5	568
14	The training program meets state education department standards and can be credited towards graduation.	.6	568
15	Vocational training and vocational education (as defined in the MANUAL) are distinguishable aspects of the vocational program.	6.1	569

Chapter 34

ACA Manual of CORRECTIONAL STANDARDS

Corrections Evaluation Report

"Facilities and Program for Women."

Item Rating		Element Paragraph	Reference Page
16	The scope of the educational program in the institution includes the process for social education.	.2	569
17	The institution does utilize to the fullest work assignments as training situations.	7.1	570
18	A psychiatrist is available on a part-time basis.	8.1	571
19	Services of a psychologist are available on at least a part-time basis.	.2	571
20	Full-time social workers are employed.	.3	571
21	Attendance of religious services is not compulsory.	9.1	573
22	The level of reading material found in the library is sufficiently broad to serve the total range of reading ability found in the population.	10.1	574
23	Staff are trained to be aware of group influences and to develop greater skills in utilizing their influences positively as planned treatment techniques.	11.1	574
24	Inmate participation in leisure time activities is by choice.	12.1	574
25	Women parolees have female parole officers.	14.1	576
26	Parole officers know and follow the woman during her institutional period.	.2	576
27	There is maximum cooperation between the institution and paroling authorities from the beginning of incarceration.	.3	576
<u>Supplementary Reports. (Indicate number and type of reports attached)</u>			

____ NA (Not Applicable) Explanation for each such rating of an item.

____ Revision suggestions for items, paragraphs or checklists.

____ Recommendations for additional subjects or elements for the MANUAL.

____ Improvement of procedure or in physical plant resulting from the use of the Corrections Evaluation Report.

NAME

POSITION

AGENCY/UNIT

DATE

ACA Manual of CORRECTIONAL STANDARDS

Chapter 35 **

Corrections Evaluation Report

"Facilities and Programs for Youthful Offenders."

Item Rating		Element Paragraph	Reference Page
1	Flexibility and openness to change is an integral part of the policies, procedures, and programs developed for youthful offenders.	1.1	580
2	The correctional program provides the individual with experiences with success and achievement in areas where such experiences have been lacking in the past.	4.1	584
3	The institutional program is so planned that the offender spends a major part of his free time in a group of no more than 20 that is under the leadership of a capable, interested staff member with whom he can achieve a close relationship.	5.1	587
IF CONSIDERED A LARGE CORRECTIONAL SYSTEM: (Current population _____)			
4	There are community based-evaluation and treatment centers.	.2	587
5	The facilities are open and comparatively small units.	.3	588
6	There are facilities for youthful offenders requiring specialized services for medical, socio-vocational handicaps.	.4	588
7	There are medium security training institutions.	.5	588
8	There are facilities for the unusually aggressive, sophisticated long-term cases.	.6	588
9	There are general purpose facilities.	.7	588
10	There are "half-way houses".	.7	588
IF CONSIDERED AN INTERMEDIATE CORRECTIONAL SYSTEM: (Population _____)			
11	In accord with guides as outlined on pp. 587-88 of the MANUAL and depending upon experience and statistics, there are adequate facilities to meet the required needs.	.9	588
IF CONSIDERED A SMALL CORRECTIONAL SYSTEM: (Population: _____)			
12	There is at least one general purpose institution for offenders.	.10	588
13	As much of the inmates early orientation as possible is done by staff.	6.1	591
14	One of the goals of the education and vocational training program is to develop within the inmate the will to compete in the community.	.2	593

** This report should be used in conjunction with the Corrections Evaluation Reports for Chapters 19 through 33 since it does not repeat those subject areas.

ACA Manual of CORRECTIONAL STANDARDS

Chapter 35

Corrections Evaluation Report

"Facilities and Programs for Youthful Offenders."

Item Rating		Element Paragraph	Reference Page
15	Physical custody is de-emphasized wherever possible.	.3	593
16	Wide use is made of individual and group counseling.	.4	593
17	Ample provision is made for community contacts.	.5	593
18	Considering total staff complement, there is no more than three inmates per one staff member.	7.1	593
19	In living quarters, ample provisions are made for the grouping of inmates ranging from 8 to about 15.	.2	594
20	Personnel, including the correctional officers who work in living quarters and recreational programs, are given full opportunity to function in flexible, positive roles in which they are aware of their function as models for the youths.	.3	595
21	Personnel in supportative roles such as maintenance, clerical, etc., are utilized as important members of the treatment team.	.4	595
22	Provisions are made for continued evaluation and research.	9.1	597
23	As a feature of the inmate treatment program, optimal contact is made with community, institutions, persons, and with academic and professional groups.	10.1	597

Supplementary Reports. (Indicate number and type of reports attached)

- ____ NA (Not Applicable) Explanation for each such rating of an item.
- ____ Revision suggestions for items, paragraphs or checklists.
- ____ Recommendations for additional subjects or elements for the MANUAL.
- ____ Improvement of procedure or in physical plant resulting from the use of the Corrections Evaluation Report.

NAME POSITION AGENCY/UNIT DATE

AMERICAN CORRECTIONAL ASSOCIATION

Corrections Evaluation Report

Form 5-'67

ORDER AGREEMENT

CHAPTER TITLE QUANTITY

PART IV: CORRECTIONAL INSTITUTIONS

- 19. The Administrative Organization of an Institution
- 20. The Physical Plant of Institutions
- 21. Classification
- 22. Custody and Security
- 23. Employment
- 24. Discipline
- 25. Counseling, Casework, and Clinical Services
- 26. Health and Medical Services
- 27. Food Service
- 28. Inmate Property Control, Issue Items and Services
- 29. Chaplaincy Services
- 30. Education
- 31. Library Services
- 32. Recreation
- 33. Inmate Activities and Privileges
- 34. Facilities and Program for Women
- 35. Facilities and Program for Youthful Offenders

Manual of CORRECTIONAL STANDARDS, 3rd Edition, 1966 at \$6 per copy published by the American Correctional Association. It has not been reproduced in separate chapters.

Study Guide for Application of Manual of CORRECTIONAL STANDARDS furnished at no cost as it is prepared under provisions of a grant from the Ford Foundation

The correctional agency or institution by submitting this order agrees to cooperate with the American Correctional Association by filing with the General Secretary of the Association confidential information copies of Forms 2, 3 and 4 resulting from the application of the required Corrections Evaluation Reports. All such reports will be retained in a confidential status while utilized in revisions of the MANUAL, the CER items and establishment of a "Knowledge Bank" of correctional services.

NAME OFFICIAL POSITION DATE

AMERICAN CORRECTIONAL ASSOCIATION
Corrections Evaluation Report Form 5-'67

ORDER AGREEMENT

FORM	TITLE	QUANTITY
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1. Instructions for Evaluators & Routing Schedule
2. Supplementary Report-Completed copies to be furnished ACA to be used in Revision of Manual
3. Evaluator's Chapter Report for use of Final Evaluator with a copy to ACA.
4. Corrections Evaluation Report by Chapter for use of person coordinating the testing program with copy to ACA.

Chapter ACA Manual of CORRECTIONAL STANDARDS Evaluation Reports

PART II: THE CORRECTIONAL PROCESS IN THE COMMUNITY

3. Community Detention (Jail) Facility
4. Community Correctional Institution
5. Camps
6. Adult Probation
7. Parole and Other Release Programs
8. Community Correctional Centers

PART III: CENTRAL CORRECTIONAL ADMINISTRATION

9. Central Organization
10. Personnel Management
11. Fiscal Management
12. Statistics and Records
13. Research
14. Public Relations and Education
15. Legal Rights of Probationers, Prisoners and Parolees
16. Community Agencies
17. Voluntary Service Agencies
18. Citizen Participation in Correctional Programs

Chapter No. _____

American Correctional Association

Form 4 - '67

Page No. _____

to

Corrections Evaluation Report by Chapters

of

Chapter No. _____

Pages _____

Chapter Numbers															
Item	Rated	#	%	#	%	#	%	#	%	#	%	#	%	#	%
	X														
	-														
	O														
	Total														
	NA														
	X														
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	NA														
	X														
	-														
	O														
	Total														
	NA														

Compiled by: _____ for _____
 Name Title Agency/Unit Date

Chapter No. _____

Evaluator's Chapter Report

Form 3b - '67

Item #	Evaluators								Sub-totals				Rating			
									X	-	O	NA	X	-	O	NA
31																
32																
33																
34																
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Final Evaluator _____ Position _____

Agency _____ Unit _____

Date _____ Total of Acceptable Items _____

Page Two of _____ Pages Not Applicable (NA _____ %)

Chapter No. _____

Evaluator's Chapter Report

Form 3a - '67

Item #	Evaluators								Sub-totals				Rating			
									X	-	O	NA	X	-	O	NA
1																
2																
3																
4																
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30																

Final Evaluator _____ Position _____

Agency _____ Unit _____

Page One of _____ Pages Date _____

Total of Acceptable Items _____

Not Applicable (NA _____ %)

**Complete on Page TWO when scoring more than 30 items, or using additional Evaluators.

American Correctional Association

Form 2 - '67

Chapter No. _____

Supplementary Report

Corrections Evaluation Report

<u>Reference:</u>	(complete)	<u>Subject:</u>	
Item Number	_____	Improvement from Evaluation	<input type="checkbox"/>
Element Paragraph	_____	NA (Not Applicable) Explanation	<input type="checkbox"/>
Page Number	_____	Revision Suggestion	<input type="checkbox"/>
		Additional Subjects	<input type="checkbox"/>

IMPORTANT NOTE: Your submission of this report provides a valued contribution of practical information essential for the next revision of the Manual. It will receive the careful consideration of an ACA Committee. WE DO APPRECIATE YOUR HELP.

Evaluator

Position

Agency/Unit

Page _____ of _____ pages

Date: _____

American Correctional Association
Instruction for Evaluator's & Routing Schedule

Form 1-'67

Page 2

FOLDER

The Chapter from the Manual; instructions for Evaluator's and Routing Schedule (#1); additional blank Corrections Evaluation Report Forms for your chapter; and the Supplementary Report Forms (#2) will be forwarded by you to the next listed Evaluator. Initial the Routing Schedule and date the completion of your assignment.

SUPPLEMENTARY REPORTS:

Each improvement of procedure or in the physical facilities resulting from your participation in this survey, no matter how minor it may appear to you, must be recognized by describing it on a Supplementary Report Form (#2) Each (NA) Item rated as Not Applicable or not answered requires an explanation on the Supplementary Report Form (#2).

In addition you may wish to use these forms to suggest a revision in items, paragraphs, checklists or to recommend a subject for inclusion in the next edition of the Manual.

Please indicate at the bottom of the Corrections Evaluation Report for your chapter the number of Supplementary Reports you are submitting with your checklist.

Chapter No. _____

American Correctional Association

Form 1 -'67

Instructions for Evaluators & Routing Schedule

To:	Position	Name	Completed Initial-Date
		1. _____	
		2. _____	
		3. _____	
		4. _____	
		5. _____	
		6. _____	
		7. _____	
		8. _____	
		9. _____	
		10. _____	
FINAL EVALUATOR			

YOU have been selected to assist in the evaluation of our procedures and facilities in comparison with the Manual of Correctional Standards of the American Correctional Association. This will be a review and ready reference of the material presented in the orientation meeting.

YOUR responsibility, together with the persons listed above, will be to evaluate the extent to which we meet the standards described in the attached Chapter. The essential Elements are first listed in numerical order and then described in correspondingly numbered paragraphs. A series of Items, or questions, have been taken from these same paragraphs. If it is not understood read the paragraph in the Manual which is referred to by page and element number in the right margin of the Corrections Evaluation Report (CER) checklist.

RATINGS will not be assigned until the attached chapter has been studied. Symbols are used in marking the CER checklist. As an Evaluator you select the one which in your judgment best describes our situation when compared with the described standards. Immediately upon completion of your reports they will be sent by you directly to the Final Evaluator for this chapter as shown in the above list.

SYMBOLS Each Item must be scored with one of the following:

- (X) The provision or conditions are present to the extent that the Item may be positively answered without any qualifications.
- (-) There is some minor variation or omission of the requirements as described in the numbered paragraph related to the Element.
- (O) The essential factors are missing or so limited as to be ineffective.
- (NA) The Item cannot be applied to the local situation. Each use of this Symbol requires an explanation on the enclosed form which you will attach to the CER checklist when forwarded to the Final Evaluator.

the same survey material. Validation will often require the acquisition of supplemental information. The conference method, utilizing administrative staff, is essential in the analysis phase of the survey. Valid interpretation requires that careful consideration be given to all factors.

The survey may expose an unintended illegal or dangerous practice. In these cases, information should be double checked and, if the conclusions are still valid, immediate action should be taken to correct the situation.

For the most part, however, it is advisable to hold a series of conferences with administrative staff to discuss the conclusions, any procedural changes required, and how such changes are to be implemented.

A follow-up form for written communications should be used by the administrative staff where it is vital that additional information be obtained or where there must be assurance of the dissemination of essential information. In many other instances, verbal communication, will suffice.

The administrator should compile a list of the recommended changes and, at a later date, check to assure compliance.

A record should be made of improvements, both in procedures and physical plant, which have been made as a result of the survey. Such information permits giving appropriate recognition to responsible personnel as well as documentation of the value of line personnel actually applying a set of standards which evaluate management's operations.

IV. VERIFICATION

The values of conducting a self-administered survey are many. Self-appraisal results in immediate improvements in programs, procedures and the physical plant. Thoughtful examination, in detail, of programs will suggest many points for improvement and stimulate imagination. Staff development and stimulation are inevitable since the benefits of evaluation accrue chiefly to the persons who go through the process of analytical appraisal.

In the process of the survey, an alert administrator will involve as many individuals as possible for more suggestions for improvement will be developed if others are brought into the process. The experience of the line worker is particularly essential. The validation of the study by an outside qualified appraiser is highly recommended.

The surveys are also in support of corrections as a profession. One of the marks of maturity of a profession is the establishment of standards by which the work of its members can be evaluated. It is with this in mind that the American Correctional Association requests that duplicate copies of the survey findings and the resulting improvements be forwarded to the Association for the purpose of analysis and research. ALL REPORTS WILL BE HELD AS CONFIDENTIAL.

It is the hope of the American Correctional Association that the testing of the standards will be helpful to those participating in a survey but also provide some objective measurement of their reliability and validity. The members of the Association are aware that correctional procedures are undergoing rapid changes. Suggestions to improve effectiveness and constructive criticism of current survey methodology is essential to its progress. Comments and suggestions are sincerely invited.

When materials are received, one final evaluator should be selected for each chapter area to be studied. Selection of final evaluators should be based on expertise and responsibility, e.g., those having major functional or line responsibility for the area of study.

Orientation to the materials and procedures and conditioning of final evaluators for the study should be the responsibility of the study coordinator.

Responsibility for selection, orientation, and conditioning of supplemental evaluators should be delegated to the final evaluator of each study team. Remember that involvement of line personnel as supplemental evaluators is particularly important. In Appendix B, Illustration A provides a "Sample Assignment of Evaluators by Chapters."

A folder should be prepared for each chapter area to be studied and should include:

- a. A copy of the appropriate chapter from the *Manual*
- b. One copy of the Instructions for Evaluators and Routing Schedule Form 1 which is prepared in advance by the coordinator and designates the routing pattern for the folder.
- c. One copy of the appropriate Corrections Evaluation Report for each evaluator.
- d. Five or more copies of the Supplementary Report, Form 2, for each evaluator.

Supplemental ratings should be made independently and collaboration among supplemental evaluators should be discouraged until all Corrections Evaluation Reports have been received by the final evaluator.

When all ratings have been made and the summary data forms have been completed, copies of Forms 2, 3 and 4 should be mailed to the American Correctional Association.

Remember that all forms and materials used in self-evaluation studies are furnished free except the *Manual of Correctional Standards*, which is published by the American Correctional Association and may be purchased for \$6.00 per copy. Its chapters have not been reproduced separately.

III. EVALUATION

Caution must be exercised if the administrator is to draw valid conclusions. Error can be found in the process of collecting data as well as in the interpretation of the data. Error can be unintentional or deliberate.

First, be sure that the individual raters are free to give honest answers to the questions. They must clearly understand and uniformly apply the symbols used in answering the questions. For example, where the answers to the same question vary one might jump to the conclusion that there is a problem of communication and dissemination of information within the organization. It might well be, however, that the question itself is poorly constructed, not relative or misunderstood by some of the raters. It is essential that the raters study the paragraph of the *Manual* upon which the question is based and not depend on memory or confuse local practice with the standard under consideration.

It is sufficient to note that various conclusions might be drawn from

columns. Prior to receiving the reports from the supplemental evaluators, the final evaluator should complete a Corrections Evaluation Report. Ratings from this report should be entered in the last "evaluator" column on the Evaluator's Chapter Report and identified by inserting the word "final" at the top of that column. The final rating should be a composite made after consultation with evaluators where different ratings for the same item have been made. Earlier ratings by evaluators are *not* changed as a result of the consultations. Rather, the final rating represents the judgement of the final evaluator as shaped by the opinions of the supplemental evaluators. Rating disparities on a given item may be indicative of insufficient job orientation or breakdown in staff communications and may serve as a basis for staff development efforts following the study. To complete the tabulation of data on the Evaluator's Chapter Report, total the number of items rated (NA) and subtract that amount from the total number of items in the chapter to determine the number deemed acceptable. For example, there may be 44 items and 9 are rated (NA), then subtract 9 from 44 and the acceptable number is 35. The percentages for (X), (—) and (0) are then determined by dividing those sums by the acceptable number. It should be noted that the percentage of (NA) ratings is computed separately and is obtained by dividing the number of (NA) ratings by the total number of items contained in the chapter. If more than one page is required, the subtotals are posted on the following pages, but percentages are computed only on the last page (See Appendix B, Illustration B on pages 20 and 21 for sample).

(5) CORRECTIONS EVALUATION REPORT BY CHAPTERS. A member of the staff designated for this purpose and who may be referred to as the study coordinator should receive from the final evaluators their Chapter Reports Form 3. Chapter numbers are entered consecutively on the Form 4 in the spaces provided at the top of the vertical columns. Item numbers are entered in the left-hand vertical column to the extent of the number of items in the longest Corrections Evaluation Report. Since each Form 4 will accommodate only six items, additional forms will be required. Frequency of (X), (—) and (0) for each item is transferred from Form 3 to Form 4 (See example on page 22).

Percentages of (X), (—) and (0) for each item are computed on the basis of the number of evaluators who accepted the item. Computation of percentages for (NA) responses are handled separately and are made on the basis of the total number of evaluators. The data may then be converted into bargraphs as shown in Appendix B, Illustrations D and E.

B. Conducting the Study

Specific responsibility should be assigned for the planning and execution of the study by appointing a study coordinator. The coordinator, with the guidance of the agency or institution administrator, should establish the scope of the study or the chapter areas to be surveyed. A determination should then be made as to the number of evaluators to be used in each area.

Material requirements may then be determined by the following instructions contained in a separate mimeographed statement which will be provided. The necessary materials can then be ordered by completing an Order Agreement, Form 5, a sample of which appears in Appendix A on pages 17 and 18.

Institution "C"—The committee routinely assigns new inmates to institutional maintenance or prison industries. Vocational education is offered to those inmates who demonstrate motivation and interest in their maintenance or industry assignment. The appropriate rating is "0."

Institution "D"—Is designed for youthful offenders and has no industries program. Programs have been deliberately and exclusively designed to provide academic and vocational education. The appropriate rating is "NA."

It is important to note that the mere absence of the essential element described does not justify a rating of "NA." Rather, use of this rating is based upon thorough consideration of the appropriateness of the element as related to the agency's operations and correctional objectives.

Disagreement with the standard is *not* a justifiable basis for a "not applicable" rating. The standard should be considered a gauge against which existing services are measured. If services or programs are found to be deficient, they should be rated accordingly with dissent or disagreement with the standard expressed through the use of a "Supplementary Report" Form 2 which provides for *Manual* revision suggestions.

Unless otherwise stated, all ratings will apply to the institution rated and not to the entire department.

(3) SUPPLEMENTARY REPORTS. The Supplementary Reports Form 2 is of vital importance to the feedback process for expansion and revision of the *Manual*. A sample of this form appears on page 13. Completion of this form is required when:

- a. An (NA) response is made. A supporting explanation is essential for each statement which is not answered or which is rejected as being not applicable.
- b. An improvement has resulted from the study. If the improvement is made "on the spot," credit may be taken in scoring but a notation, indicating the nature of the improvement, should be made on a Supplementary Report.
- c. A revision of the *Manual* or of the standard, as stated, is recommended. Feedback resulting from action testing of the standards provides the opportunity for broader participation from the field in contributing to revision of the standards.
- d. An addition to the *Manual* or the inclusion of additional standards is recommended.

The purpose of each Supplementary Report should be identified by checking the appropriate box in the upper right-hand corner of the form. A separate form should be used for each item even though explanations may be identical to those submitted for other items. Completed Corrections Evaluation Reports and Supplementary Reports are submitted directly to the final evaluator rather than routed through other evaluators.

(4) EVALUATOR'S CHAPTER REPORT. The final evaluator for a chapter receives directly from assigned supplemental evaluators their completed Corrections Evaluation Reports and Supplementary Reports. Their ratings are transferred to the Evaluator's Chapter Report Form 3. Evaluators are identified on Form 3 by the number corresponding to that assigned on the Evaluator's Instructions and Routing Schedule, Form 1. The sums of the various symbols for each numbered item are entered in the subtotal

CHAPTER 27

Food Service

The inmate's food, besides providing the nutrients needed for optimum health, should be plentiful and of wide variety. It should be well prepared and well served. The food service program is of fundamental importance in the maintenance of good morale. Accordingly, food should be budgeted on the basis of proper dietary standards. Due to the variance in food costs, and because accounting methods differ, food should not be budgeted on the basis of a stated sum allocated for food.

Each Chapter begins with a Numbered listing of the basic Principles/or elements. Then there is an explanation or Discussion of all the listed factors in paragraphs with corresponding Numbers/. Corrections Evaluation Reports are a series of questions or Items from the text of the MANUAL. In the right margin there is a Reference to the Page and the Paragraph which explains the Item. If more than one question is taken from the same paragraph or discussion a second digit is added as shown in the example.

The "Items" are rated by using the symbols described below. They are placed on the lines by the numbers in the left margin.

PRINCIPLES OF FOOD SERVICE

The principles of food and nutrition in relation to successful food services which may be established for a state correctional system are discussed in six (6) broad areas as listed below:

1. Menu Planning.

All wards, inmates, and employees served in the department or facility should be fed a wholesome and nutritionally adequate diet provided by a combination of common foods. A basic pattern menu must be established to accompany the approved standard weighted ration. Daily, weekly, ten-day cycle, or monthly menus should be planned in advance of food preparation. These form the basis for purchasing.

DISCUSSION OF PRINCIPLES

1. Menu Planning.

All wards, inmates, and employees served in the department or facility should be fed a wholesome and nutritionally adequate diet provided by a combination of common foods. These should be of quality, kind, and amount to meet the recommended daily dietary allowances (latest revision) of the Food and Nutrition Board of the National Research Council for specific food nutrients for sex and age groups. All rations shall be prescribed by a qualified nutritionist.

2. A basic pattern menu must be established to accompany the approved standard weighted ration. Daily, weekly, ten-day cycle, or monthly menus shall be planned in advance of food preparation.

ACA Manual of CORRECTIONAL STANDARDS

Chapter 27

"Food Service."

Corrections Evaluation Report

Item	Rating	Element Paragraph	Reference Page
1	<input checked="" type="checkbox"/>	Daily dietary allowances meet the detailed requirements of the food and nutrition board of the National Research Council.	1.1 445
2	<input type="checkbox"/>	All rations are prescribed by a qualified nutritionist.	.2
3	<input type="checkbox"/>	A basic pattern menu is established to accompany the approved standard weighted ration.	.3
4	<input type="checkbox"/>	Menus are planned in advance of food preparation on a daily, weekly, ten day, or monthly pattern.	.4

(1) CORRECTIONS EVALUATION REPORTS are found in Appendix C for chapters three through thirty-five. These chapters are concerned with three areas: Correctional Process in the Community; Central Correctional Administration; and Correctional Institutions. Each chapter represents the cooperative work of a number of writers and consultants. They were assigned subject areas and requested to list at the start of their chapters brief statements of the principal topics under consideration as standards.

For the purpose of this survey, the principle features identified as "essential elements" are considered to be mandatory when stated imperatively through the use of the words "shall" or "must." In some instances, the mandatory requirement is inferred from the explanation of the feature in the numbered paragraph.

Absolute measurements are seldom achieved in the social sciences. It is equally difficult to be definitive in the description of a model or standard correctional practice. Some of the chapters contain statements which cannot be realistically regarded as descriptive of a standard, although some fringe benefits might well accrue by such implementation of the feature as ideally described.

It is hoped that by this process of testing and retesting the *Manual*, through the use of these Corrections Evaluation Reports, there will be more extensive application of the standards and a growing acceptance of their validity and reliability.

In order that they may receive realistic criticism and be improved in form and content, the method of their construction is described in detail with the example on page 6.

(2) RATING SYMBOLS are used in marking the Corrections Evaluation Reports. The evaluator places one of the four symbols in the space provided in front of each item. They are defined as follows:

- (X) The provision or conditions are present to the extent that the question may be answered affirmatively without qualification.
- (—) There is some minor variation or omission of the required features within the element.
- (0) The essential factors are missing or so limited as to be ineffective.
- (NA) Not answered or Not Applicable.

The following item is presented as an example of appropriate use of the rating symbols as applied to four institutions with programs which vary in their degree of compliance with a standard. (Chapter 30, Item #49)

"Correctional industries and vocational education are so related that the exploratory and preliminary training is done in the vocational training shops with a systematic flow of trainees, through the assignment committee, into appropriate prison industries."

Institution "A"—Coordination and relationship between industrial program and vocational education program totally achieves the desired level of compliance. The appropriate rating is "X."

Institution "B"—Essentially follows the recommended practice but deviates in that a few inmates are placed immediately into the industries program, by the assignment committee, because of limited availability of vocational education placements. The appropriate rating is "—."

the particular agency or institution. All Corrections Evaluation Reports are based on the *Manual* as written by the practitioners in the field and as endorsed by the Association for publication.

B. Delegation of Duties

A correctional administrator cannot expect to successfully complete this project without delegating survey duties. In Appendix B, Illustration A presents suggestions for assignment of evaluators by chapters. The symbol "R" indicates the person that could have final responsibility for evaluation of a chapter. The symbol "A" suggests the supplemental evaluators. This is only a suggested allocation, and any other positions may be utilized. This illustration will also aid the administrator in determining how many sets of Corrections Evaluation Reports to order.

C. Basic Tool

The first step in preparing for the survey is to make the *Manual of Correctional Standards* accessible to all employees. The importance of the *Manual* cannot be overemphasized. It is the key tool in the survey. Ideally, correctional administrators would do well to give a copy of the *Manual* to new employees as the first phase of orientation to a correctional career. For the purpose of the self-application, the *Manual* should be made readily accessible to all participants. Individual copies should be given to key administrative staff. *Manuals* can be ordered in conjunction with the Corrections Evaluation Reports, but it is important that *Manuals* be available to staff prior to the survey.

Please note that the Corrections Evaluation Reports in this "Study Guide" are printed on white paper and on both sides of the sheet. In order to facilitate their recognition and sorting, the reports for the chapters in each of the three parts will have a distinctive color and will be printed on only one side of the sheet when reproduced for survey use.

II. APPLICATION

A. Measurement Tools

Measurement tools have been developed to enhance the utility of the *Manual* through an action process which permits agencies and institutions to gauge the design and operation of their programs against national standards. In advance of the conduct of the self-appraisal study, all personnel should have complete orientation to the measurement tools required and a clear understanding as to why and how they will be utilized. The tools are:

- (1) The Corrections Evaluation Reports
- (2) Rating Symbols
- (3) Supplementary Reports
- (4) Evaluator's Chapter Report
- (5) Corrections Evaluation Report by Chapters

INTRODUCTION

The instructional material is planned for use in the following sequence: (1) Orientation, (2) Application, (3) Evaluation, and (4) Verification.

In essence, the method is that of a self-appraisal in questionnaire form applied, at the grass roots of the organization, by those persons directly concerned with a process. Verification of the results may be obtained if the findings are confirmed by a qualified consultant.

The self-appraisal method is used because the ratings are the product of those directly involved with the process and will result in immediate program, procedural and physical improvements. Personnel serving as evaluators receive a training experience by going through this process of comparing their experience with that of their professional colleagues as described in the standards.

The elimination of sub-standard practices decreases the opportunity for undeserved criticism. Public awareness of adverse conditions, which cannot be changed because of budget restrictions, will often cause such criticism to more correctly be directed to the responsible officials. Self-appraisal should be a continuing "must" for all administrators.

Use of materials provided through the American Correctional Association is subject to providing the Association with a confidential copy of the application results. It should be clearly understood that the Association desires the feed-back for assessment of the reliability and validity of the standards as well as for reference in the next revision of the *Manual*. The methodology is not perfected, but it is a practical beginning in the fostering of improvement of standards of correctional practice. Specific reports are required for describing the benefits derived from using the standards and conversely for not answering or finding that an item is not applicable. Suggestions for improvement are sincerely solicited, for only with constructive criticism can progress be assured.

I. ORIENTATION

A. Conferences

Advantages from the use of the *Manual* in the procedure for self-evaluation cannot be known in advance. The project must be clearly presented in orientation conferences to those persons who will be principally concerned with carrying out the administrative details.

The key to a successful survey is obtaining supportive staff acceptance. Initially, one may expect to experience some resistance from both the staff and line employees. For the most part, this resistance can be overcome by their involvement and by reassuring them that this is indeed a survey and not an inquisition. One should reinforce the idea that this is not an "Inspector General" type survey by or for "outsiders." Many times, insecurity of personnel will manifest itself in adverse comments about the Corrections Evaluation Reports. In the orientation conferences, comments should be invited concerning the application of the standards, as suggested by the questions, in order that possible advantages or disadvantages might be considered in the light of actual work experience and existing conditions of

PREFACE

An organization, to fulfill its mission or realize its objectives, must operate pursuant to standards for effectiveness and efficiency. The standards must be identifiable, understood, and applied.

The *Manual of Correctional Standards* identifies current standards and presents a discussion and description of them for understanding and application.

It is interesting and important to understand these standards in perspective.

In 1946, our national organization presented suggested standards in twelve subject areas. This document was promulgated in answer to requests of state governors and state legislatures. The standards were needed as guidance for action to overcome the serious problems and deficiencies that characterized, generally, prison operations for the control and correction of offenders.

By 1950, it was recognized that expansion and updating of the standards were needed. Under the effective leadership of Richard A. McGee, a committee of the nation's correctional leaders, with broad participation by writers and consultants, developed the 1954 edition of the *Manual of Correctional Standards*. Standards in fifteen additional subject areas were presented.

Through the *Manual's* widespread use during the 1950's, it was recognized that formal guidance was needed for evaluation of correctional areas or systems as to whether the standards were being applied. It was also recognized that there should be continuous efforts to update the standards. Accordingly, the 1959 edition, for the first time, contained a concluding chapter which presented guidelines for self-evaluation by administrators, supervisors and first-line correctional workers.

These two themes were continued by the leadership of the American Correctional Association and, with the publication of the 1966 edition, plans were formulated to supplement the *Manual* with the publication of a "Study Guide" for its application. The pioneering work of Dr. A. LaMont Smith is acknowledged in developing the Corrections Evaluation Reports and designing this "Study Guide." Now standards in 35 subject areas are presented in the *Manual* and may be used for self-evaluation.

At this time, these objectives apply. The American Correctional Association desires:

- 1) Wide distribution of this "Study Guide"
- 2) Comprehensive self-evaluation
- 3) Critical appraisal of the standards as a basis for the next revision of the *Manual*
- 4) Development of an accreditation plan as a next logical step

The Association has created the Self-Evaluation Committee to undertake this work. It will be my pleasure to chair this committee as it was a very rewarding experience to head the committee which developed the 1966 edition of the *Manual of Correctional Standards*.

WALTER DUNBAR
Chairman
Self-Evaluation
Committee

FOREWORD

During the year 1966, one national institute for state correctional directors and four regional institutes for wardens and superintendents were held. These were made possible through a grant from the Office of Law Enforcement Assistance. One of the major recommendations of these institutes was the creation of tools for the evaluation of correctional programs, agencies and systems.

The importance of a tool for evaluation had been foreseen by the Editorial Committee of the *Manual of Correctional Standards*. The 1959 revision, in Chapter 34, contained material entitled "Evaluation by Use of Correctional Standards" and the 1966 revision contained, in Chapter 36 under the title "Standards to Measure Effectiveness," specific information concerning forms and the use of the *Manual of Correctional Standards* for reference.

To fulfill the request made by correctional administrators and to satisfy the many requests received from institutions and agencies for an evaluation tool, an extension of time and an enlargement of the original grant was approved by the Office of Law Enforcement Assistance. This made possible the final preparation of the Corrections Evaluation Reports for all chapters and this "Study Guide" of instructions for self-evaluation.

The availability of evaluation reports for each chapter of the *Manual of Correctional Standards* makes the following contributions:

1. Provides a tool for self-evaluation based on the *Manual of Correctional Standards* which was prepared by a nationwide committee consisting of approximately 137 experts in the field of corrections.
2. Makes possible a graphic presentation of strengths, weaknesses and needs of an institution, agency or system.
3. Provides an excellent resource for staff development programs through involving staff as evaluators.
4. Provides a reference tool which can be used by consultants for an objective evaluation of an institution, agency or system.
5. Serves as an effective method of short and long range planning upon which requests for funds can be predicated either through the normal budgetary channels or through grants from private or public sources.
6. Involves staff as well as administration in providing material for the next revision of the *Manual of Correctional Standards*.
7. Provides a foundation for future voluntary accreditation.

The value of this tool will be judged by its use. Many of the Corrections Evaluation Reports have been tested; others need to be tested. The advice and recommendations of all correctional employees involved in the evaluation activity are earnestly solicited in helping to improve the *Manual of Correctional Standards* and also the Corrections Evaluation Reports.

E. PRESTON SHARP, PH.D.
General Secretary
American Correctional Association

END