MARYLAND COMMISSION ON CORRECTIONAL STANDARDS  
STANDARDS AUDIT WORKSHEET  
ADULT CORRECTIONAL INSTITUTIONS

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. USE OF DEADLY FORCE

      See incident reports, if any

   C. 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)

   D. EMERGENCY SECURITY PLANS AWARENESS

      (Review Training Records)
.01 STANDARDS: SECURITY AND INMATE CONTROL (cont’d.)

_____ E. 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

_____ F. SECURITY EQUIPMENT TRAINING
(Review training records)

_____ G. 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.)

H. 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

I. POST ORDERS

Observe on all posts with required signatures, if applicable
.01 STANDARDS: SECURITY AND INMATE CONTROL (cont’d.)

_____ J. 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 personal property identified as returnable. 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.)

J. 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.)

K. 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.)

L. 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

M. 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.)

N. 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

O. 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.
P. SPECIAL CONFINEMENT

   (1) Placement/removal authority - See approvals by managing official/designee or qualified health care personnel

   (2) Conditions/circumstances for assignment/release - See records of administrative and disciplinary segregation, protective custody and medical isolation

   (3) Review procedures - See reviews and note frequency of reviews

   (4) Programs/services access - See records of access (visits, exercise, showers, commissary, sick call, mail, etc.)

   (5) Supervision records - See rounds by supervisory staff

Q. SEPARATION OF SEXES

     General observation of separation by sight and sound
FACILITY: ____________________________  AUDIT DATES: _______________________

.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;

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 during each shift which include 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) location 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 labeled 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.)

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), outside inmate living and activity areas

   (2) Specified access and use - 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. PERIODIC HEALTH EXAMINATIONS

See medical records of physical examinations of inmates 40 years of age and older; ensure exams are performed by an M.D., N.P., or P.A.; see list of returned inmates (escapees).

Q. 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.)

R. MOSHA INSPECTIONS

See periodic inspections from ________________ to present

See plans of corrective action for each inspection

S. MENTAL HEALTH SERVICES

See special housing, if any. Review files for treatment, supervision and referrals. Note inmate interview remarks

T. 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
.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

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

(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 e/staff signatures and dates

(4) Semi-annual 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
.05 STANDARDS: INMATE RIGHTS

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

_____A. NONDISCRIMINATION

General observation. Note inmate interview remarks. See statement in inmate handbook

_____B. PROTECTION FROM ABUSE

_____ General observation. Note inmate interview remarks and inmate handbook. Zero Tolerance Policy – Abusive Sexual Act/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 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. REGULAR EXERCISE

    See records of opportunity to participate.

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

    See statement in inmate handbook and policy

_____ I. 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-/inservice training curricula and schedules.

_____ J. 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
.05 STANDARDS: INMATE RIGHTS (cont’d.)

______ K. ACCESS TO MEDIA

See records of access/denial

Note rationale for denials

Note inmate interview remarks

See statement in inmate handbook and policy

______ L. 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

______ M. GENERAL TELEPHONE USE

See records of provisions, if any

General observation; see schedules; note inmate interview remarks

See statement in inmate handbook and policy
.06 STANDARDS: CLASSIFICATION

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

A. CLASSIFICATION PROCESS

(1) Initial inmate classification within 45 days of admission and 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 and rationale - 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

B. CLASSIFICATION PROCESS AWARENESS

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

_____ (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 and rationale - 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)
.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 and rationale - 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 accounts - 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) Recorded 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