

ACCREDITATION OHIO

May 2006

Conference Time!

- The CAAO annual conference is October 26—27 at the Columbus Marriott North. Registration details will be available on the web site soon. Register early to ensure the best hotel rates. Training! Networking!! Fun with your friends!!! What's not to like? And it's not on Halloween this year either!

Inside this issue:

A Look at Adult Local Detention Facilities	2
2005 Conference Award Winners	3
Meet your new ACA Regional Manager!	3
Technical Assistance for CAAO Members	4
A Call for Conference	4
A Note from the Treasurer	4
Conference Information	5-6
CAAO Accreditation Tip	7
Election of CAAO Board of Directors	7
CAAO Board of Director Listing	8

A Message from the President

Greetings CAAO Members!

It has been another busy year for the CAAO Board of Directors. As I am wrapping up my final year serving as the President of this Association, I am excited about the progress the organization has made and the direction in which we are headed. Having been a member of the Board of Directors since inception, I am somewhat sad to be leaving but grateful to be working with eager CAAO members who are excited to continue growing the future of the organization.

Recently, the CAAO Board voted to accept the resignation of Chad Sokolowski as Vice-President/President-Elect. Jim Ferrell, Accreditation Administrator for the Ohio Department of Youth Services, gracefully accepted to step in to this role and serve as interim Vice-President through the fall elections. The Board is thrilled with the experience and dedication that Jim will bring to the organization and his willingness to jump in to the role.

As you will see in reading through the newsletter, CAAO has been busy planning future services for our members. In addition to planning the upcoming annual training conference, we are also attempting to expand our services to be able to provide technical assistance to CAAO members new or continuing in the accreditation process. I am pleased to see this endeavor coming to fruition.

This fall also brings the election of all CAAO Board positions. I hope to see new CAAO members from throughout Ohio interested in serving this valuable organization. If you are not able to commit to running for elected position, I hope you will consider volunteering to share your accreditation knowledge and experiences during a workshop at our fall conference.

*The Board is pleased to announce that the seventh annual CAAO training conference will be held **October 26—27, 2006** at the **Columbus Marriott North**, located near the Continent in North Columbus. The theme for the conference is **“A Calendar for Success—Everyday is Accreditation Day.”** CAAO has a proud tradition of offering some of the most valuable training available on ACA accreditation at the lowest cost to our members. On behalf of the Board of Directors, please join us in October as we continue pursuing excellence through accreditation.*

I hope to see you at the conference!

Julie Riley is President of CAAO and is Bureau Chief of Internal Audits and Compliance, Ohio Department of Rehabilitation and Correction, Columbus.



A Look at Adult Local Detention Facilities

Hello. My name is Gary Blackford. I am a Major at the Licking County Sheriff's Office, in Newark, Ohio. I share second in command duties with another Major, my main area of responsibility being corrections. I am on the Board of Directors of CAAO, representing Adult Local Detention Facilities.

In my contact with members of CAAO and others in the field of corrections, I have noticed a curiosity about Adult Local Detention Facilities. These facilities are more commonly referred to as County Jails. With this article, I hope to shed some light on how our jail operates and perhaps answer some of the questions that come up.

Section 341.01 of the Ohio Revised Code states in part, that the Sheriff shall have charge of the county jail. Some counties decide to go together and form regional jails, but for the most part, each county has their own facility. This is where the first difference comes into play. A Sheriff's Office also has other responsibilities. Each Sheriff is responsible for civil process, which means the serving of court paperwork, sales of foreclosed property and other matters of civil law. In addition a Sheriff maintains a patrol function providing safety and law enforcement services to the entire population of the county.

Why is this significant? Each function has a different goal and a different set of procedures to achieve that goal. In Licking County, we maintain three separate accreditations at the Sheriff's Office. The Commission on Accreditation for Law Enforcement Agencies, or CALEA as it's more commonly referred to, is the accrediting body for the patrol function. Having been through several audits with the commission, I can assure you, they have no interest in the field of corrections. The American Correctional Association, or ACA, is the accrediting body for the corrections branch of our office. ACA has no interest in the patrol function. Finally, at our office we also maintain a National Commission on Correctional Health Care, NCCHC, accreditation. This covers the medical portion of the corrections function.

We maintain a volume of policies and procedures for each of these accreditations. We have found that allowing the patrol division to have their own accreditation manager and the jail division to have theirs, works well for us. The jail division manager maintains both the accreditations that involve that division. In our particular situation, there is some overlap because all of our officers are sworn Deputy Sheriff's, no matter what division they are assigned to.

Our facility is also entirely direct supervision, with the exception of our small special needs area. We have a rated capacity of 329 beds and typically run about 80% full. If you are not familiar with the direct supervision concept, this puts the officer in the module with the inmates. We have between 1 to 32 and 1 to 60 officer to inmate ratio. This concept allows the officer to be in charge of the module instead of the linear model which allows the inmates to control what's going on. We have been operating in this manner since 1987 and have had very good success with it.

The nature of our inmates differs from those at the State level as well. The majority of the inmates at our facility are misdemeanants. Generally speaking, they are here short term. Our average length of stay is about 20 days. About one third of the inmates sentenced to our facility are here for traffic related offenses, such as driving under the influence, driving with a suspended license or probation violation for one of these. As you would expect, inmates are mostly from our community.

One of the biggest challenges we face at audit time is the difference in philosophies between jails and prisons. A lot of the auditors that show up, are from prison systems that house a lot more inmates than we do. These auditors are sometimes surprised by the way we do business. Although security and safety are our highest priority, it seems to me as if we have a little more relaxed attitude and atmosphere at our facility.

To my knowledge, there are only four jails that are accredited in Ohio, including ours. This places "jail" people in the minority at conventions, or gatherings of correctional people. If you happen to run across one of us, please get to know us and exchange information. Sometimes it feels lonely out here.

Questions? Contact

Major Gary D. Blackford, Licking County Sheriff's Office
155 E. Main Street, Newark, OH 43025
(740) 670-5514
gblackford@adelphia.net

2005 Conference Award Winners

At the 2005 CAAO Conference **Ms. Vickey Justus**, ACA Manager at London Correctional Facility was the recipient of the Reginald A. Wilkinson Award for Excellence Through Accreditation.

Ms. Justus began her career in corrections in 1975 at the London Correctional Facility. Since that time Ms. Justus gained valuable experience with her different duties. She has been the PACE coordinator, public information officer, random drug testing coordinator, combined charitable campaign chairman, inmate group leader, the collection designee, DNA mass testing coordinator, publications screening chairman, and has served on many committees.

In 1999, Ms. Justus moved into the position of ACA Manager and since that time has been able to hold a multitude of roles while maintaining the respect and admiration of each and every staff member.

At the same conference, **Mr. Robert Hofacre, MCRP, RN**, Director of Nursing at the Ohio Department of Youth Services, was the recipient of the Geno Natalucci-Persichetti Award for Excellence through Accreditation. Mr. Hofacre is currently serving his fifth year as a Commissioner on the Commission on Accreditation for Corrections and is a long time member of ACA. He has more than 19 years of experience as a Nursing Administrator in a variety of hospital and health-care settings, and has a

broad knowledge of both adult and juvenile correctional health care. Mr. Hofacre has been instrumental in the development and field testing of the juvenile performance based health care standards, expected practices and outcome measures. He currently serves as Chair of the ACA Health Care Committee, and was selected by the American Nurses Association to serve on a committee to establish a scope and standards of practice for correctional nursing. Mr. Hofacre is truly an asset to the American Correctional Association, the State of Ohio, the Ohio Department of Youth Services, and the Correctional Accreditation Association of Ohio. Congratulations to you both!

**Excellence
through
Accreditation**

CAAO will once again be presenting two awards for "Excellence through Accreditation" at the 2006 Fall Conference. The CAAO Board is currently accepting nominations for an individual or team who has demonstrated the values and benefits of accreditation in the day-to-day operations of a correctional facility. Nominees may be submitted from either adult or juvenile corrections, in any segment of the correctional field.

*All CAAO members are eligible to submit letters of nominations and one nomination will be selected in the adult correctional category and one from the juvenile correctional field. Complete letters of nomination must be postmarked no later than **September 8, 2006** and be mailed to:*

*Correctional Accreditation Association of Ohio
ATTN: Award Nomination Committee
PO Box 1566
Columbus, Ohio 43216-1566*

Meet your new ACA Regional Manager!

Many of you have already had the pleasure of interacting with **Nicole A. Spann**, the newest Regional Manager for the American Correctional Association. But here, in a CAAO exclusive, you get to learn a little bit about a woman who, at some point, will be the most important person in your life! Nicole completed her undergraduate degree in 1994 with a Bachelor of Science degree in Criminal Justice from Grambling University. Upon graduation, Nicole was employed as a Head Counselor for a group home

for children in the State of Maryland. She was also employed with several federal agencies, including the Federal Emergency Management Agency, the Department of Agriculture, the Department of Energy, and the National Credit Union Administration.

Nicole began her correctional career with the Corrections Corporation of America as a Correctional Officer. She was employed by the Corrections Corporation of America for approximately eight years. Upon leaving the Corrections Corporation of America,

Nicole worked with women with substance abuse addictions.

Nicole continued her corrections career by becoming our ACA Regional Manager on November 8, 2005.

Many of you have already met Nicole at the ACA conference in Nashville, and others of you have talked with her on the phone or interacted by email. Please introduce yourself to Nicole if you see her at a conference, and help her see why the best correctional professionals in the country are Buckeyes!

Coming Soon to CAAO Technical Assistance to CAAO Members

The CAAO Board of Directors is pleased to announce the planning of a technical assistance program to assist agencies within Ohio in the accreditation process. CAAO members who are knowledgeable and experienced in accreditation issues are volunteering to serve as a comprehensive



resource for agencies seeking accreditation or reaccreditation under the various American Correctional Association (ACA) manuals. CAAO volunteers will be available to assist fellow CAAO members in answering questions regarding preparing for an audit, specific expected practices, conducting mock audits, or consulting

on other issues involved in the accreditation process. The CAAO Board is working out logistical details of the program now but contact information will soon be available on the CAAO website at www.accreditationohio.org.

Stay tuned for more information.....

CAAO Conference Planning A Call for Workshop Ideas and Presenters

The annual training conference of the Correctional Accreditation Association of Ohio has always been one of the most valuable benefits offered to Association members. Feedback on these conferences continues to demonstrate that CAAO offers some of the best training and networking opportunities available to accreditation professionals.

The CAAO Board of Directors continues to strive to ensure that

this training resource remains a valuable part of association membership.

To meet the diverse needs of all members, it is crucial that we continue expanding on the type of workshops and the presenters who participate in the conference.

If you have a workshop idea or would be willing to conduct an informational session at the 2006 conference, please contact a member of the CAAO Board. We hope that you will be a part of the tradition of sharing best practices that has helped Ohio become and remain a national leader in the accreditation effort.

Of the first four agencies accredited by ACA / CAC in 1978, two were from Ohio. They were the Mahoning County Residential Treatment Center in Youngstown and Talbert House in Cincinnati. Ohio has lead the efforts on accreditation from the very beginning!

A Note from the Treasurer

We had a very successful 2005 Annual Training Conference and I want to Thank-You for your continued support.

As a reminder, dues are \$15.00 annually and if you attended the conference, the dues are added in, thus attendance at the annual training conference ensures your continued membership of CAAO.

If you or anyone you know wishes to become a member of our professional organization, but cannot attend the annual conference, please contact me.

Our balance in our account is \$21,694.42, thus we are not only strong in membership and accreditation knowledge, we are also fiscally sound. Once again, thanks to all of our

Trainers, Moderators, and Attendees and I look forward to serving you for the next few years.

Sincerely,
Allan L. Seifert, Treasurer CAAO
Operations Director, NEOCAP
330-675-2669, ext. 133
aseifert@neocap.co.trumbull.oh.us



“A Calendar for Success – Everyday is Accreditation Day”

October 26 – 27, 2006

Come join your fellow corrections professionals for the annual CAAO training conference to be held at the Columbus Marriott North. The agenda for the conference is still being planned but will definitely include many great topics to professionals in all areas of corrections.

Possible workshop ideas include:

- ACA Auditor Training
- Standards Development and Revision
- Performance-Based Standards
- Outcome Measures
- Living and Maintaining Accreditation
- Accreditation Requirements
- New Accreditation Manager Training
- Responding to Non-Compliance
- Preparing for Commission on Accreditation for Corrections Panel Hearings
- Mandatory Expected Practices
- Many more informative workshop sessions....



The final conference agenda will be made available on the website at www.accreditationohio.org in advance of the conference.

DATE AND TIME: 8:30 a.m. Thursday, October 26
through
12:30 p.m. Friday, October 27

REGISTRATION: \$100 registration fee includes both days of training, breakfast both days, and the awards luncheon on Thursday. In addition, all registrants will receive CAAO membership for one year.

To register, please mail this registration form to:
***Correctional Accreditation Association of Ohio
ATTN: Conference Registration
P.O. Box 1566
Columbus, Ohio 43216-1566***

If you require information for invoicing purposes, please contact Allan Seifert, CAAO Treasurer, at (330) 675-2669 ext. 133.

LODGING: Columbus Marriott North
6500 Doubletree Avenue
Columbus, Ohio
614-885-1885
Hotel Conference Rate - \$80.00 per night
Please make your room reservations directly with the hotel.

“A Calendar for Success – Everyday is Accreditation Day”

October 26 – 27, 2006

Conference Registration

Name _____ Title _____

Agency _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Accreditation Manual:

- | | |
|--|--|
| <input type="checkbox"/> Central Office Administration | <input type="checkbox"/> Adult Community Residential |
| <input type="checkbox"/> Adult Correctional Boot Camps | <input type="checkbox"/> Adult Correctional Institutions |
| <input type="checkbox"/> Adult Local Detention Facilities | <input type="checkbox"/> Adult Parole Authorities |
| <input type="checkbox"/> Adult Probation and Parole Field Services | <input type="checkbox"/> Correctional Industries |
| <input type="checkbox"/> Correctional Training Academies | <input type="checkbox"/> Electronic Monitoring |
| <input type="checkbox"/> Juvenile Community Residential | <input type="checkbox"/> Juvenile Correctional Boot Camps |
| <input type="checkbox"/> Juvenile Day Treatment Programs | <input type="checkbox"/> Juvenile Detention Facilities |
| <input type="checkbox"/> Juvenile Probation and Aftercare Services | <input type="checkbox"/> Juvenile Correctional Facilities |
| <input type="checkbox"/> Small Jail Facilities | <input type="checkbox"/> Small Juvenile Detention Facilities |
| <input type="checkbox"/> Other _____ | |

\$100 Conference Registration Fee

Method Of Payment:

- Check (Please Attach)
- Company Billing (Please Attach Approved Purchase Order)



Billing Address/Contact Information:

Name _____ Title _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

CAAO Accreditation Tip

Annual Firearms Certification

ACA Staff recently provided clarification concerning annual firearms certification, as required by many of the ACA Standards Manuals. Facilities have questioned the definition of "12 months" used to define the certification period.

ACA originally only required firearms certification annually. It appears that many facilities took some leeway with the definition of annually and did not apply it in the most strict sense. Some ACA auditors then tightened down and applied a 365 day definition to the annual requirement.

In 1999, after much petitioning by facility staff and auditors, the ACA Standards Committee issued

the interpretation that annual certification for firearms means a 12 month period, providing a little more leeway than the 365 day requirement. This was published in the official 4th edition ACI manual in January 2003 and in the 2004 Standards Supplement.

According to ACA Standards and Accreditation staff, the annual firearms certification is a 12 month certification, good to the month of the last annual certification. This means if someone is certified in March of one year, they have to be recertified by March of the next year in order to qualify to be issued a firearm. This 12 month requirement is solid and does not consider the day of the month in

which the certification was received.

So, if someone is certified March 1, 2005, they have to be recertified by March 31, 2006. If someone is certified by March 30, 2005, they still have to be recertified by March 31, 2006. This only gives a grace period to those staff qualified at the beginning of the month and not to those staff certified at the end of the month.

Do you have a standard interpretation or clarification that you would like to share with CAAO members? If so, please submit it on the CAAO website at www.accreditationohio.org.

Election of the CAAO Board of Directors

It's that time again.... According to the CAAO Constitution and By-Laws, the election of the CAAO Board of Directors is scheduled to occur in conjunction with the annual fall conference during even numbered years, with the change of officers to occur the following January.

Julie Riley, CAAO President, is serving as the chair of the nominating committee, since she is not running for future office. Under normal operations, all board positions are open for election except the President-Elect/Vice-President, who would secede the outgoing President. However, due to the recent resignation of Chad Sokolowski as President-Elect, all Board positions are open for election.

Open board positions include President, President-Elect/Vice-President, Secretary, Treasurer and representatives in the areas of Adult Institutions, Juvenile Institutions, Adult Local Detention Facilities, Juvenile Detention Facilities, Adult Community Residential Programs, Juvenile Residential Programs, and Probation and Parole Field Services.

Individuals interested in running for one of these positions must be a member in good standing of both CAAO and the Correctional Accreditation Managers Association (CAMA). With the exception of the newly-elected President-Elect, Board members elected during the fall 2006 elections shall serve for a two-year term, through the end of 2008. The newly elected President-

Elect shall assume the position of President in January of 2009.

If you are interested in running for one of these worthwhile positions serving your fellow CAAO members, please e-mail a letter of interest and short biographical statement to Julie Riley at Julie.Riley@odrc.state.oh.us. The letter of interest must confirm that you are currently a member-in-good-standing of both CAAO and CAMA. The deadline to submit nominations will be June 30, 2006.

The ballot to elect the new Board of Directors will be mailed in late summer, with the announcement of all newly elected Board members being made at the fall CAAO Conference.

The American Correctional Association
2006 Standards Supplement
is now available from the ACA
Publication Department.

ACA has already started
requiring the use of this
supplement in newly issued
contracts so you should order
your updated manual today.
Information to purchase the book
is available online at
www.aca.org.

*Looking for ACA?????
ACA has moved to:
206 N. Washington St.
Suite 200
Alexandria, VA 22314
Stop by, they'd be glad to see you!*

We're on the web!
www.accreditationohio.org

CAAO Board of Directors -

Julie Riley, President, Ohio Department of Rehabilitation and Correction

Jim Ferrell, Vice President/President-Elect

Allan Seifert, Treasurer, NorthEast Ohio Community Alternatives Program

Susan Dillow, Secretary, Southern Ohio Correctional Facility

Margaret Bradshaw, Adult Institutions

Lisa Marsh, Juvenile Detention Facilities

VACANT, Juvenile Institutions

Gary Blackford, Adult Local Detention Facilities

Dawn Stevens, Adult Community Residential Programs

VACANT, Juvenile Community Residential Programs

**Correctional Accreditation
Association of Ohio**

PO Box 1566
Columbus, Ohio 43216-1566