.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)
.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.)
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
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 trusties 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
.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.
.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
.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
.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
.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;
(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.
.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 MCCS 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
.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

.DPSCS/MCCS Form 1 accf (rev. 4/2020)
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.)
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
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
.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
.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)
**.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.)**
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
FACILITY: ________________________________  AUDIT DATES: _______________

.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
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
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

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**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

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**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

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

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**I. INMATE PROPERTY MANAGEMENT**
(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
C = Compliance   NC = Noncompliance   NA = Non-applicable   H = Hold   ★ = Recommendation

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
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
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)
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
STANDARDS AUDIT WORKSHEET
ADULT COMMUNITY CORRECTIONAL FACILITIES

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS

(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.)

0.06 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
B. CLASSIFICATION PROCESS AWARENESS

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

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

Page 1

(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
_____ (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.)
(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
(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