



Adult Detention Professional Standards Council
Headquarters: New Mexico Counties
444 Galisteo Street, Santa Fe, NM 87501 (505)983-2101

ANNUAL ACCREDITED FACILITY PROGRESS REPORT

Facility Name: _____

Address: _____

Date of Initial Accreditation: _____

Today's Date: _____

County: _____

Detention Administrator/Warden: _____

As an accredited facility, the Adult Detention Professional Standards Council requires you to submit an annual progress report for review. The report is a tool created to assist your facility and the audit team with continued success and program sustainability. *Upon review of your annual progress report, the Council may require that you submit additional and/or more detailed information.*

Part One: Significant Incident Summary

Has there been any significant incidents at your facility within the past twelve (12) months? *(Attach brief explanation and incident report.)* Significant incidents include:

- Escapes
- Deaths
- Facility disturbance (an incident involving four or more offenders)
- Annual Detainee Grievance Report *(must include those grievances which escalated to a formal complaint, and if grievances were resolved or dismissed.)*
- Hostage situations
- Assaults on Staff
- Offender on offender assaults with weapon(s) involved
- Sexual assaults of any kind involving staff or detainees
- Special Response Team/Reaction Team Callouts
- A fire causing detainees to be moved to another facility
- Staff or detainees work stoppages (walk-outs or strikes)
- Offender medical care provided off site for non-recreational injuries
- Significant medical unit concerns potentially impacting your compliance



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Part Two: Operational Review and Reporting

Have there been any operational changes at your facility within the past twelve (12) months?
(*Attach brief explanation.*) Operational review and reporting include:

- Updates/changes regarding mental health, medical, food service (meal preparation and service, commissary, indigent and sanitation) or other contractual agreements
- Medical process reviews (med pass, sick call, intake)
- Emergency equipment and operations (lethal, less lethal inspections and inventories, safety equipment, fire inspections)
- Training (new employee and annual requirements)
- Security operations (practice match policy, staffing analysis)
- Physical structure (construction, condition and maintenance)
- Any capital improvements or projects since previous accreditation
- Increase or decrease in budget and/or staffing levels
- Significant changes to policies and procedures.

Part Three: Reporting and Litigation

- Has your facility had any internal monitoring changes since previous accreditation? If yes, please describe.
- Attach copies of any external reports associated with accreditation, such as Fire Marshall, Health Department, OSHA, PREA audit, etc.
- Has your facility had any lawsuits/tort claims filed in the past twelve (12) months?
___ Yes ___ No If Yes, please provide complaint for lawsuits or tort claims. (*Attach*)

Please ensure that your annual progress report is signed by your Detention Administrator or Warden.

The Adult Detention Professional Standards Council appreciates your participation in our professional standards accreditation program.

Sincerely,

Clay Corn, Chair
Adult Detention Professional
Standards Program Council