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**Policy Number:** 100.200  
**Title:** American Correctional Association (ACA) Standards Compliance  
**Effective Date:** 6/4/19

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**PURPOSE:** To outline an effective operational system for ensuring American Correctional Association (ACA) standards compliance for operations and programs under the jurisdiction of the Minnesota Department of Corrections (DOC). The DOC monitors its operations and programs to ensure compliance with written policy as well as ACA standards.

**APPLICABILITY:** Department-wide

**DEFINITIONS:** None

**PROCEDURES:**

- A. Department of corrections (DOC) operations and programs must be monitored by the assistant and deputy commissioners, facility wardens, and appropriate business unit directors/managers.
  - 1. DOC operations, programs, and policy must be reviewed annually in accordance with American Correctional Association (ACA) accreditation standards requirements.
  - 2. A full set of current ACA standards is available on the ACA accreditation iShare site.
  - 3. ACA standards must be taken into consideration as part of annual reviews.
- B. All standards and compliance documentation are maintained on the ACA iShare site. Standards must be fully completed by the last day of the assigned tracking period using the guidelines. A team of DOC evaluators complete an evaluation of the standards and submit final reports to the ACA in preparation for the actual ACA audit.
- C. Assigned staff must complete the outcome measures on a monthly basis. The assigned staff must complete the final month within two weeks of the end of the tracking period. The forms are maintained on the ACA iShare site.
- D. Assigned staff at each facility/location must complete the significant incident summary monthly on the ACA iShare site. The assigned staff must complete the final month within two weeks of the end of the tracking period.
- E. ACA audits are conducted according to a pre-determined schedule and as contracted with the ACA.

**INTERNAL CONTROLS:**

- A. The department maintains and utilizes a current set of ACA standards.
- B. All ACA standards and compliance documentation are maintained on the iShare site.

**ACA STANDARDS:** None

**REFERENCES:** [Minn. Stat. § 241.01, subd. 3a \(d\)](#)

**REPLACES:** Policy 100.200, “American Correctional Association (ACA) Standards Compliance,” 3/20/18.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None

**APPROVED BY:**

Deputy Commissioner, Community Services  
Deputy Commissioner, Facility Services  
Assistant Commissioner, Operations Support  
Assistant Commissioner, Facility Services