FACILITY: ________________________________ AUDIT DATES: _____________________

.01 STANDARDS: SECURITY AND INMATE CONTROL

C = Compliance     NC = Noncompliance     NA = Nonapplicable   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 (handled by MCCS staff)

D. EMERGENCY SECURITY PLANS AWARENESS

Training records reviewed by Audit Team Leader
.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) Quarterly 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
   Training records reviewed by Audit Team Leader

G. INMATES EXERTING CONTROL
   Observe; ensure inmates are not allowed to work or be 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
J. SEARCH PROCEDURES

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

   (2) 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.)
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 by staff (handled by MCCS 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 motor vehicle licensure. **Observe** spot checks by MVA

_____ (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

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

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
.02 STANDARDS: INMATE SAFETY

C = Compliance       NC = Noncompliance       NA = Nonapplicable       H = Hold       ★ = Recommendation

A. FIRE SAFETY INSPECTIONS

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

See reinspections 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

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

_____ (3) Evacuation instructions - 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

_____ (5) Quarterly fire drills on each shift - See records from _________________ to present, to include inmates, unless security is compromised. Note inmate interview remarks

.02 STANDARDS: INMATE SAFETY (cont’d.)
D. DISASTER PLANS AWARENESS
   Training records reviewed by Audit Team Leader

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; ensure countersignatures by a physician occur within 48 hours

_____ (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

DPSCS/MCCS Form 1 aci (rev. 9/08)
(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. 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). (Conducted at MCCS offices)

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 inspections at 2-year intervals 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
FACILITY: Maryland Correctional Institution-Jessup  AUDIT DATES: October 4-8, 2010

.03 STANDARDS: INMATE FOOD SERVICES

C = Compliance  NC = Noncompliance  NA = Nonapplicable  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 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: Maryland Correctional Institution-Jessup       AUDIT DATES: October 4-8, 2010

.04 STANDARDS: INMATE HOUSING AND SANITATION

C = Compliance   NC = Noncompliance   NA = Nonapplicable   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.)

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 - See contract, records of provision; 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

   See provisions through purchase or from visitors. See commissary for supply and variety

   See special arrangements for indigent inmates from ________________ to present

   See new inmate kits, if any. Note inmate interview remarks

.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) 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: Maryland Correctional Institution-Jessup         AUDIT DATES: October 4-8, 2010
.05 STANDARDS: INMATE RIGHTS

C = Compliance   NC = Noncompliance   NA = Nonapplicable   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

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 staff; see available space

See records of provisions/schedules; note inmate interview remarks

E. MAIL PRACTICES

See schedule, staffing

See records of provisions to indigent inmates (postage)

See inmate interview remarks

F. INMATE ORIENTATION

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

(1) Disaster plans
(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

H. REGULAR EXERCISE

See records of opportunity to participate.

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

I. INTERNAL COMPLAINT SYSTEM

See records of complaints/resolutions; note staff/inmate interview remarks; note timeliness of responses

See training records for all staff having direct contact with inmates

Training records reviewed by the Audit Team Leader

J. PERSONAL GROOMING

General observation; note inmate interview remarks

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

K. ACCESS TO MEDIA
See records of access/denial

Note rationale for denials

Note inmate interview remarks

L. VISITATION PRACTICES

Note inmate interview remarks

See schedule; note records of provisions, including special visits

Observe appropriate space, posted rules and regulations

M. GENERAL TELEPHONE USE

See records of provisions, if any

General observation; see schedules; note inmate interview remarks

FACILITY: Maryland Correctional Institution-Jessup AUDIT DATES: October 4-8, 2010

.06 STANDARDS: CLASSIFICATION

C = Compliance NC = Noncompliance NA = Nonapplicable H = Hold ★ = Recommendation
A. CLASSIFICATION PROCESS

______ (1) Initial classification within 45 days of admission/annual reclassification - See reviews within 45 day period after admission to consider housing and program assignments; see annual, if any, considering the type of facility, profile of inmate population and average length of sentence

______ (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.)

______ (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
Training records reviewed by Audit Team Leader

FACILITY: Maryland Correctional Institution-Jessup
AUDIT DATES: October 4-8, 2010

.07 STANDARDS: HEARINGS

C = Compliance    NC = Noncompliance    NA = Nonapplicable    H = Hold    ★ = Recommendation
MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT CORRECTIONAL INSTITUTIONS

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

_____ (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

B. FORMAL DISCIPLINARY HEARING PROCESS AWARENESS

**See** written acknowledgement of the disciplinary process by all personnel having direct contact with inmates

Training records reviewed by Audit Team Leader

FACILITY: Maryland Correctional Institution-Jessup_______  AUDIT DATES: October 4-8, 2010_____

.08 STANDARDS: ADMINISTRATIVE RECORD KEEPING

  C = Compliance  NC = Noncompliance  NA = Nonapplicable  H = Hold  ★ = Recommendation

A. CONFIDENTIALITY OF CASE RECORDS

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MARYLAND COMMISSION ON CORRECTIONAL STANDARDS  
STANDARDS AUDIT WORKSHEET  
ADULT CORRECTIONAL INSTITUTIONS  

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(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 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 all transactions - 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 - **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) Dated signatures - **See** formats for appropriate signatures and dates

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

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

___F. VICTIM NOTIFICATION

___G. VICTIM RESTITUTION