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NATIONAL  
SHERIFFS'  
ASSOCIATION

J A I L  
A U D I T  
S Y S T E M

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## INTRODUCTION

In recent years there have been a number of efforts to establish standards for jail operations and construction. Several state jail regulatory agencies have drafted or are in the process of drafting new or revised standards. In 1974, the National Sheriffs' Association published seven handbooks covering jail operations. Much of what we see in standards published today is a reflection of the content of these handbooks.

At this time, we feel the need to reassess how we can help local sheriffs and jail administrators cope with the urgent need to structure and professionalize jail operations. It has become obvious that formulating sound policy and procedures is necessary. It is just as obvious that without trained staff who understand and can carry out the policy, management is vulnerable to court intervention and costly legal complications. We feel the management tools presented here can be of great assistance to you in making an internal evaluation of your operation and in establishing priorities to move forward. We should all become aware of the goals and expectations drawn from current standards, as they are certain to have far-reaching impact on local corrections in the months and years ahead.

This system of audit is not meant as a National Sheriffs' Association manual of standards. It is simply a collection of recommended guidelines that have been published by agencies concerned with Jail Operations.

The guidelines or standards used in this system of audit were for the most part first addressed in the seven monograms published by the National Sheriffs' Association in 1974, and then again in December 1977 when the American Correctional Association followed with their publication of recommended Standards For Adult Local Detention Facilities.

It must be remembered that other than clear Constitutional issues, or those mandated by the courts, these standards are to be used as guides when evaluating conditions in your jail. Much of the audit covers sound correctional practices which those responsible for managing jails can use as a base to structure their particular operations and hopefully to justify expenses to improve their institution.

For instance, all standards address the need for emergency plans relating to fire, riot, and escape; however, these generally do not assist the reader in determining what is to be covered in the plan. We feel you will find our approach helpful in this area.

## INTRODUCTION

Our audit system for key control, tool control, security inspections, and armory can, we think, be helpful in formulating such procedures when they do not exist.

You should realize that if your operation is challenged in the courts, nationally recognized standards will be used as a major tool by those filing complaints. Nationally recognized standards will also be used by the courts as a major reference source in granting relief.

The National Sheriffs' Association is aware that adoption of standards will pose problems, more in some jurisdictions than in others. Nonetheless, we encourage you to begin a program of self-evaluation and a phased-in program of self-improvement.

The simple management system we are suggesting consists of:

1. A complete auditing system to evaluate your operation against nationally recognized standards
2. A system to set priorities and help your writer to formulate policy and procedure
3. A means of using in-house policies and procedures as training tools, and showing how test keys can be instituted to certify staff
4. An approach to resolving deficiencies found at the time of an internal or external audit, and to relating the cost of corrections to a nationally recognized standard
5. A means of monitoring your facility operations on a continuing basis

The auditing system can be an effective management tool. We hope you find it both interesting and helpful.



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## AUDITING YOUR OPERATION

The audit is designed to evaluate your local facility's policies and practices against nationally recognized standards. It is recommended that the facility administrator and the responsible service head conduct an in-depth audit. The appropriate block is to be checked after each numbered element and subelement, as explained in sections 1 through 7 below.

### 1. The Audit Format - Form A-100

The area of the operation being addressed is indicated at the top of each page. The numbered elements run consecutively from 001 through 361. The asterisk (\*) preceding an element indicates the subject is an issue of special concern, frequently an issue in class action complaints that result in court intervention. Should you find your operation is not in compliance with an area so designated, give it high priority when formulating an action plan to correct deficiencies found during the audit. Some elements are not applicable to a holding facility; others are not applicable to a detention facility. If an element is not applicable to a holding facility, H-NA appears under the element number. If the element is not applicable to a detention facility, D-NA appears under the element number. Before you begin the audit, all elements that do not apply to your operations should be distinctly lined out to avoid confusion.

### 2. In Compliance

If the operation is in compliance, place a check mark in this block. Note that the audit frequently asks if there is a written policy. In checking your response, address only the issue of whether there is or is not a meaningful written policy. In a subelement question, "Is present practice acceptable?" addresses the actual operation. Often an acceptable practice is carried out, but there is no written policy. On the other hand, it may be found that a written policy has been established but present practices reveal it is being violated or ignored. If findings indicate basic compliance but exceptions are found, both the "in compliance" block and the "exceptions noted" block are to be checked. The nature of the exception should be recorded on form N-50 as explained in section 7.



## AUDITING YOUR OPERATION

### 3. Not in Compliance

If the operation is clearly not in compliance, check this block. When this block is checked, a brief statement of findings should be recorded on form N-50. The method and procedure for recording such statements are explained in section 7.

### 4. Exceptions Noted

As explained in section 2 above, when there is general compliance but one or more exceptions are found, check this block and record the nature of the exception(s) as explained in section 7.

### 5. Staff Information

If the person conducting the audit is unable to confirm visually the presence of a policy or a particular practice in operation, that person may record what is said on the matter by a staff person. In such cases, check the appropriate blocks along with the "staff information" block and record the identity of the staff member who gave you the information. This block should not be used when making an internal audit.

### 6. Confirmed

This block is to be checked when the person conducting the audit personally reviews the particular policy in question, or makes an on-site determination by witnessing the particular practice in question and confirming compliance, noncompliance, or compliance with exception.

### 7. Recording

Brief explanations and comments should be recorded on the forms provided (form N-50) any time the "not in compliance" block or the "exceptions noted" block is checked. The number of the element in the audit being addressed should precede the explanation for quick reference purposes. The explanations and comments on form N-50 should run in sequence with the element numbers in the audit. This method can facilitate uniform reporting when the person conducting the audit wishes to submit a narrative report of findings.

## AUDITING YOUR OPERATION

### GUIDE FOR RESOLVING DEFICIENCIES

#### Form R-200

This form is an instrument to be used in planning a course of action to correct deficiencies found during the internal audit. The facility administrator will record in the space provided, by service areas, all elements found in noncompliance and those indicating exceptions noted. Record only the element number.

In the block designated for priorities, assign a numerical priority to each element to indicate the order in which you expect corrective action to be taken. After the element numbers have been entered and the priorities established, check the appropriate block(s) one (1) through four (4) on the right side of the form. By checking block (1) you are indicating a new or revised policy is required to correct the deficiency. By checking block (2) you indicate corrective action will require new or additional equipment, supplies, clothing, or staff. When block (2) is checked, block (4) must also be checked. Block (3) should not be used when the system is used as an internal management tool. The facility administrator may wish to use the "comment" space for special instructions and to document a time frame for accomplishing the task.

The facility administrator will then appoint a committee to carry out a program of corrective action, and a chairperson will be named. This committee will work on an ongoing basis and will meet with the facility administrator monthly to report progress. One member of the committee will be a person from the fiscal section.

Completed form R-200 will direct the work of the committee. Committee members will also be given copies of the completed audit and findings as recorded on forms N-50.

The committee will have the following responsibilities:

1. Work with service heads in drafting new or revised policy and procedure, and in updating the manual.
2. Identify what equipment, clothing, supplies, and manpower are required, and estimate their cost.

## AUDITING YOUR OPERATION

3. At the direction of the facility administrator, draft letter(s) to the funding agency for the sheriff's signature, requesting supplemental funding to correct deficiencies.

When drafting policy and procedures, the committee should solicit input from service heads and line staff. Some service heads can assist by formulating rough drafts of those policies and procedures that regulate their areas of the operation.

Policy that has sensitive, legal significance should be reviewed and approved by the sheriff's legal advisor, prior to being placed in effect.

As an internal tool for management, the audit system content can be modified as the facility administrator deems necessary.

When considering whether the content of a policy is adequate, or when drafting new or revised policy and procedures, you are urged to use the National Sheriffs' Association handbooks as excellent sources of information.

Whenever possible, the cost of correcting deficiencies should be linked to the standard being met. This can make the request much more meaningful to the funding agency considering your requests.

As directed by the facility administrator, the committee would, when appropriate, draft letters requesting supplemental funding for the sheriff's signature. Such requests should be made to support the standard for the remainder of the current budget year. The fiscal manager should adjust annual budget requests to maintain the standard.

### Use of Form P-300

The committee appointed by the facility administrator to resolve deficiencies found during the internal audit will be charged with completely revising the manual/policy and procedures. In addressing the issues found "not in compliance" or with "exceptions noted," the need for new or revised policy will be identified. When such is the case, the revised or new policy will require a new or revised procedure and could require a change in the manual.

## AUDITING YOUR OPERATION

The completed audit will indicate if there is or is not an appropriate policy. Starting with this base, record on form P-300 only those policies that were checked "in compliance" by placing a check mark in the "yes" block under the heading, "Is subject covered by formal policy?". Check the "no" block if the audit reflects "not in compliance" or "exceptions noted," which would indicate a need for new or revised policy.

Line out all elements that are not applicable to your operation as indicated on the audit form A-100.

Keep in mind that those elements preceded by an asterisk (\*) should be given priority, as they involve issues of special concern.

From this base, all policies found during the audit to need revision, should be so revised and any new policy written when indicated. As policies are brought into compliance, the appropriate check should be recorded on form P-300.

Once a written policy is properly signed and placed in force, the written procedures that make the policy operational must be written or revised as required. When this is accomplished, record a check mark in the "yes" block under the heading, "Is subject in an operational procedure?". New or revised policy often requires a change in the manual. Form P-300 can be used as a check-off system for checking the manual against current policy and assuring that conflict is identified and corrected. Aside from elements in the audit that require written policy, other elements reflect subject matter that should be addressed in the manual/policy and procedures. Again the form can act as a guide for those assigned to accomplish this task.

### Emergency Plans

Auditing emergency plans will alert the administration to important omissions or to the need for revisions. If the facility does not have written emergency plans, the audit can be used as a guideline for writing such plan(s).

### Control Systems Audit

Auditing present facility systems relating to keys, tools, armory procedures, security inspections, and control of

## AUDITING YOUR OPERATION

drugs, syringes, needles, and hazardous surgical instruments can identify omissions or weaknesses in controls. If written plans or procedures have not been established, the audit can be used as a guide to direct the writing of such plans and procedures.

### STAFF TRAINING AND CERTIFICATION

As policy and procedures are developed, all staff should be required to read and understand the content. Emergency plans and written policy and procedures are the most effective documents for class room instructions and in-service training.

A series of testing instruments can be formulated using questions directly related to your emergency plans and your policies and procedures. Employees can be tested to assure management that employees understand policy and procedures. After successfully passing the test, the employee is required to sign a statement of certification. (See example, attachment #9E)

### MONITORING FACILITY OPERATIONS ON A CONTINUING BASIS

Once an in-depth audit has been conducted, an accurate evaluation of the facility operation against nationally recognized standards can be established. It is the base from which progress can be measured. This initial audit report should be retained. Copies of the completed audit and related forms should be duplicated and shared with responsible service heads (food service, security, sanitation, medical, etc.). This knowledge establishes a clear understanding of where the particular service stands, what needs to be accomplished, and in what order or priority the deficiencies are to be addressed.

From a base position, all future audits will reflect progress in measurable terms. Not only can progress in the operation be monitored, but the ability of service heads to move their operations into compliance becomes a means by which the facility administrator can judge the performance of the service heads. The sheriff can use the same system to help in evaluating the facility administrator.

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**NATIONAL  
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ADMINISTRATION  
AUDIT

JAIL ADMINISTRATION

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
001	*	Is there an operations manual or written policies and procedures for operating and maintaining the facility?				
		Is the manual/written policy and procedures made available to all employees?				
002		Is there a system to review and update all policies and procedures at least annually?				
003		Does the facility have a current, accurate organization chart?				
		Is the chart reviewed at least annually and updated as needed?				
004		Does written policy provide that the facility is managed by a single administrative officer to whom all employees or units of management are responsible?				
		Is present practice acceptable?				
005		Do written policy and procedure delineate channels of communication?				
		Is present practice acceptable?				
006		Do written policy and procedure specify a system whereby the facility administrator or designate monitors operations and programs through inspections and reviews?				
		Is present practice acceptable?				
007		Do written policy and procedure provide for periodic evaluations of facility programs and services to determine their contribution to the mission of the facility?				
		Is present practice acceptable?				

JAIL ADMINISTRATION

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
008	Do written policy and procedure specify a system of reports, preferably in writing, to the head of the department?					
	Do the reports include, but are not limited to, information on: Major developments?					
	Serious incidents?					
	Population data?					
	Staff and inmate morale?					
	Major problems and plans for resolving them?					
	Is present practice acceptable?					
009 H-NA	Do written policy and procedure specify that the administrator formulates goals for the facility and translates them into measurable objectives at least annually?					
	Is present practice acceptable?					
010	Do written policy and procedure ensure that legal assistance is readily available to the administrative officer?					
	Is present practice acceptable?					
011	Does the facility furnish information to the agency at least annually, which is used for reports on: System's objectives?					
	Programs?					
	Inmate population?					
	Budget?					
	Major developments?					
	Problems and plans?					



JAIL ADMINISTRATION

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
012 H-NA	Do written policy and procedure require that the sentencing courts be advised, at least annually, through written reports, of the extent and availability of services and program to inmates?					
	Is present practice acceptable?					
013 H-NA	Do written policy and procedure provide for a public information program that is reviewed at least annually and updated as needed?					
	Is present practice acceptable?					
014 H-NA	Does the agency initiate and maintain contact with representatives of the media?					
	Is present practice acceptable?					
015	Do written policy and procedure grant representatives of the media access to the facility, consistent with the preservation of inmate privacy and the maintenance of order and security to the facility?					
	Is present practice acceptable?					
016	Does the facility encourage staff membership and participation in criminal justice and allied professional associations and activities on local and national levels?					
017	Do written policy and procedure govern employee-management relations?					
	Is present practice acceptable?					
018	If the facility is designated to operate any type of pretrial intervention service or other type of release program, are that authority and responsibility stated by statute or by administrative regulation?					

FISCAL MANAGEMENT

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
019	Does the facility administrator prepare and present a budget request that complies with the policies, procedures, and instructions of the agency?					
020	Does the facility administrator participate in budget reviews conducted by the facility's agency?					
021	Do written policy and procedure govern budget revision?					
	Is present practice acceptable?					
022	Does the budgetary system link operations and activities to the cost necessary for their support?					
023	Are the fiscal system accounts for all income and expenditures on an ongoing basis?					
024	Does the financing of the facility avoid dependence on a fee schedule?					
025	Does the fiscal process include periodic audits of the facility as required?					
026	Are reports of all monies collected and disbursed prepared and distributed to the agency and to other designated authorities?					
027	Do written policy and procedure address at least the following fiscal matters: Petty cash?					
	Bonding?					
	Signature control on checks?					
	Inmate funds?					
	Employee expense reimbursement?					
	Is present practice acceptable?					

FISCAL MANAGEMENT

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
028	Does the facility have a procedure to provide insurance coverage for itself, which includes coverage for the physical plant equipment, and for personal and property injury to employees?					
	To inmates?					
	To third parties?					
029	Do written policy and procedure govern inventory control of property and assets?					
	Is present practice acceptable?					
030	Do written policy and procedure govern the requisition and purchase of supplies and equipment?					
	Is present practice acceptable?					
031	Do written policy and procedure regulate: Position control?					
	Personnel records?					
	Payroll function?					
	Is present practice acceptable?					

PERSONNEL

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
032	Do written personnel policy and procedure require the selection and promotion of all personnel on the basis of: Merit?					
	Specified qualifications?					
	Competitive examinations?					
	Is present practice acceptable?					
033	Does the administrator review the facility's personnel policy annually and submit recommended changes to the government agency?					
034	Is there a personnel policy manual which covers, at a minimum: Organization?					
	Recruitment procedures?					
	Equal employment opportunity provisions?					
	Job qualifications, descriptions, and responsibilities?					
	Basis for determining salaries?					
	Benefits?					
	Holidays?					
	Leave and work hours?					
	Personnel records?					
	Employee evaluation?					
	In-service training?					
	Promotion?					
	Retirement?					
	Resignation and termination?					
Employee-Management relations?						

PERSONNEL

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
034 (cont'd)	Physical fitness?					
	Hostage?					
	Disciplinary procedures?					
	Grievance procedures?					
035	Is the personnel policy manual available to each employee?					
036	Does the facility have an affirmative action program that complies with all laws and government regulations and has been approved by the appropriate government agency?					
037	Does the facility document the implementation of its affirmative action program, showing annual reviews and necessary changes required to keep it current?					
038	Does written policy specify that equal employment opportunities exist for all positions?					
	Is present practice acceptable?					
039	Are all assigned positions within the facility reexamined, at least annually, by the administrator to ensure that organizational objectives are being met?					
040	Is a current, accurate, and confidential personnel record maintained on each employee?					
041	Do written policy and procedure ensure the confidentiality of the personnel record by restricting its availability only to the employee who is the subject of the record and to others who have a need for the information in the performance of their duties?					
	Is present practice acceptable?					

PERSONNEL

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
042	Do written policy and procedure exist whereby employees can challenge information in their personnel files and have it corrected or removed if it is proved inaccurate?					
	Is present practice acceptable?					
043	Is a written grievance procedure available to employees which has been approved by the agency?					
	Is present practice acceptable?					
044	Is the facility administrator appointed by the chief executive officer of the governing board of the agency?					
045	Are the qualifications, authority, tenure, and responsibilities of the facility administrator specified by the responsible government agency?					
046 H-NA	Are the education, operational, and administrative qualifications of the facility administrator specified in writing by the appointing authority to include: A baccalaureate degree in one of the social or behavioral sciences or a related field?					
	Five years of related administrative experience?					
	Demonstrated administrative ability and leadership?					
	Is present practice acceptable?					
047 H-NA	Is the term of the facility administrator continuous except for assignment to a position of equal responsibility and terminated only by the appointing authority for good cause?					

PERSONNEL

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
048 H-NA	Does written policy outline experience and education substitutes for position qualifications?					
049	Does written policy provide that employees are appointed initially for a probationary term of not less than six months nor more than one year?					
050	After a probationary period, is permanent status granted to facility employees?					
	Is termination or demotion permitted only for good cause and subsequent to an open and formal hearing on specific charges, conducted using procedures established by the appropriate authority?					
051	Are personnel employed by or transferred to the facility assigned on the basis of facility need and their ability to meet job requirements of the position?					
052	Do written policy and procedure provide for a written annual performance evaluation of all employees, which is based on defined criteria and is reviewed and discussed with the employee?					
053	If paraprofessionals are employed, do written policy and procedure establish career lines for their advancement and provide guidelines for staff supervisors?					
	Is present practice acceptable?					
054	Are salary levels and employee benefits for all facility personnel competitive with other parts of the criminal justice system as well as with comparable occupational groups in the private sector?					

PERSONNEL

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
055	Are salary levels and employee benefits for correctional officers comparable with those for law enforcement officers working in the same organization?					
056	Do written policy and procedure provide for merit pay increases for outstanding job performance or special achievement?					
	Is present practice acceptable?					
057	Do written policy and procedure provide for lateral entry as well as promotion from within the organization?					
	Is present practice acceptable?					
058	Do written policy and procedure provide that employees be reimbursed for all approved expenses incurred in the performance of their duties?					
	Is present practice acceptable?					
059	Does the facility make available to all employees a written code of ethics that prohibits employees from using their official position to secure privileges for themselves and from engaging in behavior that would conflict with the interests of the facility?					
	Is present practice acceptable?					
060	Do written policy and procedure ensure the physical fitness of correctional officers?					
	Is present practice acceptable?					



TRAINING AND STAFF DEVELOPMENT

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
061	Do written policy and procedure provide that the facility's training programs for all employees be coordinated and supervised by a qualified training officer, at a supervisory level, in a facility of over 100 employees?					
	Is this person employed full-time for this purpose?					
	Is present practice acceptable?					
062	Is there a written training and staff development plan for all facility employees?					
	Is present practice acceptable?					
063	Do written policy and procedure provide that all new employees receive 40 hours of orientation to the detention facility prior to job assignment?					
	Is present practice acceptable?					
064	Do written policy and procedure provide that all employees receive a minimum of 40 hours of training each year after the first year of employment?					
	Is present practice acceptable?					
065	* Do written policy and procedure provide that all employees who work in direct and continuing contact with inmates receive training that covers, at a minimum: Security procedures?					
	Supervision of inmates					
	Report writing?					
	Significant legal issues?					
	Inmate rules and regulations?					
	Grievance and disciplinary procedures?					

TRAINING AND STAFF DEVELOPMENT

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
065 (cont'd)	Rights and responsibilities of inmates?					
	Fire emergency procedures?					
	First aid?					
	Communications skills?					
	Crisis intervention?					
	Special needs of minorities, women, and ex-offenders?					
	Problem solving and guidance?					
	Is present practice acceptable?					
066	Do written policy and procedure provide that the facility's administrative and managerial staff receive at least 40 hours of additional training in management skills each year?					
	Is present practice acceptable?					
067	Are library and reference services available to complement the training and staff development program?					
068	For facilities with more than 100 employees, is there an advisory training committee composed of the facility training officer and a representative from each department?					
069	Are all personnel authorized to use firearms trained in weaponry on a continuing, in-service basis and required to qualify annually?					
070	Are all authorized personnel thoroughly trained in the use of chemical agents?					
071	Are all security personnel trained in approved methods of applying physical force to control inmates, where necessary?					

TRAINING AND STAFF DEVELOPMENT

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
072	Does the facility provide official administrative leave and reimbursement for employees attending selected professional meetings, seminars, and similar work-related activities?					
073	Does the budget include funds for compensating staff for additional time spent in training, or for replacement personnel when training occurs on the job?					

RECORDS

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
074	Does the facility or its agency collaborate with criminal justice and service agencies in information gathering, exchange, and standardization?					
075	Is the facility administrator responsible for maintaining an inmate population accounting system?					
076	Does the facility maintain a daily report of inmate population movement?					
077	Do written policy and procedure require prompt reporting of all incidents that result in physical harm to or threaten the safety of any person in the facility or that threaten the security of the facility?					
	Is present practice acceptable?					
078	Is an intake form completed for every person admitted to the facility, containing at least the following information, unless otherwise prohibited by statute: Picture?					
	Booking number?					
	Date and time of intake?					
	Name and aliases of person?					
	Last known address?					
	Date and time of commitment and authority therefor?					
	Name, title, and signature of delivering officer?					
	Specific charge(s)?					
	Sex?					
	Age?					
Date of birth?						

RECORDS

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
078 (cont'd)	Place of birth?					
	Race?					
	Occupation?					
	Last place of employment?					
	Education?					
	Religion?					
	Health status?					
	Name and relationship of next of kin?					
	Address of next of kin?					
	Driver's license and social security number?					
	Disposition of vehicle, where applicable?					
	Court and sentence (if sentenced prisoner)?					
	Notation of cash and property?					
	Space for remarks (to include notation of any open wounds or sores requiring treatment, evidence of disease or body vermin, or tattoos)?					
079	* Does the facility maintain records on all inmates committed or assigned to the facility, which contain but are not limited to:					
	Intake information?					
	Commitment papers and court orders?					
	Cash and property receipts?					
	Reports of disciplinary actions or unusual occurrences?					
	Work records?					
	Program involvement?					
Medical orders issued by the facility physician?						

RECORDS

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
080	Are the contents of inmate records identified and separated according to an established format?					
081	Do written policy and procedure ensure the security and govern the maintenance of inmate records?					
	Is present practice acceptable?					
082	Do written policy and procedure ensure that inmate records are current and accurate?					
	Is present practice acceptable?					
083	Are inmate records safeguarded from unauthorized and improper disclosure?					
084	Do written policy and procedure provide that the inmate sign a "release of information consent form" prior to the release of information?					
	Is a copy of the signed consent form maintained in the inmate's record?					
	Is present practice acceptable?					



**NATIONAL  
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PHYSICAL PLANT  
 (EXISTING AND NEW FACILITIES)

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
085	Do all housing and activity areas provide for, at a minimum: Lighting of at least 30 footcandles in all housing and all activity areas?					
	Circulation of at least 10 cubic feet per minute of fresh or purified air for each person occupying the facility?					
	Toilets, showers, and wash basins accessible to inmates in all housing and activity areas?					
	A heating system and all equipment required to ensure healthful and comfortable living and working conditions for inmates and staff?					
086	Is the reception and release area located inside the security perimeter but outside inmate living quarters?					
	Does it have the following components: Sally port?					
	Weapons lockers, located outside the security area and equipped with individual compartments, each with an individual lock and key?					
	Temporary holding rooms which have sufficient fixed benches to seat all inmates at the facility's rated capacity?					
	Available toilets?					
	Wash basins?					
	• Drinking fountains?					
	Booking area?					
	Medical examination room?					
Shower facilities?						



PHYSICAL PLANT  
 (EXISTING AND NEW FACILITIES)

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
086 (cont'd)	Secure vault or room for the storage of inmates' personal property?					
	Telephone facilities?					
	Interview room?					
087	Does the facility have at least one special-purpose cell or room to provide for the temporary detention of persons under the influence of alcohol or narcotics or for persons who are uncontrollably violent or self-destructive?					
088	Is space provided for the secure storage of large items of inmates' personal property?					
089	Are there storage rooms for clothing, bedding, and facility supplies?					
090	Do all cells and detention rooms designed for single occupancy house only one inmate?					
091 H-NA	Do single rooms or cells in detention facilities have at least 60 square feet of floor space, provided inmates spend no more than 10 hours per day locked in, exclusive of count?					
	When confinement exceeds 10 hours per day, is there at least 70 square feet of floor space?					
092 H-NA	Do all rooms or cells in detention facilities have, at a minimum: Toilet facilities?					
	Wash basin with hot and cold running water, unless there is ready access to one?					
	Lighting of at least 30 footcandles, which is both occupant and centrally controlled?					

PHYSICAL PLANT  
 (EXISTING AND NEW FACILITIES)

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
092 (cont'd)	Circulation of at least 10 cubic feet per minute of fresh or purified air?					
	Acoustics that ensure noise levels that do not interfere with normal human activities (65-70 decibels in day-time; 40-45 decibels at night)?					
	Bunk?					
	Desk?					
	Shelf, hooks, or closet space?					
	Chair or stool?					
093 D-NA	Do single rooms or cells in holding facilities have, at a minimum: 50 square feet of floor space?					
	Toilet facilities?					
	Wash basin with hot and cold running water, unless there is ready access to one?					
	Lighting of at least 30 footcandles?					
	Circulation of at least 10 cubic feet per minute of fresh or purified air?					
	Acoustics that ensure noise levels that do not interfere with normal human activities (65-70 decibels in day-time; 40-45 decibels at night)?					
094 H-NA	Are multiple cells designed to house no more than 16 inmates?					
	Is there a minimum of 50 square feet of floor space per inmate in the sleeping area?					
095 H-NA	Are dormitory living units designed for a capacity of no more than 50 inmates?					
	Is there a minimum of 50 square feet of floor space per inmate in the sleeping area?					

PHYSICAL PLANT  
 (EXISTING AND NEW FACILITIES)

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
096 H-NA	Is there a separate day room for each cell block or detention room cluster?					
097 H-NA	Does the facility have at least one single-occupancy cell or room for inmates who must be under constant medical supervision?					
098	Do designated exits in the facility permit prompt evacuation of inmates and staff members in an emergency?					
099 H-NA	In a large facility, is space provided for: Administrative, professional, and clerical staff?					
	Conference rooms?					
	Employee lounge?					
	Storage room for records?					
	Public lobby?					
	Toilet facilities?					
100	If the facility provides food service, does the kitchen have at least 200 square feet of floor space?					
101	Is space provided for janitor's closets, which are equipped with sinks and cleaning implements?					
102	Is space provided for all mechanical equipment?					
103	Does the facility have a written plan for preventive maintenance that is reviewed and updated annually?					

PHYSICAL PLANT  
 (EXISTING AND NEW FACILITIES)

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
104	Do written policy and procedure specify that the administrator reviews space and equipment requirements at least annually, and plans for the effective use of space and equipment?					
	Is present practice acceptable?					
105	If the facility maintains an arsenal, is it located within the administrative area but outside the security perimeter of the inmate housing and activity areas?					
	Are provisions made for the secure storage, care, and issuance of weapons, chemical agents, and other related security equipment?					
106 H-NA	Is space provided for conducting programs for inmates?					
107 H-NA	Is space provided for inmate exercise?					
108	Is space provided for inmate commissary or canteen, or are provisions made for a mobile commissary service?					

PHYSICAL PLANT  
 (NEW FACILITIES ONLY)

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
109	Is the facility geographically accessible to criminal justice agencies (law enforcement, prosecutor, courts), community agencies, and inmates' lawyers, families, and friends.					
110	Are all cells and detention rooms designed for single occupancy only?					
111	Do all cells and detention rooms have, at a minimum: Seventy square feet of floor space?					
	No less than 7 feet between walls?					
	Toilet facilities?					
	Wash basin with hot and cold running water?					
	Lighting of at least 30 footcandles, which is both occupant and centrally controlled?					
	Circulation of at least 10 cubic feet per minute of fresh or purified air?					
	Acoustics that ensure noise levels that do not interfere with normal human activities (65-75 decibels in daytime; 40-45 decibels at night)?					
	Bunk?					
	Desk?					
	Storage space?					
	Chair or stool?					
Natural light?						
112	Is the facility designed and constructed so that inmates can be segregated according to existing laws and regulations, or according to the facility's classification plan?					

PHYSICAL PLANT  
 (NEW FACILITIES ONLY)

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
113	Do special-purpose cells or rooms have: Maximum rated capacity of one inmate?					
	Seventy square feet of floor space?					
	Stationary bed?					
	Combination security toilet and wash basin?					
114	Is there a day room, which accommodates 8 to 16 inmates, for each cell block or detention room cluster?					
	Does the room have a minimum of 35 square feet of floor space per inmate, and is it separate and distinct from the sleeping area but immediately adjacent to and accessible from it?					
115	Is the facility constructed with floor drains in all living and activity areas, equipped with emergency water shut-off valves?					

SAFETY AND SANITATION

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
116	*	Does the facility comply with federal, state, and local sanitation, safety, and health codes?					
117	*	Do written policy and procedure specify the facility's fire prevention regulations and practices to ensure the safety of staff, inmates, and visitors?					
		Do they include, but are not limited to: Provision for an adequate fire inspection service?					
		A system of fire inspection and testing of equipment by a local fire official at least quarterly?					
		Availability of fire hoses or extinguishers at appropriate locations throughout the facility?					
		Is present practice acceptable?					
118		Does the facility have an automatic fire alarm and heat and smoke detection system that is approved by the state fire marshall and tested on a regular basis?					
119		Does the facility provide noncombustible receptacles for smoking paraphernalia and separate containers for other refuse in inmate living quarters and at appropriate locations throughout the facility?					
120	*	Is there a housekeeping plan for the facility's physical plant?					
		Is present practice acceptable?					
121	*	Does the facility provide for the control of vermin and pests?					
		Is present practice acceptable?					

SAFETY AND SANITATION

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed														
122		Does the facility provide for waste disposal?																		
		Is present practice acceptable?																		
123		Do written policy and procedure require frequent sanitation inspections of all facility areas?																		
		Is present practice acceptable?																		
124		Does the water supply meet all applicable laws and regulations of the governing jurisdiction?																		
125	*	Does the facility have a written evacuation plan in the event of a fire or major emergency?																		
126	*	Is there a written procedure which specifies the means for the prompt release of inmates from locked areas in case of emergency?																		
127		Does the facility have travel distance to exits within the limits specified by the Life Safety Code, as follows:																		
		<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><u>Area</u></th> <th style="text-align: center;"><u>Nonsprinkled</u></th> </tr> </thead> <tbody> <tr> <td>Cell blocks/dormitory</td> <td style="text-align: right;">100 feet</td> </tr> <tr> <td>Work area</td> <td style="text-align: right;">100 feet</td> </tr> <tr> <td>High hazard areas</td> <td style="text-align: right;">75 feet</td> </tr> <tr> <td>Dining, recreation areas</td> <td style="text-align: right;">150 feet</td> </tr> <tr> <td>Infirmery/hospital</td> <td style="text-align: right;">100 feet</td> </tr> <tr> <td>Office areas</td> <td style="text-align: right;">100 feet</td> </tr> </tbody> </table>					<u>Area</u>	<u>Nonsprinkled</u>	Cell blocks/dormitory	100 feet	Work area	100 feet	High hazard areas	75 feet	Dining, recreation areas	150 feet	Infirmery/hospital	100 feet	Office areas	100 feet
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	Cell blocks/dormitory	100 feet																		
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	Dining, recreation areas	150 feet																		
Infirmery/hospital	100 feet																			
Office areas	100 feet																			



SAFETY AND SANITATION

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed	
127 (cont'd)		<u>Area</u>	<u>Sprinkled</u>				
		Cell blocks/dormitory	150 feet				
		Work area	150 feet				
		High hazard areas	75 feet				
		Dining, recreation areas	200 feet				
		Infirmery/hospital	150 feet				
	Office areas	300 feet					
128	*	Does the facility have exits which are distinctly marked, continuously illuminated, and kept clear and in usable condition?					
129		Are selection and approval of facility furnishings based on known performance characteristics of materials selected, to ensure they are flame retardant?					
130		Are facility floors kept clean, dry, and free of hazardous substances?					

STATE OF TEXAS  
COMMISSION ON  
SHERIFFS  
REPORT



# NATIONAL SHERIFFS' ASSOCIATION

INMATE CLOTHING AND HYGIENIC LIVING CONDITIONS

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
131 H-NA	*	Do written policy and procedure provide for the issue of suitable clothing to new inmates?					
		Is present practice acceptable?					
132 H-NA		Do written policy and procedure provide for the issue of special clothing to inmates participating in special work assignments?					
		Is present practice acceptable?					
133	*	Do written policy and procedure provide for the issue of suitable bedding, linen, and towels to new inmates?					
		Is present practice acceptable?					
134		Does written policy specify accountability for inmate clothing and bedding?					
		Is present practice acceptable?					
135 H-NA	*	Are laundry services sufficient to permit regular exchange of all inmate clothing, bedding, linen, and towels?					
136		Does the store of clothing, linen, and bedding exceed that required for the facility's maximum inmate population?					
137	*	Are there sufficient facilities in the housing areas to permit inmates to bathe upon admission to the facility and at least three times a week thereafter?					
138 H-NA		Are hair care services available to inmates?					
139	*	Does the facility provide articles necessary for maintaining personal hygiene?					

INMATE CLOTHING AND HYGIENIC LIVING CONDITIONS

140 H-NA	*	Does the facility provide for the cleaning and disinfecting of inmate personal clothing before storage, when necessary?	In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed

MEDICAL AND HEALTH CARE SERVICES

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
141	*	Is a physician, licensed in the state, responsible for the facility's medical services pursuant to a written agreement between the agency responsible for the facility or the facility administrator and the responsible physician or qualified medical authority?					
142		Is the physician free to practice medicine without restrictions imposed on him/her by facility administrators?					
143		Do security regulations applicable to facility personnel apply also to medical personnel?					
144		Is there a quarterly report on the health delivery system and the health environment of the facility, and an annual statistical summary?					
145	*	Do written standard operating procedures, approved by the responsible physician, exist for the following: Receiving screening?					
		Health appraisal data collection?					
		Nonemergency medical services?					
		Emergency medical and dental services?					
		Decision on emergency nature of illness or injury?					
		Dental screening, examination, and treatment?					
		Provision of medical and dental prosthetics?					
		First aid?					
		Notification of next of kin or legal guardian in case of serious illness, injury, or death?					

MEDICAL AND HEALTH CARE SERVICES

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
145 (cont'd)	Provision for chronic care?					
	Provision for convalescent care?					
	Screening, referral, and care of mentally ill and retarded inmates?					
	Implementation of special medical program?					
	Delousing procedures?					
	Detoxification procedure?					
	Pharmaceuticals?					
	Is present practice acceptable?					
146	Do state certification requirements and restrictions apply to health care personnel working in the facility as they do to those working in the community?					
	Are copies of licensing and certification credentials on file in the facility?					
147	Is the work of qualified medical personnel governed by written job descriptions which are approved by the responsible physician?					
148	* Is treatment by medical personnel other than the responsible physician performed pursuant to written standing or direct orders from the physician?					
149	If medical services are delivered in the facility, are adequate space, equipment, supplies, and materials, as determined by the responsible physician, provided for the performance of primary health care delivery?					

MEDICAL AND HEALTH CARE SERVICES

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
150						
151	*					
152 H-NA						

MEDICAL AND HEALTH CARE SERVICES

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
152 (cont'd)		Review of the earlier receiving screening?				
		Additional data to complete the medical and psychiatric history?				
		Laboratory and diagnostic tests to detect communicable diseases, including venereal diseases and tuberculosis?				
		Height?				
		Weight?				
		Pulse?				
		Blood pressure and temperature?				
		Other tests and examinations as appropriate?				
		A standardized medical examination with appropriate comments about mental and dental status?				
153 H-NA	*	Do qualified medical personnel collect inmate health histories, vital signs, and other health appraisal data?				
		Are all health appraisal data recorded on the health data forms approved by the responsible physician?				
		Does the responsible physician or designated medical personnel review the results of the medical examination, tests, and problem identification?				
154	*	At the time of admission to the facility, are inmates informed in writing of the procedures for gaining access to medical services?				
155		Are inmates' medical complaints collected daily and responded to by medically trained personnel?				



MEDICAL AND HEALTH CARE SERVICES

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
156 H-NA	*	Is sick call, conducted by a physician or other qualified medical personnel, available to each inmate as follows: Do small facilities of fewer than 50 inmates hold sick call once per week, at a minimum?				
		Do medium-size facilities of 50-200 inmates hold sick call at least three times per week?				
		Do large-size facilities of more than 200 inmates hold sick call a minimum of five times per week?				
157 H-NA	*	Is a physician available at least once a week to respond to inmate complaints regarding service received from other medical providers?				
158	*	Does the facility provide 24-hour emergency medical and dental care, as outlined in a written plan?				
		Does the plan provide arrangements for: Emergency evacuation of the inmate from the facility?				
		Use of an emergency vehicle?				
		Use of one or more designated hospital emergency rooms or other appropriate health facilities?				
		Emergency on-call physician and dental service when facility is not located in a nearby community?				
		Is present practice acceptable?				
159	*	Are facility personnel trained in emergency care procedures?				

MEDICAL AND HEALTH CARE SERVICES

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
159 (cont'd)	Do written standards, operating procedures, and training of staff incorporate the following steps: Awareness of potential emergency situations?					
	Notification or observation-determination that an emergency is in progress?					
	First aid and resuscitation?					
	Call for help?					
	Transfer to appropriate medical provider?					
160	Do all personnel have current training in basic first aid equivalent to that defined by the American Red Cross?					
161	* Does at least one person per shift have training in intake screening, basic life support, cardiopulmonary resuscitation (CPR), and recognition of symptoms of the illnesses most common to the facility?					
162	Are chronic care and convalescent care provided to inmates?					
163 H-NA	As determined by the responsible physician, is medical or dental prosthesis provided when the health of the inmate-patient would otherwise be adversely affected?					
164 H-NA	* Is dental care provided to each inmate under the direction and supervision of a dentist, licensed in the state as follows: Dental screening within 14 days of admission?					
	Dental hygiene services within 30 days of admission?					

MEDICAL AND HEALTH CARE SERVICES

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
164 (cont'd)						
165	*					
166	*					
167						
168	*					

MEDICAL AND HEALTH CARE SERVICES

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
168 (cont'd)		Policies regarding the maximum security storage and weekly inventory of all controlled substances, syringes, needles, and surgical instruments?				
		Is present practice acceptable? (See attachment #8)				
169	*	Has the person administering medications received training from the responsible physician and the facility administrator?				
		Is this person accountable for administering medications according to orders and recording the administration of medications in a manner and on a form approved by the responsible physician?				
170	*	Does the medical record file contain: The completed receiving screening forms?				
		Health appraisal data collection forms?				
		All findings, diagnoses, treatments, dispositions, prescriptions, and administration of medications?				
		Notations of place, date, and time of medical encounters and discharges from medical treatment?				
171	*	Is access to the medical record controlled by the responsible physician?				
		Does physician-patient privilege apply to the medical record?				
172	*	Is the medical record file kept separate from the confinement record?				
173		Are summaries or copies of the medical record file routinely sent to the facility to which the inmate is transferred?				

MEDICAL AND HEALTH CARE SERVICES

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
173 (cont'd)		Is written authorization by the inmate necessary for transfer of medical record information unless otherwise provided by law or administrative regulation having the force and effect of law?				
		Is medical record information transmitted to specific and designated physicians or medical facilities in the community upon written authorization of the inmate?				
174	*	Are all examinations, treatments, and procedures affected by informed consent standards in the community likewise observed for the inmate?				

FOOD SERVICES

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
175	*	Can the facility document that its food service meets or exceeds the dietary allowance stated in the Recommended Dietary Allowances of the National Academy of Sciences?					
176	*	Do written policy and procedure specify that meal preparation consider food flavor, texture, temperature, appearances, and palatability?					
		Is present practice acceptable?					
177	*	Do written policy and procedure require advance menu preparation?					
		Is present practice acceptable?					
178	*	Do written policy and procedure provide for special diets as prescribed by appropriate medical personnel?					
		Is present practice acceptable?					
179 H-NA		If inmates' religious beliefs require their adherence to dietary laws, is provision made for such special diets?					
180 H-NA		Do written policy and procedure require that accurate records are maintained of all meals served?					
		Is present practice acceptable?					
181	*	Does written policy provide for no more than 14 hours between the evening meal and breakfast and a minimum of two hot meals every 24 hours?					
		Is present practice acceptable?					
182	*	Does written policy preclude the use of food as a reward or disciplinary measure?					
		Is present practice acceptable?					

FOOD SERVICES

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
183 H-NA		Is space provided for group dining, except when security or safety considerations justify otherwise?				
184	*	Do written policy and procedure require that all meals are served under direct supervision of staff members?				
		Is present practice acceptable?				
185	*	Do written policy and procedure provide that only carefully screened inmates are assigned food service work?				
		Is present practice acceptable?				
186	*	Does the facility have sanitary, temperature-controlled storage facilities for the storage of all foods?				
187	*	Is the facility's food service operation supervised by a designated staff member who is selected based on interest and demonstrated ability in food service?				
188	*	Does written policy specify that all food service personnel comply with applicable federal, state, and local health laws and regulations?				
		Is present practice acceptable?				
189	*	Do written policy and procedure require daily inspection of all food service areas and equipment by administrative or dietary personnel?				
		Is present practice acceptable?				
190		Do food service facilities and equipment meet established safety and protection standards and requirements?				



**NATIONAL  
SHERIFFS'  
ASSOCIATION**



1. PURPOSE  
2. SCOPE  
3. REFERENCES  
4. DEFINITIONS  
5. PROCEDURES  
6. CONTROL PROCEDURES  
7. APPENDICES  
8. REVISIONS  
9. APPROVALS  
10. DISTRIBUTION



# NATIONAL SHERIFFS' ASSOCIATION

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EMERGENCY PLANS AND CONTROL PROCEDURES

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- 2 FIRE PLAN Element 213 - Attachment #1
3. ESCAPE PLAN Element 212 - Attachment #2
- 4 RIOT PLAN Element 213A - Attachment #3
- 5 INSTRUCTIONS ON USE OF AUDIT FORMS FOR CONTROL PROCEDURES
- 6 KEY CONTROL Element 208 - Attachment #4
- 7 TOOL CONTROL Element 209 - Attachment #5
- 8 SECURITY INSPECTIONS Element 197 - Attachment #6
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NEEDLES, AND HAZARDOUS  
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OFFICERS' TEST ON POLICY  
AND PROCEDURE Attachment #9

FIRE PLAN, ESCAPE PLAN, RIOT PLAN

Instructions for Using the Audit Forms

Read the facility plan; then address each question of the audit and fill in the appropriate blocks as follows:

In compliance:

If the written plan clearly addresses the subject as required, place a check mark in this block.

Not in compliance:

If the plan does not address the subject, place a check mark in this block.

Exceptions noted:

If the plan does address the subject and is in general compliance but is vague or not completely satisfactory, check both the "in compliance" block and the "exceptions noted" block.

Staff information:

In making an internal audit, this block is not used. The only time the block is used is when a person who is charged with making an external audit uses staff information instead of personally reviewing the plan. In such cases, the block would be checked and the identity of the person supplying the information recorded.

Confirmed:

This block is to be checked when the person conducting the audit documents findings by personally reviewing the plan. This block should always be used by the person charged with making an internal audit.

Form N-50:

Any time an element is checked "not in compliance" or "exceptions noted," a brief written description of findings should be recorded on form N-50 attached to the audit. Always write the appropriate audit element being addressed when recording findings. The date the audit is conducted and the name of the person conducting the audit should be recorded at the top of this form.

Fire Plan, Escape Plan, Riot Plan  
Page two

Note:

When a written plan has not been formulated, the audit can be used as a guide to formulating the plan.

AUDIT OF FIRE PLAN

213

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
A	*	<p><u>Prevention:</u> Does the plan cover the need for good housekeeping standards, constant vigilance by staff, and regular scheduled fire inspections by the facility administrator and the local fire marshall?</p>					
B	*	<p><u>Fire drills and evacuation:</u> Does the plan define clear procedures for evacuation of facility, covering all pertinent details beginning with the alarm, staff responsibility, perimeter security, etc.?</p>					
C	*	<p><u>Floor plan drawings:</u> Does the plan require floor plan drawings?</p>					
		<p>Do floor plan drawings indicate location of: All entrances, exits, windows, and doors?</p>					
		<p>Perimeter fences and gates?</p>					
		<p>All fire extinguishers?</p>					
		<p>High voltage electrical lines?</p>					
		<p>Emergency equipment?</p>					
		<p>Numbered emergency exits and emergency key number to fit lock?</p>					
		<p>Records and valuables?</p>					
		<p>Storage of volatile chemicals and fluids?</p>					
		<p>Pertinent electrical switch controls?</p>					
		<p>Emergency guard posts?</p>					
		<p>Fire hose boxes and key location, if locked?</p>					

AUDIT OF FIRE PLAN

213

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
D	*	<u>Alarm system:</u> Has an alarm system been established?					
E	*	<u>Notification List:</u> Does the plan require a list of names addresses, and phone numbers of persons to be contacted, in order of priority, in case of fire?					
F	*	<u>Emergency keys:</u> Does the plan cover the location and proper use of emergency keys?					
G	*	<u>Contingency plans:</u> Does the plan include a provision for moving inmates to an alternate facility in case the need arises?  Are procedures outlined as to how the inmates would be moved?					
H	*	<u>Personnel accountability:</u> Does the plan cover a system for checking the presence and welfare of each employee as soon as possible after the alarm is signaled and at set intervals during the emergency?					
I	*	<u>Inmate accountability:</u> Does the plan cover a system of checking the presence and welfare of each inmate as soon as possible after the alarm is signaled and at set intervals during the emergency?					
J	*	<u>Containment of fire:</u> Does the plan indicate the doors to close, the fans to turn off or on, and the electrical switches to deactivate in case of fire?					

AUDIT OF FIRE PLAN

213

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
K	*	<u>Training requirements:</u> Does the plan require that each employee receive special training in fire plan procedures?					
		Does the plan require cross-training with the fire department that would respond in a fire emergency?					
L	*	<u>Support agencies:</u> In addition to the notification list as required in (E), does the plan list agencies that could be called on for predetermined types of services?					
		Are the following agencies listed with phone numbers:					
		Electric company?					
		Gas company?					
		Water company?					
		Ambulance service?					
		Red Cross?					
		National Guard?					
		Others?					
M	*	<u>Post-fire procedures:</u> Are post-fire procedures covered in the plan?					
N	*	<u>Investigation:</u> Does the plan require an investigation of each fire incident?					
		Does the plan require each employee involved to write and submit a report to the facility administrator?					

AUDIT OF FIRE PLAN

213

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
0	*	<p><u>Review:</u> Does the plan require an annual review and updating when needed?</p> <p>Does the plan require that all employees read and initial it, to signify they have read and understand the plan?</p> <p>Does the plan require the signature of the facility administrator and the local fire marshall?</p>					



Form N-50  
DESCRIPTION OF  
DEFICIENCIES

Record a brief description of the  
deficiencies found at the time of  
the audit. Record the element  
number in space provided.


Form N-50  
DESCRIPTION OF  
DEFICIENCIES

Record a brief description of the deficiencies found at the time of the audit. Record the element number in space provided.


AUDIT OF ESCAPE PLAN

212

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
A	<p><u>Prevention:</u> Is there a section in the plan that stresses good security procedures and good staff-inmate communications?</p>					
B	<p><u>Types of escapes:</u> Does the plan address the following types of escapes:</p>					
	Escape from facility?					
	Escape from premises by trusty?					
	Escape from work release?					
	Escape while in transit or under escort?					
C	<p><u>Responsibility for execution of plan:</u> Does the plan designate the senior officer-in-charge at the time of an escape, the facility administrator, or a designated employee to place the plan in action?</p>					
D	<p><u>Actions to be taken on notification of an escape:</u> Are the following actions taken:</p>					
	Sounding of alarm?					
	Notification of superiors?					
	Notification of law enforcement officials?					
	Notification of prosecutor?					
	Notification of TV, radio, and other news media?					
	Are names and telephone numbers listed for all the above parties?					
E	<p><u>Hostages:</u> Does the plan make clear that a hostage has no authority regardless of rank while under duress?</p>					

AUDIT OF ESCAPE PLAN

212

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
F	<u>Firearms:</u> Does the plan describe conditions under which firearms can be used?					
	Is there provision for the issue of and receipting for firearms?					
G	<u>Escape posts and patrols:</u> Does the plan list the most likely avenues of escape and escape posts and patrols for rapid assignment of staff?					
H	<u>Written reports:</u> Does the plan outline the responsibility of staff in writing and submitting reports?					
I	<u>Investigation:</u> Does the plan require an investigation of escapes and attempted escapes?					
	Does the plan indicate the distribution of investigation reports?					
	Does the plan require that any weakness found in the facility or in procedures, as well as staff failures, be identified where warranted?					
	Does the plan require that the investigation reports be submitted to the prosecutor?					
J	<u>Review:</u> Does the plan require a review at least annually and updating whenever needed?					
	Does the plan require all staff to read and initial, to signify they have read and understand the plan?					
	Is the escape plan dated and signed by the facility administrator?					

Form N-50  
DESCRIPTION OF  
DEFICIENCIES

Record a brief description of the deficiencies found at the time of the audit. Record the element number in space provided.




AUDIT OF RIOT PLAN

213A

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
A	<u>Types of disturbances:</u> Does the plan cover: Disturbance of a riotous nature between two or more inmate factions?					
	Disturbance of a general nature, intent on correction of some real or fancied grievances?					
	Disturbance used as a diversionary tactic to facilitate an escape attempt?					
B	<u>Contributing factors:</u> Are the following contributing factors covered in the plan: Racial problems?					
	Food complaints?					
	Complaints regarding: Medical attention or treatment?					
	Recreation?					
	Visiting?					
	Mail privileges?					
	Sex pressure and group problems?					
	Misinformation relayed to inmates?					
C	<u>Signs of tension:</u> Are the following signs of tension addressed in the plan: Increase in the number of sullen inmates?					
	Unusual restlessness?					
	Sudden increase in disciplinary infractions?					
D	<u>Preventive actions:</u> Does the plan stress the need for prompt reporting of a bad "climate" in the facility?					

AUDIT OF RIOT PLAN

213A

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
D (cont'd)	<u>Preventive actions (cont'd):</u> Does the plan address positive staff actions that tend to prevent riots, such as good communications concerning: Plans?					
	Programs?					
	Procedures?					
	Does the plan address prompt reporting methods designed to keep supervisors informed of unrest in the inmate group?					
	Does the plan stress the need for: An understanding relationship between staff and inmate?					
	Constructive activities, recreation, and exercise programs?					
	Fair and impartial treatment of inmates?					
E	<u>Order of responsibility:</u> In deciding on a course of action, are responsibilities considered in the following order: General public?					
	Safety and welfare of hostages?					
	Prevention of loss of life or injury to personnel?					
	Inmate welfare?					
	Protection of property?					
F	<u>Steps to be taken to activate riot plan:</u> Does the plan cover: Immediate steps to close all avenues of escape?					
	Methods of localizing a disturbance by cutting off access from an affected area to an unaffected area?					
	Notification list of persons and agencies to be notified, in order of priority, along with phone numbers?					



AUDIT OF RIOT PLAN

213A

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
F (cont'd)	<u>Steps to be taken to activate riot plan (cont'd):</u>					
	Does the notification list include: Facility administrator?					
	Sheriff?					
	City police?					
	Fire department?					
	Prosecutor?					
	Call for reinforcements?					
	Assembly of reinforcements and equipment?					
	Planning the immediate objective during the delay while reinforcements and equipment are assembled?					
The decision to use force as one to be made only by the facility administrator or by a designated representative?						
G	<u>Hostages:</u> Does the plan make clear that any person held hostage has no authority regardless of rank while under duress?					
H	<u>Nonparticipants:</u> Does the plan address the need for giving inmates who do not wish to participate in the disturbance an opportunity to withdraw from the disturbed area?					
	Does the plan provide for a means of safe conduct to a nonaffected secure area?					
I	<u>Communications with inmates:</u> Does the plan address the need for urging rioters to select a spokesperson to confer with the facility administrator or the designated representative?					

AUDIT OF RIOT PLAN

213A

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
J	<p><u>Ringleaders:</u> Does the plan direct employees to observe actions of inmates closely to determine agitators and ringleaders, to provide evidence that will be helpful later?</p>					
K	<p><u>Subjugation of the rioters:</u> Does the plan make clear that the amount of force to be used will be dictated by the situation, but only the force necessary to control the situation is to be used?</p>					
L	<p><u>Equipment:</u> Does the plan address proper equipment, location, pretesting gas masks, etc.?</p>					
M	<p><u>Water:</u> Because fire often occurs during a riot, does the plan include the location of:</p>					
	Hydrants?					
	Extinguishers?					
	Hose?					
	Other fire fighting equipment?					
	Is the use of water to disperse participants covered in the plan?					
Is the use of water to create dampness necessary to the most effective concentration of gas covered?						
N	<p><u>Gas:</u> Does the plan make clear that only the facility administrator or a designated representative can make the decision to use gas?</p>					
	Does the plan stress the need to use sufficient gas on the first attempt to break all resistance?					

AUDIT OF RIOT PLAN

213A

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
N (cont'd)	<u>Gas (cont'd):</u> Does the plan cover the need to allow the gas to develop fully but not dissipate before sending in personnel?					
	Does the plan cover an after-care medical procedure to treat staff and inmates exposed to heavy concentration of gas?					
O	<u>Firearms:</u> Does the plan cover conditions and situations when the use of firearms may be authorized?					
P	<u>Post-riot:</u> Does the plan cover: Confinement of participants and assignment of sufficient staff to maintain control?					
	Immediate medical attention for all reported injuries?					
	An accounting of all inmates?					
	Segregation of agitators?					
	Curtailment of activities and inmate movement, if warranted?					
	The investigation?					
	The requirement that all employees on duty write and submit a report to the facility administrator?					
	The need to get written statements of witnesses (staff and inmates)?					
	Photographs of damaged area?					
	The immediate steps to be taken to repair damage?					
	The collecting and securing of personal property?					

AUDIT OF RIOT PLAN

213A

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
Q	<u>Review:</u> Does the plan cover a procedure for all personnel to read the plan and initial it, signifying they have read and understand the plan?					
	Does the plan require a review at least annually and as changes require?					
	Is the plan dated and signed by the facility administrator?					

Form N-50  
DESCRIPTION OF  
DEFICIENCIES

Record a brief description of the  
deficiencies found at the time of  
the audit. Record the element  
number in space provided.


Form N-50  
DESCRIPTION OF  
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TOOL CONTROL, KEY CONTROL, CONTROL OF DRUGS,  
SYRINGES, NEEDLES, AND HAZARDOUS SURGICAL INSTRUMENTS,  
ARMORY PROCEDURES, AND SECURITY INSPECTION PROCEDURES

Instruction for Using the Audit Forms

This audit consists of reviewing the written plan for compliance and then reviewing the actual practice in operation for compliance.

Audit of Plans

Thoroughly read each plan to ascertain if the plan addresses the subject and fill in the appropriate block.

In compliance:

If the plan does address the subject, place a check mark in this block.

Not in compliance:

If the plan or procedure does not address the subject, place a check mark in this block.

Exceptions noted:

If the plan or procedure does address the subject and is in general compliance but is vague, incomplete, or not completely satisfactory, check both the "in compliance" block and the "exceptions noted" block.

Staff information:

This block should not be used when making an internal audit. The only time the block is used is when a person who is charged with an external audit uses staff information instead of personally reviewing the plan or procedure. In such cases the block would be checked and the identity of the person supplying the information recorded.

Confirmed:

This block is to be checked when the person conducting the audit documents findings after personally reviewing the plan or procedure.

Form N-50:

Any time a block is checked "not in compliance" or "exceptions noted," a brief written description should be recorded on this form attached to the audit. All descriptions and comments should be preceded by the appropriate letter found in the element column of the

audit. The date and name of the person conducting the audit should be recorded on this form.

Note:

When written plans and procedures have not been formulated, the audit format can be used as a guide to formulating them.

Audit of Operational Practices

After conducting an audit of the written plans and procedures, go into the facility and personally check practices as they relate to the audit. The same recording principle should be used as described above.



AUDIT OF KEY CONTROL

208

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
A	<u>Types of keys:</u> Does the plan cover: Security keys?					
	Emergency keys?					
	Master keys?					
	Pattern keys?					
	Storage or inactive keys?					
	Vehicle keys?					
	Restricted keys?					
B	<u>Inventory:</u> Is a written master inventory of all keys maintained?					
	Is there a written inventory of all locks?					
	Are inventories accurate, dated, and signed by the facility administrator?					
	Does the plan require that only the facility administrator can approve a change in the inventory?					
	Are pattern key blanks kept on inven- tory?					
C	<u>Cross-indexing of keys:</u> Key number to lock and location?					
	Location and lock to key number?					
	Key number to key ring number?					
	Key ring number to assigned keys?					
D	<u>Key issue and control:</u> Are receipts required whenever key(s) are issued?					
	Are keys issued from only one control point?					

AUDIT OF KEY CONTROL

208

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
D (Cont'd)	Does the plan require written reports to be submitted on lost or broken keys and malfunctioning locks?					
	Does the plan prohibit inmates from handling keys?					
	Does the plan require that all employees return issued keys to the control point at the end of their tour of duty and at any time they leave the facility?					
E	<u>Emergency keys:</u> Is a complete set of emergency keys maintained in a secure area to be used only in an emergency?					
	Does each key have an individual tag, designating the lock it fits and the location of the lock?					
	Does the plan require that emergency keys are frequently checked to assure they work?					
F	<u>Restricted keys:</u> Does the plan designate certain keys as restricted that can be issued only to certain responsible staff named by the officer in charge?					
	Are the following keys restricted:					
	Personal property storage?					
	Valuables storage?					
	Evidence storage?					
	Personnel records storage?					
	Commissary and commissary storage?					
	Armory?					
	Dry and cold food storage?					
Others, as indicated by the facility administrator?						

AUDIT OF KEY CONTROL

208

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
G	<p><u>Key rings:</u></p> <p>Does each key ring tag have the key board number stamped in it, along with the number of keys assigned to the ring?</p>					
H	<p><u>Key ring directory:</u></p> <p>Is there a written key ring directory available to staff, at the control point, that lists the key ring numbers for the different jail operations?</p>					
I	<p><u>Key storage:</u></p> <p>Does the plan prohibit anyone other than the person assigned by the facility administrator access to inactive key storage, the key-making machine, and pattern keys?</p>					
J	<p><u>Internal audit:</u></p> <p>Does the plan require an internal audit at established intervals by the facility administrator, shift supervisors, and control room officers?</p>					
K	<p><u>Review:</u></p> <p>Does the plan require an annual review?</p>					
	<p>Are all personnel required to read the plan and document by their initials that they understand the plan?</p>					
L	<p><u>Key control practices:</u></p> <p>Are the present key control practices acceptable?</p>					

Form N-50  
DESCRIPTION OF  
DEFICIENCIES

Record a brief description of the deficiencies found at the time of the audit. Record the element number in space provided.




AUDIT OF TOOL CONTROL

209

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
A	<p><u>Definition:</u></p> <p>Does "tool" as used in the plan include all instruments of manual operations, minor equipment, and implements such as knives used in the kitchen?</p>					
B	<p><u>Need for control:</u></p> <p>Does the plan make clear that good tool control will improve security, place responsibility for losses, improve tool maintenance, and reduce cost?</p>					
C	<p><u>Responsibilities for control:</u></p> <p>Has the facility administrator designated one individual to be responsible for the control of tools?</p>					
D	<p><u>Storage:</u></p> <p>Are adequate provisions made for the secure and convenient storage of tools in order to expedite withdrawal and return for persons using them?</p>					
E	<p><u>Control:</u></p> <p>Does the tool control plan include the following general principles and procedures:</p>					
	<p>Care and maintenance of tools?</p>					
	<p>Inventory?</p>					
	<p>Color code or other designation?</p>					
	<p>Control and issue?</p>					
	<p>Classification (hazardous or non-hazardous)?</p>					
<p>Replacements and additions?</p>						

AUDIT OF TOOL CONTROL

209

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
E (cont'd)	Requirements for immediate reporting of lost tools?					
	Control of tools brought in from the outside by maintenance workers?					
	A master inventory of all tools to be maintained by the facility administrator, dated, and signed by the tool control officer?					
F	<u>Kitchen tools:</u>					
	Is there a secure, locked storage cabinet for tools?					
	Is there an accurate, dated inventory signed by the head of the food service department and the tool control officer?					
	Is there a log maintained to document the issue and return of hazardous tools?					
G	When a hazardous tool is checked out to an inmate, are the date, inmate's name, time checked out, time checked in, and the issuing officer's initials recorded?					
	<u>Small jails and lock-up:</u> When facilities do not maintain tools, is there a written procedure to ensure that tools brought in by maintenance personnel are properly checked in and out and properly supervised while in the facility?					
H	<u>Review:</u> Does the plan require that internal audits be carried out by the tool control officer?  Does the plan require an annual review?					

AUDIT OF TOOL CONTROL  
209

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
H (cont'd)	Does the plan require that all personnel read, date, and initial to indicate they have read and understand the tool control plan?					
I	<u>Tool control practices:</u> Are present tool control practices acceptable?					



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AUDIT OF SECURITY INSPECTIONS

197

In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
A	<p><u>Policy:</u> Is there a written policy covering facility security inspections?</p>			
B	<p><u>Areas of responsibility:</u> Is the facility zoned to establish areas of responsibility that encompass all areas of the facility and premises?</p>			
C	<p><u>Inspection forms:</u> Are inspection forms formulated for each zone?</p>			
	<p>Does the inspection form for each zone list everything that the officer is required to check, such as windows, grilles, doors, locks, ventilation ducts, tunnel entrances, walls, etc.?</p>			
	<p>Is there a requirement that the officer making the inspection check off each item as inspected, then record the time and date the inspection was made, along with the inspector's initials?</p>			
D	<p><u>Responsibility of staff and supervisors:</u> Does the policy designate the facility administrator or a designated representative as security supervisor to maintain security records and be responsible for the security inspection system?  Does the security supervisor maintain a master check-off list of all zoned areas to be inspected and the required intervals of inspection to assure compliance?</p>			

AUDIT OF SECURITY INSPECTIONS

197

In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
E	<p><u>Records:</u> Does the policy require that records of all zoned inspections be maintained for 60 days?</p>			
	<p>Does the policy require that the supervisor's master security check sheet records be maintained for one year?</p>			
F	<p><u>Present practices:</u> Are the present security inspection practices acceptable?</p>			

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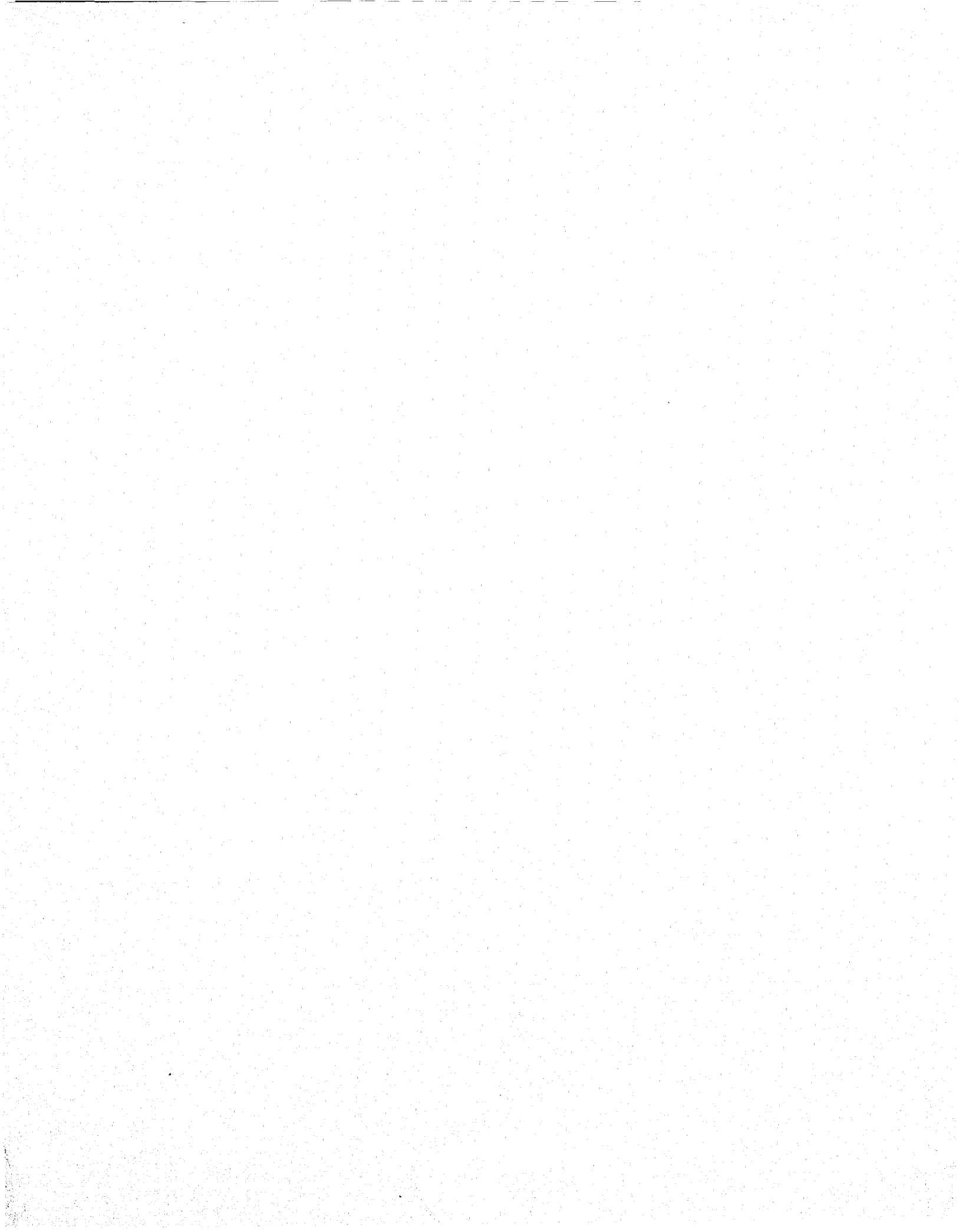

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AUDIT OF ARMORY

201

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
A	<p><u>Policy:</u></p> <p>Is there a policy covering the armory operation?</p>					
B.	<p><u>Inventory:</u></p> <p>Does the policy require a current written inventory of all emergency equipment?</p>					
	<p>Is the inventory dated and signed by the facility administrator?</p>					
	<p>Does the inventory list all:</p>					
	<p>Firearms?</p>					
	<p>Aerosol gas dispensers?</p>					
	<p>Gas guns?</p>					
	<p>Night sticks?</p>					
	<p>Ammunition?</p>					
	<p>Gas masks?</p>					
	<p>Gas grenades?</p>					
	<p>Gas canisters?</p>					
	<p>Other emergency equipment?</p>					
	<p>Are firearms listed by type and serial number?</p>					
C	<p><u>Gas:</u></p> <p>Is there a complete separation of CS and CN gas in the storage area?</p>					
	<p>Is outdated gas separated and designated for training only?</p>					
D	<p><u>Restricted entry:</u></p> <p>Does the policy restrict entry into the armory to all persons except those designated by the facility administrator?</p>					





**CONTINUED**

**1 OF 3**

AUDIT OF ARMORY

201

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
E	<p><u>Receipt system:</u></p> <p>Does the policy mandate that a signed receipt is required any time a weapon or other piece of equipment is removed from the armory?</p>					
F	<p><u>Documented surveys:</u></p> <p>When emergency equipment is destroyed because of wear or obsolescence, is a formal survey conducted and recorded with date and signatures?</p>					
G	<p><u>Care and cleaning:</u></p> <p>Does the policy fix the responsibility for the care and cleaning of emergency equipment and the armory facility?</p>					
H	<p><u>Present practices:</u></p> <p>Are present practices acceptable?</p>					

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AUDIT OF  
 DRUG, MEDICATION, SYRINGE, NEEDLE,  
 AND HAZARDOUS SURGICAL INSTRUMENT CONTROL  
 168

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
A	<u>Policy:</u> Is there a written policy that governs the control of drugs, medications, syringes, needles, and hazardous surgical instruments?					
	Is the policy dated and signed by the medical officer and the facility administrator?					
B	<u>Storage:</u> Is there a vault, safe, or secure storage room with security doors and lock provided?					
C	<u>Keys:</u> Are keys to drug cabinets and storage areas restricted to assure that only the designated medical employee has access?					
D	<u>Inventory:</u> Is an accurate running inventory maintained on: Drugs?					
	Needles?					
	Syringes?					
	Hazardous surgical instruments?					
	To avoid the possible large losses of drugs, is only a one-day supply removed from the safe or vault and maintained in the locked cabinet of the out-patient area?					

AUDIT OF  
 DRUG, MEDICATION, SYRINGE, NEEDLE,  
 AND HAZARDOUS SURGICAL INSTRUMENT CONTROL

168

In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
E	<u>Records:</u>			
	Are records maintained on drugs, needles, syringes, and hazardous surgical instruments as follows: All purchase orders?			
	All items delivered to the facility or received by mail?			
	All prescription drugs sent in and approved by the medical officer?			
	The date of delivery and the signature of party who receipted for drugs, needles, syringes, or hazardous surgical instruments?			
	All drugs prescribed by a physician?			
	The date and time when drugs were dispensed, name of the inmate receiving the drug, and the signature or initials of the employee who dispensed the drug?			
	Should contraband drugs, needles, or syringes be found in the facility, could records determine if items were illegally smuggled in or were stolen from the facility medical supply?			
F	<u>Disposable needles and syringes:</u>			
	Are there written procedures to assure that used disposable needles and syringes are properly removed from the facility and destroyed?			
Are records kept of the number destroyed and of signatures of the medical staff member responsible?				

AUDIT OF  
 DRUG, MEDICATION, SYRINGE, NEEDLE,  
 AND HAZARDOUS SURGICAL INSTRUMENT CONTROL

168

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
G	<u>Disposal of outdated drugs:</u> Are there written procedures to dispose of safely outdated or unusable drugs? Are records of disposal and signature of the employee responsible required?					
H	<u>Internal and external audits:</u> Does the policy require that all drugs, needles, syringes, and hazardous surgical instruments be frequently checked against the inventory by a member of the medical staff? Does the policy require the facility administrator to make unscheduled audits?					
I	<u>Dispensing of drugs:</u> Does the policy require that employees responsible for dispensing drugs witness the inmate's taking the drug?					
J	<u>Present practices:</u> Are present practices acceptable?					

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STATEMENT

I, \_\_\_\_\_, do hereby certify that I have reviewed a copy of the policies and procedures regulating the operation of the \_\_\_\_\_ jail. I further certify that I reviewed these policies and procedures prior to taking the attached Correction Officers' Test. I understand that the Correction Officers' Test consists of questions taken directly from these policies and procedures.

Dated:

\_\_\_\_\_

Signed:

\_\_\_\_\_

CORRECTION OFFICERS' TEST  
ON  
POLICY AND PROCEDURES  
OF THE  
\_\_\_\_\_ JAIL

TEST NUMBER - 1

The following questions are multiple choice. Indicate the correct answer in the space provided by using (a), (b), (c), (d), or (e). Each correct answer is worth ten (10) points.

1. Policy and procedures specify that when an alleged rule violation is reported an investigation is begun within:

(a) 8 hours	(d) 36 hours
(b) 24 hours	(e) 48 hours
(c) 12 hours	

Answer \_\_\_\_\_

2. Policy and procedures require that an inmate charged with a violation of facility rules be given a written copy of the alleged violation at least \_\_\_\_\_ prior to a hearing.

(a) 48 hours	(d) 24 hours
(b) 16 hours	(e) 12 hours
(c) 72 hours	

Answer \_\_\_\_\_

3. Inmates charged with a major rule violation are to be granted a hearing within \_\_\_\_\_, excluding weekends and holidays.

(a) 3 days	(d) 10 days
(b) 5 days	(e) 12 days
(c) 7 days	

Answer \_\_\_\_\_

4. At the request of an inmate, who can represent him/her at disciplinary hearings?

(a) Another inmate	(d) Reporter
(b) His/her attorney	(e) Staff member
(c) The chaplain	

Answer \_\_\_\_\_

5. The inmate has the right to appeal decisions of the disciplinary hearing officer to the facility administrator or designate within \_\_\_\_\_ of the decision.

- |             |             |
|-------------|-------------|
| (a) 3 days  | (d) 30 days |
| (b) 7 days  | (e) 60 days |
| (c) 10 days |             |

Answer \_\_\_\_\_

6. Inmates are permitted \_\_\_\_\_ of exercise per day outside the cell block.

- |                        |             |
|------------------------|-------------|
| (a) $\frac{1}{2}$ hour | (d) 3 hours |
| (b) 1 hour             | (e) 4 hours |
| (c) 2 hours            |             |

Answer \_\_\_\_\_

7. Policy and procedures provide that all new employees receive \_\_\_\_\_ of orientation to the detention facility prior to job assignment.

- |              |               |
|--------------|---------------|
| (a) 20 hours | (d) 40 hours  |
| (b) 60 hours | (e) 120 hours |
| (c) 30 hours |               |

Answer \_\_\_\_\_

8. Policy provides for no more than \_\_\_\_\_ between the evening meal and breakfast.

- |              |              |
|--------------|--------------|
| (a) 8 hours  | (d) 14 hours |
| (b) 10 hours | (e) 16 hours |
| (c) 12 hours |              |

Answer \_\_\_\_\_

9. Inmates classified "minimum custody" are to be personally observed by a correctional officer at least every:

- |             |                |
|-------------|----------------|
| (a) 2 hours | (d) 30 minutes |
| (b) 4 hours | (e) 60 minutes |
| (c) 8 hours |                |

Answer \_\_\_\_\_

TEST NUMBER - 1

page three

10. Housing and activity areas should have at least \_\_\_\_\_  
footcandles of lighting.

(a) 15  
(b) 20  
(c) 25

(d) 30  
(e) 60

Answer \_\_\_\_\_

SECURITY AND CONTROL

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
191	Is there a manual or written policy and procedure covering security and control?					
	Is the manual/policy and procedure made available to all personnel and reviewed and updated as needed?					
192	Does the facility maintain a control center to ensure order and security?					
192A	Does the facility have a system for physically counting inmates?					
	Is present practice acceptable?					
193	Do written policy and procedure require all security perimeter entrances, control center doors, cell block doors, and all doors opening into a corridor to be kept locked except when used for admission or exit of employees, inmates, or visitors, and in emergencies?					
	Is present practice acceptable?					
194	Do written policy and procedure specify that no correctional officer enter a high security cell block without backup assistance from another staff member?					
	Is present practice acceptable?					
195	Does the facility have an audio communication system between the control center and the inmate living areas?					
196	Does the facility have a comprehensive emergency alarm system linked to the control center?					
	Are signal devices located throughout the facility?					
197	Do written policy and procedure require at least weekly inspection of all security facilities? (See Attachment #6)					
	Is present practice acceptable?					

SECURITY AND CONTROL

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
198	Do written policy and procedure provide for continuous inspection and maintenance of all locks?					
	Is present practice acceptable?					
199	Do written policy and procedure provide for searches of facilities and inmates to control contraband?					
	Is present practice acceptable?					
200	Do written policy and procedure govern the availability, control, and use of firearms, ammunition, chemical agents, and related security devices, and ensure sufficient security equipment to meet facility needs?					
	Is present practice acceptable?					
201	Do written policy and procedure provide that firearms, ammunition, chemical agents, and related security equipment are stored in a secure but readily accessible depository?					
	Is present practice acceptable? (See Attachment #7)					
202	Do written policy and procedure require that firearms, ammunition, chemical agents, and related security equipment are inventoried at least monthly to determine their condition and expiration date?					
	Is present practice acceptable?					
203	Does written policy require that in emergency situations personnel on duty use only weapons approved by the facility administrator?					
	Is present practice acceptable?					

SECURITY AND CONTROL

		In Compliance	No. In Compliance	Exceptions Noted	Staff Information	Confirmed
204		Do written policy and procedure provide that the facility maintain a written record of routine and emergency distributions of security equipment?				
		Is present practice acceptable?				
205	*	Do written policy and procedure require that personnel discharging firearms and using chemical agents submit written reports to the administrator or designated subordinate?				
		Is present practice acceptable?				
206	*	Do written policy and procedure require that all persons injured in an incident in which a weapon is used, or exposed to a chemical agent, receive immediate medical examination and treatment?				
		Is present practice acceptable?				
207		Except in emergency situations, are weapons prohibited in areas to which inmates have access?				
208		Does the key control plan cover all elements as indicated in the audit of key control? (See Attachment #5 for the audit)				
		Is present practice acceptable?				
209		Does the tool control plan address all elements as indicated in the audit of tool control? (See Attachment #5 for the audit)				
		Is present practice acceptable?				
210		Do written policy and procedure govern the control and use of all flammable, toxic, and caustic materials?				
		Is present practice acceptable?				



SECURITY AND CONTROL

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
211	Are there written post orders for every correctional officer position in the facility?					
	Are post orders reviewed and updated at least annually?					
212	Do the written procedures that govern the handling of escapes cover all elements as required in the audit of the escape plan? (See Attachment #2 for the audit)					
213	* Does the written fire plan cover all elements as required in the audit of the fire plan? (See Attachment #1 for the audit)					
213A	Does the written procedure to be followed in case of a riot or disturbance cover all elements as required in the audit of the riot plan? (See Attachment #3 for the audit)					
214	Do written plans govern space arrangements and procedures to follow in the event of a group arrest that exceeds maximum capacity of the local detention facility?					
215	Are all facility personnel trained in the execution of written emergency plans?					
216	Does the facility have equipment necessary to maintain essential lights, power, and communications in an emergency?					
217	Is emergency equipment tested at least quarterly for effectiveness and repaired or replaced as necessary?					

SECURITY AND CONTROL

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
218	*	Do written policy and procedure restrict the use of physical force by facility personnel to instances of justifiable self-protection, protection of others, protection of property, and prevention of escapes, and to only the degree necessary, and in accordance with appropriate statutory authority?				
		Are written reports prepared following all uses of force and submitted to the facility administrator?				
219	*	Do written policy and procedure govern the use of restraint equipment?				
		Are written reports prepared following all uses of restraint equipment and submitted to the facility administrator?				
		Is present practice acceptable?				
220		Do written policy and procedure govern the use of facility vehicles?				
		Is present practice acceptable?				
221		Do written policy and procedure govern the transportation of inmates outside the facility and from one jurisdiction to another?				
		Is present practice acceptable?				
222		Are there pedestrian and vehicular sally ports between the inmate areas and access to the street?				
223		Does the facility have perimeter security which prevents access by the general public without appropriate authorization?				

SUPERVISION OF INMATES

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
224		Does written procedure specify how inmates proceed from one area of the facility to another during daytime and evening hours?					
		Is present practice acceptable?					
225	*	Do written policy and procedure provide for around-the-clock supervision of inmates by trained correctional personnel?					
		Is present practice acceptable?					
226	*	Are correctional officer posts located immediately adjacent to inmate living areas to permit officers to hear and respond promptly to calls for help?					
227	*	Do written policy and procedure require that each inmate classified as high or medium security is personally observed by a correctional officer at least every 30 minutes, but on an irregular schedule?					
		Is present practice acceptable?					
228 H-NA		Do written policy and procedure require that each inmate classified as minimum security is personally observed by a correctional officer at least every 60 minutes, but on an irregular schedule?					
		Is present practice acceptable?					
229		If audio or visual electronic surveillance is used, is it located primarily in hallways, elevators, corridors, or at points on the security perimeter, such as entrances and exits?					
230	*	Does the facility have sufficient staff to perform all functions relating to the security, control, custody, and supervision of inmates?					

SUPERVISION OF INMATES

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
231	Do written policy and procedure require that all inmates are searched thoroughly whenever entering or leaving the security perimeter?					
	Is present practice acceptable?					
232	Do written policy and procedure specify procedures for the supervision of female inmates by male staff and of male inmates by female staff that are in conformance with equal opportunity employment criteria and the privacy needs of inmates?					
	Is present practice acceptable?					
233	Do written policy and procedure dictate a program of visitation to all areas of the facility by the administrator at least weekly and by supervisors daily?					
234	Does written policy prohibit inmates from supervising, controlling, or exerting or assuming any authority over other inmates?					
	Is present practice acceptable?					
235	Does the facility administrator maintain a written record of the following:					
	Personnel on duty?					
	Inmate population count?					
	Admissions and releases of inmates?					
	Shift activities?					
	Entry and exit of physicians, attorneys, and other visitors?					
	Unusual occurrences?					

SPECIAL-MANAGEMENT INMATES

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
236	*	Do written policy and procedure provide for administrative segregation for inmates with serious behavior problems and for inmates requiring protective custody?					
		Is present practice acceptable?					
237	*	Do written policy and procedure specify that, behavior permitting, inmates housed in administrative segregation are afforded living conditions and privileges approximating those available to the general inmate population unless exceptions are justified by clear and substantiated evidence?					
		Is present practice acceptable?					
238	*	Do written policy and procedure specify that the status of inmates in administrative segregation be reviewed by the classification officer or other authorized body at least every 7 days for the first 2 months and at least every 30 days thereafter?					
		Is present practice acceptable?					
239	*	Do written classification policy and procedure specify the review process that is used to release inmates from administrative segregation to the general inmate population?					
		Is present practice acceptable?					
240	*	Do written policy and procedure provide for disciplinary detention for inmates who require separation from the general inmate population for serious violations of facility rules and regulations?					
		Is present practice acceptable?					

SPECIAL-MANAGEMENT INMATES

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
241	*	Do written policy and procedure provide that staff members in the disciplinary detention and administrative segregation units maintain a permanent log?				
		Is present practice acceptable?				
242	*	If permanent special housing units are maintained, do written policy and procedure provide that all staff members who work with inmates in disciplinary detention and administrative segregation receive preservice training in the management and supervision of special inmates?				
		Is present practice acceptable?				

PROCEEDINGS  
JULY 1974  
MEMBERSHIP  
AND FINANCE  
1974  
1975



**NATIONAL  
SHERIFFS'  
ASSOCIATION**

INMATE RIGHTS

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
243	*	Do written policy and procedure ensure the right of inmates to have access to courts?					
		Is present practice acceptable?					
244	*	Do written policy and procedure ensure the right of inmates to have confidential access to attorneys and their authorized representatives?					
		Is present practice acceptable?					
245	*	Do written policy and procedure grant inmates access to legal assistance from individuals with legal training or from law library facilities, and to supplies and services related to legal matters?					
		Is present practice acceptable?					
246	*	Do written policy and procedure provide that persons held in custody awaiting arraignment or trial are ensured their legal right to remain silent, are managed separately from sentenced inmates, where necessary, and are not required to participate in facility programs or do work other than personal housekeeping?					
		Is present practice acceptable?					
247	*	Do written policy and procedure state guidelines designed to protect inmates from personal abuse and corporal punishment?					
		Is present practice acceptable?					
248	*	Do written policy and procedure require a healthful environment for inmates that includes, at a minimum: Continuous supervision of living units?					



INMATE RIGHTS

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
248 (cont'd)		Clean and orderly surroundings?				
		Toilet, bathing, handwashing, and laundry facilities?				
		Lighting, ventilation, and heating?				
		Compliance with all federal, state, and local fire and safety regulations?				
		Wholesome and nutritionally adequate diet?				
		Clothing, mattress, and bedding?				
249	*	Does the facility provide inmates with basic medical and dental care?				
250	*	Is an inmate desiring medical treatment accorded the same right to bodily integrity that would be granted at a community hospital facility?				
251	*	Do written policy and procedure grant inmate access to recreational opportunities and equipment, including, when the climate permits, outdoor exercise?				
		Is present practice acceptable?				
252	*	Does written policy prohibit the facility from conducting medical or pharmaceutical testing for experimental or research purposes?				
		Is present practice acceptable?				
253	*	Do written policy and procedure govern voluntary inmate participation in non-medical and nonpharmaceutical testing?				
		Is present practice acceptable?				

INMATE RIGHTS

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
254	*	Has the written plan for regular searches of the facility and persons confined in the facility been reviewed by legal counsel to ascertain the legality of the plan?					
255	*	If a new crime is suspected, do written policy and procedure govern searches and the preservation of evidence?					
		Are searches authorized only by the administrator or designate?					
256	*	Do written policy and procedure ensure that inmates are not subjected to discrimination based on race, national origin, color, creed, sex, economic status, or political belief?					
		Is present practice acceptable?					
257	*	Is there equal access to programs and services for male and female inmates?					
258	*	Do written rules of inmate conduct specify prohibited behavior and penalties that may be imposed for rule violations?					
		Do procedures exist for ensuring that all inmates understand these rules?					
		Is present practice acceptable?					
259	*	Does the plan for handling minor rule violations by inmates provide that offenders are informed of the specific charges of misconduct and are given an opportunity to explain or deny them?					
		Are offenders notified if reports of violation are placed in their file?					
		Can offenders request a review of the appropriateness of the action?					

INMATE RIGHTS

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
259 (cont'd)						
260	* If inmates are found not guilty, are all references to the incident removed from their files?					
	Does the plan for handling major rule violations by inmates include at least the following administrative due process procedures: Written rules specify offenses?					
	Rules provide sanctions?					
	Inmate is made aware of rules and sanctions?					
	Inmate receives written notice of charges prior to hearing?					
	Inmate receives prior notice of hearing?					
	Continuance is allowed to prepare for defense?					
	Impartial officer or board conducts hearing?					
	Inmate appears at hearing?					
	Inmate hears evidence, except confidential information?					
	Inmate makes own statement?					
	Inmate calls relevant witnesses, if doing so does not threaten security?					
	Inmate may be represented by staff member?					
	Decision is based solely on evidence?					
	Decision is rendered in writing?					
	Record is made of hearing?					
	Appeals process is available?					
	Inmate may appeal decision?					

INMATE RIGHTS

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
260 (cont'd)		Decision is reviewed by facility administrator?				
		Record is expunged if guilt is not established?				
		Is present practice acceptable?				
261	*	Is there a written inmate grievance procedure, which is made available to all inmates?				
		Is present practice acceptable?				
262	*	Do written policy and procedure ensure the Constitutional right of inmates to practice their religion, subject only to the limitations necessary to maintain order and security?				
		Is present practice acceptable?				
263	*	Do written policy and procedure grant inmates the right to receive visitors, subject only to the limitations necessary to maintain order and security?				
		Is present practice acceptable?				
264	*	Do written policy and procedure grant inmates the right to communicate or correspond with persons or organizations, subject only to limitations necessary to maintain order and security?				
		Is present practice acceptable?				
265	*	Do written policy and procedure ensure inmates access to the general public through media, subject only to the limitations necessary to maintain order and security?				
		Are media requests for interviews and inmate consent required in writing?				

INMATE RIGHTS

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
266	*	Do written policy and procedure grant all detainees the right to make at least two local or collect long distance calls to family members, friends, or attorneys during the admissions process?					
		Is present practice acceptable?					
267 H-NA	*	Do written policy and procedure provide inmates and former inmates of facilities access to their files and records?					
		Is present practice acceptable?					

INMATE RULES AND DISCIPLINE

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
268	*	Do written rules of inmate conduct specify acts prohibited within the facility and penalties that may be imposed for various degrees of violations?				
269	*	Are written facility rules, listing all chargeable offenses, the range of sanctions, and disciplinary procedures to be followed, posted conspicuously in facility housing areas?				
		Do staff members assist illiterate inmates in understanding the rules?				
		Are the rules translated into languages spoken by significant numbers of inmates?				
		Is present practice acceptable?				
270	*	Are there written guidelines for informally resolving minor inmate misbehavior?				
271	*	Do all personnel who deal with inmates receive sufficient training so that they are thoroughly familiar with the rules of inmate conduct, the sanctions available, and the rationale for the rules?				
272	*	Do written policy and procedure require that employees prepare a disciplinary report when they have a reasonable belief that an inmate has committed a major violation of facility rules or several minor violations?				
		Is present practice acceptable?				
273	*	Do the disciplinary reports prepared by staff members include, but are not limited to, the following information: Specific rules violated?				
		Time, date, and place of violation?				
		A formal statement of the charge?				

INMATE RULES AND DISCIPLINE

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
273 (cont'd)						
274	*					

INMATE RULES AND DISCIPLINE

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
274 (cont'd)		Decision is based solely on evidence?				
		Decision is rendered in writing?				
		Record is made of hearing?				
		Appeals process is available?				
		Inmate may appeal decision?				
		Decision is reviewed by facility administrator?				
		Record is expunged if guilt is not established?				
		Is present practice acceptable?				
275 H-NA	*	Do written policy and procedure specify that when an alleged rule violation is reported, an investigation is begun within 48 hours of the time the violation is reported, except when there are extraordinary circumstances?				
		Is present practice acceptable?				
276 H-NA	*	Is an inmate charged with a violation of facility rules given a written copy of the alleged rule violation(s) at least 24 hours prior to hearing?				
277 H-NA	*	Is there provision for prehearing detention of inmates who are charged with a rule violation?				
		Is present practice acceptable?				
278	*	Do written policy and procedure provide that, when an inmate allegedly commits an act covered by statutory law, the case is referred for consideration for criminal prosecution?				
		Is present practice acceptable?				



INMATE RULES AND DISCIPLINE

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
279	*	Does the facility administrator delegate authority, in writing, to one or more subordinates to conduct hearings for violations of facility rules?					
		Is present practice acceptable?					
280 H-NA	*	Are those charged with major rule violations granted a hearing within seven days, excluding weekends and holidays?					
281	*	Do written policy and procedure provide that inmates charged with rule violations are present at the hearing, unless they waive their right to attend the hearing or their behavior justifies their removal from the hearing?					
		Is the absence of an inmate from a hearing documented?					
		Is present practice acceptable?					
282	*	Do written policy and procedure allow inmates to call witnesses and present documentary evidence in their defense at disciplinary hearings?					
		Is present practice acceptable?					
283	*	Do written policy and procedure allow inmates, at their request, the services of a staff member to represent them at disciplinary hearings?					
		Is present practice acceptable?					
284	*	Does the inmate receive a copy of the disciplinary decision?					
		Are other copies kept in the inmate's record?					

INMATE RULES AND DISCIPLINE

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
285 H-NA	*	Do written policy and procedure specify that inmates are placed in disciplinary detention for a major rule violation only after a hearing by the disciplinary committee?					
		Does the facility have a sanctioning schedule which sets limits on disciplinary detention?					
		Is present practice acceptable?					
286 H-NA	*	Do written policy and procedure grant inmates the right to appeal decisions of the disciplinary hearing officer to the administrator or designate within 10 days of the decision?					
		Is present practice acceptable?					
287	*	Do written policy and procedure provide that the disciplinary report is removed from all files on inmates found not guilty of the alleged rule violation?					
		Is present practice acceptable?					
288 H-NA		If statute permits, is there an administrative provision for sentence reduction based on evidence of good behavior and satisfactory work program performance?					

MAIL AND VISITING

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
289	*	Do written policy and procedure govern inmate correspondence?				
290	*	Is there no limitation on the volume of mail an inmate may send or receive, except when there is clear and convincing evidence to justify such limitations?				
291	*	Is inmate mail, both incoming and outgoing, not read or censored, except when there is clear and convincing evidence to justify such actions?				
292	*	Do written policy and procedure provide for the inspection of inmate mail to intercept cash, checks, money orders, and contraband?				
		Is present practice acceptable?				
293	*	Do written policy and procedure specify that inmates are permitted to send sealed letters to a specified class of persons and organizations, including, but not limited to:				
		Courts?				
		Counsel?				
		Officials of the confining authority?				
		Government officials?				
		Administrators of grievance systems?				
294	*	Do written policy and procedure require that incoming and outgoing mail not be held for more than 24 hours, excluding weekends and holidays?				
		Is present practice acceptable?				

MAIL AND VISITING

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
295	*	Do written policy and procedure provide that indigent inmates receive a postage allowance sufficient to maintain community ties?				
		Is present practice acceptable?				
296	*	Do written policy and procedure provide for inmate access to the telephone?				
		Is present practice acceptable?				
297		Are written policy and procedure governing visiting reviewed annually?				
		Is present practice acceptable?				
298	*	Are the number of visitors an inmate may receive and the length of visits limited only by facility schedules and space and personnel constraints, except when there are substantial reasons to justify such limitations?				
299 H-NA	*	For inmates who do not represent a substantial security risk, do policy and procedure provide visiting facilities to permit open visitation?				
300	*	Do written policy and procedure govern visiting for high risk inmates?				
		Is present practice acceptable?				
301	*	Do written policy and procedure govern special visits?				
		Is present practice acceptable?				
302	*	Do written policy and procedure specify visitor registration upon entry into the facility and the circumstances under which visitors are searched?				
		Is present practice acceptable?				



**NATIONAL  
SHERIFFS'  
ASSOCIATION**

**RECEPTION  
ORIENTATION  
RELEASE  
PROPERTY CONTROL  
CLASSIFICATION**

**INTAKE PROCEDURES  
AUDIT**

RECEPTION, ORIENTATION, RELEASE, AND  
 PROPERTY CONTROL

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
303	*	Do written policy and procedure govern the reception and orientation of newly admitted inmates?				
		Is present practice acceptable?				
304 H-NA	*	Do written procedures for admitting new inmates to a detention facility include, but are not limited to:				
		Verification of commitment papers?				
		Complete search of the individual?				
		Disposition of clothing and personal possessions?				
		Medical screening including tests for infectious diseases?				
		Telephone calls by inmates?				
		Shower and hair care if necessary?				
		Issue of clean clothing?				
		Photographing and fingerprinting, including notation of identifying marks or unusual characteristics?				
		Interview for obtaining identifying data?				
		Screening interview by counselor?				
		Orientation?				
		Issue of personal hygiene items?				
		Classification for assignment to a housing unit?				
	Assignment to a housing unit?					
		Is present practice acceptable?				
305 D-NA	*	Do written procedures for admitting new inmates to a holding facility include, but are not limited to:				
		Verification of arrest?				

RECEPTION, ORIENTATION, RELEASE, AND  
 PROPERTY CONTROL

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
305 (cont'd)	Complete search of the individual?					
	Inventory and storage of personal property?					
	Medical screening?					
	Telephone calls by inmate?					
	Photographing and fingerprinting?					
	Interview for obtaining identifying data?					
	Issue of bedding and personal hygiene items?					
	Assignment to a housing unit?					
	Is present practice acceptable?					
306	Is positive identification made of the arresting or committing officer, including verification of the officer's authority to make the commitment?					
307	Do written policy and procedure require that all newly admitted inmates are thoroughly searched?					
	Is present practice acceptable?					
308 H-NA	Is a formal orientation in their own language provided newly admitted inmates?					
	Is completion of orientation documented by the dated signature of the inmate?					
309	* Do written policy and procedure specify that newly admitted inmates are permitted to complete at least two local or collect long distance telephone calls during the admission process?					
	Is present practice acceptable?					

RECEPTION, ORIENTATION, RELEASE, AND  
 PROPERTY CONTROL

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
310	*	When applicable, are newly admitted inmates provided an opportunity to consult with bail bondsmen as soon as possible after admission?					
311		When statutes permit, are written procedures developed with the court and the probation department for initial screening and evaluation of individuals for possible release or diversion to intervention programs?					
		Is present practice acceptable?					
312	*	Do written policy and procedure require that newly admitted inmates receive medical screening?					
		Is present practice acceptable?					
313 H-NA	*	Does the admission procedure provide for a screening interview with a counselor, a social service worker, or another person trained in interview techniques?					
		Is present practice acceptable?					
314	*	Do written policy and procedure govern control of inmate personal property?					
		Is present practice acceptable?					
315	*	Do written policy and procedure provide for a written, itemized inventory of all personal property of newly admitted inmates and secure storage of inmate property, including money and other valuables?					
		Is inmate given a receipt for all property held until release?					
		Is present practice acceptable?					



RECEPTION, ORIENTATION, RELEASE, AND  
 PROPERTY CONTROL

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
316		Do written policy and procedure require that, before an inmate is released, positive identification is made of the inmate to be released and authority for release is verified?				
		Is present practice acceptable?				
317	*	Does written procedure govern the return of inmates' personal property upon release?				
		Is present practice acceptable?				

CLASSIFICATION

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
318	*	Is there a written plan for classifying inmates in terms of: Level of custody required?					
		Housing assignment?					
		Participation in correctional programs?					
		Is present practice acceptable?					
319 H-NA	*	Does the written plan for inmate classification specify criteria and procedures for determining and changing the status of an inmate, including custody, transfers, and major changes in programs?					
		Is present practice acceptable?					
320 H-NA	*	Does the facility provide for the separate management of the following categories of inmates:					
		Unsentenced females?					
		Sentenced females?					
		Unsentenced males?					
		Sentenced males?					
		Witnesses?					
		Civil prisoners?					
		Community custody inmates?					
		Work releases, weekenders, trustees?					
		Alcoholics?					
		Narcotics addicts?					
		Mentally disturbed persons?					
		Physically handicapped persons?					
Persons with communicable diseases?							
Inmates requiring disciplinary detention?							

CLASSIFICATION

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
320 (cont'd)						
321	* Are juveniles in custody provided living quarters separate from those of adult inmates, although these may be in the same structure?					
322	* Are female inmates provided living quarters separate from those of male inmates, although these may be in the same structure?					
323 H-NA	* Do written policy and procedure specify an appeals process for classification decisions?					
	Is present practice acceptable?					
324	* Do written policy and procedure prohibit segregation of inmates by race, color, creed, or national origin?					
	Is present practice acceptable?					
325	* Do male and female inmates have equal access to all programs and activities?					

CLASSIFICATION

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
326 H-NA		Does the facility maintain a written inmate work assignment plan that provides for inmate employment, subject to the number of work opportunities available and the maintenance of facility security?				
		Is present practice acceptable?				
327	*	Does written policy provide that unsentenced detainees are not required to work except to do personal housekeeping?				
		Is present practice acceptable?				
328 H-NA		Does the inmate work plan include provision for inmate employment in facility maintenance and operation?				
		Is present practice acceptable?				
329 H-NA		Does the inmate work plan provide for inmate employment in public works projects?				
		Is present practice acceptable?				
330 H-NA		When statute permits, does the inmate work plan include provision for earning credits toward a reduction in sentence?				



**NATIONAL  
SHERIFFS'  
ASSOCIATION**

INMATE SERVICES AND PROGRAMS

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
331 H-NA	*	Is there a written plan to provide inmates an array of programs that include, at a minimum:				
		Social services?				
		Religious services?				
		Recreation and leisure-time activities?				
		Library services?				
		Vocational counseling?				
		Education courses?				
		Is present practice acceptable?				
332		If facility staff do not provide social services, are arrangements made to secure this service from the community?				
333 H-NA	*	Does the plan for inmate programs provide counseling and program services for inmates with drug and alcohol addiction problems?				
334	*	Does the plan for inmate programs provide for inmates to participate in religious services and counseling on a voluntary basis?				
335 H-NA	*	Does the plan for inmate programs provide for opportunities for all inmates to participate in leisure-time activities, including one hour of physical exercise per day outside the cell block?				
336 H-NA		Does the plan for inmate programs include provisions for vocational counseling and, where available, vocational training?				
337 H-NA	*	Does the plan for inmate programs include provision for academic education courses?				

INMATE SERVICES AND PROGRAMS

			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
338	*	Are library services available to all inmates?					
339		Does the facility have a staff member or trained volunteer who coordinates and supervises library services?					
340 H-NA		Do library services provide, at a minimum: Materials responsive to the interests and educational needs of users?					
		Information service to locate facts needed?					
341		When statutes permit, does the facility administrator operate a diversion or release on recognizance (ROR) program?					
		Is present practice acceptable?					
342		When a pretrial intervention program, diversion program, or parole program is conducted in the facility, are sufficient staff, space, and equipment provided to service the program?					
343		Does the plan for inmate programs emphasize the use of community resources?					
344 H-NA		Is there an inmate commissary or canteen where inmates can purchase an approved list of items not furnished by the facility?					
345 H-NA		Are strict controls maintained over operation of the inmate commissary or canteen, and are regular procedures followed?					

RELEASE PREPARATION AND TEMPORARY RELEASE

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
346 H-NA	Is a program of release preparation available to all inmates to prepare them for release from the facility?					
347 H-NA	If statute permits, do written policy and procedure govern the temporary release of selected inmates?					
	Is present practice acceptable?					
348 H-NA	If statute permits, do written policy and procedure allow inmates escorted and un-escorted leaves into the community?					
	Is present practice acceptable?					
349 H-NA	If statute permits, do written policy and procedure allow for inmate participation in work or study release programs?					
	Is present practice acceptable?					
350 H-NA	Do temporary release programs require: Written operational procedure?					
	Careful screening and selection procedures?					
	Written rules of inmate conduct?					
	A system of supervision to minimize inmate abuse of program privileges?					
	A complete record-keeping system?					
	A system for evaluating program effectiveness?					
	Efforts to obtain community cooperation and support?					
351 H-NA	Are inmates participating in work or study release programs housed apart from other inmates?					



RELEASE PREPARATION AND TEMPORARY RELEASE

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
352 H-NA	Do written policy and procedure specify behavior that is unacceptable during temporary release and sanctions that may be applied to inmates who exhibit this behavior?					
	Is present practice acceptable?					

COMMUNITY RESOURCES

		In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed
353 H-NA	Do written policy and procedure exist for securing citizen involvement in programs?					
354 H-NA	Is there a staff member who is responsible for administering the volunteer services program?					
355 H-NA	Do written policy and procedure specify the lines of authority, responsibility, and accountability for the volunteer services programs?					
	Is present practice acceptable?					
356 H-NA	Are volunteers recruited from all cultural and socio-economic segments of the community?					
	Are the procedures for selecting volunteers similar to those used for selecting paid personnel?					
357 H-NA	Prior to assignment, does each volunteer complete an orientation and training program appropriate to the nature of the assignment?					
358 H-NA	Is there a system for identification of volunteers?					
359 H-NA	Do volunteers agree in writing to abide by all facility policies, particularly those relating to confidentiality?					
360 H-NA	Are volunteers providing professional services qualified to provide these services?					
361 H-NA	Do written policy and procedure provide that the administrator curtails, postpones, or discontinues the services of a volunteer or volunteer organization when there are substantial reasons for doing so?					
	Is present practice acceptable?					

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## INSTRUCTIONS IN THE USE OF FORM R-200

Form R-200 is used by the facility administrator to direct the work of the committee appointed to resolve deficiencies found during an internal audit.

### Step one:

The facility administrator records all elements of the internal audit found "not in compliance," or those found in compliance with "exceptions noted," in space provided on form R-200. Record only the element number.

### Step two:

The facility administrator records a numerical priority in the space provided. This number indicates the order in which deficiencies will be addressed for resolution.

### Step three:

The facility administrator may wish to establish a time frame for resolution in the "comments" space provided, along with any special instructions.

### Step four:

The facility administrator checks the appropriate block(s) at the right of the form to indicate what action is needed to resolve the deficiency. Do not use block (3).

### Step five:

The facility administrator appoints a committee to address, by priority, the deficiencies found in the operations. One member of the committee should be an employee from the fiscal section, and a chairperson should be named.

### Step six:

The facility administrator should give the committee the following documents:

- a. The completed audit that would include forms A-100 and all findings as recorded on form N-50
- b. The completed audit forms on the emergency plans and control procedures and the findings, as related, on attached forms N-50

Instruction in the Use of Form R-200  
Page two

- c. A completed set of forms R-200
- d. A set of forms P-300

Instructions to the Committee

Committee members will use completed form R-200 as their guide to address deficiencies found during the audit process.

Step one:

Address deficiencies in the priority established by the facility administrator.

Step two:

If block (1) is checked, draft a new or revised policy/procedure as required for the facility administrator's signature.

Step three:

If block (2) is checked, identify the equipment, clothing, supplies, or personnel required and establish the estimated costs as required when block (4) is checked.

Step four:

Block (3) is not to be used by the committee.

If directed to do so by the facility administrator, the committee should calculate the cost of resolving deficiencies through the end of the current budget year and draft a request to the agency for supplemental funding, for approval of the facility administrator and signature of the sheriff. Whenever possible, link costs directly to maintaining standards for particular elements.

The fiscal manager should take appropriate steps to adjust the annual budget to maintain standards on a yearly basis.

With regard to policy of legal significance, the final draft should be reviewed by an appropriate legal advisor to assure that the policy is legally sound and can be defended.

Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

JAIL ADMINISTRATION  
COMMENTS

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

FISCAL MANAGEMENT  
COMMENTS

Element	Priority	
	(1)	Will require new or revised policy/procedure
	(2)	Will require additional or new equipment, clothing, supplies, or staff
	(3)	Will require a request for variance
	(4)	Estimated cost of solution

Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

PERSONNEL  
COMMENTS

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution



Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

TRAINING AND STAFF DEVELOPMENT  
COMMENTS

Element	
Priority	
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

FORM R-200  
GUIDE FOR RESOLVING DEFICIENCIES

RECORDS  
COMMENTS

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

FORM R-200  
GUIDE FOR RESOLVING DEFICIENCIES

PHYSICAL PLANT  
(EXISTING AND NEW FACILITIES)  
COMMENTS

Element	
Priority	
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

FORM R-200  
GUIDE FOR RESOLVING DEFICIENCIES

PHYSICAL PLANT  
(NEW FACILITIES ONLY)  
COMMENTS

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

SAFETY AND SANITATION  
COMMENTS

Element	Priority	(1)	Will require new or revised policy/procedure
		(2)	Will require additional or new equipment, clothing, supplies, or staff
		(3)	Will require a request for variance
		(4)	Estimated cost of solution

Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

INMATE CLOTHING AND HYGIENIC LIVING CONDITIONS  
COMMENTS

Element	Priority	
Priority		
	(1)	Will require new or revised policy/procedure
	(2)	Will require additional or new equipment, clothing, supplies, or staff
	(3)	Will require a request for variance
	(4)	Estimated cost of solution

FORM R-200  
GUIDE FOR RESOLVING DEFICIENCIES

MEDICAL AND HEALTH CARE SERVICES  
COMMENTS

Element	
Priority	
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

FORM R-200  
GUIDE FOR RESOLVING DEFICIENCIES

FOOD SERVICES  
COMMENTS

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution



Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

SECURITY AND CONTROL  
COMMENTS

Element	Priority		(1)	Will require new or revised policy/procedure
Priority		(2)		(3)
		(3)		Will require a request for variance
		(4)		Estimated cost of solution

Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

SUPERVISION OF INMATES  
COMMENTS

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

FORM R-200  
GUIDE FOR RESOLVING DEFICIENCIES

SPECIAL-MANAGEMENT INMATES  
COMMENTS

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

INMATE RIGHTS  
COMMENTS

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

INMATE RULES AND DISCIPLINE  
COMMENTS

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

FORM R-200  
GUIDE FOR RESOLVING DEFICIENCIES

MAIL AND VISITING  
COMMENTS

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

FORM R-200  
GUIDE FOR RESOLVING DEFICIENCIES

RECEPTION, ORIENTATION, RELEASE, AND  
PROPERTY CONTROL  
COMMENTS

Element	Priority	
	(1)	Will require new or revised policy/procedure
	(2)	Will require additional or new equipment, clothing, supplies, or staff
	(3)	Will require a request for variance
	(4)	Estimated cost of solution

Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

CLASSIFICATION  
COMMENTS

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution



Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

INMATE WORK PROGRAMS  
COMMENTS

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

INMATE SERVICES AND PROGRAMS  
COMMENTS

Element	
Priority	
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

RELEASE PREPARATION AND TEMPORARY RELEASE  
COMMENTS

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution

Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

COMMUNITY RESOURCES  
COMMENTS

Element	Priority	
(1)		Will require new or revised policy/procedure
(2)		Will require additional or new equipment, clothing, supplies, or staff
(3)		Will require a request for variance
(4)		Estimated cost of solution



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## INSTRUCTIONS IN THE USE OF FORM P-300

Form P-300 is used to record the status of current policy, procedures, and the manual as they relate to the standards reflected in the audit.

Form P-300 should be completed by the committee appointed by the facility administrator.

### Step one:

Line out all elements on form P-300 not applicable to your operation as indicated on the audit forms.

### Step two:

Review the completed audit and address only those elements that require a policy. If the audit findings indicate an adequate written policy is in force, check the "yes" block under the heading "Is subject covered by formal policy?". If there is no written policy, place a check in the "no" block.

### Step three:

Some elements of the audit require written policy and are recorded on form P-300 as indicated in step two above. Other elements and subelements address issues that should appear in policy. If the issue is addressed in written policy, check the "yes" block. If the issue is not addressed, check the "no" block.

### Step four:

Generally a written procedure is required to make a policy operational. Using this principle, review the present written procedures and record findings in the appropriate block under the heading "Is subject in an operational procedure?".

### Step five:

Review the manual and check each element to determine if the manual addresses the issue; check the appropriate block.

Instructions in the Use of Form P-300  
Page two

Always refer to the audit questions to determine the content of elements and subelements.

Once this form is filled out properly, it will reflect what written information is made available to the staff in directing the operation.

It is not necessary or appropriate that all subject matter in the audit be addressed in the manual. What is important is that staff members are fully informed and given clear written direction in a manner that will facilitate uniform application of standards to the operations.

When form P-300 is completed properly, it is used as a guide to direct the writing of policy/procedures and of the manual.

When no written policy exists, the subject matter addressed in the audit can assist the writer in drafting policy.

Note that elements designated with an asterisk(\*) are issues of special concern.

By maintaining the original completed form P-300, the facility administrator can evaluate the progress of committee members in accomplishing their assigned task.

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

JAIL ADMINISTRATION

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
001	*						
002							
003							
004							
005							
006							
007							
008							
009							
010							
011							
012							
013							
014							
015							
016							
017							
018							



Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

FISCAL MANAGEMENT

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
019							
020							
021							
022							
023							
024							
025							
026							
027							
028							
029							
030							
031							

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

PERSONNEL

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
032							
033							
034							
035							
036							
037							
038							
039							
040							
041							
042							
043							
044							
045							
046							
047							
048							
049							
050							
051							

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

PERSONNEL  
 (cont'd)

			Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
			Yes	No	Yes	No	Yes	No
052								
053								
054								
055								
056								
057								
058								
059								
060								

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

TRAINING AND STAFF DEVELOPMENT

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
061							
062							
063							
064							
065	*						
066							
067							
068							
069							
070							
071							
072							
073							

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

RECORDS

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
074							
075							
076							
077							
078							
079	*						
080							
081							
082							
083							
084							

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

PHYSICAL PLANT  
 (EXISTING AND NEW FACILITIES)

	Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
	Yes	No	Yes	No	Yes	No
085						
086						
087						
088						
089						
090						
091						
092						
093						
094						
095						
096						
097						
098						
099						
100						
101						
102						
103						
104						

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

PHYSICAL PLANT  
 (EXISTING AND NEW FACILITIES)

(cont'd)

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
105							
106							
107							
108							

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

PHYSICAL PLANT  
 (NEW FACILITIES ONLY)

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
109							
110							
111							
112							
113							
114							
115							



Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

SAFETY AND SANITATION

			Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
			Yes	No	Yes	No	Yes	No
116	*							
117	*							
118								
119								
120	*							
121	*							
122								
123								
124								
125	*							
126	*							
127								
128	*							
129								
130								

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

INMATE CLOTHING AND  
 HYGIENIC LIVING CONDITIONS

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
131	*						
132						✗	
133	*						
134							
135	*						
136							
137	*						
138							
139	*						
140	*						

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

MEDICAL AND HEALTH CARE SERVICES

			Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
			Yes	No	Yes	No	Yes	No
141	*							
142								
143								
144								
145	*							
146								
147								
148	*							
149								
150								
151	*							
152								
153	*							
154	*							
155								
156	*							
157	*							
158	*							
159	*							
160								

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

MEDICAL AND HEALTH CARE SERVICES  
 (cont'd)

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
161	*						
162							
163							
164	*						
165	*						
166	*						
167							
168	*						
169	*						
170	*						
171	*						
172	*						
173							
174	*						

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

FOOD SERVICES

			Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
			Yes	No	Yes	No	Yes	No
175	*							
176	*							
177	*							
178	*							
179	*							
180								
181	*							
182	*							
183								
184	*							
185	*							
186	*							
187	*							
188	*							
189	*							
190								

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

SECURITY AND CONTROL

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
191							
192							
192A							
193							
194							
195							
196							
197							
198							
199							
200							
201							
202							
203							
204							
205	*						
206	*						
207							
208							
209							

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

SECURITY AND CONTROL  
 (cont'd)

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
210							
211							
212							
213	*						
213A							
214							
215							
216							
217							
218	*						
219	*						
220							
221							
222							
223							

Form P-300  
GUIDE TO FORMULATING POLICY  
AND PROCEDURE/MANUAL

SUPERVISION OF INMATES

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
224							
225	*						
226	*						
227	*						
228							
229							
230	*						
231							
232							
233							
234							
235							



Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

SPECIAL-MANAGEMENT INMATES

			Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
			Yes	No	Yes	No	Yes	No
236	*							
237	*							
238	*							
239	*							
240	*							
241	*							
242	*							



**CONTINUED**

**2 OF 3**

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

INMATE RIGHTS

			Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
			Yes	No	Yes	No	Yes	No
243	*							
244	*							
245	*							
246	*							
247	*							
248	*							
249	*							
250	*							
251	*							
252	*							
253	*							
254	*							
255	*							
256	*							
257	*							
258	*							
259	*							
260	*							
261	*							
262	*							



Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

INMATE RULES AND DISCIPLINE

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
268	*						
269	*						
270	*						
271	*						
272	*						
273	*						
274	*						
275	*						
276	*						
277	*						
278	*						
279	*						
280	*						
281	*						
282	*						
283	*						
284	*						
285	*						
286	*						
287	*						



Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

MAIL AND VISITING

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
289	*						
290	*						
291	*						
292	*						
293	*						
294	*						
295	*						
296	*						
297							
298	*						
299	*						
300	*						
301	*						
302	*						



Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

RECEPTION, ORIENTATION, RELEASE,  
 AND PROPERTY CONTROL

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
303	*						
304	*						
305	*						
306							
307							
308							
309	*						
310	*						
311							
312	*						
313	*						
314	*						
315	*						
316							
317	*						

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

CLASSIFICATION

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
318	*						
319	*						
320	*						
321	*						
322	*						
323	*						
324	*						
325	*						

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

INMATE WORK PROGRAMS

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
326							
327	*						
328							
329							
330							

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

INMATE SERVICES AND PROGRAMS

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
331	*						
332							
333	*						
334	*						
335	*						
336							
337	*						
338	*						
339							
340							
341							
342							
343							
344							
345							

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

RELEASE PREPARATION AND TEMPORARY RELEASE

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
346							
347							
348							
349							
350							
351							
352							

Form P-300  
 GUIDE TO FORMULATING POLICY  
 AND PROCEDURE/MANUAL

COMMUNITY RESOURCES

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No
353							
354							
355							
356							
357							
358							
359							
360							
361							

Form P-300  
GUIDE TO FORMULATING POLICY  
AND PROCEDURE/MANUAL

\_\_\_\_\_

\_\_\_\_\_

		Does subject appear in the manual		Is subject covered by formal policy?		Is subject in an operational procedure?	
		Yes	No	Yes	No	Yes	No

Form R-200  
GUIDE FOR RESOLVING DEFICIENCIES

	Element
	Priority
	(1) Will require new or revised policy/procedure
	(2) Will require additional or new equipment, clothing, supplies, or staff
	(3) Will require a request for variance
	(4) Estimated cost of solution



Form N-50  
DESCRIPTION OF  
DEFICIENCIES

Record a brief description of the  
deficiencies found at the time of  
the audit. Record the element  
number in space provided.

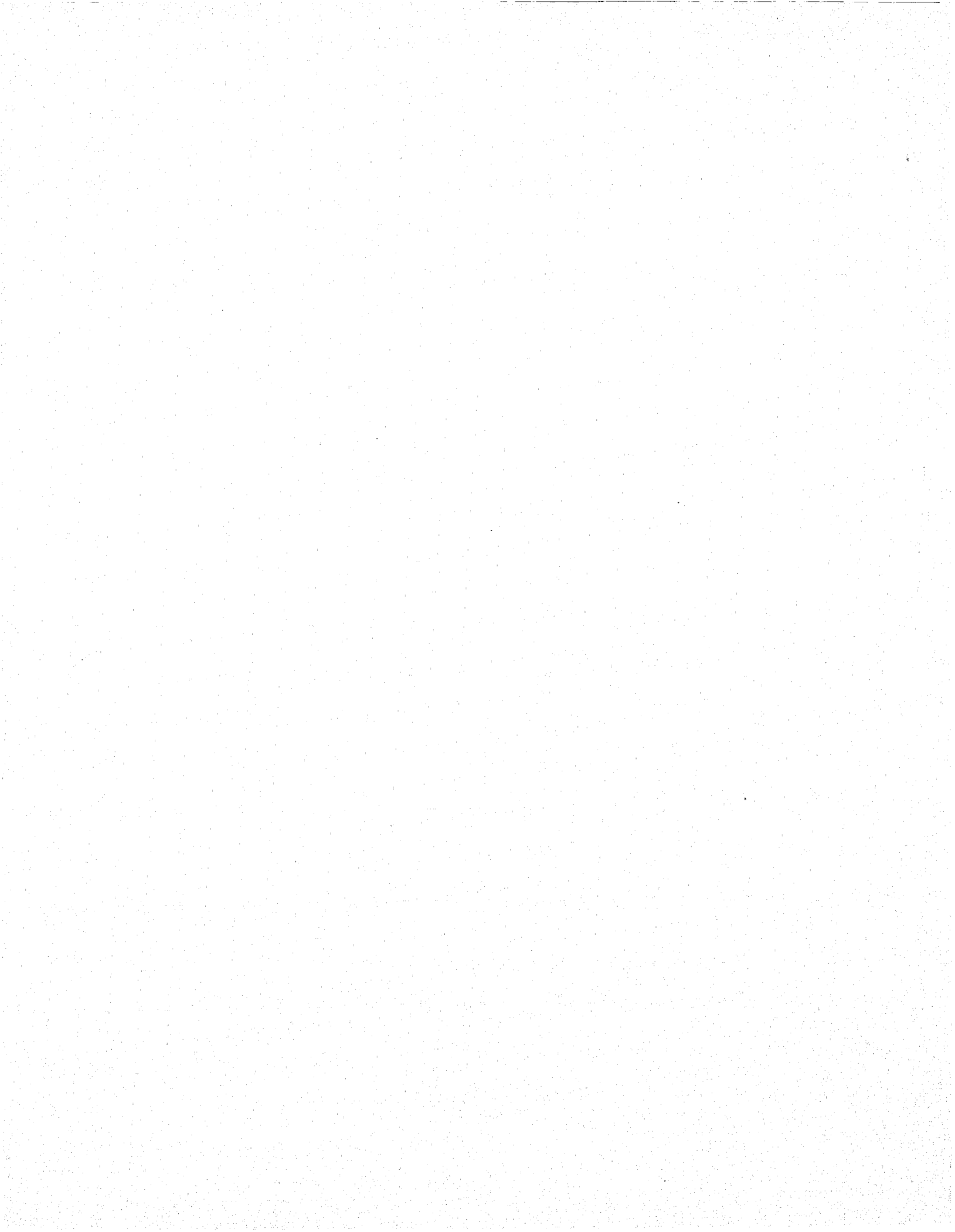

Form A-100  
AUDIT

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			In Compliance	Not In Compliance	Exceptions Noted	Staff Information	Confirmed



**END**