MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

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) 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

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

___ 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 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
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
  (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
.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
MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

FACILITY: Eastern Pre-Release Unit        AUDIT DATES: March 15-17, 2011

.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 labelling - 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
**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**

DPSCS/MCCS Form 1 adc (rev. 3/99)
(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

__ Q. MOSHA INSPECTIONS

See inspections at 2-year intervals from ________________ to present

See plans of corrective action for each inspection

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

__ R. MENTAL HEALTH SERVICES

DPSCS/MCCS Form 1 adc (rev. 3/99)
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 = 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
.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/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 = 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
___ 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. 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

___ 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 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
**K. PERSONAL GROOMING**

*General observation; note* inmate interview remarks

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

**L. ACCESS TO MEDIA**

*See* records of access/denial

*Note* rationale for denials

*Note* inmate interview remarks

**M. HOUSING OF JUVENILES**

*Note* presence of juveniles, if any

*See* waivers in case files

*Note* separate housing by sight and sound, if any

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.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
C = Compliance    NC = Noncompliance    NA = Nonapplicable    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

DPSCS/MCCS Form 1 adc (rev. 3/99)
See written acknowledgement by appropriate personnel of training on the classification process
Training records reviewed by Audit Team Leader

.07 STANDARDS: HEARINGS

DPSCS/MCCS Form 1 adc (rev. 3/99)
MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

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___ 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: Eastern Pre-Release Unit
AUDIT DATES: March 15-17, 2011

.08 STANDARDS: ADMINISTRATIVE RECORD KEEPING

DPSCS/MCCS Form 1 adc (rev. 3/99)
C = Compliance     NC = Noncompliance     NA = Nonapplicable     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)

___ C.  MANAGEMENT OF INMATE FUNDS

____ (1) Confiscation and receipting procedures - See financial records noting appropriate receipting

DPSCS/MCCS Form 1 adc (rev. 3/99)
(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

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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

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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