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
J. SEARCH PROCEDURES

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

(2) Semiannual 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 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

____ (5) Initial telephone call - See records of calls (at least 2 calls)

___ 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, including victim notification.
.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 = 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;
.02 STANDARDS: INMATE SAFETY (cont’d.)

_____ (5) Quarterly fire drills on each shift which include inmates, unless their inclusion compromises security - See records from _________________ to present, to 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 labelling - See unit dosage, blister packs; observe 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.)

___ 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

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.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

___ Q. MOSHA INSPECTIONS

   See inspections at 2-year intervals from ________________ to present

   See plans of corrective action for each inspection

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

___ R. MENTAL HEALTH SERVICES

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

___ S. 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
.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 to include the removal of paper or plastic receptacle containing 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/staff signatures and dates

____ (4) Semiannual 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

A Written Policy that establishes inmate protection from physical and mental abuse and harassment by personnel that includes zero tolerance for an abusive sexual act and sexual harassment; providing for:

See incident reports and complaints for:

A. Facility Response
B. Access to medical health care
C. 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

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.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: Ensure all elements below are addressed in the inmate handbook:

   (1) Emergency Plan 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. HOUSING OF JUVENILES

    Note presence of juveniles, if any

    See waivers in case files

    Note separate housing by sight and sound, if any

    See statement in inmate handbook and policy
.05 STANDARDS: INMATE RIGHTS (cont’d.)

___ N. VISITATION PRACTICES

   Note inmate interview remarks

   See schedule; note records of provisions, including special visits

   Observe appropriate space, posted rules and regulations

___ O. GENERAL TELEPHONE USE

   See records of provisions, if any

   General observation; see schedules; note inmate interview remarks
.06 STANDARDS: CLASSIFICATION

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

A. CLASSIFICATION PROCESS

(1) Decision-makers identification - Note appropriate facility personnel involved in classification actions; review case files

(2) Criteria - Review files for appropriate placement in security levels, housing, work assignments, programs and services

(3) Initial classification/annual reclassification - See reviews within one week 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

(4) Recorded decisions - See decisions, recommendations and rationale; see various classification forms (initial summary, health history, classification assignment sheets, progress sheets, etc.)

(5) Managing official review - See records of review by the managing official/designee within one week or a reasonable amount of time
.06 STANDARDS: CLASSIFICATION (cont’d.)

___ 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

_____ (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)
.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 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 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 of inmate living and activity areas - Observe in areas free 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 of signature in 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