

NATIONAL INSTITUTE on SELF-EVALUATION and ACCREDITATION

June 6 - 8, 1968

Sponsored by

American Correctional Association

Financed by a Grant from

Office of Law Enforcement and Assistance

A. General Information

1. Location

The Institute will be held at the Mayfair Hotel, Colorado Springs, Colorado. Enclosed is a set of information furnished by the Colorado Springs Chamber of Commerce. Continental, Braniff and Frontier Airlines have regular direct flights making connections in almost all directions. United and TWA and other airlines make regular connections in Denver.

The mailing address will be Mayfair Hotel, 120 E. Platte, Colorado Springs, Colorado 80902. The telephone number is (303) 634-5552.

Upon arrival at the airport, call the Mayfair and ask for transportation. The Colorado Department of Corrections will have transportation available from 8 A.M. June 6 until 4 P.M. June 8.

2. Institute Schedule

Sessions will begin immediately after lunch on June 6 and will end after lunch on June 8.

3. Rooms and Meals

The hotel has set aside nine twin bedded double rooms at \$14 and seven single rooms at \$10 all with bath and available for 2 nights commencing Thursday, June 6. Since no charge is being made for the meeting room, the attendees are expected to eat lunch at the hotel on each of the three days. The lunches are \$2 including tax and tip. Make your own reservations; let us know you are attending.

4. Travel

Under terms of the OLEA grant, a per diem not to exceed \$16 per day for 3 days and transportation cost not to exceed \$150 are provided. Please furnish appropriate receipts for round trip airplane (tourist), bus or train fare, taxi or bus fares to and from terminals. Attached are two travel vouchers for your expenses. Please complete and submit to American Correctional Association.

NCJ 500 1125

B. Information Concerning the Institute

1. Purpose

A Study Guide has been prepared on the Manual of Correctional Standards and will be used as a tool in the Self-Evaluation of Correctional Services. The entire Institute will be devoted to analyzing, discussing, testing and evaluating this tool and a demonstration of its uses. It is recognized in the fields of accreditation in higher learning, hospitals and other professional services that self-evaluation is the initial step toward accreditation. So it is important that those working in the correctional services become involved in the process of self-evaluation. Those participating in this Institute will be able to instruct others how to use the Study Guide and the evaluation reports when they return to their services.

2. Program

Chairman Walter Dunbar of the Self-Evaluation and Accreditation Committee, Dr. A. LaMont Smith, University of California, who prepared the Study Guide, Dr. E. Preston Sharp, Project Director and Reed Cozart, Program Director, will lead discussions and demonstrations on the use of the Study Guide as well as give a background history of self-evaluation and accreditation. Ample time will be used for open discussion. Each participant should be familiar with the various aspects of the program of his own service and have permission of his superior to use any materials he may bring and introduce into the discussions.

3. Preparation for the Institute - Suggestions to Participants

Since the Institute is to be conducted as an open forum for the exchange of information, experiences, etc. each participant should bring along any manuals, documents, procedures or policy statements or objectives of programs or other information that will aid in the discussions and the presentation. A copy of the Study Guide is enclosed and should be brought to the Institute. Copies of the evaluation report form will be available at the Institute. Each participant should also have with him a copy of the Manual of Correctional Standards. One of the benefits of the use of the Study Guide will be the "feedback" received concerning the omissions or changes in the Manual that need to be supplied or corrected in the next revision. The participants

should be looking for anything of this nature to bring out at the Institute. It is expected that the Study Guide will be tested at at least two institutions prior to the Institute and representatives from these institutes will be participants at the Institute.

4. Evaluation

Each participant should keep notes at the Institute and be prepared to make any comments or suggestions concerning the use of the Study Guide - including any criticisms of the use of the evaluation reports. This evaluation will be very beneficial in the consideration of a revision of the Guide, the evaluation reports and the Manual. As stated before, this Institute is for the purpose of training the participants to be able to use this Guide as a tool for testing the standards.

5. Summary

This will be a working meeting and it will give all participants an opportunity to test a working tool that has never before been available in the corrections field. Not only will the participants be involved in a first experience of this nature but they will be rendering a service that will mean much to corrections in the future.

Should you need to communicate with the Central Office of the American Correctional Association, the new mailing address is:

Woodridge Station  
P. O. Box 10176  
Washington, D. C. 20018

AMERICAN CORRECTIONAL ASSOCIATION  
SELF-EVALUATION PROJECT

AT

The Bucks County Prison  
Doylestown, Pennsylvania

August, 1968

MAJOR JOHN D. CASE  
USMC (Retired)  
Warden

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Allen L. Twiford  
Project Coordinator

## An Evaluation of the Bucks County Prison

In June of 1968, the staff of the Bucks County Prison completed its first self-evaluation under the auspices of the American Correctional Association. The results of this pilot project were presented to a meeting of the A.C.A. on 11 June in Colorado Springs. Bucks County, along with the Maryland House of Corrections, were the first two institutions in the nation to complete this project and their findings were discussed by the A.C.A. Warden Case returned to Bucks County with the new procedures and techniques that were discussed at the meeting. Work was started immediately on a more extensive evaluation.

The second evaluation was completed on 1 August and the compilation and analysis of data was ended on 10 August. A graphic analysis of the Bucks County evaluation is enclosed in this report. A total of 24 areas were evaluated; ranging from food services to counseling and the educational program.

### Self-evaluation - What is it?

The A.C.A. self-evaluation project is a means by which the policies and practices of a correctional institution can be compared against the ideal standards established by the association in their Manual of Correctional Standards. Selected members of the staff are given a Corrections Evaluation Report which expresses the A.C.A. standards in the form of questions.

These can be rated according to the degree of compliance. Several top-level prison administrators are designated as the final-evaluator and are charged with the job of rating the area of study in which they are expert. The final evaluations are analyzed statistically to help the prison authorities determine where improvements can be made. The staff is checked for their objectivity and for accuracy during this period. Mistakes are corrected on the spot.

#### Accreditation - The eventual goal

After the self-evaluation has been made and the findings tabulated, the results will be reviewed by a panel of A.C.A. members who will validate the study. If the results are successful, the Bucks County Prison will be accredited by the American Correctional Association.

This movement towards accrediting correctional institutions is a milestone in penal history. It places correctional training and expertise on a level with other recognized professions. For years institutions of medicine, law, science and engineering have had certain minimum standards to meet if they were to be recognized by their professions. Now correctional institutions have a similar goal to achieve.

### How to use the Evaluation

There are three basic tools used in applying the evaluation. The graphic analysis gives the administrator a general picture of how each department in his prison compares with other departments, and with the ideal. He can see, at a glance, which areas need improvement and which are functioning properly.

He also has a break-down of each section by individual questions (which correspond to specific A.C.A. standards). By a careful analysis of these, he can direct improvements very precisely.

The third tool of the evaluation is the supplementary report which can suggest improvements that the staff feel desirable, or which can serve as explanations of answers that might suggest improvements to the administrator.

### Intangible Benefits

The evaluation serves as a training device when it makes the staff think critically about their normal routine; and when they have to find out information about fields where their knowledge is out of date.

The results of such an evaluation, when properly interpreted, can present public officials with an accurate picture of what is happening at the jail. When they are responsible to the community for such an institution, they may well find it useful to have the whole operation analyzed in detail which can be easily understood.

### How to use the Graphs

The slashed area on each graph represents the percentage of A.C.A. standards the Bucks County Prison complies with totally.

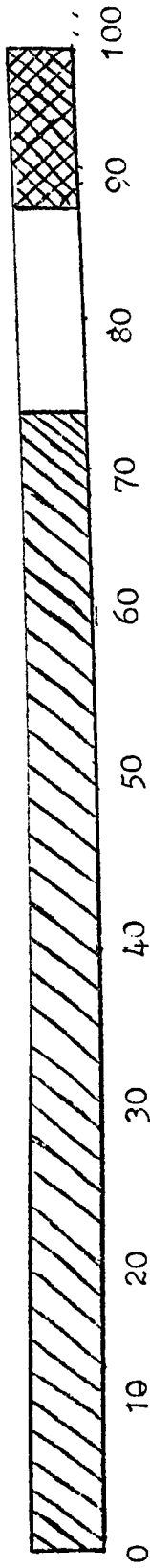
The white area indicates the percentage of standards where Bucks County Prison's practices essentially comply with the A.C.A. standards.

The cross-hatched area represents the percentage of standards where Bucks County's practices differ in some important manner.

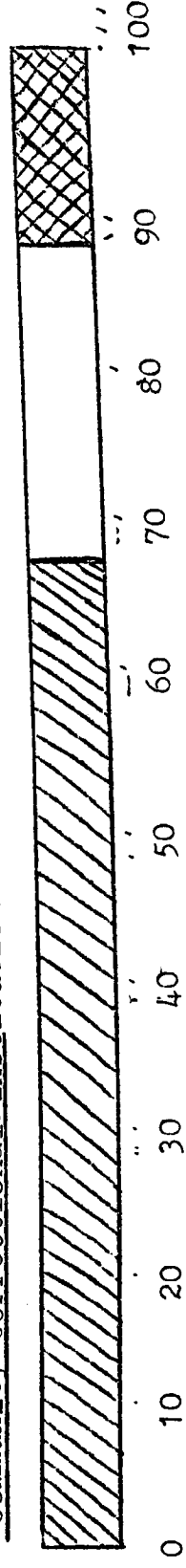
The number on the far right indicates the percentage of questions in the evaluation which do not apply to the operation in Bucks County.



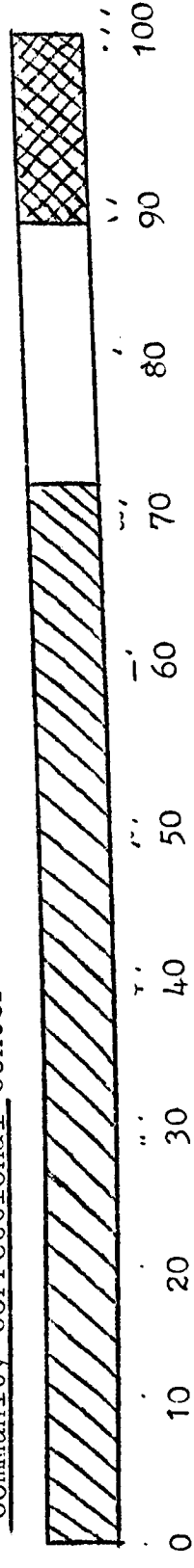
Community Detention Facility



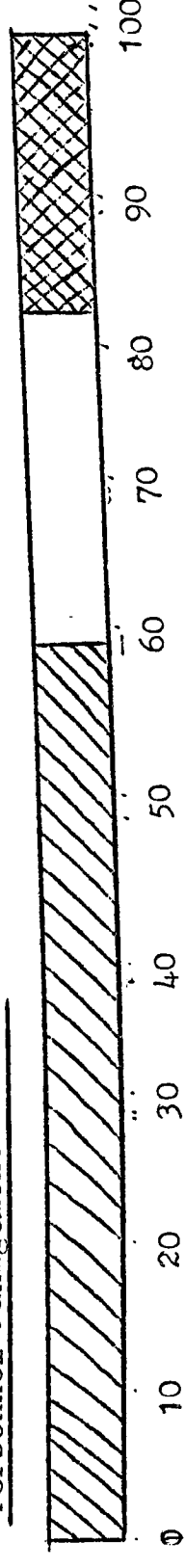
Community Correctional Institution



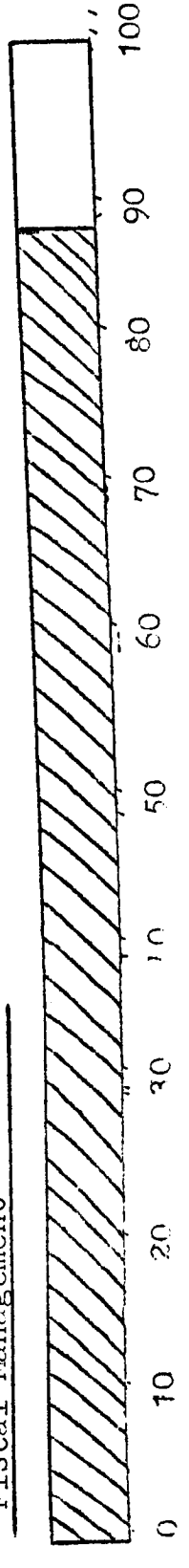
Community Correctional Center



Personnel Management



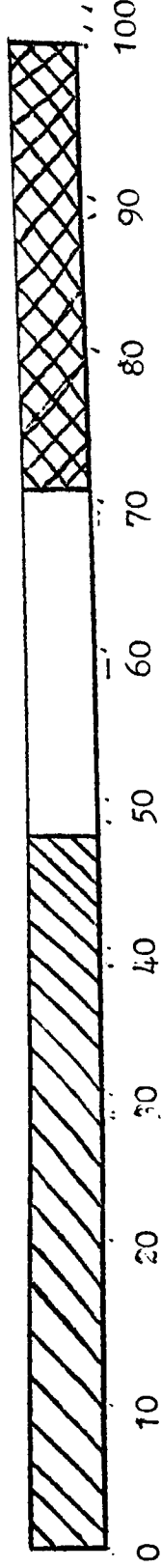
Fiscal Management



NA  
%

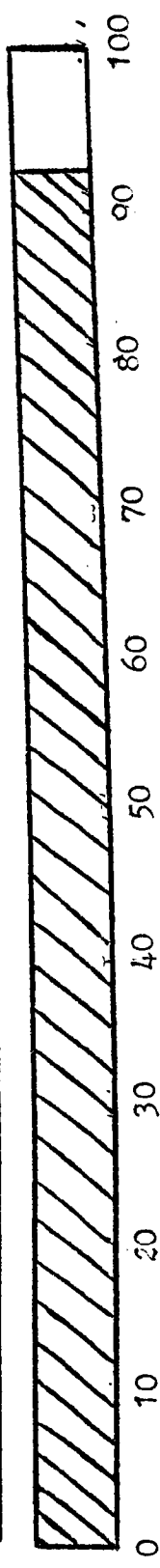
Statistics & Records

0% NA



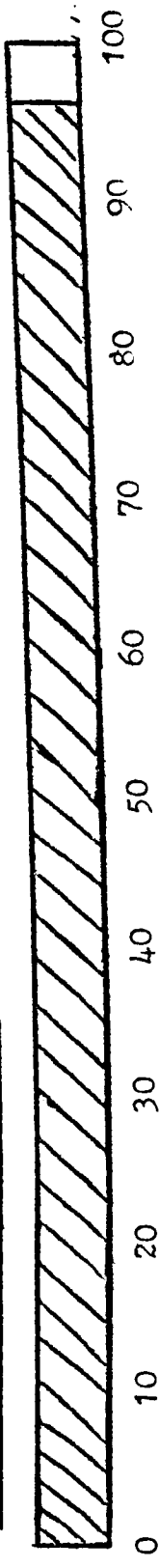
12

Public Relations & Education



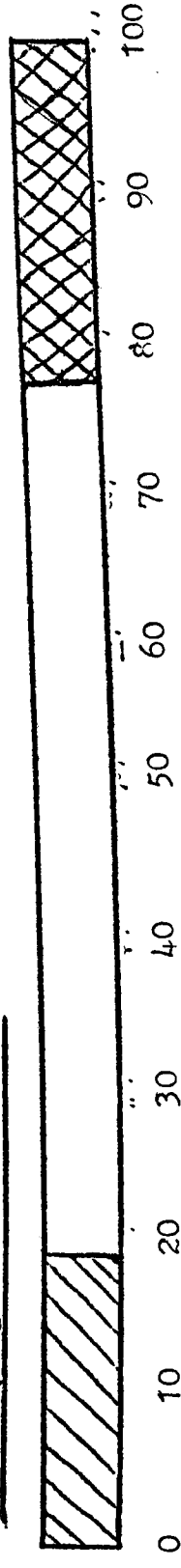
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Legal Rights



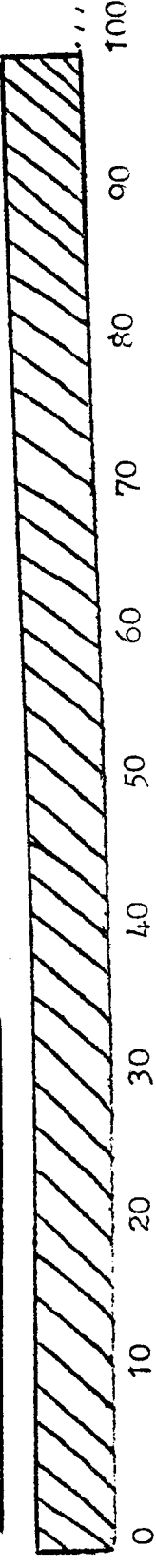
15

Community Agencies



16

Citizen Participation



18

Administrative Organization

NA

19



0 10 20 30 40 50 60 70 80 90 100

Physical Plant

20



0 10 20 30 40 50 60 70 80 90 100

Classification

21



0 10 20 30 40 50 60 70 80 90 100

Custody and Security

22



0 10 20 30 40 50 60 70 80 90 100

Discipline

24

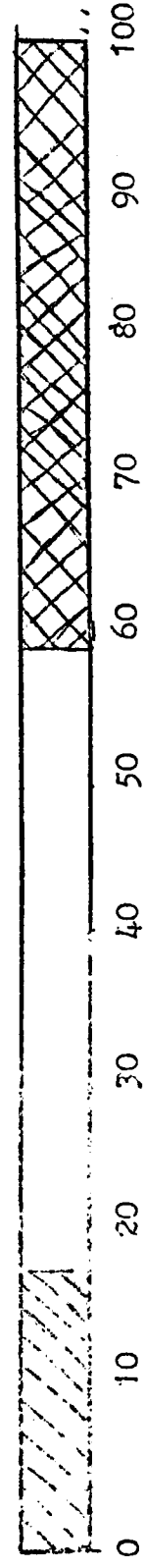


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Counseling

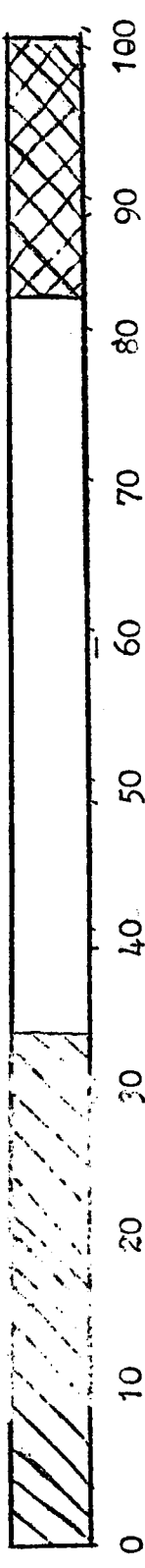
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25



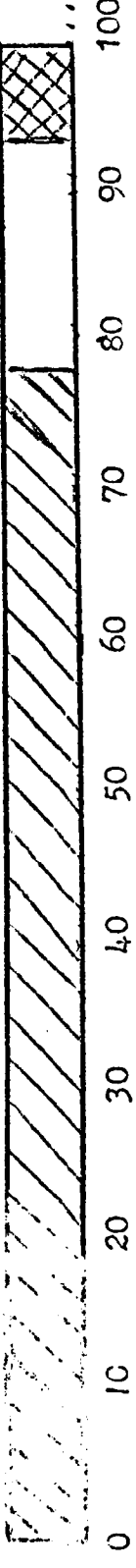
Health & Medical Services

26



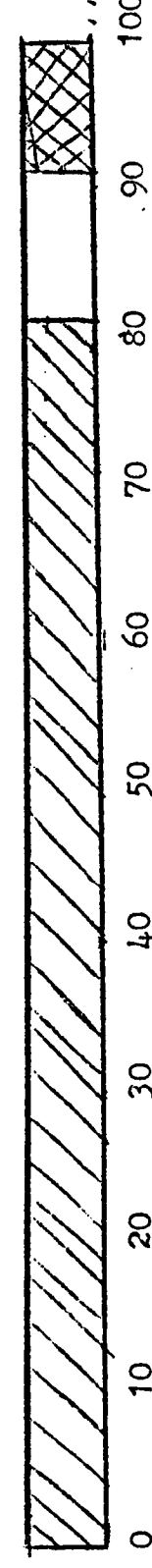
Food Services

27



Inmate Property Control

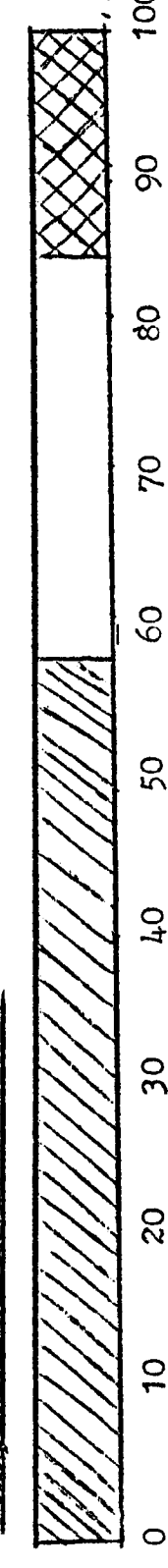
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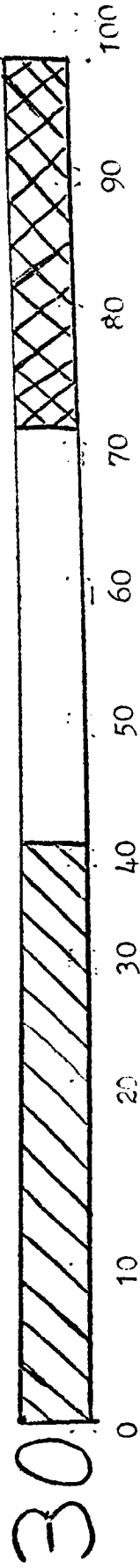
Chaplain Services

29



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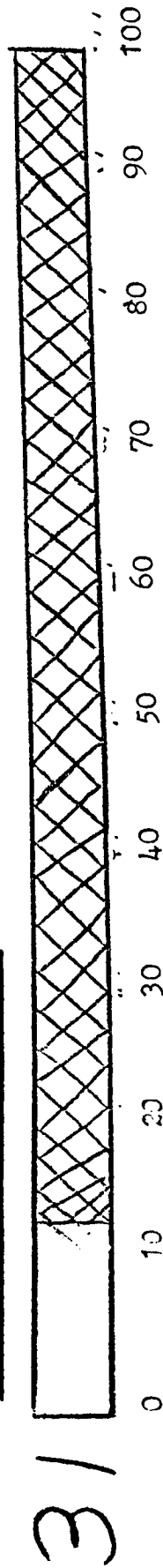
Education



o/p NA

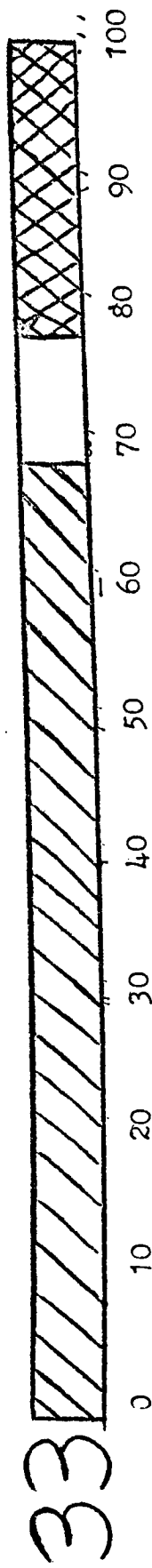
28

Library Services



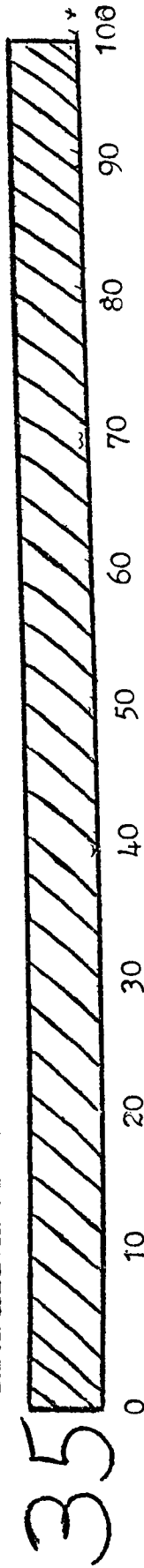
20

Inmate Activities



4

Youthfull Offenders



0

### Program Participants

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Sharp, Dr. E. Preston . . . . . Project Director  
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