

COMMISSION ON ACCREDITATION FOR CORRECTIONS
STANDARDS COMPLIANCE REACCREDITATION AUDIT

Arkansas Division of Correction

Willis H. Sargent Training Academy

England, Arkansas

March 14-15, 2024

VISITING COMMITTEE MEMBERS

Doug Sproat, Chairperson
ACA Auditor

Jamil Niazi, Member
ACA Auditor

A. Introduction

The audit of the Willis H. Sargent Training Academy of the Arkansas Division of Correction (ADC) was conducted on March 14-15, 2024, by the following team: Doug Sproat, Chairperson; Jamil Niazi, Member

B. Facility Demographics

Full-Time Staff:	11
Administrative/ Support:	3
Training Staff:	8

The training staff is comprised of a training administrator, an in-service Training Captain, six law enforcement training instructors, two administrative specialists, and an inventory control specialist.

C. Facility Description

The Arkansas Division of Correction Training Academy sits on 5.27 acres located in England, Arkansas. The facility is comprised of three buildings with a combined total of 31,000 square feet. These buildings are the education building, an auditorium/kitchen, and the gymnasium. The academy also has two mobile homes on the compound for trainee housing.

This property was part of the England School District and served as a middle school in the district. The Arkansas State legislature appropriated \$500,000 for its purchase and renovation. The renovation was completed using supervised inmate labor and the Academy opened its doors on April 1, 2014.

The education building has two standard size classrooms and three large class rooms. The standard size classrooms allow for classes up to 35 trainees. The large classrooms allow for classes up to 80 trainees. The Academy also has a computer lab equipped for 30 trainees, with all the latest equipment needed to provide an outstanding atmosphere for correctional instruction. There are also two conference rooms, one that can accommodate 30 trainees and one that is smaller and can accommodate 8 trainees. There is a library in the education building with books, videos, and a computer available for staff and trainee use.

Office space for in-service and basic training instructors and supervisors are in the education building. The main office of the Academy is located in the center of the building.

Although the Academy does not provide food service for the trainees, the auditorium has a full-service cafeteria available with a break room and dining area. This cafeteria is available as needed, although it is not routinely used.

All Academy classes are given one hour for lunch. There are restaurants in downtown England that provide very good meals for the training classes to purchase. The trainees are also able to use the vending machines in the break room in between classes during the day. The auditorium is also used for graduation services or large meetings.

The gymnasium serves as a multipurpose building. Located in the gymnasium is the office of the academy inventory control manager who is responsible for issuing uniforms and badges to all new cadets. The gymnasium is primarily used for physical training and teaching of defensive tactics. There is a locker room area for both male and female staff which includes restrooms, showers, and lockers.

Outside of the gymnasium is a paved area adjacent to the auditorium. This area is used for trainee muster such as roll call and inspections in the summer months, weather permitting. Training in chemical agents is also conducted in this area.

Housing is available to accommodate staff and trainees who live distances where commuting is not possible. There are two mobile homes on the compound that have been converted into four dormitories that can house 12 staff in each dormitory.

The Academy has another location with five mobile homes that house six staff and trainees each. These mobile homes are eight miles away next to Re-Entry in Tucker. Within the two locations the Academy can house 78 staff/trainees.

There is one other mobile home located on the main compound. This mobile home is used to accommodate in-service staff while attending training at the Academy

The Academy's mission is "to instill knowledge and confidence to employees during pre-service and in-service training, providing them with a solid foundation to build a career in the Arkansas Department of Correction."

D. Pre-Audit Meeting

The team met on March 10, 2024, in White Hall, Arkansas to discuss the information provided by the Association staff and the officials from the Arkansas Division of Correction and the Willis H. Sargent Training Academy.

The chairperson divided standards into the following groups:

Standards #1-CTA-1A-01 - #1-CTA-2D-03 to Doug Sproat, Chairperson
Standards #1-CTA-3A-01 - #1-CTA-3F-04 to Jamil Niazi, Member

D. The Audit Process

1. Transportation

The team was escorted each day to the facility by Shelly Jones, State Accreditation Manager ADC.

2. Entrance Interview

The audit team proceeded to the administrative conference room, escorted by Training Director Major Joi Harris, where a briefing was held with her and her administrative staff.

The Director was asked whether staff and trainees were aware of the audit and whether signs regarding the audit were posted. She responded that everyone had been made aware of the audit, and during the course of the audit, the team observed many prominently-displayed signs throughout the Academy.

Major Harris was asked whether any staff or trainees had requested, either orally or in writing, to speak to the audit team. She advised the team that no one had requested to speak to the auditors

The Director was asked whether there was anything the audit team needed to be aware of that had occurred or was occurring that could jeopardize the audit. She informed us that nothing of that nature had occurred or was occurring.

The Director was also asked if there were any class action lawsuits or adverse judgments against the Academy filed by former staff or trainees. She stated that there were none in that regard.

The audit team was escorted to the auditorium where the formal entry meeting was held. The team expressed the appreciation of the Association for the opportunity to be involved with the Willis H. Sargent Training Academy in their reaccreditation process.

The following persons were in attendance:

Joi Harris	Major Training Academy Director
Nicholas Stewart	AAE
Latoris Willis	ACA Manager MSU
Jacob Higgins	Fire/Safety Coordinator ADC
William Straughn	Deputy Director ADC
Shelly Jones	ACA Manager ADC
Randall Martin	Assistant Supervisor Construction
Beecher Brodnax	Supervisor Construction
Aundrea Culclager	Deputy Director

Dexter Payne	Director
Lajaya Norman	Captain Training Academy
Christina Caldwell	Training Academy
Rachel Cherry	Training Academy
Nick Reed	Training Academy
Larry Posey	Training Academy
Sara Rufer	Training Academy
Tammy Baker	Training Academy
Desiree Barkins	Training Academy
Mary Mena	Training Academy
Latisha Davis	Training Academy
Latisha Davis	Captain Tucker Unit
Antonio Johnson	Major Tucker Unit
Todd Ball	Warden Tucker Unit
Kenyon Randall	Deputy Warden Tucker Unit

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. It was emphasized that the goals of accreditation promoted 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 facility from 8:15 a.m. to 10:a.m. The following persons accompanied the team on the tour:

Joi Harris	Major Training Academy Director
Lajoya Norman	Captain Training Supervisor
Jacob Higgins	Fire and Safety ADC
William Straughn	Deputy Director ADC
Dexter Payne	Director ADC
Shelly Jones	ACA Manager ADC

4. Conditions of Confinement/Quality of Life

During the tour, the team evaluated the Academy's operations, accommodations and services.

Security:

The only security required at the Academy is at the entrance all visitors and staff must log in at the receptionist window for accountability purposes.

Environmental Conditions:

The grounds and flower beds on the compound were extremely well manicured. Inmates assigned to the Training Academy provide and maintain the Academy grounds.

Training Academy staff are responsible for monitoring environmental conditions at the Academy. The MSU maintenance department is responsible for all preventive maintenance on all equipment and machinery on the compound. Temperature ranges in the education building were comfortable and within the required temperature requirements. This building is heated and air-conditioned.

The Willis H. Sargent Training Academy has one 40 KW emergency generator. The batteries and fluid levels of the emergency generator is checked weekly, and monthly preventative maintenance is done by MSU maintenance staff. The emergency generator is operational tested weekly and load tested monthly. The emergency generator is capable of carrying the essential electrical load to avoid any interruption in the Academy's daily operation.

Sanitation:

The audit team was very impressed with the sanitation level throughout the entire Academy. The Academy has an outstanding detailed housekeeping plan in place and uses it as a standard for maintaining its sanitation level. It was obvious to the auditors that the inmates took pride in keeping the Academy clean. The inmates are responsible for all of the cleaning of the Academy and it was obvious that the cleaning was continuous all week long.

The cleanliness of the Academy is the total result of continuous cleaning by the five inmates from the Tucker Unit assigned to the work at the Academy. All the chemicals and cleaning supplies used for cleaning of the Academy were controlled, well documented and under lock and key.

The Academy contracts with Waste Management of Pine Bluff for solid waste removal. The facility also contracts with Eagle Pest Management of Batesville, for vermin and insect control. The Academy uses city water and sewer services.

It was obvious to the auditors that the administration at The Willis H. Sargent Training Academy set a very high priority on sanitation. This was evident throughout the audit process as the auditors toured the Academy and made revisits to different areas.

Fire Safety:

Staff was well aware of the emergency fire evacuation plans and procedures.

Fire extinguishers were located in specific locations throughout the Academy and all fire extinguishers were serviced and documented.

Fire safety inspections and drills are conducted by standard requirements and documented. Fire safety egress routes were clearly posted and all exit signs were illuminated.

There is one fire hydrant located on the compound. It is checked, flushed and pressure tested by the city of England. The city of England Volunteer Fire Department located minutes away from the compound is the first responder for fire related issues at the Academy.

The Arkansas State Fire Marshal's office performs an annual fire safety inspection at the facility and an up-dated copy was on hand. The Academy's fire safety system is inspected and certified annually by contract through Simplex Grinnell of Little Rock.

The auditors were extremely impressed with the Academy's emergency plan and procedures with all the checks and balances in place to provide fire safety protection for staff and trainees alike. This has resulted in a safe work environment for staff and trainees.

Food Service:

The Training Academy does not provide food service for its trainees. There are restaurants in the city of England that the trainees can frequent at meal time. There is also vending machines in the cafeteria. The policy at the present time is that the trainees provide their own meals.

Medical Care:

There is no medical clinic at the Academy. In the event of a medical emergency the Training Academy has a contract with Company Nurse Injury Hotline located in Scottsdale, Arizona.

The injured trainee notifies his/her supervisor. The supervisor/injured worker immediately calls injury hotline. Company Nurse gathers information over the phone and helps the injured worker access appropriate medical treatment.

If it is a crisis, medical emergency the Academy Director makes the decision to call 911. There is an AED unit located in the hallway of the training building and Academy staff have been trained on its use. There are also first aid kits located throughout the training building.

Recreation:

The Academy has a very large gymnasium, with a locker room area for male and female staff. Included in this area are restrooms, showers and lockers.

The gymnasium is used for physical training and defensive tactics for cadets and in-service staff. It is also used for large graduating classes.

Religious Programming:

Not Applicable

Offender Work Programs:

There are five inmates from the Tucker Unit that are assigned to provide all the cleaning at the Academy.

Academic and Vocational Education:

Not Applicable

Social Services:

Not Applicable

Visitation:

Not Applicable

Library Service:

The Training Academy has a small library for staff and trainee use. The library has a computer that is on line with courses available to staff and trainees such as:

- Safety and Security
- Medical Information for Correctional Officers
- Mental Health Information for Correctional Officers
- Special Needs Offenders
- Workplace Issues
- Computer Skills
- Medical and Mental Health Staff

Laundry:

The trainees are responsible for their own laundry services. Washers and dryers are on site for use at no charge to the Trainees.

F. Examination of Records

Following the Academy tour, the team proceeded to the administrative conference room to review the accreditation files and evaluate compliance levels of the policies and procedures. The Academy’s accreditation files were extremely auditor friendly.

The Academy had no notices of non-compliance with local, state, or federal laws or regulations.

1. Litigation

Over the last three years, the Academy had no class action lawsuits or adverse judgments.

2. Significant Incidents/Outcome Measures

There were no significant incidents in the last 12 months. Outcome Measures are not applicable.

3. Departmental Visits

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

<u>Department Visited</u>	<u>**Person(s) Contacted</u>
Administration	Joi Harris, Training Director Lajoya Norman, Training Supervisor

4. Shifts

Not Applicable

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:

There were no non-mandatory non-complaint standards in the previous audit cycle.

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

Not Applicable

2. Staff Interviews

The auditors interviewed all training staff during the audit. The audit team was very impressed with the number of years of experience the staff had with the Arkansas Department of Correction. What impressed the audit team most during these interviews was the overall consensus of staff for the need to train and retrain on department standard operating procedures until it becomes a common everyday occurrence.

H. Exit Discussion

The exit interview was held at 10:30 A.M. with the Training Director and nine staff in attendance.

The following persons were also in attendance:

Nicholas Stewart	AAE
Dexter Payne	Director, ADC
Latoris Willis	ACA Manager MSU
William Straughn	Deputy Director ADC
Jacob Higgins	Fire and Safety ADC
Shelly Jones	ACA Manager, ADC
Randall Martin	Assistant Supervisor Construction
Beecher Brodnax	Supervisor Construction
Manda Bass	Public Information Specialist ADC
Gaylon Lay	Deputy Director ADC
Jessica Langford	SATP, ADC
Maurice Culclager	Deputy Warden MSU
William Manning	Maintenance Supervisor MSU
Eddie Powell	Correctional Industries ADC
Lindsey Wallace	Secretary of Corrections ADC
Andrew Ruh	Warden ACC

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.

COMMISSION ON ACCREDITATION FOR CORRECTIONS
AND THE
AMERICAN CORRECTIONAL ASSOCIATION

COMPLIANCE TALLY

Manual Type	Correctional Training Academies, 1 st Edition	
Supplement	2016 Standards Supplement	
Facility/Program	The Willis H. Sargent Training Academy Arkansas Division of Correction	
Audit Dates	March 14-15, 2024	
Auditor(s)	Doug Sproat, Chairperson; Jamil Niazi, Member	
	MANDATORY	NON-MANDATORY
Number of Standards in Manual	13	96
Number Not Applicable	1	5
Number Applicable	12	91
Number Non-Compliance	0	0
Number in Compliance	12	91
Percentage (%) of Compliance	100%	100%
<p>! Number of Standards <i>minus</i> Number of Not Applicable <i>equals</i> Number Applicable</p> <p>! Number Applicable <i>minus</i> Number Non-Compliance <i>equals</i> Number Compliance</p> <p>! Number Compliance <i>divided by</i> Number Applicable <i>equals</i> Percentage of Compliance</p>		

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The Willis H. Sargent Training Academy
England, Arkansas

March 14-15, 2024

Visiting Committee Findings

Mandatory Standards

Not -Applicable

Standard #1-CTA-3D-03

THERE IS DOCUMENTATION THAT THE ACADEMY'S DIETARY ALLOWANCES ARE REVIEWED AT LEAST ANNUALLY BY A QUALIFIED NUTRITIONIST OR DIETICIAN TO ENSURE THAT THEY MEET THE NATIONALLY RECOMMENDED ALLOWANCES FOR BASIC NUTRITION.

FINDINGS:

The Arkansas Training Academy does not have a food service department.

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The Willis H. Sargent Training Academy
England, Arkansas

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Visiting Committee Findings

Non-Mandatory Standards

Not Applicable

Standard 1-CTA-1C-04

WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT ALL PERSONNEL ARE SELECTED, RETAINED, AND PROMOTED ON THE BASIS OF MERIT AND SPECIFIED QUALIFICATIONS. NEW EMPLOYEES RECEIVE CREDIT FOR THEIR PRIOR TRAINING.

FINDINGS:

The Arkansas Training Academy personnel are not covered by a merit system, civil service regulations, or union contracts.

Standard 1-CTA-2A-01

THE ACADEMY CONFORMS TO APPLICABLE FEDERAL, STATE, AND/OR LOCAL BUILDING CODES. (RENOVATION, ADDITION, NEW CONSTRUCTION ONLY)

FINDINGS:

The Training Academy is not new Construction.

Standard 1-CTA-3D-01

FOOD SERVICE OPERATIONS ARE MONITORED BY A STAFF MEMBER.

FINDINGS:

The Arkansas Training Academy does not have a food service department.

Standard 1-CTA-3D-02

THE FOOD SERVICE AREAS ARE INSPECTED AND COMPLY WITH THE LAWS AND REGULATIONS OF THE AUTHORITY HAVING JURISDICTION.

FINDINGS:

The Arkansas Training Academy does not have a food service department.

Standard 1-CTA-3D-02-1

ALL STAFF, CONTRACTORS, AND INMATE WORKERS WHO WORK IN THE FOOD SERVICE DEPARTMENT ARE TRAINED IN THE USE OF FOOD SERVICE EQUIPMENT AND IN THE SAFETY PROCEDURES TO BE FOLLOWED IN THE FOOD SERVICE DEPARTMENT.

FINDINGS:

The Arkansas Training Academy does not have a food service department.