

***DEPARTMENT OF PUBLIC SAFETY AND
CORRECTIONAL SERVICES
MARYLAND COMMISSION ON
CORRECTIONAL STANDARDS***

The seal of the Department of Public Safety and Correctional Services, Maryland, is a circular emblem. It features a central shield with a red cross on a white background, set against a yellow and black checkered field. The shield is flanked by two figures: a man in a yellow uniform on the left and a woman in a blue uniform on the right. Above the shield is a crest with a crown and a banner. The entire seal is surrounded by a yellow border with the text "DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES" in blue. The text "MARYLAND" is also visible in the background of the seal.

**ADULT
COMMUNITY
CORRECTIONAL
FACILITIES**

AUDIT WORKSHEETS

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT COMMUNITY CORRECTIONAL FACILITIES

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FACILITY: _____ AUDIT DATES: _____

.01 STANDARDS: SECURITY AND INMATE CONTROL

C = Compliance NC = Noncompliance NA = Non-applicable H = Hold ★ = Recommendation

___A. USE OF PHYSICAL FORCE

See incident reports from _____ to present. **Ensure** medical treatment offered or provided

___B. EMERGENCY SECURITY PLANS

_____ (1) Coordination - **See** letters of coordination with responding agencies

_____ (2) Duties/responsibilities - **Question** staff for awareness

_____ (3) Alternate housing - **Observe** in-house

_____ (4) Emergency communications - **Observe** radios, intercom, phone, etc.

_____ (5) Designated operations center - **Observe** on site (conference room, certain posts, etc.)

_____ (6) Specified command/control (**See Chain of Command Listing**)

___C. EMERGENCY SECURITY PLANS AWARENESS
(**Review training records**)

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.01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)

___D. SECURITY EQUIPMENT

_____ (1) Secure storage - See control center, arsenal, gun lockers, etc.

_____ (2) A current master listing - See a listing that is dated

_____ (3) Monthly inspections/inventories - See records from _____ to present

_____ (4) Authorized access - See list of trained staff in control center

_____ (5) Use circumstances - **Observe** use of restraints

_____ (6) Issue/return - See records from _____ to present. **Note** condition on return

___E. SECURITY EQUIPMENT TRAINING
(Review training records)

___F. INMATES EXERTING CONTROL

Observe; ensure inmates are not allowed to supervise, control, exert or assume authority over other inmates while working or in areas where sensitive materials are available. **Note** staff/inmate interview remarks

.01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)

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___ G. SUPERVISION OF INMATES

_____ (1) Counts - **See** minimum of 1 recorded count per shift from _____ to present

_____ (2) Rounds - **See** records on each shift from _____ to present

_____ (3) Monitoring whereabouts - **See** records of telephone checks, on site visits, third party notifications, *i.e.*, letters, pay stubs, etc. for employment whereabouts

See records of staff supervision for road crews, outside inmate workers, etc.

_____ (4) Drug/alcohol testing - **See** urinalysis reports/results; **ensure** frequency in SOP is met

_____ (5) Secure/orderly movement - **Observe** movement. **See** traffic sheets, escorts and work release movement sheets, if applicable

_____ (6) Weekly security inspections - **See** records from _____ to present.
Ensure facility perimeter is included

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.01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)

___ H. SEARCH PROCEDURES

- _____ (1) Personnel searches - **See** records of staff searches, if any

- _____ (2) Semi-annual facility searches - **See** records from _____ to present; **ensure** all areas of the facility are included

- _____ (3) Searches of inmates with community access - **See** records for work release and trustees with outside access

- _____ (4) Searches of other inmates - **Observe** pat downs and use of electronic devices (metal detector/hand scanner, etc.)

- _____ (5) Vehicle searches - **See** records

- _____ (6) Visitor searches - **General observation** and records, if any; **observe** posted rules

- _____ (7) Inmate property protection - **Note** staff/inmate interview remarks

- _____ (8) Receipting - **See** receipts for confiscated property. **See** disciplinary reports as they may be used as a receipt.

- _____ (9) Chain of custody - **See** records from _____ to present; **observe** contraband lockers

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.01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)

H. SEARCH PROCEDURES (cont'd.)

_____ (10) Body cavity searches - **See** records, if any

_____ (11) Strip searches - **See** records, if any. Searches must be in private and performed by the same sex

_____ (12) Documented acknowledgements of the search regulations by security staff.

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.01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)

___ I. KEY CONTROL

_____ (1) Secure storage - See control center and other storage areas

_____ (2) Quarterly inspections - See records from _____ to present.

_____ (3) Daily inventories - See records from _____ to present

_____ (4) Authorized access - **General observation**

_____ (5) Issue/return - See records from _____ to present

_____ (6) Duplicates - **Observe**

_____ (7) Emergency and restricted keys - **Observe** keys clearly identified by color code and/or touch

_____ (8) Current master listing - See a listing that is dated

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.01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)

___ J. TOOL CONTROL

- _____ (1) Secure storage - **Observe** areas outside inmate living areas
- _____ (2) Quarterly inspections - **See** records from _____ to present
- _____ (3) Daily inventories - **See** records from _____ to present
- _____ (4) Authorized access - **General observation**
- _____ (5) Issue/return - **See** records from _____ to present
- _____ (6) Current master listing - **See** a listing that is dated

___ K. TRANSPORTATION OF INMATES

- _____ (1) Authorization/qualification/licensure - **See** records of current weapons qualification and required motor vehicle licensure of a person authorized to transport. **Observe** spot checks by MVA., as required by the Department of Budget and Management, if applicable.
- _____ (2) Security equipment - **General observation**
- _____ (3) Protection of public/staff/inmates - **See** records of inmate and transport vehicle searches, vehicle safety inspections and maintenance checks; **observe** fire extinguishers and first aid kits in all transport vehicles
- _____ (4) Accident response - **See** reports, if any

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.01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)

___L. INTAKE PROCEDURES

- _____ (1) Commitment verification - **See** files for appropriate legal documents
- _____ (2) Search - **See** records, if any, in accordance with applicable law
- _____ (3) Positive identification - **Observe** photographs, fingerprint cards and registration numbers
- _____ (4) Intake data - **See** personal and general intake information
- _____ (5) Initial telephone call - **See** records of calls (at least 2 calls)

___M. RELEASE PROCEDURES

- _____ (1) Identification verification - **See** closed files for photographs, fingerprint cards and ID numbers
- _____ (2) Release confirmation - **See** closed files for writs, parole release orders, court orders, or release by expiration
- _____ (3) Notification of affected agencies/persons - **See** records, to include victim notifications.

___N. SEPARATION OF SEXES

General observation of separation by sight and sound

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.02 STANDARDS: INMATE SAFETY

C = Compliance NC = Noncompliance NA = Non-applicable H = Hold ★ = Recommendation

___A. FIRE SAFETY INSPECTIONS

See annual inspections from _____ to present; **ensure** inspections are at 12-month intervals

See re-inspections addressing corrective action for violations

___B. INTERNAL FIRE SAFETY INSPECTION

See monthly inspection reports from _____ to present

___C. DISASTER PLANS

_____ (1) Coordination - **See** correspondence with responding agencies and organizations;

_____ (2) Duties/responsibilities - **Question** staff for awareness

_____ (3) Evacuation instructions – Full, partial, and medical evacuation addressing:

- (a) The handling of injured individuals;
- (b) Security considerations;
- (c) Instructions for responding emergency personnel and vehicles; and
- (d) Movement of affected individuals to safe areas;

See designated routes which are clearly marked by use of exit signs, charts, arrows on walls, floors and/or other readily understood and clearly visible signs;

_____ (4) Alternate housing - **Observe** in-house and at alternate sites when the facility or portions of it are rendered uninhabitable;

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- _____ (5) Quarterly fire drills on each shift which includes inmates, unless their inclusion compromises security- **See** records from _____ to present, to include inmates, unless security is compromised. **Note** inmate interview remarks
- _____ (6) A written evacuation plan that conforms to Federal, State and local fire safety code and
- _____ (7) An annual review that includes:
- (a) building interior diagram or floor plan;
 - (b) marked exits;
 - (c) directional symbols; and
 - (d) locations of posted evacuation diagrams.

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.02 STANDARDS: INMATE SAFETY (cont'd.)

___D. DISASTER PLANS AWARENESS

See training records; pre/in-service training curricula; written acknowledgements for all involved personnel; staff interviews.

___E. EMERGENCY MEDICAL SERVICES

_____ (1) Access to facilities/personnel - **See contract/agreement and identify off site resources**

_____ (2) Monthly inventories of designated/approved first aid kits - **See at various locations. See records from _____ to present. See documented approval for contents of first aid kits by a qualified health care person**

_____ (3) First Aid/CPR certification requirements (**handled by M CCS staff**)

See up-to-date records, duty schedule and post assignments to determine adequate coverage

___F. ROUTINE HEALTH SERVICES

See contract/agreement with health care provider. See schedule

See sick call records and note response time frame

___G. RECEPTION MEDICAL SCREENING

See records of screenings within 24 hours of admission to an initial reception facility

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.02 STANDARDS: INMATE SAFETY (cont'd.)

___H. DISPENSING MEDICATIONS

- _____ (1) Authorized prescription initiation - **See** records of prescription origin

- _____ (2) Method for filling prescriptions - **See** agreement with a pharmacy. **Note** procedure for initiating, filling, transferring and transporting medications (fax, courier, etc.). **See** a current formulary (list of approved medications). **Observe** storage of stock and/or bulk medication

- _____ (3) System of packaging and labeling - **See** unit dosage, blister packs; **observe** properly labelled containers with name, contents, directions, stop dates, and other vital information clearly indicated

___I. ADMINISTRATION OF MEDICATIONS

- _____ (1) Standing orders/protocol - **See** nurses' instructions approved by a physician

- _____ (2) Administration instruction to nonmedical personnel - **See** training records by a qualified health care provider (**handled by MCCS staff**)

- _____ (3) Administration/refusal records - **See** medication logs

- _____ (4) Circumstances for self-medication - **See** records for insulin injection, nitroglycerin, ointments

.02 STANDARDS: INMATE SAFETY (cont'd.)

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___ J. CONTROL OF MEDICATIONS

_____ (1) Secure storage - **See** safe, locked cabinet, drawer or locked closet, etc. Controlled medication must be under double lock (*i.e.*, door and cabinet)

_____ (2) Specified access - **General observation**

_____ (3) Disposal procedures - **See** records of disposal for all unused and expired medications. Records must include all persons witnessing or participating in the disposal; **see** return to pharmacy records. **Check** medications on hand for expiration dates

_____ (4) Weekly inventories of controlled substances - **See** records from _____ to present. **Perform** cross-check of current CDS inventory

_____ (5) Incoming medication handling - **Discuss** procedure and **see** records addressing personal medication of inmates upon admission. **Refer** to auditor assigned to Inmate Property

_____ (6) Transfer/release medication handling - Policy should indicate supply given at release. **See** records of facility and personal prescription medication given at time of release or transfer. **See** closed files for continuity of care forms

.02 STANDARDS: INMATE SAFETY (cont'd.)

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___K. CONTROL OF MEDICAL AND DENTAL INSTRUMENTS

_____ (1) Secure storage - **See** safe, locked cabinet, drawer or locked closet, etc.

_____ (2) Specified access - **General observation**

_____ (3) Quarterly inspections - **See** records from _____ to present

_____ (4) Weekly inventories - **See** records from _____ to present

_____ (5) Disposal procedures - **See** contaminated waste containers. **See** contract with biohazard disposal company

_____ (6) Needle/syringe usage records - **See** records from _____ to present

_____ (7) Current master listing - **See** a listing that is dated; **perform** a cross-check

___L. MEDICAL TESTING

Note inmate interview remarks

.02 STANDARDS: INMATE SAFETY (cont'd.)

___M. LICENSING/CERTIFICATION

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See roster for all medical staff and verification of up-to-date credentials

___N. MEDICAL JUDGEMENT

Note staff/inmate interview remarks

___O. PHYSICAL EXAMINATIONS

A health appraisal is to be completed no later than 14 days following admission. **Random sample** medical files

___P. RELEASE MEDICAL SCREENING

See review by qualified health care personnel of all inmates prior to release or within 7 days thereafter. This may be documented on a continuity of care form. **Ensure** that records for inmates released from court, paroled or mandatorily released are included in the review

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.02 STANDARDS: INMATE SAFETY (cont'd.)

___Q. MOSHA INSPECTIONS

See inspections at 2-year intervals from _____ to present

See plans of corrective action for each inspection

___R. NOTIFICATION OF NEXT OF KIN

See examples, if any, to include death, serious illness or injury of an inmate; **note** managing official/designee initiating contact with the next of kin identified by the inmate at admission

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.03 STANDARDS: INMATE FOOD SERVICES

C = Compliance NC = Noncompliance NA = Non-applicable H = Hold ★ = Recommendation

___A. MENU APPROVAL

See annual approvals from _____ to present by a registered dietician. **Note** name and number of dietician's registry/license

___B. FREQUENCY OF MEALS

See schedule for breakfast/lunch/dinner, **ensuring** that not more than 14-hour intervals are between dinner and breakfast. Times must be posted or in inmate handbook; **see** log entries, include special housing

___C. HEALTH INSPECTION

See documented inspections as required by the health department and records of corrective action.
See current license/permit (posted)

___D. DIETARY HYGIENE PRACTICES

Observe hand washing and toilet facilities that are reasonably accessible. **See** records of inspection and posted hygiene instructions; **observe** the wearing of hair nets or caps and clean clothing (includes delivery persons)

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.03 STANDARDS: INMATE FOOD SERVICES (cont'd.)

___E. DIETARY MEDICAL SCREENING

See pre-employment physical exams for dietary civilian staff, and annual medical screenings thereafter.

See staff/inmate roster. See inmate medical screening by qualified health care professionals before assignment and annually thereafter. **Ensure** intervals are no more than 12 months

___F. SPECIAL DIETS

See records of initiation, provision and renewal by a qualified health care provider or the facility chaplain

___G. USE OF FOOD AS PUNISHMENT/REWARD

General observation; note staff/inmate interview remarks

___H. SUPERVISION OF FOOD SERVICES

See job descriptions, staff/inmate work schedules, post orders; **general observation**

___I. WEEKLY DIETARY SANITATION INSPECTIONS

See reports from _____ to present. **Ensure** food is properly stored off floor in a clean, dry area, separated from cleaning supplies. See records of corrective action

.03 STANDARDS: INMATE FOOD SERVICES (cont'd.)

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___ J. KITCHEN UTENSILS

_____ (1) Secure storage - **See** safe, locked cabinet or drawer, vault or locked closets. Utensils are to be stored in a manner which permits an easy determination of the presence or absence

_____ (2) Daily inventories - **See** records from _____ to present

_____ (3) Quarterly inspections - **See** records from _____ to present

_____ (4) Issue/return - **See** records from _____ to present

_____ (5) Specified access/use - **Observe** inmates with permitted specified use under the direct supervision of facility staff

_____ (6) Current master listing - **See** a listing that is dated

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.04 STANDARDS: INMATE HOUSING AND SANITATION

C = Compliance NC = Noncompliance NA = Non-applicable H = Hold ★ = Recommendation

___A. TOXIC, CAUSTIC AND FLAMMABLE MATERIALS

_____ (1) Secure storage - **See** areas outside inmate living and activity areas. **Ensure** proper storage of materials

_____ (2) Quarterly inspections/inventories - **See** reports to determine condition and accountability from _____ to present

_____ (3) Authorized access/use - **General observation; see** written designation of persons authorized access

_____ (4) Issue and disposal - **See** records from _____ to present. Disposals must be in conformance with applicable federal, state and local regulations

___B. WEEKLY FACILITY SANITATION INSPECTIONS

See records from _____ to present. **Ensure** all areas of the facility and grounds are addressed

.04 STANDARDS: INMATE HOUSING AND SANITATION (cont'd.)

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___C. GENERAL SANITATION REQUIREMENTS

- ___ (1) Staff/inmate duties - **See** cleaning assignments, schedule, inmate worker job descriptions; **general observation**
- ___ (2) Quarterly vermin/pest control - **See** contract with licensed exterminator. **See** records of provisions; **general observation**
- ___ (3) Weekly trash removal, to include the removal of paper or plastic receptacle containing soiled menstrual hygiene products - **See** contract, records of provision; **general observation.**
- ___ (4) Secure paper or plastic receptacle for daily disposal of soiled menstrual hygiene products; **general observation**

___D. PERSONAL ACCOMMODATIONS

Observe adequate number of operable and accessible toilets, bathing and shower facilities; one shower per 15 inmates, or the opportunity to bathe at least three times per week; **observe** hot and cold running water. Ratio is one toilet/wash basin per 10 inmates. **Note** inmate interview remarks

___E. PERSONAL HYGIENE ARTICLES

- (1) **See** provisions through purchase or from visitors. **See** commissary for supply and variety
- (2) **See** special arrangements for indigent inmates from _____ to present
- (3) **See** new inmate kits, if any. **Note** inmate interview remarks
- (4) **See** provisions for no cost feminine menstrual hygiene products upon admission, routinely and upon request. **Note** inmate interview remarks.
- (5) **See** routine commissary access and record of inventory for menstrual hygiene products.

.04 STANDARDS: INMATE HOUSING AND SANITATION (cont'd.)

___F. INMATE CLOTHING

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See records of issue/return of facility property (*i. e.*, jumpsuits for dietary, hospital, garage, maintenance shops and vocational programs)

Observe clothing room for adequate supplies

See records for provision of clothing to indigent inmates

___G. INMATE BEDDING AND LINEN

See records of provisions for at least one clean sheet and mattress, and sufficient blankets for the season; wash cloths and towels, if available; if pillows are distributed, pillow cases are to be issued. **See** records of issue, return and exchange; **ensure** mattresses and pillows are fire retardant

___H. INMATE LAUNDRY SERVICES

See provisions by the facility (operable washers/dryers) or through contractual arrangements in the community (*i.e.*, exchange with visitors, etc.). **See** records of exchange, laundry list, schedule. Bed linens, personal and issued clothing are to be laundered weekly

.04 STANDARDS: INMATE HOUSING AND SANITATION (cont'd.)

___I. INMATE PROPERTY MANAGEMENT

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_____ (1) Allowable property list - **See** approved list; **general observation**

_____ (2) Itemized listing - **See** initial inventory records

_____ (3) Signatures upon confiscation/return - **See** records; **ensure** forms are complete with inmate/staff signatures and dates

_____ (4) Biannual inventory - **See** records from _____ to present; includes all property (valuables) retained by the facility. **See** property room

_____ (5) Replacement procedures - **See** records, if any. **Note** inmate interview remarks

_____ (6) Disposal procedures - **See** records for disposals of abandoned property (charity donations, conversion to facility property, sold, or discarded); **see** records from _____ to present; **ensure** time limits adhere to policy

_____ (7) Modification to listing - **See** inventory for additions and deletions, with appropriate signatures and dates

FACILITY: _____

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.05 STANDARDS: INMATE RIGHTS

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___A. NONDISCRIMINATION

See statement in inmate handbook and policy

___B. PROTECTION FROM ABUSE

General observation. Note inmate interview remarks and inmate handbook.

Zero Tolerance Policy – Abusive Sexual Act/Sexual Harassment See incident reports and complaints for:

1. Facility Response,
2. Access to medical health care,
3. Access to mental health counseling and support.

___C. LEGAL MATTERS

_____ (1) Court access - See logbooks, traffic sheets, movement sheets, etc.; **general observation**

_____ (2) Reference material/availability - See law library; see records of the use of LASI/LIPS or other legal references; see provisions to indigent inmates for paper, pencil, etc.

_____ (3) Legal mail handling - See logs, mail records; **general observation; note** inmate interview remarks. Legal mail is to be opened only in the presence of the inmate

_____ (4) Legal visits availability - See records of visits. **Observe** private and confidential setting

_____ (5) Legal calls access - See telephone schedule, telephone log/records; **note** inmate interview remarks

.05 STANDARDS: INMATE RIGHTS (cont'd.)

___D. RELIGIOUS PRACTICES

See staffing, see available space

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See records of provisions/schedules; **note** inmate interview remarks

See statement in inmate handbook and policy

___E. MAIL PRACTICES

See schedule, staffing

See records of provisions to indigent inmates (postage)

See inmate interview remarks

See statement in inmate handbook and policy

___F. INMATE ORIENTATION

Policy Review and ensure all elements below are addressed in the inmate handbook:

- _____ (1) Emergency Plans Response
- _____ (2) Classification procedures
- _____ (3) Rules/regulations/disciplinary process
- _____ (4) Complaint process
- _____ (5) Search practices
- _____ (6) Access to case records
- _____ (7) Programs/services regulated by standard
- _____ (8) Sick call access

Review case files for inmate signature/date for receipt of the most recent handbook. **See** program activities schedules. **See** records of access

.05 STANDARDS: INMATE RIGHTS (cont'd.)

___G. CONVICTED INMATES/PROGRAM PARTICIPATION

See records of participation in work release, substance abuse, basic education, facility work assignments, etc. **Note** inmate interview remarks

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See statement in inmate handbook and policy

___H. PRETRIAL INMATES/PROGRAM PARTICIPATION

See records of participation; **note** inmate interview remarks; may decline to participate in facility programming and work assignments other than housekeeping

See statement in inmate handbook and policy

___I. REGULAR EXERCISE

See records of opportunity to participate.

See staffing, schedules; **observe** equipment and space. **Note** staff/inmate interview remarks

___J. INTERNAL COMPLAINT SYSTEM

See training records for all staff having direct contact with inmates. See training records of written acknowledgements by all appropriate staff; handbook; and pre-/in-service training curricula and schedules.

.05 STANDARDS: INMATE RIGHTS (cont'd.)

___K. PERSONAL GROOMING

General observation; note inmate interview remarks

See provisions/availability (*i.e.*, schedule for hair care services)

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See statement in inmate handbook and policy

___L. ACCESS TO MEDIA

See records of access/denial

Note rationale for denials

Note inmate interview remarks

See statement in inmate handbook and policy

___M. VISITATION PRACTICES

Note inmate interview remarks

See schedule; **note** records of provisions, including special visits

Observe appropriate space, posted rules and regulations

See statement in inmate handbook and policy

___N. GENERAL TELEPHONE USE

See records of provisions, if any

General observation; see schedules; **note** inmate interview remarks

FACILITY: _____ AUDIT DATES: _____

.06 STANDARDS: CLASSIFICATION

C = Compliance NC = Noncompliance NA = Non-applicable H = Hold ★ = Recommendation

___A. CLASSIFICATION PROCESS

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- _____ (1) Initial classification within 45 days of admission/annual reclassification **according to established guidelines.**
- _____ (2) Decision-makers identification - **Note** appropriate facility personnel involved in classification actions; **review** case files
- _____ (3) Criteria - **Review** files for appropriate placement in security levels, housing, work assignments, programs and services
- _____ (4) Inmate appearance - **Review** files to see if inmates are present when classification decisions are made
- _____ (5) Routine assessment of security and program needs
- _____ (6) Recorded decisions - **See** decisions, recommendations and rationale; **see** various classification forms (initial summary, health history, classification assignment sheets, progress sheets, etc.)

.06 STANDARDS: CLASSIFICATION (cont'd.)

— *A. CLASSIFICATION PROCESS (cont'd.)*

- _____ (7) Managing official review - **See** records of review by the managing official/designee within one week or a reasonable amount of time
- _____ (8) Appeal process - **See** records

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___B. CLASSIFICATION PROCESS AWARENESS

See written acknowledgement by appropriate personnel of training on the classification process
(Review training records)

FACILITY: _____

AUDIT DATES: _____

.07 STANDARDS: HEARINGS

C = Compliance **NC = Noncompliance** **NA = Non-applicable** **H = Hold** **★ = Recommendation**

___A. FORMAL DISCIPLINARY HEARING PROCESS

_____ (1) 96-hour inmate notification - **Review** disciplinary reports to **ensure** the time frame is met

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_____ (2) Inmate appearance - **See** hearing reports noting the presence of the inmate. **See** waivers, if any; **ensure** hearing is held within 9 days, **excluding holidays and weekends and not less than 24 hours after notification of charges, unless waived by inmate.**

_____ (3) Witnesses/representatives/evidence - **See** hearing reports

_____ (4) Recorded decisions - **See** recorded results in hearing reports **noting** rationale

_____ (5) Managing official review - **See** reviews by the managing official/designee on appropriate format

_____ (6) Appeal process - **See** examples of appeals, if any; **note** reasonable response times

_____ (7) Report of all hearing decisions to the managing official/designee

___ B. FORMAL DISCIPLINARY HEARING PROCESS AWARENESS

See written acknowledgement of the disciplinary process by all personnel having direct contact with inmates. **(Review training records)**

FACILITY: _____

AUDIT DATES: _____

.08 STANDARDS: ADMINISTRATIVE RECORD KEEPING

C = Compliance NC = Noncompliance NA = Non-applicable H = Hold ★ = Recommendation

___ A. CONFIDENTIALITY OF CASE RECORDS

_____ (1) Access approval authority - **See** appropriate approvals by managing official/designee

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_____ (2) Restricted/accessible information - **Must** be clear in policy

_____ (3) Release consent form - **Review** case records to **see** release of information forms; **note** appropriate signatures and dates

_____ (4) Recorded decisions - **See** records of provision/denial; **note** staff/inmate interview remarks

_____ (5) Appeal process - **See** records of appeals

___ B. COMPUTATION OF SENTENCE CREDITS

See good conduct, industrial and special project credit time records. **Randomly conduct** computation using the proration chart

Observe loss of good conduct and industrial credits in accordance with written disciplinary procedures

Note documented programs and activities eligible for special project credit (predetermined)

.08 STANDARDS: ADMINISTRATIVE RECORD KEEPING (cont'd.)

___ C. MANAGEMENT OF INMATE FUNDS

_____ (1) Confiscation and receipting procedures - **See** financial records **noting** appropriate receipting practices

_____ (2) Establishment of inmate account - **Observe** records for financial activities (intake, commissary, reimbursement for room and board, if applicable, disbursements for fines, restitutions, inmate pay, transfer/release, etc.)

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_____ (3) Records of financial transactions, including victim restitution and transfers to other facilities – **Note** staff/inmate interview remarks

_____ (4) Return of funds on release - **See** records

___D. OFFICIAL PUBLICATIONS/ANNUAL REVIEW

See records of annual review for all regulations, policies, procedures, post orders, emergency plans, orientation handbooks, manuals, etc. from _____ to present; **note** anniversary dates

.08 STANDARDS: ADMINISTRATIVE RECORD KEEPING (cont'd.)

___E. CASE RECORDS

_____ (1) Secure storage outside inmate living and activity areas - **Observe** in areas free from access by unauthorized staff, inmates and the public. Storage should be reasonably safe from forced entry, fire, vermin, moisture, etc.

_____ (2) File content and order - **See** files for uniformity, noting standardized forms, designated contents and specification of an established format to separate particular functional areas

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(to include disciplinary actions, classification decisions, commitment/diminution of sentence records, medical, etc.)

_____ (3) A date and signature on all documents and entries - **See** formats for appropriate signatures and dates

_____ (4) Disposal/retention schedules -**See** records of disposal according to the retention schedule with documentation of disposition.

_____ (5) Transfer procedures - **See** receipts/records of transfer

___ F. BACKGROUND CHECKS

- (1) See written policy
- (2) Review records/forms of newly hired employees' background checks

___ G. TRAINING

- (1) See written policy
- (2) Review entrance level-training records/forms of newly hired employees