

Private Prison Monitoring Changes

The following represents changes made to the monitoring duties of private prisons:

- Private prison operators are now providing a monthly calendar of scheduled unit meetings (Warden/CO, Captain/ Supervisor, Inmate Community Meeting, and any other staff meetings specified in DO 112) to the ADC Lead Monitor. Meeting minutes are required and forwarded to the Lead Monitor.
- Monitors are required to be present at the beginning of meetings as follows:
 - Quarterly
 - Lead Monitor – Warden/CO Meeting and DW/CO Meeting (as applicable)
 - Program Monitor – Program & Education
 - Security Monitor – Captain/Supervisor Meeting
 - Monthly - All available Monitors
 - Private Prison facilitated Inmate Community Meeting

Minutes for all meetings are forwarded to the Lead Monitor to ensure meetings are being held in accordance with ADC Department Orders.

- Lead Monitor's prepare and present a weekly memorandum of unit tour observations and required corrective action items to the Private Prison Warden with a copy transmitted electronically to the Contract Beds Deputy Bureau Administrator (DBA) and Contract Beds Operations Director (CBOD). The weekly report encompasses observations during weekly tours to include cultural assessments of staff / inmate and supervisor / subordinate interaction.
- Inmate Levels of Supervision currently are completed by Private Prison Case Managers, with a 100% review by a member of the ADC monitoring team. Changed the review to only occur for 100% of off unit assignments and a random inspection of on-site level as this is adequate to ensure compliance. This change allows the monitor to conduct more time touring the facility versus completing administrative duties.
- Security Operations Administrator or designee attend and evaluate private prison TSU training quarterly providing a written report of findings to the private prison Warden and CBOD.
- Emergency Preparedness Administrator shall review private prison Emergency Response Plans annually providing a written report of findings to the private prison Warden; requiring written corrective action plans and completing follow up on all CAP's. A copy of this report shall be provided to the CBOD.

- ADC Training Bureau:
 - Has acquired a system for in-service training reporting to be used by all private prison operators for the purpose of ADC tracking private prison employee training. Training of all private prison staff on this system was completed September 2015.
 - Is providing a monthly in-service training report to the CBOD detailing training progress of each private prison. This report will be shared with the respective private prison warden.
 - Provide staff to evaluate selected private prison pre-service, in-service training and specialty training (CO III Academy, FTO training) monthly for compliance with curriculum, instructor certification, and quality of delivery; providing a written report to the Training Bureau Administrator and CBOD. Visits will be unannounced. Any deficiencies or concerns shall result in a formal letter from the Training Bureau Administrator to the Private Prison Warden and require a corrective action response, with a copy to the CBOD.
 - Follow up on any corrective action plans (CAP) to ensure compliance.

- Contract Beds Lead Monitor's are reporting quarterly percentage of completed staff training for quarters 1-3 and monthly during the last quarter via the monthly 703 memorandum. Any deficiencies will result in the issuance of a Letter of Concern to the Private Prison Warden.

- ADC Education Bureau:

Private Prison Education Organization Chart

- Each private prison will provide an organizational chart of education denoting supervisors, teachers (teaching by content areas), and aides. Chart should show the education supervisory chain of command.

Program Standardization

- Mandate private prison education supervisors (CEPS) attend quarterly meetings beginning on November 24, 2015.
- Require private prisons to use the same evaluation tool as ADC, the Danielson Framework Evaluation which is aligned to current Arizona College and Career Ready Standards
 - ADC will provide a standardized evaluation tool that examines teacher effectiveness in five instructional domains.
 - ADC will provide training to private prison CEPS's in its implementation and execution.
 - ADC will provide classroom visits of sites and will observe teachers annually. Private prison CEPS's will utilize the Danielson Framework evaluation tool to evaluate teachers semi-annually.

Program Delivery

- ADC Education Bureau will review and approve private prisons' curriculum for GED and mandatory literacy requirements.
 - ADC will provide monthly reports to private prisons of mandatory literacy and GED enrollments and successful completions. Using this report, ADC's on-site Monitor can ensure inmates mandated to program are attending.
- The ADC will provide an audit tool for supervisors to use in monitoring and evaluating CTE (workforce development) programming and will provide training and support for the vocational audit tool.

Reporting Requirements

- Teacher evaluations will be submitted to the Education Bureau Administrator as completed. Each teacher should receive at least two evaluations annually performed by private prison CEPS.
 - The ADC audit tool for monitoring and evaluating of CTE programming will be submitted to the Education Bureau Administrator monthly as completed. The private prison CEPS should do walkthroughs monthly of all CTE programming classes utilizing the ADC audit tool.
 - Per Contract Beds, DO 106.1.6.2.2. Education Unit staff shall conduct annual inspections of all Career and Technical Education and academic education programs. The Education Bureau designated education monitor will submit an annual report of private prison CTE and education services to the Education Bureau Administrator and the Support Services Director.
 - The private prisons should report the following to the Education Bureau Administrator monthly: GED completions, mandatory literacy completions, and CTE certificates awarded (number and type of certificate).
- Additional Contract Bed monitoring staff positions have been added to ASP-Kingman due to the size of the facility and duties required. The addition of these positions will allow all monitors more time to be out of the office interacting with staff and inmates.
 - Associate Deputy Warden
 - CO III
 - Lieutenant

* Kingman Complex Administrator is required to conduct all meetings as specified in DO 112 for a Complex Warden (due to a complex physical plant model).