

American Correctional Association

ACCREDITATION REPORT



Commission on Accreditation for Corrections

**Maine Department of Corrections
Maine State Prison
Warren, Maine**

The mission of the Commission on Accreditation for Corrections is to upgrade and improve practices and conditions in adult and juvenile correctional facilities and programs through an accreditation process which is founded on a commitment to accountability, professionalism and respect for basic human rights and which recognizes sound and effective correctional practices, while striving towards excellence in the field of corrections.



AMERICAN CORRECTIONAL ASSOCIATION

206 NORTH WASHINGTON STREET, SUITE 200 • ALEXANDRIA, VIRGINIA 22314

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WWW.ACA.ORG

January 27, 2020

Maine Department of Corrections
Maine State Prison
Warren, Maine

Congratulations!

It is a pleasure to officially inform you that the Maine State Prison was accredited by the Commission on Accreditation for Corrections at the American Correctional Association 2020 Winter Conference on January 13, 2020 in San Diego, California.

Your accreditation represents the satisfactory completion of a rigorous self-evaluation, followed by an outside review by a team of experienced, independent auditors.

Every profession strives to provide a high quality of service to society. To know that you, your staff, and other officials are complying with the requirements of the accreditation process is indeed a statement of a high level of commitment to the staff and persons under your care.

On behalf of the American Correctional Association and the Commission on Accreditation for Corrections, thank you for your commitment to the corrections profession and to the accreditation process.

Sincerely,

Thomas Stickrath, Chairperson
Commission on Accreditation for Corrections



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For Immediate Release

Maine State Prison Awarded National Accreditation

Thomas Stickrath, Chairperson of the Commission on Accreditation for Corrections (CAC), and David Haasenritter, Director of Standards and Accreditation, American Correctional Association recently announced the accreditation of the Maine State Prison. The award was presented in conjunction with the American Correctional Association Winter Conference on January 13, 2020 in San Diego, California.

In presenting the award, Thomas Stickrath, Chairperson of the CAC, and Gary Mohr, President of the American Correctional Association (ACA), complimented the facility on their professional level of operation and their success in completing the accreditation process. The agency is one of over 1,500 correctional organizations currently involved in accreditation across the nation.

The accreditation program is a professional peer review process based on national standards that have evolved since the founding of the Association in 1870. The standards were developed by national leaders from the field of corrections, law, architecture, health care, and other groups who are interested in sound correctional management.

ACA standards address services, programs, health care and security operations essential to effective correctional management. Through accreditation, an agency is able to maintain a balance between protecting the public and providing an environment that safeguards the life, health, and safety of staff and offenders. Standards set by ACA reflect practical up-to-date policies and procedures and function as a management tool for agencies and facilities throughout the world.

The three-year accreditation award granted to the Maine State Prison does not signal the end of their involvement in the accreditation process. During the award period, staff will work to improve any deficiencies identified during the audit and maintain continuous compliance with the standards.



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Congratulations on your accreditation award! You are now a member of the elite in achieving correctional excellence. The certificate you have received is but a small symbol of the enormous dedication and commitment demonstrated by each and every member of your staff to the accreditation process, and I urge you to display it prominently as a continual reminder of the level of professionalism achieved. This is just the beginning of your journey, however, for the true test of excellence is the test of time. It is critical that your operation be able to sustain this achievement over time and be constant through both prosperity and adversity.

Achieving American Correctional Association Accreditation means you have demonstrated your dedication to getting the job done right, and that you are holding your agency to a higher standard.

Thank you for your commitment to the American Correctional Association and the standards and accreditation process.

A handwritten signature in black ink, appearing to read 'D. K. Haasenritter', with a long, sweeping underline.

David Haasenritter
Director, Standards and Accreditation
American Correctional Association

Overview of the American Correctional Association

The American Correctional Association is the oldest and most prestigious correctional membership organization in the United States. Founded in 1870, ACA currently represents more than 20,000 correctional practitioners in the United States and Canada. Members include all levels of staff from a wide variety of correctional disciplines and programs as well as professionals in allied fields and representatives from the general public. In addition, the Association represents the interests of 74 affiliated organizations whose goals, while similar to those of ACA, focus on specialized fields and concerns within the realm of corrections.

At its first organizational meeting held in Cincinnati, Ohio, in 1870, the Association elected then-Ohio governor and future U.S. President, Rutherford B. Hayes, as its first president. The Declaration of Principles developed at that first meeting became the guidelines for correctional goals in both the United States and Europe.

Since that time, ACA has continued to take a leadership role in corrections and work toward a unified voice in correctional policy. In recent years, one of the Association's major goals has been the development of national correctional policies and resolutions of significant issues in corrections. These policies are considered for ratification at the Association's two annual conferences and ratified policies are then disseminated to the field and other interested groups. ACA has also had a major role in designing and implementing professional standards for correctional practices, as well as methods for measuring compliance with those standards.

The Association conducts research and evaluation activities, provides training and technical assistance, and carries out the regular responsibilities of any professional membership organization, including a full publications program. The Association's two annual conferences, held in varying cities across the nation, attract more than 5,000 delegates and participants each year from the 50 states, U.S. territories, and several foreign countries.

Membership in ACA is open to any individual, agency, or organization interested in the improvement of corrections and the purposes and objectives of the Association. Members include the majority of state, local, provincial, and territorial correctional agencies; individual correctional institutions and local jails, pretrial programs and agencies, schools of criminal justice in colleges and universities, libraries; and various probation, parole, and correctional agencies. Most of ACA's members are employed at the federal, state, and local levels. Members also include more than 200 volunteers affiliated with these agencies as administrators or as members of advisory boards and committees.

Organizational Purposes of the American Correctional Association

Among the most significant purposes of the Association as outlined in its Constitution, are:

To provide a professional association of persons, agencies, and organizations, both public and private, who hold in common the goal of improving the profession of corrections and enhancing their contribution to that profession.

To broaden and strengthen support for the Association's goals by advocating Association policies, resolutions, positions, and standards to policymakers and the public and by forming coalitions with other professional organizations sharing these goals.

To develop standards for all areas of corrections and implement a system for accreditation for correctional programs, facilities and agencies based on these standards. Where feasible, standards shall be based on performance outcome.

To conduct or sponsor corrections conferences, congresses, institutes, forums, seminars and meetings.

To publish and distribute journals and other informative materials relating to criminology, crime prevention, and corrections and to encourage and stimulate research of these matters.

To promote recognition of corrections as a profession, and those who work in corrections as professionals, and to ensure validity of that recognition by encouraging the recruitment and development of highly qualified corrections professionals, and by developing and implementing a certification program for corrections professionals

In carrying out these purposes, ACA supports programs for policy analysis, demonstration, effective delivery of health services to offender populations and research. ACA also provides testimony, consultation, publications, conferences, workshops, and other activities designed to stimulate constructive action regarding correctional issues.

Standard and Accreditation

Perhaps ACA'S greatest influence has been the development of national standards and the accreditation process. ACA standards address services, programs, and operations essential to effective correctional management. Through accreditation, an agency is able to maintain a balance between protecting the public and providing an environment that safeguards the life, health, and safety of staff and offenders. Standards set by ACA reflect practical up-to-date policies and procedures and function as a management tool for correctional agencies in the United States and Mexico.

Organizational Structure of the American Correctional Association

Executive Committee

The Executive Committee is composed of the elected officers of the Association - president, vice president, treasurer, two Board of Governors' members, the immediate past president, the president-elect, and the ACA executive director. The Executive Committee meets at least quarterly and exercises most of the powers of the Board of Governors during the intervals between meetings of the board.

Board of Governors

ACA's bylaws vest control of the Association with an 18-member elected Board of Governors composed of the officers of the Association and five at-large members. To ensure the interdisciplinary nature of the Association, board members must represent the following areas:

Correctional Administration	Community Programs
Institutions	Detention
Juvenile	Education
Probation	Health Care
Parole, Aftercare or Post-Release	
Supervision	

Delegate Assembly

The Delegate Assembly is composed of delegates from the professional affiliates, geographical chapters, membership at-large, Board of Governors, past presidents of ACA, and representatives of each military service. The Delegate Assembly can establish policy, define Association positions on broad social and professional issues, and determine major programs and legislative priorities. They meet at least twice annually, at the Winter Conference and Congress of Correction.

Committees

The majority of the Association's activities take place through committees. Each committee chair reports to the Association's Board of Governors at least twice a year. In this way, the Association collectively benefits from the involvement and contribution of the hundreds of individuals who function on the various committees. Ad-hoc committees are appointed by the president of the Association.

The current committees and councils are:

Committee on Affirmative Action

Committee on Constitution and Bylaws

Committee on International Relations
Committee on Congress Program Planning
Committee on Legal Issues
Committee on Correctional Awards
Committee on Membership
Committee on Military Affairs \

Council of Professional Affiliates
Council of Dual-Membership Chapters and
State and Geographical Affiliates
Nominating Committee

Council on Professional Education
Credentials Committee
Research Council
Eligibility Committee
Resolutions & Policy Development
Comm
Committee on Ethics
Performance Standards Committee
Legislative Affairs Committee

Affiliates and Chapters

Affiliates and state chapters are major features of the Association's structure. They represent professional, regional, and state groups across the United States and Canada. Affiliates and chapters contribute to the professional development of all members by providing consultation in their respective areas of interest and by participating in seminars and workshops at ACA's annual conferences.

The following affiliates and chapters are currently associated with ACA:

American Catholic Correctional Chaplains
Association
American Correctional Chaplains Association
American Correctional Food Service Association
American Jail Association
American Probation and Parole Association
Arizona Probation, Parole, and Corrs Assn Assn of
Paroling Authorities, International Assn of State
Correctional Administrators Assn of Women
Executives in Corrections International Assn of
Correctional Officers Iowa Corrections
Association
Juvenile Justice Trainers Association
Kansas Correctional Association
Kentucky Council on Crime and Delinquency
Louisiana Correctional Association Maryland
Criminal Justice Association
ACA Mexico Chapter
Jamaica Federation of Corrections
Hawaii Criminal Justice Association
Michigan Corrections Association
Middle Atlantic States Correctional
Association
Minnesota Corrections Association
Missouri Corrections Association
District of Columbia Criminal Justice Association

National Association of Adult and Juvenile
State
Community Corrections Association of
Georgia
National Assn of Blacks in Criminal Justice
National Association of Juvenile Corrl
Agencies
Oregon Criminal Justice Association
Parole and Probation Compact
Administrators Association
Pennsylvania Assn of Probation, Parole, and
Corrections
Prison Fellowship
South Carolina Correctional Association
Tennessee Corrections Association
Association on Programs for Female
Offenders
Central States Correctional Association
Colorado Correctional Association
Connecticut Criminal Justice Association
Correctional Association of Massachusetts
Correctional Accreditation Managers Assn
Correctional Education Association
Correctional Industries Association
Council of Juvenile Correctional
Administrators
Florida Council on Crime and Delinquency
Illinois Correctional Association
Indiana Correctional Association

International Assn of Corrl Training Personnel
International Community Corrections Assn
National Association of Probation Executives
National Coalition for Mental and Substance
Abuse Health Care in the Justice System
National Correctional Recreation Association
National Council on Crime and Delinquency
National Juvenile Detention Association
National Organization of Hispanics in Criminal
Justice
Nebraska Justice Association
Nevada Correctional Association
New Jersey Chapter Association
New Mexico Criminal Justice Association
New York Corrections and Youth Svcs Assn
Department of Corrections and Rehabilitation
of Puerto Rico Chapter of the American
Correctional Association

North American Association of Wardens &
Superintendents
North Carolina Correctional Association
Ohio Correctional and Court Svcs
Association
Oklahoma Correctional Association
Oregon Criminal Justice Association
Texas Corrections Association
The Salvation Army
Utah Correctional Association Virginia
Correctional Association Volunteers
of America
Washington Correctional Association
Wisconsin Correctional Association
Wyoming Criminal Justice Association

Major Activities of the American Correctional Association

Legislation

The American Correctional Association is involved with all major issues affecting corrections today. Members and ACA staff maintain close working relationships with committees of the U.S. Congress and all federal agencies and groups whose decisions affect correctional policy. Expert testimony on a wide range of correctional issues is prepared for congressional committee and subcommittee hearings, and recommendations are provided to federal administrative agencies.

To ensure that the concerns and issues of the corrections profession are represented in proposed legislation and public policy, ACA's legislative liaison is addressing legislative and government concerns that will impact the corrections profession. ACA has established partnerships between chapters and affiliates and other national policy making organizations to present a strong collective voice for correctional reform throughout the world.

Professional Development

The purpose of the Association's Professional Development Department is to plan, promote, and coordinate professional development through training seminars, workshops, and published materials including curriculums, resource guides, and monographs.

ACA's training plan calls for a variety of professional development activities. Nationally advertised workshops cover topics such as training for trainers, management training, community-based employment programs, and stress management. On-site workshops for state and local departments of corrections are offered in curriculum development, supervision, communications, and report-writing skills.

The *Training for Correctional Staff Trainers* workshops further the skills of correctional professionals qualified to initiate and deliver training. These workshops also enable agencies to comply with national standards for accreditation and ensure that training is job-related and professionally developed and presented.

The department also offers correspondence courses to further professional development. More than 6,000 correctional personnel have completed or are in the process of completing ACA's self-instruction training program for correctional officers. This program, developed under the auspices of the National Institute of Corrections, provides 40 hours of basic training in accordance with ACA standards. A score of at least 80 percent on the comprehensive examination must be attained to achieve certification.

The Association has similar courses available for correctional supervisors, juvenile caseworkers, and food service employees. Additional courses which cover report writing skills, correctional management skills, legal issues for probation and parole officers, and legal issues for correctional officers are also available.

Publications

As one of the leading publishers of practical correctional publications, ACA produces books, videos and lesson plans. Among the wide-ranging subjects available are management, community, security, counseling, law, history and health. These excellent resources for career advancement appeal to practitioners and scholars alike. Directories for every major sector of corrections also are published by ACA.

The following are just a few of the many publications that ACA offers.

Corrections Today is the major corrections magazine in the United States. Published six times a year, the magazine focuses on the interests of the professional correctional employee and administrator. Articles include reports of original research, experiences from the field, discussion of public policy, and the perspectives of prominent practitioners and academicians.

The Juvenile and Adult Directory has been published since 1939. This publication is the only up-to-date, comprehensive directory of all U.S. and Canadian juvenile and adult correctional departments, institutions, agencies and paroling authorities.

The National Jail and Adult Detention Directory was first published in 1978. It is a source of information concerning jails. The directory attempts to list all jails in the United States that house offenders or detainees for more than 48 hours.

The Probation and Parole Directory provides more than 500 pages of information regarding federal, state, and county adult and juvenile probation, parole and aftercare systems in the United States. It includes statistics on caseloads, expenditures and personnel.

Correctional standards are the most significant improvement in correctional programming. As the basis for accreditation, they give administrators a nationally recognized system for upgrading and improving their correctional services. The association currently publishes more than 20 manuals for every correctional discipline.

To aid in the development of policy with relation to accreditation, *Guidelines for the Development of Policies and Procedures* are available for adult correctional institutions, adult parole authorities/adult probation and parole field services, adult local detention facilities, adult community residential services, juvenile detention facilities, and juvenile training schools.

Conventions

ACA hosts two national conventions each year that attract more than 5,000 professionals from all aspects of corrections; the Winter Conference held in January, and the Congress of Correction, held in August. These events include a variety of workshops, exhibits, and seminars devoted to addressing topics specific to the corrections profession.

Contracts and Grants

The American Correctional Association has a history of successful grant and contract management and administration. ACA has completed contracts and grants of more than \$30 million. These diverse initiatives, which are funded through federal and private sources, add to the technical expertise and knowledge of the organization as well as to the total field of corrections.

Performance Based Standards & Expected Practices Accreditation Department

Perhaps ACA's greatest influence has been the development of national standards and the accreditation process. ACA standards address services, programs, and operations essential to effective correctional management. Through accreditation, an agency is able to maintain a balance between protecting the public and providing an environment that safeguards the life, health, and safety of staff and offenders. Standards set by ACA reflect practical up-to-date policies and procedures and function as a management tool for correctional agencies in the United States and Mexico.

Overview of the Commission on Accreditation for Corrections

The Commission on Accreditation for Corrections (CAC) is a private, nonprofit organization established in 1974 with the dual purpose of developing comprehensive, national standards for corrections and implementing a voluntary program of accreditation to measure compliance with those standards.

The Commission was originally developed as part of the American Correctional Association. In 1979, by joint agreement, the Commission separated from the Association in order to independently administer the accreditation program. Between 1978 and 1986, the organizations shared the responsibility for developing and approving standards and electing members of the Commission. On November 7, 1986, the Commission on Accreditation for Corrections officially realigned itself with the American Correctional Association.

The Commission meets at least twice each year. The responsibility of rendering accreditation decisions rests solely with this board. The members of the Commission represent the full range of adult and juvenile corrections and the criminal justice system. They are elected from the following categories:

- Correctional Administration
- Juvenile Institutions
- Probation Parole, Aftercare or Post-Release Supervision
- Community Programs
- Detention
- Education
- Health Care
- Legal
- Architecture
- Non-correctional administration

Association Staff

Accreditation activities are supported by the staff of the American Correctional Association, Performance Based Standards & Expected Practices Accreditation Department, under the leadership of the director of the department. Performance Based Standards & Expected Practices Accreditation Department staff is responsible for the daily operation of the accreditation program. Agencies in the process have contact primarily with the accreditation specialist responsible for their state or agency.

Auditors

Over 600 corrections professionals in the United States have been selected, trained, and employed on a contract basis by the Association. These individuals perform the field work for the Association which includes providing assistance to agencies working toward accreditation, conducting on-site audits of agencies to assess compliance with standards and confirming that requirements are met, and monitoring to ensure maintenance of the conditions required for accreditation. Teams of auditors, referred to as visiting committees or audit teams, are formed to conduct standards compliance audits of agencies seeking accreditation and reaccreditation.

Auditors are recruited nationally through announcements in prominent criminal justice publications and at major correctional meetings. Affirmative action and equal employment opportunity requirements and guidelines are followed in the recruitment of auditors. All ACA auditors have a minimum of three years of responsible management experience, have received a recommendation from an agency administrator, and have demonstrated knowledge in the substantive area(s) in which they are employed to assist the Association. In addition, all auditors must successfully complete the Association's auditor training and be members of the ACA in good standing.

Traditional Standards and Expected Practices Development

Development of the ACA standards began in 1974 with an extensive program of drafting, field testing, revising, and approving standards for application to all areas of corrections. Since then, over 1,200 correctional facilities and programs have adopted the standards for implementation through accreditation, and many others have applied the standards informally themselves.

In the development of standards, the goal was to prescribe the best possible practices that could be achieved in the United States today, while being both realistic and practical. Steps were taken to ensure that the standards would be representative of past standards development efforts, reflect the best judgment of corrections professionals regarding good corrections practice, recognize current case law, and be clear, relevant, and comprehensive. The standards development and approval process has involved participation by a wide range of concerned individuals and organizations. Twenty-two manuals of standards are now used in the accreditation process:

Standards for Adult Correctional Institutions –Fourth Edition
Performance -Based Standards for Adult Probation and Parole Field Services
Performance -Based Standards for Adult Local Detention Facilities--Fourth Edition
Performance -Based Standards for Adult Community Residential Services --Fourth Edition
Performance -Based Standards for Correctional Industries
Standards for Correctional Training Academies
Standards for Juvenile Community Residential Facilities –3rd Edition
Performance -Based Standards for Juvenile Correctional Facilities -- Second Edition
Standards for Juvenile Probation and Aftercare Services –Second Edition
Standards for Juvenile Detention Facilities --3rd Edition
Standards for Juvenile Day Treatment Programs
Standards for Juvenile Correctional Boot Camps

Performance -Based Standards for Therapeutic Communities
Standards for Small Juvenile Detention Facilities
Performance-Based Health Care Standards for Adult Correctional Institutions
Performance Based Core Jail Standards-First Edition
Performance Based International Correctional Core Standards- Adult
Performance Based International Correctional Core Standards- Juvenile
Standards for Administration of Correctional Agencies - Second Edition
Standards for Adult Parole Authorities - Second Edition
Standards for Electronic Monitoring Programs
Standards for Adult Correctional Boot Camps Programs

The standards establish clear goals and objectives critical to the provision of constitutional and humane correctional programs and services. The standards include the requirement for practices to promote sound administration and fiscal controls, an adequate physical plant, adherence to legal criteria and provision of basic services. Basic services called for by the standards include the establishment of a functional physical plant, training of staff, adoption of sanitation and safety minimums, and provision of a safe and secure living environment. In offering specific guidelines for facility and program operations, the manuals of standards address due process and discipline, including access to the courts, mail and visitation, searches, and conditions of confinement of special management offenders.

The standards are systematically revised to keep pace with the evolution of different correctional practices, case law, and after careful examination of experiences, applying them over a period of time and circumstances. The ACA Standards Committee, which includes membership from the Commission on Accreditation for Corrections, is responsible for standards development and revision.

The ACA publishes biannual supplements to the standards with updated information and clarifications until new editions of standards manuals are published. Each supplement addresses standards interpretations, deletions, revisions, and additions for all manuals of standards issued by the Standards and Accreditation Department.

Suggestions and proposals for revisions to the standards from the field and interested others are encouraged. Performance Based Standards & Expected Practices Accreditation Department has developed an on-line process specifically for this purpose. Proposals should be submitted via the ACA website.

Accreditation Process Descriptions

For over 120 years, the American Correctional Association has been the only national body involved in the development of standards for the correctional field. ACA standards are supported by ACA's Performance Based Standards & Expected Practices Accreditation Department and the Commission on Accreditation for Corrections, which is the evaluating and certifying body for accreditation. The department is responsible for the administration of accreditation and ongoing development of correctional standards.

The accreditation process is a voluntary program for all types of correctional agencies. For these agencies, accreditation offers the opportunity to evaluate their operations against national standards, to remedy deficiencies, and to upgrade the quality of programs and services. The recognized benefits of such a process include: improved management; a defense against lawsuits through documentation; demonstration of a "good faith" effort to improve conditions of confinement; increased accountability and enhanced public credibility for administrative and line staff; a safer and more humane environment for personnel and offenders; and the establishment of measurable criteria for upgrading programs, staffing, and physical plant on a continuous basis.

A major component of the accreditation process is the standards compliance audit conducted by a visiting committee. The purpose of the audit is to measure operations against the standards, based on documentation provided by the agency.

The Visiting Committee Report

The results of the standards compliance audit are contained in the visiting committee report, a document prepared by the visiting committee chairperson. The report is distributed to the agency administrator and members of the visiting committee. This report is also submitted to the Commission on Accreditation for Corrections for consideration at the accreditation hearing.

The following information is usually contained in the visiting committee report:

Agency and Audit Narrative

The agency narrative includes a description of program services, a description of physical plant, number of offenders served on the days of the audit, a summary significant incidents and consent decrees, class action lawsuits and/or judgments against the agency/facility, if applicable. The audit narrative, prepared by the visiting committee chairperson, describes audit activities and findings. The narrative examines issues or concerns that may affect the quality of life and services in an agency or facility. Quality of life issues include areas such as staff training, adequacy of medical service, sanitation, use of segregation and detention, reported and/or documented incidences of violence and crowding in institutions, offender activity levels, programming and provision of basic services. The audit narrative also contains comments as a result of staff and offender interviews, and a detailed explanation of all noncompliant and not applicable standards.

Agency Response

The agency has three options for standards found in noncompliance: a plan of action; an appeal; or a waiver request.

A **plan of action** is a detailed statement of tasks to be performed in order to achieve compliance with a standard found in noncompliance at the time of the audit. The plan of action designates staff responsibilities and timetables for completion.

An **appeal** is the agency's attempt to change the visiting committee's decision on a standard. The result of a successful appeal is a change in the status of the standard and a recalculation of the compliance tally.

A **waiver** may be requested when noncompliance with a standard does not adversely affect the life, health, or safety of staff and offenders and when quality of life conditions compensate for the lack of implementation of a plan of action. The granting of a waiver by the Commission waives the requirement for submitting a plan of action; however, it does not change the noncompliant finding.

Auditor's Response

This section contains the visiting committee's final reply to all responses received from the agency and includes comments regarding the acceptability of plans of action, appeals, and waivers.

Accreditation Hearings

The Commission on Accreditation for Corrections is solely responsible for rendering accreditation decisions and considers an agency's application at its next regular meeting following completion of the visiting committee report. The Commission is divided into panels that are empowered to reach and render accreditation decisions. These panels hear the individual application for accreditation and include a quorum of at least three Commissioners which includes the panel hearing chairperson. Agencies are notified in writing of the date, time, and location of the hearings by Performance Based Standards & Expected Practices & Accreditation Department Staff.

The panel hearing is the last step in the process. With the panel chairperson presiding, panel members discuss issues and raise questions relative to all aspects of agency operations and participation in the process. The information presented during the hearing and in the visiting committee report is considered by the panel members in rendering accreditation decisions.

The agency is invited to have a representative at the hearing and, in most cases, one or more individuals attend. When special conditions warrant, the visiting committee chairperson or a member of the visiting committee also may be asked to attend the hearings. When this occurs, the auditor provides information to help clarify controversial issues and responds to questions and concerns posed by panel members.

Attendance by any other parties (i.e. media representatives, public officials, or personnel from agencies other than the applicant) occurs only with the permission of the applicant agency. In these cases, the applicant agency representatives and panel members discuss procedures to be followed before commencement of the hearing.

Conduct of Hearings

The panel schedule provides ample time for review of each individual agency pursuing accreditation. Hearings are conducted by the panel chairperson in accordance with established procedures. Panel proceedings require that a formal vote be taken on all final actions, i.e., agency appeals, waiver requests, and the final accreditation decision of the Commission. All panel proceedings are tape-recorded to assist in preparing minutes of the hearings. Panel activities generally occur as follows:

- Applicant agency representatives are requested by Standards and Accreditation Department staff to be on-call to allow for scheduling flexibility.
- A designated waiting area is usually provided for this purpose.
- When the panel is ready to review the agency, the Standards and Accreditation Department staff representative notifies agency representative(s).
- The hearing opens with an introduction by the panel chairperson. The agency representative is asked to give a brief description of the program.

- If a visiting committee member is present at the hearing, the panel chairperson may request that the auditor present an account of the visit, focusing on matters particularly pertinent to the decision or specific panel actions. In some cases, however, the panel may wish to call on the visiting committee member only to request additional information at different points during the hearing.
- The panel chairperson leads a standard by standard review of non-compliance issues. The agency representative presents information relative to their request for waivers, plans of action, appeals, and discretionary compliance requests. The agency may also present additional materials, including photographs or documentation, for review by the panel.
- Following the agency presentation, the chairperson has the option of calling the panel into executive session to consider the information provided, determine findings, and make an accreditation decision. Whether or not panel deliberations occur in the presence of agency personnel or in executive session varies from panel to panel, considering the preference of panel members and the sensitivity of issues to be discussed regarding the application.

In final deliberations, the Commission panel:

- Ensures compliance with all mandatory standards and at least 90 percent of all other standards.
- Responds with a formal vote to all appeals submitted by the applicant agency.
- Responds with a formal vote to all request for waivers and plans of action submitted by the applicant agency.

At this time, the panel also:

- Assures that an acceptable plan of action will be submitted for every non-compliant standard, including those standards for which appeals of non-compliance and waiver requests have been denied by the panel. In judging the acceptability of plans of action, the panel ensures that all of the information requested on the form is provided. Furthermore, the feasibility of plans to achieve compliance is considered, including specific tasks, time frames, and resource availability (staff and funding) for implementing proposed remedies.
- Addresses to its satisfaction any concerns it has with visiting committee comments about the quality of life in the facility or program, patterns of non-compliance, or any other conditions reviewed by the panel relating to the life, health, and safety of residents and staff.
- For each application, a roll call vote to award accreditation, extend an agency in Candidate or Correspondent Status, or deny accreditation is conducted. The options for final action available to the panel are outlined in the next chapter.
- If the panel has deliberated in executive session, agency representatives are invited back into the meeting and informed of the panel's final decision and actions or recommendations on all other issues raised by the applicant. If accreditation has not been granted, the chairperson discusses with agency personnel specific reasons for the decision and the conditions of extension in Candidate or Correspondent Status and procedures for appeal.

Accreditation Decisions

Three decisions relative to the accreditation of an agency are available to panels:

- *Three-year accreditation award* based on sufficient compliance with standards, acceptance of adequate plans of action for all non-compliant standards and satisfaction of any other life, health, and safety conditions established by the panel. The balance of the contract must be paid in full in order to receive a certificate of accreditation.
- *Extension of the applicant agency in Candidate Status* (initial accreditation only) for reasons of insufficient standards compliance, inadequate plans of action, or failure to meet other requirements as determined by the panel. The Commission may stipulate additional requirements for accreditation if, in its opinion, conditions exist in the facility or program that adversely affect the life, health, or safety of the offenders or staff. Extension of an applicant in Candidate Status is for period of time specified by the panel and for identified deficiencies if in the panel's judgment, the agency is actively pursuing compliance.
- *Probationary Status* is determined when the panel specifies that compliance levels are marginal, there is a significant decrease in compliance from the previous audit (in the case of reaccreditation), or there are quality of life issues that would indicate continued monitoring. While an award of accreditation is granted, a monitoring visit must be completed and the report presented at the next meeting of the Commission. The cost for a monitoring visit is borne by the agency at a rate of cost plus 25%. The agency does not have to appear before the Commission for the review of the monitoring visit report. If they choose to do so, all related travel expenses are borne by the agency. Specific expectations for removal from probation are outlined.
- *Denial of accreditation* removes the agency from Accredited Status (in the case of reaccreditation) and withdraws the agency from the accreditation program. Situations such as insufficient standards compliance, inadequate plans of action, failure to meet other requirements as determined by the panel or quality of life issues may lead to the denial of accreditation, it is withdrawn from the process and is not eligible to re-apply (as an applicant) for accreditation status for a minimum of six months from the date of that panel hearing. The Commission will explain the process for appeal.

The agency receives written notification of all decisions relative to accreditation after the hearing.

Appeal Process

The accreditation process includes an appeal procedure to ensure the equity, fairness, and reliability of its decisions, particularly those that constitute either denial or withdrawal of Accredited Status, or placement into probationary status. Therefore, if an agency is denied accreditation, it is immediately appealed to the full commission.

If an agency is put in probationary status by the panel, it may submit an appeal of the placement into probationary status. The basis for reconsideration of probationary status is based on grounds that the decision(s) were:

- A misinterpretation of the criteria and/or procedures promulgated by the Commission
- Based on incorrect facts or an incorrect interpretation of facts

- Unsupported by substantial evidence
- Based on information that is no longer accurate
- The reasonableness of the expected practices, criteria, and/or procedures for the process may not serve as the basis for reconsideration.

The procedures for reconsideration are as follows:

- The agency can submit a verbal appeal immediately to the Performance Based Standards & Expected Practices & Accreditation or a written request for reconsideration within 30 days of the adverse decision stating the basis for the request.
- The Executive Committee of the Commission, composed of the officers of the Commission, reviews the request and decides whether or not the agency's request presents sufficient evidence to warrant a reconsideration hearing before the Commission. The agency is notified in writing of the Executive Committee's decision.
- If the decision is made to conduct a hearing, the hearing is scheduled for as soon as possible if the appeal is made verbally or if in writing, for the next full Commission meeting and the agency is notified of the date.
- The agency, at its option and expense, has the right of representation, including counsel.
- Following the hearing held before the Commission, the decision, reflecting a majority opinion, is made known to the agency immediately.
- Pending completion of the reconsideration process, the agency maintains its prior status.
- Until a final decision has been reached, all public statements concerning the agency's accredited status are withheld.

Following completion of the reconsideration process, any change in the status of an agency is reflected in the next regularly published list of accredited agencies.

Accredited Status

The accreditation period is three years, during which time the agency must maintain the level of compliance achieved during the audit and work towards compliance of those expected practices found in non-compliance. Regular contact with Performance Based Standards & Expected Practices & Accreditation Department staff should also be maintained. The Annual Report, Critical Incident Report and Significant Incident Summary forms discussed below are available on the ACA website at www.aca.org or through your Accreditation Specialist.

Annual Report

During the three year accreditation period, the agency submits an annual report to the Performance Based Standards & Expected Practices & Accreditation Department. This statement is due on the anniversary of the accreditation (panel hearing) date utilizing the annual report form, which is available on the ACA website or from Performance Based Standards & Expected Practices & Accreditation Department staff. It contains the following information:

Current compliance levels - This includes any changes in compliance since accreditation, listing on a case by case basis any expected practice with which the agency has fallen out of compliance or achieved compliance.

Update of Plans of Action - A progress report is included with respect to Plans of Action submitted to the hearing panel, indicating the status of the completion of the plans. Potential revision to plans reflecting the need to request additional time, funds, and/or resources to achieve compliance should also be included.

Significant Incident Report Summary - A report is made of events and occurrences at the agency during the preceding year that impact on compliance, agency operation, or the quality of services provided by the agency.

Performance Based Standards & Expected Practices & Accreditation Department staff review the annual report received from the agency and respond to clarify issues or request additional information if necessary.

Critical Incident Report

In addition to submission of the annual report, the agency is responsible for notifying Performance Based Standards & Expected Practices & Accreditation Department staff of any critical incident that has the potential to affect expected practice compliance or facility accreditation as soon as possible within the context of the incident itself, using the Critical Incident Report template on the ACA website or through Performance Based Standards & Expected Practices Accreditation Department staff.

Monitoring Visits

Monitoring visits to agencies in Accredited Status are conducted by an ACA auditor(s) in order to assess continuing compliance with the standards. A monitoring visit may be conducted at any time during the accreditation period, with advance notice to the agency. The determination of need for a monitoring visit is based on:

- Compliance levels, findings, and recommendations by the Commission on Accreditation for Corrections during the hearing.
- Incidents or events reported by the agency in its annual report.
- Problems indicated by adverse media reports or correspondence received by Performance Based Standards & Expected Practices & Accreditation Department staff, disturbances at the agency, or special investigations.

The length of the visit varies depending on the number of standards or special issues that must be addressed during the visit. The visits are conducted similar to standards compliance audits, but on a reduced scale. Monitoring visits are charged to the agency at a rate of cost plus twenty-five percent.

Activities, as a general rule, involve a review of all mandatory standards, all standards found in non-compliance at the time of accreditation, and any other concerns identified by the Commission. The visit also involves a tour of the agency and interviews with staff and offenders to ensure maintenance of the requirements of accreditation. It concludes with an exit interview during which the auditor informs the agency staff of the findings of the visit.

Following the visit, the auditor prepares a monitoring visit report that addresses findings of the visit. The report includes a list of standards reviewed, explanation of non-compliance findings, results of the tour and interviews with agency staff and offenders, and discussion of any issues believed to be relevant to the agency's accreditation. The report, as with others prepared by auditors, is reviewed and sent to the agency by Performance Based Standards & Expected Practices Accreditation Department staff.

When a monitoring visit to the agency reveals deficiencies in maintaining compliance levels that existed at the time of accreditation, or less than 100 percent compliance with mandatory standards, the agency prepares a response providing explanation of the problems indicated in the report. When the agency has failed to maintain compliance with all mandatory standards, the monitoring visit report and the agency response are submitted to the Commission on Accreditation for Corrections for review during a regular hearing. Agency representatives are advised of the date, time, and location of the review, and are invited to attend. At the discretion of the Commission, the agency may be placed in probationary status and a revisit conducted to determine if deficiencies have been corrected.

Revocation of Accreditation

If the Commission panel believes that an agency's failure to maintain continuous compliance with certain standards is detrimental to life, health, and safety of residents and staff, the Commission may place an agency on probation. Probationary status last for a specific period of time designated by the Commission at its next regularly schedule meeting. The Commission again reviews the program and considers removing the probationary status or revoking accreditation. When the agency corrects the deficiencies within the probationary status period and the corrections have been verified and accepted, the agency resumes its status as an accredited agency. An agency that does not satisfactorily correct the deficiencies may be withdrawn from accreditation.

Another condition that may result in a rehearing and consideration of revocation is following a significant event in an agency (i.e. major disturbance, death from other than natural causes or allegations of physical/sexual abuse of offenders). Failure to notify the Performance Based Standards & Expected Practices & Accreditation in a timely manner may result in suspension of the agency's accreditation. Once ACA is notified of the major event, the Director of Standards and Accreditation may consult with the Executive Committee of the Commission, who may request a monitoring visit. If a visit is warranted, ACA will notify the agency and a date will be established with the concurrence of the facility. The monitoring visit will take place within 14 days of this notification. The monitoring visit report will be sent to the Director of Standards within 7 days of the monitoring visit and then forwarded to the Executive Committee of the Commission. Following review of the report, a determination will be made by the Executive Committee as to whether revocation of accreditation is warranted. Prior to any rehearing, agency representatives will be notified, so that any issues may be addressed and responded to in writing.

Accreditation is revoked for the following reasons:

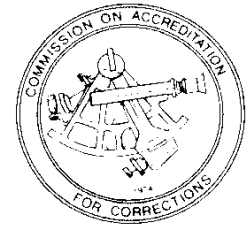
- Failure on the part of the agency to adhere to the provisions on the contract.
- Failure on the part of the agency to maintain continuous compliance with the standards at levels sufficient for accreditation.
- Intentional misrepresentation of facts, lack of good faith, or lack of deliberate speed or a concerted effort to progress in the accreditation process, including the implementation of plans of action.
- Failure to notify ACA of significant incidents in the annual report to the Commission.
- Adverse conditions of confinement that affect the life health, and/or safety of staff and offenders.
- Failure to comply with the conditions of probation or suspension.

Performance Based Standards & Expected Practices & Accreditation Department staff notify the agency in writing of the specific reasons identified by the Commission for the revocation hearing.

Expiration of Accredited Status

Accreditation is granted for a three year period. Unless the agency has applied for reaccreditation and completed activities in the process required for reaccreditation, the Commission withdraws the agency from Accreditation Status after this three year period.

For agencies in Accredited Status that are seeking subsequent accreditation, administrative extensions of Accredited Status may be granted under certain conditions. For example, relocation of the facility, staff turnover, and major renovations often warrant an extension. In these cases, a written request to the Director of Performance Based Standards & Expected Practices & Accreditation is required, outlining the reasons for extending the accreditation period. Agencies that fail to successfully complete an audit within the three year period, or do not receive an extension prior to their expiration date, are withdrawn from Accredited Status.



Visiting Committee Report and Hearing Minutes

CONFIDENTIALITY

The American Correctional Association and the Commission on Accreditation for Corrections do not disclose to external parties specific information contained in this Accreditation Report or information discussed in the Accreditation Hearing. The Association encourages all participating agencies to provide information to the media about their accreditation activities, including disclosure of the Self-Evaluation and Accreditation Report.

COMMISSION ON ACCREDITATION FOR CORRECTIONS

STANDARDS COMPLIANCE REACCREDITATION AUDIT

Maine Department of Corrections
Maine State Prison
Warren, Maine

October 21 - 23, 2019

VISITING COMMITTEE MEMBERS

Bonnie O'Brien, CCM, Chairperson
ACA Auditor

Renee Watkins
ACA Auditor

Curtis Moffat
ACA Auditor



Maine State Prison

A. Introduction

The audit of the Maine State Prison, Warren, Maine was conducted on October 21-23, 2019, by the following team: Bonnie O’Brien, Chairperson; Renee Watkins, Member; and Curtis Moffat, Member.

B. Facility Demographics

Rated Capacity:	1058
Actual Population:	993
Average Daily Population for the last 12 months:	1007
Average Length of Stay:	3 years, 3 months, 24 days
Security/Custody Level:	Maximum/Close, Medium, Minimum
Age Range of Offenders:	18-78 years
Gender:	Male
Full-Time Staff:	311 + 62 (WellPath) = 373
	7 Administrative, 29 Support, 32 Program, 203 Security, 62 Other (WellPath medical)
Part-time Staff:	1 Administrative
Vacancies:	40 as follows:

25 correctional officer; two correctional sergeant; one correctional acuity specialist; two teacher BS; one vocational trade instructor – BS; one unit manager; one correctional care and treatment worker; one assistant classification officer; one office associate II; one plant maintenance engineer I; one electrician II; one plumber supervisor; and two maintenance mechanic.

C. Facility Description

The Maine State Prison is situated at 807 Cushing Road, Warren, Maine, approximately 65 miles north of Portland, Maine. It is the only maximum-security facility in the state of Maine. A well-lit perimeter enhances security observation via video surveillance cameras and monitors. The grounds are attractive with well-maintained landscaping that includes trees, shrubbery, plants, flowers and the vegetable gardens. There are three separate housing units and other buildings that are provide a campus style layout.

The Special Management Unit houses the Intensive Mental Health Unit, an Administrative Controls Unit, and those prisoners held on administrative segregation or disciplinary status. All cells are single-occupancy and meet the required standards for space, seating, toilet/washbasin access, natural light, and out-of-cell recreation and services.

In-take prisoners are housed in the Close Unit in single-occupancy cells. There is a Living Unit within the Close Unit Building that houses those prisoners with intensive programming needs due to their patterns of negative behavior.

Medium and minimum custody prisoners are housed in the Medium Unit. Six of the seven pods are double bunked. The seventh pod is considered an honor pod and has single-occupancy cells.

The Maine Department of Corrections' stated mission "is to reduce the likelihood that juvenile and adult offenders will re-offend, by providing practices, programs and services which are evidence-based, and which hold the offenders accountable"

The primary mission of the Maine State Prison "is to protect the public by providing a safe, secure, and humane correctional environment for staff and the incarcerated offender. We further the mission and promote rehabilitation by providing work opportunities and a comprehensive treatment plan that encourages the offender to re-enter society as a law-abiding, productive citizen. Teamwork, professionalism and integrity are the foundation of the guiding principles and provide a path to our primary mission."

D. Pre-Audit Meeting

The team met on October 20, 2019, in Rockport, Maine to discuss the information provided by the Association staff and the officials from the Maine State Prison.

The chairperson divided standards into the following groups:

Standards #4-4344 to #4-4530 to Bonnie O'Brien, Chairperson
Standards #4-4171 to #4-4343 to Curtis Moffat, Member
Standards #4-4001 to #4-4169 to Renee Watkins, Member

E. The Audit Process

1. Transportation

The team was escorted to the facility by Wendell Atkinson, ACA Manager.

2. Entrance Interview

The audit team proceeded to the office of Matthew Magnusson, Warden. The team expressed the appreciation of the Association for the opportunity to be involved with the Maine State Prison in the accreditation process.

Wendell Atkinson, ACA Manager, escorted the team to the Conference Room where the formal entry meeting was held.

The following persons were in attendance:

Randall Liberty, Commissioner
Matthew Magnusson, Warden
Troy Ross, Deputy Warden

Anthony Cantillo, Deputy Warden
Robert Walden, Deputy Warden
Anthony Carlidge, Unit Manager
Scott, Harvey, Unit Manager
John Howlett, Captain
Daniel Ritter, Health Services Administrator
Jean Binette, Long Creek Health Services Administrator
Steven French, Food Service Manager
Marci Moody, Administrative Office Associate II (Scribe)
Austen Fenn, Administrative Office Associate II (Scribe)
Gail Allen, Warden's Secretary (Scribe)
Ryan Fries, Fire & Safety Captain
Wendell Atkinson, ACA Manager
Sherri Black, Performance Based Standards Specialist
Ken Lindsey, Industries Manager
Scott Drake, Captain, Shift Commander
Robert Costigan, Prison Administrative Coordinator
Angie Newhouse, Raining Director
Douglas Kennedy, Staff Development Coordinator
Harold Abbott, Captain
Jeanne Fales, Human Resources Manager
Anthony Petrino, Captain
Kristian Starkweather, Sergeant
Rebekah Mende, Vocational Trades (Photographer)
Gladys Cassese, Unit Manager

It was explained that the goal of the visiting team was to be as helpful and non-intrusive as possible during the conduct of the audit. The chairperson emphasized the goals of accreditation toward the efficiency and effectiveness of correctional systems throughout the United States. The audit schedule was also discussed at this time.

3. Facility Tour

The team toured the entire facility from 8:45 a.m. to 2:00 p.m. The following persons accompanied the team on the tour and responded to the team's questions concerning facility operations:

Matthew Magnusson, Warden
Anthony Cantillo, Deputy Warden
Randall Liberty, Commissioner
Wendell Atkinson, Accreditation Manager
Ryan Fries, Captain
Gail Allen, Warden's Secretary (Scribe)
Marcia Moody, Administrative Office Associate II (Scribe)
Austen Fenn, Administrative Office Associate II (Scribe)

Facility notices were posted throughout the facility where prisoners, staff and visitors could see them.

4. Conditions of Confinement/Quality of Life

During the tour, the team evaluated the conditions of confinement at the facility. The following narrative description of the relevant programmatic services and functional areas summarizes the findings regarding the quality of life.

Security:

The maximum-security facility operates within the expected procedures and design that the stated security and custody levels warrant. The Central Control operates the electronic facility entrances, sally ports, secure vestibules, cameras, and intercoms. There are two 14-foot chain link fences that are enhanced with a total of eight rolls of razor wire. An armed mobile patrol is utilized 24 hours a day. Approximately 200 cameras and metal detection are in place to assist with other security measures. Prisoners are issued movement passes and they, the prisoners, are subject to pat down searches upon entering or leaving an area.

Issued security equipment includes a duty belt with handcuffs and case, radio, Personal Distress Alarm, security keys, Mace and case, gloves with pouch, and a body camera.

Visitors to the facility report to the lobby and present valid identification, successfully pass through a metal detector, have their possessions checked for contraband, and be subject to a pat frisk prior to entering. On-duty staff are also required to present their possession for a contraband check and pass through the metal detector successfully.

The Central Control Center is staffed with at least two officers 24 hours a day. These officers are responsible for monitoring the fire suppression systems, smoke alarms, cameras, radio traffic, man-down alarms, intercom communication, and remotely controlling the access and egress into and throughout the facility.

Caustics, chemicals, security items, and chemical control agents were checked and found to be properly stored, inventoried and secured. The armory presented a well-organized procedure for access control, issuance

Environmental Conditions:

Both the exterior and the interior of the Maine State Prison is nicely landscaped and properly maintained. Staff are afforded suitable workspaces, proper equipment, tools, and supplies to perform their duties, a work-out room with various exercise equipment that is in working order, and separate male/female locker rooms that include showers.

The prisoner housing units and activity areas meet all required lighting, noise, and air circulation levels. Housing areas were noted to be clean and free of clutter. Prisoner property limits are enforced. The plumbing ratios for toilets, washbasins, and showers are within the stated limits, and the water temperatures were appropriate. When checked there were no plumbing problems noted. The ambient temperatures were comfortable and appropriate for the season.

There are multiple generators that are tested monthly to ensure that all necessary services can be maintained during an emergency. Additionally, the maintenance staff follow established preventative maintenance schedules to ensure the proper functioning of all machinery and equipment.

There was no evidence of active pest or vermin. The prison maintains service contracts for pest control.

Sanitation:

The Maine State Prison has a written housekeeping plan that seems to be stringently adhered to as the entire facility and all departments were noted to be exceptionally clean and well-maintained. There are daily, weekly and monthly inspections conducted by varying staff. The Department of Health conducts annual inspections and any noted deficiencies are immediately addressed and corrected.

Fire Safety:

The electronic fire detection system and automatic fire suppression system receive regular testing and maintenance as needed. All alarms are monitored on the central control annunciator panel and, in addition, the housing unit staff monitor their specific area alarms as well. Inmate housing and program areas are equipped with smoke detectors, fire pull stations and fire extinguishers. All of the Maine State Prison is fitted with a sprinkler system.

The prison is equipped with proper fire prevention, detection, and elimination equipment. The evacuation routes are properly certified and posted. Fire doors are marked, exit signs are lit and all exit paths and doors are free of obstruction.

Robert Manning, Public Safety Inspector II of the State Fire Marshal's Office, Department of Public Safety, conducted an inspection of the Maine State Prison on June 19, 2019 and he stated, "The building was found to be in substantial compliance with the NFPA [National Fire Protection Association] 101 Life Safety Code 2009 edition and was found to be acceptable for its intended use."

Food Service:

The departmental food service department is managed with seven employees and 62 prisoner workers. A registered dietician approves the six-week cyclic menu that provides 2200 calories per day. The average cost per tray is \$1.40. The four dining halls have a combined maximum capacity of 355 persons. Currently more than one-quarter of the population are receiving special diets. There are 63 religious diets and 84 medical diets. All diets are monitored for compliance.

Sondra Clark, of the Maine Department of Health and Human Services conducted a health inspection on August 15, 2019. Noted concerns or deficiencies were addressed.

The food preparation and storage areas were toured by the audit team. The team was pleased with the cleanliness of the food service department overall. All workers were observed following proper hygiene and safety protocol. Temperatures and temperature logs were checked and no concerns regarding food storage were found. All kitchen tools and sharps were properly accounted for with satisfactory inventories and control measures. Meal temperatures on the line were noted to be within the expected serving ranges.

Medical Care:

The previous healthcare provider, Correct Care Solutions, was bought and then merged with WellPath, who is the current healthcare provider. There are nearly 80 healthcare provider positions to include all aspect of health care – mental health, nursing, clinical, infirmary, administrative, per diem/seasonal, dental, and behavioral. For the full-time medical department there is one administrator, one medical director, two nurse administrators, 17.6 registered nurses, 2.5 licensed practical nurses, one nurse practitioner, four clerical/secretarial, one medical records clerk, one medical assistant, 4.2 certified nursing assistants, and 2.8 certified nursing assistant medical technicians. Medical licenses and certifications were documented as being current.

Upon arrival, prisoners receive an initial screening, to include a skin check, within four hours. Necessary health appraisals are conducted within 14 days. Health records are reviewed within 30 days for all prisoners who are received with no known medical problems. All appraisals are reviewed and signed by the doctor or a mid-level provider.

Health education is provided to the population both upon arrival to the prison and continuously throughout encounters with medical providers. The health education is provided orally on patient-specific conditions, through pamphlets, and through posters.

There is no medical housing, but there are two hospice rooms that provide a total of three patient beds. There is also a five-room infirmary that consists of four single occupancy rooms and one triple occupancy room. Each room has their toilet and washbasin. There are three showers for the infirmary patients to use. The infirmary and hospice units have 24/7 registered nursing coverage and are always within sight and sound of staff. A nursing protocol is available on the nurse's station in print and on-line.

Prisoners who desire health care access same by submitting a sick call slip in the medical deposit boxes in the dorms. Evening medical staff collect and triage them daily. Prisoners are also allowed to present their sick call slips to staff at the pill call window and during housing unit medication pass. All requests are seen within 48 hours, most within 24 hours. Of the average 40 sick call slips collected daily, 20 of those are for sick call encounters and the others are communication matters with various medical staff. There is a \$5.00 copy for self-initiated, non-emergent sick call encounters. Prisoners who are referred to the doctor or mid-level provider for routine matters are seen within four-five days. Urgent matters are seen sooner.

The emergency room is equipped with EKG, oxygen, suction, AED, Narcan, jump bags, striker stretcher, transport chairs, and other essential first responder supplies.

Lab Corp provides the lab processing services Monday through Friday. The prison staff draws and spins the lab specimens and stores until the daily pick up. Electronic reports are received within 24 hours for normal results. Abnormal results are phoned to the prison and followed up with a fax. Stat labs are processed at the local hospital, Pen Bay, which is about ten miles away.

X-ray services are contracted with Mobile-X. They are on site each week on Tuesdays and Thursdays and for state requests. X-ray results are provided to the prison within 24 hours via fax, computer, and telephone if necessary.

The Director of Nursing coordinates the communicable disease and infection control plan, which follows the guidelines of an approved written control plan. The prison TB surveillance program includes mandatory annual testing of all staff and prisoners. The multi-use vials are dated when opened and discarded after 30 days. A log is maintained to reflect the positive lab results for TB, MRSA, chicken pox, and STDs. There are two negative pressure rooms that are tested weekly when unoccupied, or on each shift during occupancy. A written plan for isolation is followed for all prisoners who are identified as having communicable disease. All bio-hazard waste is collected, secured, and picked up twice a month, or more if needed, by Steri-cycle, the contract vendor.

Chronic care clinics at the Maine State Prison include hypertension/cardiac, diabetes, hep C, HIV/AIDS, Gerd, asthma (COPD), withdrawal/substance abuse, seizure (Neuro), acute care, pulmonary, and chronic pain, In-house specialty clinics are provided for optometry, physical therapy, oral surgery, and dentist.

At the time of the audit, telehealth was not used for medical services, but it was reported that it was to be in use soon for chronic care monitoring and medication assisted therapy. Outside referrals completed this year to date was reported as 779 with only ten consults outstanding. Emergency referrals are sent to the nearest hospital, Pen Bay (ten miles); main general referrals are sent to Augusta (one hour away), and the more complex cases are referred to Portland or Bangor, both of which are nearly two hours away.

There are eight AEDs and 100 PPE kits, and first aid kits strategically located throughout the prison. The kits are security-sealed and, when the seal is broken, security staff exchanges the opened kit for a fully stocked, security-sealed kit.

An on-site pharmacy stores bulk stock medication that are received from the formulary pharmacy, Diamond. Medications are delivered Tuesdays through Saturdays. Stat pharmacy orders are filled at Jensen's Drug Store, about ten miles away. Prescription medications are dispensed at housing unit medication windows, or cell-side from the medication cart in special management housing three times each day – 6:30 a.m., 11:30 a.m., and 6:30 p.m. The diabetics report to the medication clinic for testing and insulin coverage. All controlled meds are perpetually inventoried by two licensed health staff from entry into the prison until issuance or destruction. Dispensing of the controlled meds involves crushing if allowable. Destruction of expired and/or discontinued medications is with the Cactus – a dry sink system that neutralizes the active ingredients while storing the medication residue in a security container. Medication and sharps/ tools were observed to be counted at shift change with no errors noted.

Segregation assessments at time of admission are conducted, as are daily visits by medical staff to the segregation unit. Continuity of care is arranged at the time of prisoner release. The WellPath medical staff have alcohol/drug withdrawal guidelines to follow. Internal and external peer reviews are conducted as required. The multi-disciplinary team meets quarterly to discuss infection control issues and trends with identify administrative staff to include security members. The quality improvement committee identify areas for improvement, write correction action plans for same, and provide evidence that the corrective action plans were enacted.

A medical restraint policy allows for the doctor, psychiatrist, psychologist, or nurse practitioner to authorize the use of restraints.

Of the four reported deaths, one was a natural death due to cancer, two others were under hospice care for medical conditions, and the fourth was seizure related.

The medical clinic and infirmary area are small with limited space; however, there has been found a space for each provider, support staff and storage. The medical department was clean and provided natural light to patient areas.

Dental

Prisoners are screened for dental issues upon their arrival at the prison and receive full dental exams within 30 days. The full-time staff include a dentist, a dental assistant, and a hygienist. An oral surgeon works one day per week, and a denturist is on contract outside of the WellPath services. The dental clinic is open Mondays through Fridays from 7:00 a.m. until 3:00 p.m. There is a \$5.00 co-pay. An established emergency protocol is on file with the medical professionals. There are three dental chairs and an autoclave. All dental tools are cleaned after each use. Weekly spore testing is done with results on file. A review of same revealed no positive results. The dental clinic can perform cleanings, x-rays, extractions, fillings, caps/crowns, partials, dentures, and complex procedures, thanks to the on-site oral surgeon. A visual inspection of the dental unit satisfied the auditor that all dental tools were properly safeguarded with correct inventories, the unit was properly clean, and all tools and areas sanitized as required. There was no backlog of specialty consults. Requests for sick call contacts were processed daily.

Mental Health (Behavioral Health)

All providers are employees of the WellPath organization. There are two psychologists, two psychiatrists, and 7.6 social workers with master's degrees. There are currently two vacancies. The clinic hours are from 7:30 a.m. until 6:00 p.m. supplemented by on-call staff. Telehealth services are utilized. The number of prisoners with special needs who are on the mental health caseload is 531, with over 500 contacts being made monthly. An average of 45 active patients are seen each month with more frequent as needed. Those who are prescribed psychotropics is 273 with another 35 taking other mental health medications. Counseling services include individual, group, crisis intervention, substance abuse, monthly, and follow-ups. The behavioral health staff make weekly visits to the restricted housing areas and as needed upon admission. The use of restraints for mental health purposes can be authorized by master's level clinicians and providers. Suicide prevention/intervention training is provided annually. A log is maintained for tracking suicides/attempts/precautions.

Recreation:

Opportunities for recreation include a very nice indoor gymnasium, pool room with three pool tables, a music room, a weight room, an outside ball field, and a general recreation field. Structured team activities are basketball, softball, volleyball, soccer, handball, and horseshoes. There are organized group events as well as opportunities for individual activity. More sedentary activities include reading, television viewing, cards, and an assortment of table games. Prisoners who are on restriction or special housing do receive the minimum allotment of exercise hours outside of their cells.

The drummer from local band, Phish, conducts percussion classes for those interested in learning or advancing their musical skill.

Barbering services are provided through the recreation department.

Religious Programming:

Prisoners are afforded the opportunity to practice their faith of choice (as recognized by the Maine Department of Corrections). Recognized religious groups have scheduled study periods and religious/worship times. Religious items that have been pre-approved are available through the Chaplain's office via personal purchase through approved vendors. The chaplains do provide religious services in the housing units for those prisoners who are on restricted movement.

Offender Work Programs:

The Maine State Prison uses prisoners in all the usual prison upkeep positions, to wit: housekeeping, maintenance, laundry, clerks, recreation, etc. There is also the greenhouse, recycling, hazmat, and landscaping.

Academic and Vocational Education:

The education department is supervised by an Education Coordinator. There are three certified educational teachers (includes one vacancy), one vocational trades instructor, one program coordinator, and one adjunct faculty member from the University of Maine at August. Programs include ABE, HiSET (high school equivalency test) classes, college readiness, business basics, tutoring, sign language, German conversation, and more. Compensation for successful academic education participation is \$50.00 for each completed certificate and final test for a possible total of \$300.00. During 2018 there were 31 high school diploma achievements. To date in 2019 there have been 24 high school diploma achievements. Prisoners who are under movement restriction are provided educational services in the housing area. The enthusiasm that the Education Coordinator displayed when describing the many varied programs in operation in the activities building was a delight to see.

Vocational opportunities and programs include:

- A 14-week Master Gardener class that was taught by a professor and other experts from the Maine Cooperative Extension Service. The class was limited to 20 participants and required a 250-word essay explaining why an individual wanted to be selected. Class topics included soils, botany, plant diseases, insect management, and good agricultural practices. Fifteen certifications have been awarded this year.

- A 16-week Culinary Arts class also required a 250-word essay as a pre-requisite to determine eligibility. The class was taught by a locally acclaimed chef and included restaurant-grade training that taught basic to mid-level techniques within the kitchen for potential career employment. ServSafe certification is available for successful participants, of which there were 54 to date in 2019.
- A 16-week NCCER (National Center for Construction Education and Research) training was offered which provided the ability to become credentialled through an on-line testing and registry system. Hands-on training was provided to those deemed suitable for the class. There was a 250-word essay required explaining why one should be chosen. Seventeen certificates have been awarded so far in 2019.
- There is introductory beekeeping that includes learning about the hives, managing the bees, and collecting and processing the honey for consumption. Entry included the need of a 250-word essay explaining why would like to be selected for the class. Of the 25 participants this past season, only six were removed due to their refusal to visit the beehives which is required of all beekeeping workers. Nine certificates were awarded in 2019.
- A 24-hour class on Soil Health/Composting was taught by members from the Maine Cooperative Extension Services, a retired University of Maine Professor, and the Maine D.E.P. The class was limited to 18 and required a 250-word essay be submitted that indicated interest. The biology of composting and a business model for selling compost were part of the lesson plan. Sixteen certificates have been awarded this year.
- A two-day class on Pesticide Application qualified participants for a Private Pesticide Applicator license. The 250-word essay is required of the applicants.
- A Bio-Cleaning class.
- To date, seven yoga instructor certifications have been earned in 2019.
- The American Vet Dog Handlers class is a 4,000-hour course. There have been no certificates earned yet this year.

Social Services:

The Classification Committee conducts initial intakes which the Unit Management Team will use during evaluations for cell assignments, job placement, needs assessments, risk evaluations, and program participation.

The Correctional Care and Treatment Workers will work with the prisoners to provide person-centered programming that may include group treatment approaches.

Programming offerings include: Psychology of Incarceration (an 8-week program), Thinking for a Change, Challenge Program, Sober Life Series, Start Now (a 16-week skills program for those with behavioral disorders and the associated behavioral problems), Outpatient Mental Health (mental health clinicians), Substance Abuse, and Hospice care.

There are stated program goals and objects in the Substance Abuse Treatment Program at Maine State Prison. Treatment methods include group and individual services. There is a residential component to further assist those who are working towards their recovery. The Clean-Living Pod that provides peer-support for those who desire successful transition from incarceration to a substance-free environment. There is an application process to be a participant in the Clean-Living Pod.

A Prisoner dog program, known as “K-9 Corrections”, is focused on changing one troubled dog at a time until they are well-adjusted, adoptable dogs. The dogs are in training for 6-16 weeks; each dog has two handlers. There are two meetings each week for handler training.

The Veteran’s pod has programs specific to veterans, two of which are the America’s Vet Dog program and the Acceptance Commitment Therapy program. In the Vet Dog program, prisoners learn how to train dogs that are to be paired up with veterans with disabilities. The Acceptance Commitment Therapy program is designed to help individuals accept trauma and its resulting impact. The Veterans also enjoy a fly-tying group, a book club, and a writing class. The Veterans can benefit from meetings with representatives from the VA that assist with their re-entry needs.

The Correctional Care and Treatment Workers also assist the prisoners with marriage requests, and renewal of their driver’s licenses.

Visitation:

Prisoners who are housed in general population with a medium custody rating are offered visits on Saturdays only from 6:40 p.m. until 8:40 p.m. All other visitation hours are on Thursdays, Fridays, Saturdays, and Sundays from 8:30 a.m. until 10:30 a.m. and from 1:30 p.m. until 3:30 p.m. Visitors must be pre-approved, and visits are to be pre-scheduled. The number of visits allowed per week are determined by the prisoner’s level rating and security status. The visiting room provides ample room for table visiting with up to three individuals. There are lockers available for visitor’s property that cannot be taken into the visitation area. There is a brightly colored area designed to enhance the visiting experience for children. There are no vending machines due to the short time frame of the visits.

Library Services:

The Librarian has a master's in library sciences who provides a very efficient service. The general library has over 5,000 reading volumes that are supplemented with approximately 20 magazine and newspaper subscriptions. The Prisoners may sign out books, but magazines and newspapers must be viewed there in the library. The general library had a pleasant atmosphere, being roomy with inviting areas to sit and read. Prisoners have access to the library during their scheduled recreation times. For prisoners whose movement to the library (which is in the Activities Building) is restricted, mobile book carts are available in the housing units, the contents of which are rotated monthly.

There is a small legal research library with one non-certified legal clerk. There are four closed-circuit computer stations that provide access to the Lexis Nexis legal software. Legal copies can be made for a charge of \$.25 per copy. Notary services are provided the Unit Caseworker (Correctional Care and Treatment Worker).

Laundry:

A large, very clean and well-organized central laundry utilizes prisoner workers under staff supervision to clean state clothing, linen, and bedding for the population. Prisoners who are assigned to the Medium, G-Pod housing unit have washing machines and dryers so they can launder their clothing in-house. The laundry operates Mondays through Fridays on the day shift only.

F. Examination of Records

Following the facility tour, the team proceeded to the Nelson G. Riley Conference Room to review the accreditation files and evaluate compliance levels of the policies and procedures. The facility has no notices of non-compliance with local, state, or federal laws or regulations.

1. Litigation

Over the last three years, the facility had no consent decrees, class action lawsuits or adverse judgments.

2. Significant Incidents/Outcome Measures

The Significant Incident Summary revealed only eight offender-on-offender assaults for the reporting period of Jan-Sept 2019, which is well within the expected number for a facility of this size and population.

The Health Care Outcome Measures were reported for the time frame of Oct 2018 – Sept 2019. The information provided appears to reflect a positive patient care routine with effective control measures that limit negative results.

Regarding 2A-1, one license lapsed due to the employee being the hospital during the renewal period. Both licenses were renewed before the employees returned to work. Section 3A-1, both favorable grievances were regarding KOP medication distribution delays. The two suicides referenced in 4A-03 were affected by hanging and self-inflicted cutting. During the previous months there were six deaths (5B). There was one serious medication error resulting from when an anti-rejection medication was put on hold and it was left on hold in error. The patient is reported to have not been harmed and the medication was restarted. A process change was made to the electronic medication ordering system with copies of the medication orders now being faxed to the pill windows in an effort to improve communication regarding the medication orders.

3. Departmental Visits

Team members revisited the following departments to review conditions relating to departmental policy and operations:

<u>Department Revisited</u>	<u>Person(s) Contacted</u>
Medical	Jean Binette, RN, CPN, Long Creek HAS Danielle Barley, RN, MSN, Director of Nursing Daniel Ritter, Health Services Administrator Shannon Rose, Administrative Assistant Robin Hodges, Regional Behavior Health Director
Infirmary	Officer Reid Officer Pease Ona Chadwick, Licensed Practical Nurse

4. Shifts

a. Day Shift (6:00 a.m. – 6:20 p.m.)

The team was present at the facility during the day shift from 8:00 a.m. to 6:00 p.m.

<u>Departments Visited</u>	<u>Staff Contacted</u>
Front Gate	Kevin Peek, Correctional Officer
Business Office	Melissa Gallace, Accounting Analyst Shelby Miley, Accounting Associate Allison Libby, Accounting Associate
Human Resources	Jeanee Fales, Human Resources Manager

Armory/Firearms	Mark Clevette, Corr. Sgt. Firearms Instr.
SOG Turn-Out Room	Kyle Ruffner, Correctional Sergeant
Training	Doug Kennedy, Staff Develop. Coord. Angie Newhouse, Director of Training Joseph Theriault, Cadre Captain
Garage/Auto Mech.	Josh Meserve, Voc. Trades Instr.
Maintenance Shops	Bob Boynton, Plant Maint. Engineer John Sylvester, Superintendent
Boiler Room	Maynard Stanley, Boiler Engineer
Generator Room	Maynard Stanley, Boiler Engineer
Warehouse	Kent Moshier, Steward
Quartermaster	
Sally Port Gate	Chad Benner, Correctional Officer
Shift Commander Office	Andrew Ames, Detective
Central Control	Anthony Petrino, Correctional Captain Chris Davidson, Adjunct Firearms Instr.
Receiving/Intake	Stacey Crafford, Assist. Class. Officer
Property	Casey Chadwick, Correctional Officer
Food Services/Kitchen	Steven French, Food Service Manager Rodger Cordes, Cook Supervisor James Casella, Correctional Officer Ryan Bushey, Cook Chelsea Colburn, Cook
Staff Dining	Stephen Pease, CAS
Chow Hall #4	Levi Mason, Correctional Officer
Chow Hall #3	Caleb Pease, Correctional Officer
Laundry	Walter Robinson, Sgt., Laundry Supervisor

Industries	Adam Robinson, Wood Shop Supervisor Ken Lindsey, Industries Manager Darryl Curtis, Tool Crib Supervisor Chuck Thayer, Correctional Officer Dean Leonard, Wood Shop Supervisor
Activities Building	Matthew Gerrish, Correctional Officer Curtiss Doyle, Sargeant Harold Abbott, Captain Michael Fournier, Recreational Therapist
Chapel	Kevan Fortier, Chaplain
Library	Jacqueline Weddle, Librarian
Ice Cream Annex	(Inmate operated)
Barber Shop	
Education	Kathrene Getz, Education Coordinator
Greenhouse	Ryan Fries, Captain
Special Investigations & Intelligence	Lidia Burnham, Lieutenant, Commander David Miller, Corporal
500 Building (General)	John Howlett, Captain Dennis Duperre, Sergeant William Sewall, Correctional Officer Christian Vitale, Correctional Officer
500 Building (B Pod)	Joseph Morry, Correctional Officer
500 Building (C Pod)	Joshua McLean, Correctional Officer Christopher Morry, Correctional Officer
500 Building (D Pod)	Jake Simmons, Correctional Officer Oral Bennett, Correctional Officer Bryan Guay, Correctional Officer
Close Unit	Christopher Morry, Correctional Officer Christian Vitale, Correctional Officer Carleton Grey, Correctional Officer John Howlett, Captain Denis Duperre, Sergeant Maria Lowe, Corr. Care/Treatment Worker

Close Unit (cont.)	Heather Richardson, Corr. Care/Treatment
Intensive Mental Health Unit	Lewis Slagle, Corr. Acuity Specialist Tony Carlidge, Unit Manager
Special Management Unit	Michael LeClair, Correctional Officer Donaven Dodge, Correctional Officer Gladys Cassese, Unit Manager
Special Intelligence/Inves.	Robert Bowen, Corporal, K-9 Handler

- b. Evening Shift (not applicable)
- c. Night Shift (6:00 p.m. – 6:20 a.m.)

The team was present at the facility during the night shift from 6:00 p.m. to 7:30 p.m.

<u>Departments Visited</u>	<u>Staff Contacted</u>
Medical	Daniel Ritter, Health Services Administrator Daniel Barley, Director of Nursing Brooklynn Rose, Assist. Director of Nursing Brian Castonguay, Regional Manager Jenna Carlson, Registered Nurse Mary Cox, Registered Nurse Ann Harrison-Billat, Registered Nurse Jessica Stowell, Registered Nurse Dr. Robert Clinton, Regional Medical Dir.

5. Status of Previously Non-compliant Standards/Plans of Action

The team reviewed the status of standards previously found non-compliant, for which a waiver was not granted, and found the following:

Standard #4-4052 The facility was able to improve their vacancy rate to above 10% for all 18-month periods. This standard is now in compliance.

G. Interviews

During the course of the audit, team members met with both staff and offenders to verify observations and/or to clarify questions concerning facility operations.

1. Offender Interviews

There was one request directed to ACA that was provided to the audit team. Upon arriving at the Maine State Prison, it was determined that this prisoner had been paroled prior to the scheduled audit. Upon the audit team's arrival at the Maine State Prison one prisoner made a request to speak with an auditor. Upon interview the prisoner's concerns were acknowledged, although none of them were outside the realm of administration having the right to manage and did not require any intervention by the auditors on behalf of ACA.

There were approximately 48 unscheduled prisoner contacts during the audit. All prisoners stated that they felt safe, were familiar with how to access health care and the grievance system, had participated in fire/emergency drills, and were participating in their recommended or voluntary work assignments and/or programs.

2. Staff Interviews

Ninety-two staff contacts/interviews were recorded during the audit. Staff were professional and displayed working knowledge of their posts, facility and departmental policies and procedures, and their willingness to do their job to the best of their abilities. All staff reported that they felt their training had properly prepared them for their job duties, that their work environment was safe, and that administration was approachable.

H. Exit Discussion

The exit interview was held at 11:30 a.m. in the Visiting Room with the Warden and 104 staff in attendance.

The following persons were also in attendance:

Rusty Worcester, Director, Bolduc Correctional Facility
Shane Blakely, Assistant Director, Bolduc Correctional Facility
Ryan Anderson, Central Office Manager Correctional Operations
Will Teer, Central Office, Departmental ACA Manager
Cheryl Preble, Accreditation Manager, Mountain View Corr. Facility
Vicki Burbank, Accreditation Manager, Maine Correctional Center
Tom Olson, Accreditation Manager, Long Creek Youth Develop. Center
Gary LaPlante, Central Office Director of Operations
Holly Howieson, Central Office Health Services Coordinator
Brianna Joy, Central Office Nurse III
Conner McFarland, Central Office PREA Coordinator

The chairperson explained the procedures that would follow the audit. The team discussed the compliance levels of the mandatory and non-mandatory standards and reviewed their individual findings with the group.

The chairperson expressed appreciation for the cooperation of everyone concerned and congratulated the facility team for the progress made and encouraged them to continue to strive toward even further professionalism within the correctional field.

ADDITIONAL COMMENTS

The Maine State Prison collaborated with the Midcoast Habitat for Humanity to have prisoners construct two sheds.

The composting program used kitchen scraps and food waste to make 10.396 tons of compost in 2017, 13.693 tons in 2018, and 11.5 tons to date in 2019.

The annual vegetable donation program has continued as an effective program since 2016 when 881 pounds of fresh vegetables were donated to the Rockland Salvation Army. In 2017, 613 pounds of fresh vegetables were donated to the Rockland Food Pantry, and in 2018 918 pounds of fresh vegetables were donated to the Rockland Food Pantry and the Veteran's home. To date in 2019 there has been 1,689.5 pounds of fresh vegetables donated to the Bread of Life Food Pantry, the Rockland Food Pantry, and various Men and Women's Shelters.

AMERICAN CORRECTIONAL ASSOCIATION
AND THE
COMMISSION ON ACCREDITATION FOR CORRECTIONS

COMPLIANCE TALLY

Manual Type	Adult Correctional Institutions, 4 th Edition	
Supplement	2016 Standards Supplement	
Facility/Program	Maine State Prison	
Audit Dates	October 21 - 23, 2019	
Auditor(s)	Bonnie O'Brien, Chairperson Curtis Moffat, Members Renee Watkins, Member	
	MANDATORY	NON-MANDATORY
Number of Standards in Manual	62	465
Number Not Applicable	2	21
Number Applicable	60	444
Number Non-Compliance	0	0
Number in Compliance	60	444
Percentage (%) of Compliance	100%	100%
<ul style="list-style-type: none"> ● Number of Standards minus Number of Not Applicable equals Number Applicable ● Number Applicable minus Number Non-Compliance equals Number Compliance ● Number Compliance divided by Number Applicable equals Percentage of Compliance 		

COMMISSION ON ACCREDITATION FOR CORRECTIONS

Maine Department of Corrections
Maine State Prison
Warren, Maine

October 21 - 23, 2019

Visiting Committee Findings

Mandatory Standards

Not Applicable

Standard #4-4306

WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT ADJUDICATED DELINQUENT OFFENDERS AND YOUTHS CHARGED WITH OFFENSES THAT WOULD NOT BE CRIMES IF COMMITTED BY ADULTS DO NOT RESIDE IN THE INSTITUTION

FINDINGS:

The Maine State Prison does not house youthful offenders.

Standard #4-4353

IF FEMALE OFFENDERS ARE HOUSED, ACCESS TO PREGNANCY MANAGEMENT IS SPECIFIC AS IT RELATES TO THE FOLLOWING:

- PREGNANCY TESTING
- ROUTINE PRENATAL CARE
- HIGH-RISK PRENATAL CARE
- MANAGEMENT OF THE CHEMICALLY ADDICTED PREGNANT INMATE
- POSTPARTUM FOLLOW-UP
- UNLESS MANDATED BY STATE LAW, BIRTH CERTIFICATES/REGISTRY DOES NOT LIST A CORRECTIONAL FACILITY AS
- THE PLACE OF BIRTH

FINDINGS:

The Maine State Prison does not house female offenders.

COMMISSION ON ACCREDITATION FOR CORRECTIONS

Maine Department of Corrections
Maine State Prison
Warren, Maine

October 21 - 23, 2019

Visiting Committee Findings

Non-Mandatory Standards

Not Applicable

Standard #4-4137-1

(NEW CONSTRUCTION AFTER JUNE 2014). INMATES HAVE ACCESS TO TOILETS AND HAND-WASHING FACILITIES 24-HOURS PER DAY AND ARE ABLE TO USE TOILET FACILITIES WITHOUT STAFF ASSISTANCE WHEN THEY ARE CONFINED IN THEIR CELLS/SLEEPING AREAS. TOILETS ARE PROVIDED AT A MINIMUM RATIO OF 1 FOR EVERY 12 INMATES IN MALE FACILITIES AND 1 FOR EVERY 8 INMATES IN FEMALE FACILITIES. URINALS MAY BE SUBSTITUTED FOR UP TO ONE-HALF OF THE TOILETS IN MALE FACILITIES. ALL HOUSING UNITS WITH 3 OR MORE INMATES HAVE A MINIMUM OF 2 TOILETS. THESE RATIOS APPLY UNLESS ANY APPLICABLE BUILDING OR HEALTH CODES REQUIRE ADDITIONAL FIXTURES.

FINDINGS:

The Maine State Prison is not new construction.

Standard #4-4138-1

(NEW CONSTRUCTION AFTER JUNE 2014). INMATES HAVE ACCESS TO OPERABLE WASHBASINS WITH HOT AND COLD RUNNING WATER IN THE HOUSING UNITS AT A MINIMUM RATIO OF 1 BASIN FOR EVERY 12 OCCUPANTS. THESE RATIOS APPLY UNLESS ANY APPLICABLE BUILDING OR HEALTH CODES REQUIRE ADDITIONAL FIXTURES.

FINDINGS:

The Maine State Prison is not new construction.

Standard #4-4139-1

(NEW CONSTRUCTION AFTER JUNE 2014). INMATES HAVE ACCESS TO OPERABLE SHOWERS WITH TEMPERATURE-CONTROLLED HOT AND COLD RUNNING WATER, AT A MINIMUM RATIO OF ONE SHOWER FOR EVERY TWELVE INMATES, UNLESS APPLICABLE CODES REQUIRE ADDITIONAL FIXTURES. WATER FOR SHOWERS IS THERMOSTATICALLY CONTROLLED TO TEMPERATURES RANGING FROM 100 DEGREES FAHRENHEIT TO 120 DEGREES FAHRENHEIT TO ENSURE THE SAFETY OF INMATES AND PROMOTE HYGIENIC PRACTICES.

FINDINGS:

The Maine State Prison is not new construction.

Standard #4-4147-2

(NEW CONSTRUCTION OR RENOVATION AFTER JUNE 1, 2014). EACH DORMITORY PROVIDES INMATES WITH ACCESS TO NATURAL LIGHT BY MEANS OF AT LEAST 12 SQUARE FEET, PLUS TWO ADDITIONAL SQUARE FEET OF TRANSPARENT GLAZING PER INMATE IN THE DORMITORY.

FINDINGS:

The Maine State Prison is not new construction.

Standard #4-4181

(NEW CONSTRUCTION OR RENOVATION AFTER JUNE 1, 2014). EACH DORMITORY PROVIDES INMATES WITH ACCESS TO NATURAL LIGHT BY MEANS OF AT LEAST 12 SQUARE FEET, PLUS TWO ADDITIONAL SQUARE FEET OF TRANSPARENT GLAZING PER INMATE IN THE DORMITORY

FINDINGS:

The Maine State Prison does not house female offenders.

Standard #4-4190-1

WRITTEN POLICY, PROCEDURE AND PRACTICE, IN GENERAL, PROHIBIT THE USE OF RESTRAINTS ON FEMALE OFFENDERS DURING ACTIVE LABOR AND THE DELIVERY OF A CHILD. ANY DEVIATION FROM THE PROHIBITION REQUIRES APPROVAL BY, AND GUIDANCE ON, METHODOLOGY FROM THE MEDICAL AUTHORITY AND IS BASED ON DOCUMENTED SERIOUS SECURITY RISKS.

THE MEDICAL AUTHORITY PROVIDES GUIDANCE ON THE USE OF RESTRAINTS ON PREGNANT OFFENDERS PRIOR TO ACTIVE LABOR AND DELIVERY.

FINDINGS:

The Maine State Prison does not house female offenders.

Standard #4-4278

WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT MALE AND FEMALE INMATES HOUSED IN THE SAME INSTITUTION HAVE SEPARATE SLEEPING QUARTERS BUT EQUAL ACCESS TO ALL AVAILABLE SERVICES AND PROGRAMS. NEITHER SEX IS DENIED OPPORTUNITIES SOLELY ON THE BASIS OF THEIR SMALLER NUMBER IN THE POPULATION.

FINDINGS:

The Maine State Prison does not house female offenders.

Standard #4-4307

IF YOUTHFUL OFFENDERS ARE HOUSED IN THE FACILITY, WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT THEY ARE HOUSED IN A SPECIALIZED UNIT FOR YOUTHFUL OFFENDERS EXCEPT WHEN:

- A VIOLENT, PREDATORY YOUTHFUL OFFENDER POSES AN UNDUE RISK OF HARM TO OTHERS WITHIN THE SPECIALIZED UNIT; AND/OR
- A QUALIFIED MEDICAL OR MENTAL-HEALTH SPECIALIST DOCUMENTS THAT THE YOUTHFUL OFFENDER WOULD BENEFIT FROM PLACEMENT OUTSIDE THE UNIT

WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR THE PREPARATION OF A WRITTEN STATEMENT OF THE SPECIFIC REASONS FOR HOUSING A YOUTHFUL OFFENDER OUTSIDE THE SPECIALIZED UNIT AND A CASE-MANAGEMENT PLAN SPECIFYING WHAT BEHAVIORS NEED TO BE MODIFIED AND HOW THE YOUTHFUL OFFENDER MAY RETURN TO THE UNIT. THE STATEMENT OF REASONS AND CASE-MANAGEMENT PLAN MUST BE APPROVED BY THE WARDEN OR HIS OR HER DESIGNEE. CASES ARE REVIEWED AT LEAST QUARTERLY BY THE CASE MANAGER, THE WARDEN OR HIS OR HER DESIGNEE, AND THE YOUTHFUL OFFENDER TO DETERMINE WHETHER A YOUTHFUL OFFENDER SHOULD BE RETURNED TO THE SPECIALIZED UNIT.

FINDINGS:

The Maine State Prison does not house youthful offenders.

Standard #4-4308

WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR THE DIRECT SUPERVISION OF YOUTHFUL OFFENDERS HOUSED IN THE SPECIALIZED UNIT TO ENSURE SAFETY AND SECURITY.

FINDINGS:

The Maine State Prison does not house youthful offenders.

Standard #4-4309

WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR CLASSIFICATION PLANS FOR YOUTHFUL OFFENDERS THAT DETERMINE LEVEL OF RISK AND PROGRAM NEEDS DEVELOPMENTALLY APPROPRIATE FOR ADOLESCENTS. CLASSIFICATION PLANS SHALL INCLUDE CONSIDERATION OF PHYSICAL, MENTAL, SOCIAL, AND EDUCATIONAL MATURITY OF THE YOUTHFUL OFFENDER.

FINDINGS:

The Maine State Prison does not house youthful offenders.

Standard #4-4310

WRITTEN POLICY, PROCEDURE, AND PRACTICE REQUIRE THAT ADEQUATE PROGRAM SPACE BE PROVIDED TO MEET THE PHYSICAL, SOCIAL, AND EMOTIONAL NEEDS OF YOUTHFUL OFFENDER AND ALLOWS FOR THEIR PERSONAL INTERACTIONS AND GROUP-ORIENTED ACTIVITIES.

FINDINGS:

The Maine State Prison does not house youthful offenders.

Standard #4-4311

WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT YOUTHFUL OFFENDERS IN THE SPECIALIZED UNIT FOR YOUTHFUL OFFENDERS HAVE NO MORE THAN INCIDENTAL SIGHT OR SOUND CONTACT WITH ADULT OFFENDERS FROM OUTSIDE THE UNIT IN LIVING, PROGRAM, DINING, OR OTHER COMMON AREAS OF THE FACILITY.

ANY OTHER SIGHT OR SOUND CONTACT IS MINIMIZED, BRIEF, AND IN CONFORMANCE WITH APPLICABLE LEGAL REQUIREMENTS.

FINDINGS:

The Maine State Prison does not house youthful offenders.

Standard #4-4312

WRITTEN POLICY, PROCEDURE, AND PRACTICE REQUIRE THAT PROGRAM PERSONNEL WHO WORK WITH YOUTHFUL OFFENDERS FROM THE SPECIALIZED UNIT BE TRAINED IN THE DEVELOPMENTAL, SAFETY, AND OTHER SPECIFIC NEEDS OF YOUTHFUL OFFENDERS. WRITTEN JOB DESCRIPTIONS AND QUALIFICATIONS REQUIRE TRAINING FOR STAFF SPECIFICALLY ASSIGNED TO THE UNIT OR STAFF THAT IS RESPONSIBLE FOR PROGRAMMING OF YOUTHFUL OFFENDERS IN THE SPECIALIZED UNIT BEFORE BEING ASSIGNED TO WORK WITH YOUTHFUL OFFENDERS. THE TRAINING SHOULD INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING AREAS:

- ADOLESCENT DEVELOPMENT
- EDUCATIONAL PROGRAMMING
- CULTURAL AWARENESS
- CRISIS PREVENTION AND INTERVENTION
- LEGAL ISSUES
- HOUSING AND PHYSICAL PLANT
- POLICIES AND PROCEDURES
- THE MANAGEMENT OF, AND PROGRAMMING FOR, SEX OFFENDERS
- SUBSTANCE-ABUSE SERVICES
- COGNITIVE-BEHAVIORAL INTERVENTIONS, INCLUDING ANGER MANAGEMENT, SOCIAL-SKILLS TRAINING, PROBLEM SOLVING, AND RESISTING PEER PRESSURE
- SUICIDE PREVENTION
- NUTRITION
- MENTAL-HEALTH ISSUES
- GENDER-SPECIFIC ISSUES
- CASE-MANAGEMENT PLANNING AND IMPLEMENTATION

FINDINGS:

The Maine State Prison does not house youthful offenders.

Standard #4-4353-1

WHERE NURSING INFANTS ARE ALLOWED TO REMAIN WITH THEIR MOTHERS, PROVISIONS ARE MADE FOR A NURSERY, STAFFED BY QUALIFIED PERSONS, WHERE THE INFANTS ARE PLACED WHEN THEY ARE NOT IN THE CARE OF THEIR MOTHERS.

FINDINGS:

The Maine State Prison does not house female offenders.

Standard #4-4383

WHEN INSTITUTIONS DO NOT HAVE QUALIFIED HEALTH CARE STAFF, HEALTH-TRAINED PERSONNEL COORDINATE THE HEALTH DELIVERY SERVICES IN THE INSTITUTION UNDER THE JOINT SUPERVISION OF THE RESPONSIBLE HEALTH AUTHORITY AND WARDEN OR SUPERINTENDENT.

FINDINGS:

The Maine State Prison does have qualified health care staff to coordinate the health delivery services.

Standard #4-4436

WRITTEN POLICY, PROCEDURE, AND PRACTICE REQUIRE THAT COMPREHENSIVE COUNSELING AND ASSISTANCE ARE PROVIDED TO PREGNANT INMATES IN KEEPING WITH THEIR EXPRESSED DESIRES IN PLANNING FOR THEIR UNBORN CHILDREN.

FINDINGS:

The Maine State Prison is male-only; there are no pregnant inmates here.

Standard #4-4443

IF A TEMPORARY RELEASE PROGRAM IS IN PLACE, IT SHOULD INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- WRITTEN OPERATIONAL PROCEDURES
- CAREFUL SCREENING AND SELECTION PROCEDURES
- WRITTEN RULES OF CONDUCT AND SANCTIONS
- A SYSTEM OF SUPERVISION TO MINIMIZE INMATE ABUSE OF PROGRAM PRIVILEGES
- A COMPLETE RECORDKEEPING SYSTEM
- A SYSTEM FOR EVALUATING PROGRAM EFFECTIVENESS

- EFFORTS TO OBTAIN COMMUNITY COOPERATION AND SUPPORT

FINDINGS:

The Maine State Prison does not have a temporary release program.

Standard #4-4463

WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INMATES EMPLOYED IN THE COMMUNITY BY PUBLIC OR PRIVATE ORGANIZATIONS IN POSITIONS NORMALLY OCCUPIED BY PRIVATE CITIZENS ARE COMPENSATED AT THE PREVAILING WAGE RATE FOR THE POSITION OCCUPIED. INMATES RECEIVING SUCH COMPENSATION REIMBURSE THE JURISDICTION FOR A REASONABLE SHARE OF ITS COST IN MAINTAINING THEM.

FINDINGS:

Inmates housed at the Maine State Prison are not employed in the community by public or private organizations.

Standard #4-4391

IF VOLUNTEERS ARE USED IN THE DELIVERY OF HEALTH CARE, THERE IS A DOCUMENTED SYSTEM FOR SELECTION, TRAINING, STAFF SUPERVISION, FACILITY ORIENTATION, AND DEFINITION OF TASKS, RESPONSIBILITIES AND AUTHORITY THAT IS APPROVED BY THE HEALTH AUTHORITY. VOLUNTEERS MAY ONLY PERFORM DUTIES CONSISTENT WITH THEIR CREDENTIALS AND TRAINING. VOLUNTEERS AGREE IN WRITING TO ABIDE BY ALL FACILITY POLICIES, INCLUDING THOSE RELATING TO THE SECURITY AND CONFIDENTIALITY OF INFORMATION.

FINDINGS:

The Maine State Prison does not use volunteers in the delivery of health care.

Standard #4-4403-1

IF TELEHEALTH IS USED FOR PATIENT ENCOUNTERS, THE PLAN INCLUDES POLICIES FOR:

- PATIENT CONSENT
- CONFIDENTIALITY/PROTECTED HEALTH INFORMATION
- DOCUMENTATION

- INTEGRATION OF THE REPORT OF THE CONSULTATION INTO THE
- PRIMARY HEALTH CARE RECORD

FINDINGS:

The Maine State Prison does not use telehealth for medical patient encounters.

Standard #4-4502

WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INMATES WITH APPROPRIATE SECURITY CLASSIFICATIONS ARE ALLOWED FURLOUGHS TO THE COMMUNITY TO MAINTAIN COMMUNITY AND FAMILY TIES, SEEK EMPLOYMENT OPPORTUNITIES, AND FOR OTHER PURPOSES CONSISTENT WITH THE PUBLIC INTEREST.

FINDINGS:

The Maine State Prison does not offer a furlough program.

Significant Incident Summary

This report is required for all **residential** accreditation programs.

This summary is required to be provided to the Chair of your visiting team upon their arrival for an accreditation audit and included in the facility’s Annual Report. The information contained on this form will also be summarized in the narrative portion of the visiting committee report and will be incorporated into the final report. Please type the data. If you have questions on how to complete the form, please contact your Accreditation Specialist.

This report is for Adult Correctional Institutions, Adult Local Detention Facilities, Core Jail Facilities, Boot Camps, Therapeutic Communities, Juvenile Correctional Facilities, Juvenile Detention Facilities, Adult Community Residential Services, and Small Juvenile Detention Facilities.

Facility Name: Maine State Prison

Reporting Period: January – September 2019

Incident Type	Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	-	-	-	Total for Reporting Period
	→													
Escapes		0	0	0	0	0	0	0	0	0	-	-	-	0
Disturbances*		0	0	0	0	0	0	0	0	0	-	-	-	0
Sexual Violence		0	0	0	0	0	0	0	0	0	-	-	-	0
Homicide*	Offender Victim	0	0	0	0	0	0	0	0	0	-	-	-	0
	Staff Victim	0	0	0	0	0	0	0	0	0	-	-	-	0
	Other Victim	0	0	0	0	0	0	0	0	0	-	-	-	0
Assaults	Offender/Offender	1	0	1	0	0	1	1	2	2	-	-	-	8
	Offender/Staff	0	0	0	0	0	0	0	0	0	-	-	-	0
Suicide		0	0	0	0	0	0	0	0	0	-	-	-	0
Non-Compliance with Mandatory Standard*		0	0	0	0	0	0	0	0	0	-	-	-	0
Fire*		0	0	0	0	0	0	0	0	0	-	-	-	0
Natural Disaster*		0	0	0	0	0	0	0	0	0	-	-	-	0
Unnatural Death		0	0	0	0	0	0	0	0	0	-	-	-	0
Other*		0	0	0	0	0	0	0	0	0	-	-	-	0

*May require reporting to ACA using the Critical Incident Report as soon as possible within the context of the incident itself.



Maine State Prison

October 2018 – September 2019

Health Care Outcomes				
Standard	Outcome Measure	Numerator/Denominator	Value	Calculated O.M.
1A	(1)	Number of offenders diagnosed with a MRSA infection within the past twelve (12) months.	0	
	divided by	The average daily population.	947	0
	(2)	Number of offenders diagnosed with active tuberculosis in the past twelve (12) months.	0	
	divided by	Average daily population.	947	0
	(3)	Number of offenders who are new converters on a TB test that indicates newly acquired TB infection in the past twelve (12) months.	0	
	divided by	Number of offenders administered tests for TB infection in the past twelve (12) months as part of periodic or clinically-based testing, but not intake screening.	876	0
	(4)	Number of offenders who completed treatment for latent tuberculosis infection in the past twelve (12) months.	0	
	divided by	Number of offenders treated for latent tuberculosis infection in the past twelve (12) months.	0	0
	(5)	Number of offenders diagnosed with Hepatitis C viral infection at a given point in time.	240	
	divided by	Total offender population at that time.	947	.25
	(6)	Number of offenders diagnosed with HIV infection at a given point in time.	6	
	divided by	Total offender population at that time.	947	.006
	(7)	Number of offenders with HIV infection who are being treated with highly active antiretroviral treatment (HAART) at a given point in time	6	
	divided by	Total number of offenders diagnosed with HIV infection at that time.	6	1

	(8)	Number of selected offenders with HIV infection at a given point in time who have been on antiretroviral therapy for at least six months with a viral load of less than 50 cps/ml.	6	
	divided by	Total number of treated offenders with HIV infection that were reviewed.	6	1
	(9)	Number of offenders diagnosed with an Axis I disorder (excluding sole diagnosis of substance abuse) at a given point in time.	293	
	divided by	Total offender population at that time.	947	0
	(10)	Number of offender admissions to off-site hospitals in the past twelve (12) months.	42	
	divided by	Average daily population.	947	.044
	(11)	Number of offenders transported off-site for treatment of emergency health conditions in the past twelve (12) months.	159	
	divided by	Average daily population in the past twelve (12) months.	947	.167
	(12)	Number of offender specialty consults completed during the past twelve (12) months.	968	
	divided by	Number of specialty consults (on-site or off-site) ordered by primary health care practitioners in the past twelve (12) months.	827	1.170
	(13)	Number of selected hypertensive offenders at a given point in time with a B/P reading > 140 mmHg/ >90 mm Hg .	10	
	divided by	Total number of offenders with hypertension who were reviewed.	16	0.625
	(14)	Number of selected diabetic offenders at a given point in time who are under treatment for at least six months with a hemoglobin A1C level measuring greater than 9 percent.	12	
	divided by	Total number of diabetic offenders who were reviewed.	25	.48
	(15)	The number of completed dental treatment plans within the past twelve (12) months.	104	
	divided by	the average daily population during the reporting period.	947	.1098
2A	(1)	Number of health care <i>staff</i> with lapsed licensure or certification during a twelve (12) month period.	2	
	divided by	Number of licensed or certified staff during a twelve (12) month period.	80	.025

	(2)	Number of new health care staff during a twelve (12) month period that completed orientation training prior to undertaking their job.	7	
	divided by	Number of new health care staff during the twelve (12) month period.	7	1
	(3)	Number of occupational exposures to blood or other potentially infectious materials in the past twelve (12) months.	1	
	divided by	Number of employees.	80	.0125
	(4)	Number of direct care staff (employees and contractors) with a conversion of a TB test that indicates newly acquired TB infection in the past twelve (12) months.	0	
	divided by	Number of direct care staff tested for TB infection in the past twelve (12) months during periodic or clinically indicated evaluations.	80	0
3A	(1)	Number of offender grievances related to health care services found in favor of the offender in the past twelve (12) months.	2	
	divided by	Number of evaluated offender grievances related to health care services in the past twelve (12) months.	12	.1666
	(2)	Number of offender grievances related to safety or sanitation sustained during a twelve (12) month period.	0	
	divided by	Number of evaluated offender grievances related to safety or sanitation during a twelve (12) month period.	0	0
	(3)	Number of adjudicated offender lawsuits related to the delivery of health care found in favor of the offender in the past twelve (12) months.	0	
	divided by	Number of offender adjudicated lawsuits related to healthcare delivery in the past twelve (12) months.	0	0
4A	(1)	Number of problems identified by quality assurance program that were corrected during a twelve (12) month period.	2	
	divided by	Number of problems identified by quality assurance program during a twelve (12) month period.	2	1
	(2)	Number of high-risk events or adverse outcomes identified by the quality assurance program during a twelve (12) month period.	0	
	(3)	Number of offender suicide attempts in the past twelve (12) months.	2	
	divided by	Average daily population.	947	.0021

	(4)	Number of offender suicides in the past twelve (12) months.	0	
	divided by	Average daily population.	947	0
	(5)	Number of unexpected natural deaths in the past twelve (12) months.	1	
	divided by	Total number of deaths in the same reporting period.	6	.1666
	(6)	Number of serious medication errors in the past twelve (12) months.	1	
5A	None			
6A	None			
7A	None			
7B	None			
7C	None			

**COMMISSION ON ACCREDITATION FOR CORRECTIONS
PANEL ACTION REPORT**

San Diego Convention Center
San Diego, California

Sunday, January 12, 2020

Agency Name: Maine Department of Corrections
Facility Name: Maine State Prison
Facility Location: Warren, Maine

Agency Representatives: Wendell R. Atkinson, Accreditation Manger
James Hancox, Correctional Officer
Ryan E. Fries, Captain
Matt Magnuson, Warden
Daniel P. Ritter, Health Services Administrator
Shannon Rose, Administrative Assistant
Ryan D. Andersen, Manager of Correctional Operations

Panel Members: Michael Wade, Chairperson
Stephanie Sullivan
Bobby Lumpkin
Todd Thomas

Staff: Eric Schultz

Panel Action	Result
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No panel actions required.

Accreditation Panel Decision

Moved:	Commissioner Sullivan
Seconded:	Commissioner Thomas

Three-Year Accreditation:	Yes
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<u>Accreditation Vote</u>	<u>Yes</u>	<u>No</u>
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Commissioner Michael Wade	✓	
Commissioner Stephanie Sullivan	✓	
Commissioner Bobby Lumpkin	✓	
Commissioner Todd Thomas	✓	

Final Tally

Mandatory	100%
Non-Mandatory	100%