

A-01	FACILITY STRUCTURE
	<p>The facility shall have a policy defining its organizational structure and chain of command; with the assigned responsibilities of operating a correctional facility, to include:</p> <p>A. A designated administrator responsible for facility operations B. Personnel responsible for the day-to-day supervision, management, and observation of inmates C. An established structure that enables effective communication, from line-staff to administration and vice-versa D. Proper reporting protocols for issues regarding the facility operations or personnel issues E. An established delegation process, for responsibilities and work assignments</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – Org-Chart ● Staff Interview – Chain of Command communication, delegation, and work assignment process
A-02	AGENCY POLICIES
	<p>The facility shall have a policy requiring a documented review of all policies, be conducted once every 2-years; requiring all changes to be documented and archived. All facility policies will be easily accessible to employees. The facility policy shall contain a code of conduct (ethics) section, which employees are to be familiar with and are held accountable for violating.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – documentation of policy review, edits/changes, and archived copies ● Observation or Photo – staff accessing facility policies ● Staff Interview – review access to policies and familiarity with the code of conduct
A-03	AMERICANS WITH DISABILITIES ACT (ADA)
	<p>The facility shall have a policy requiring compliance with the Americans with Disabilities Act and the Rehabilitation Act of 1973, including the Code of Federal Regulations (CFR) at 28 CFR part 35 (Title II). The policy will provide for the implementation of reasonable physical modifications to ensure each inmate with a disability is housed in a cell with necessary accessible elements, affording a safe and appropriate housing environment. Any existing architectural barriers or inaccessible design features should be brought into compliance with ADA design guidelines for detention and correctional facilities as soon as practicable. The policy should also provide that no otherwise eligible offender shall be unlawfully denied participation in available education, programming, or work opportunities on the basis of disability. Reasonable modifications and/or auxiliary aids shall be provided to allow participation of eligible offenders with disabilities.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – ensure all mentioned areas comply with ADA rules ● Staff/Inmate Interview – verification of employment, programming, education, and housing accommodations
A-04	MISSION STATEMENT & GOALS
	<p>The facility shall have a policy outlining its mission statement and goals.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded
A-05	FACILITY STAFFING
	<p>The facility shall have a policy requiring the 24-hour supervision of inmates by certified staff.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – staff schedule to include 24-hour coverage
A-06	DISCRIMINATION
	<p>The facility shall have a policy prohibiting the unlawful discrimination of staff, inmates, volunteers, visitors, or others based on race, national origin, gender, sexual orientation, gender identity, color, religion, age, disability, or any other protected status</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded

A-07	NEW HIRE SCREENING
	<p>The facility shall have a policy requiring the screening of all new employees, volunteers, and contract employees, to include a documented BCI/Criminal History report.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – verification of criminal history/background check completed ● Staff Interview – review new hire screening process
A-08	COMMUNITY VOLUNTEER ACCESS
	<p>The facility shall have a policy covering community volunteer approval and access, to include:</p> <p>A. Orientation Training B. Provided rules and regulations of the facility</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – rules and regulations handout for volunteers ● Volunteer Interview – confirm orientation training and provided rules and regulations ● Staff Interview – review the volunteer access process
A-09	EMPLOYEE CERTIFICATION & TRAINING
	<p>The facility shall have a policy determining the certification and training requirements of each work assignment, including those work assignments requiring Peace Officer Standards & Training (P.O.S.T.) certification.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Staff Interview – review the training process and requirements
A-10	EMPLOYEE ORIENTATION
	<p>The facility shall have a policy documenting the training requirements for all staff, including sworn, non-sworn, contract, and volunteers. The facility shall designate a staff member responsible to manage, identify, and coordinate all training, to include:</p> <p>A. New hire orientation / On-the-job Training (OJT) B. Staff & Visitor safety & security protocols within the correctional facility C. Assigned training coordinator</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – verification of orientation and OJT training ● Staff Interview – review orientation and OJT process
A-11	REQUIRED TRAINING COURSES
	<p>The facility shall have a policy for developing and implementing initial and yearly/on-going specific required training, which focus on issues commonly encountered within a correctional facility, to include but not limited to:</p> <p>A. Legal Updates B. Facility Operations C. First aid & CPR D. Identifying Medical and Mental Health needs and issues E. Suicide Prevention and Intervention F. De-Escalation tactics G. Use of Force</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – list of completed/offered training courses ● Staff Interview – review offered courses and request for training process ● Training Coordinator/Designee Interview – review of the training schedule, curriculum, and documentation process

B-01	FACILITY SANITATION
	<p>The facility shall have a policy that requires all areas are to be maintained in a safe, secure, and sanitary manner. The facility shall have a policy requiring frequent documented inspections of all areas of the facility, i.e., administration area, break-room(s), living areas, and outside grounds, addressing;</p> <p>A. General facility cleanliness B. Potable water supply C. Waste removal/collection D. Pest/Vermin control E. Structural Integrity F. Required Maintenance</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – documented facility inspection ● Observation or Photo – facility cleanliness walkthrough ● Staff/Inmate Interview – verification of facility inspections and cleaning routine process
B-02	FACILITY GENERATOR
	<p>The facility shall have a policy requiring regular load testing, maintenance, and inspection of all generators. The facility’s generator(s) shall provide 100-percent power backup to all critical security systems, i.e., facility emergency lighting, security doors, housing unit cells, and section entry doors.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – generator inspection, certification, and load test ● Staff Interview – review electrical systems powered by the generator
B-03	HOUSING AREA INSPECTION
	<p>The facility shall have a policy providing for weekly housing area inspections. All inspections shall document any area of deficiency and needed maintenance. The inspection will ensure inmates are provided access to:</p> <p>A. Toilet B. Washbasin, with hot and cold water C. Bed/Bunk D. Shower, with hot and cold water E. Access to table and seating F. Indoor or Outdoor recreation area G. Circulation of fresh air to all facility housing areas H. Section/Dorm and cell illumination I. Heating and cooling systems necessary to ensure safe living and working conditions</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation – inspect shower and washbasin for cold and hot water ● Observation or Photo – designated recreation area with proper drainage, illumination, and cleanliness ● Observation or Photo – inspect housing area for adequate illumination and HVAC air circulation ● Observation or Photo – access to housing area tables, seating, and bed/bunk
B-04	FIRE INSPECTION, CODE, DRILLS & EQUIPMENT
	<p>The facility shall have a policy requiring the inspection and compliance to any Federal Law, State Statute or Rule, and local ordinance involving any fire and life safety equipment; such as detectors, extinguishers, suppression equipment, and systems. The policy shall also require corrective action to address any noted violations without delay. The facility shall have a policy requiring quarterly fire drills are conducted and logged by each shift. The facility may conduct actual evacuation drills or table-top scenario training (“What If” style of training). The facility shall have posted emergency exit routes posted.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – inspected fire suppression equipment ● Observation or Photo – documented fire drill training ● Observation or Photo – posted emergency exit routes ● Staff/Inmate Interview – verification of fire drill training and available fire suppression equipment

B-05	FACILITY MAINTENANCE & INSPECTIONS
	<p>The facility shall have a policy requiring a process for all requested or needed maintenance work, to include but not limited to:</p> <ul style="list-style-type: none"> A. Secure doors, fencing, gates, and control panels B. Surveillance cameras and monitors C. Interior and exterior lighting D. Interior and exterior structures <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – maintenance request orders ● Observation or Photo – logged/documentated routine maintenance inspection ● Staff Interview – review maintenance work-order and inspection process
B-06	FACILITY PERIMETER & LIGHTING
	<p>The facility shall have a policy requiring a perimeter check be conducted and logged, a minimum of once per shift (Day & Night). The exterior lighting of the facility will be required to illuminate all areas of the perimeter fencing, building entries, and parking lot.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – documented perimeter check ● Video Review – verification of completed perimeter check ● Observation or Photo – after-hours inspection of exterior lighting (perimeter fence, building entry, and parking lot)
B-07	SECURITY CHECK / WALKTHROUGH
	<p>The facility shall have a policy requiring documented security check/walkthrough be conducted on a regular basis..</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – documented/logged security check/walkthrough ● Staff Interview – review security check/walkthrough process

C-01	TOOL CONTROL
	<p>The facility shall have a policy requiring all tools to be inventoried, secured, and accounted for. The policy shall require all tools being checked out/in are documented by staff. The facility shall have a process for all tools, equipment, or materials entering and exiting the facility; along with any lost, unaccounted for, damaged, or replaced tools.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – tool inventory sheet, tool check-out/in tracking, and tool storage ● Staff Interview – review the process for all tools, equipment, or materials entering and exiting the facility, and lost, unaccounted for, damaged, or replaced tools
C-02	MATERIAL SAFETY & USE
	<p>The facility shall have a policy requiring a documented safety training, prior to the use of any tool, equipment, chemicals, or other potentially hazardous materials. The facility shall define the process of disposing of any potentially hazardous materials, safely and securely.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – documented tool, equipment, chemical, or material training ● Staff/Inmate Interview – review/verify safety training process ● Staff Interview – review the process for disposing of chemicals and materials
C-03	KEY & LOCK CONTROL
	<p>The facility shall have a policy covering key and lock control. The policy shall clearly state inmates are prohibited from using or handling security keys. The policy shall include, but not be limited to the following topics:</p> <p>A. Staff training in the proper care, handling, and use of all keys and locks B. Key accountability C. Routine inspection of keys and locks D. Emergency keys E. Documentation of lost or damaged key</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – facility key inventory check-out/in documentation, and key control system ● Staff Interview – review key and lock control process
C-04	CULINARY/KITCHEN EQUIPMENT
	<p>The facility shall have a policy requiring training be provided and documented, prior to an inmate using any Culinary/Kitchen equipment. The policy shall require control of food items and ingredients used in food preparation. The policy shall provide that mechanical kitchen equipment will be maintained and operated in compliance with applicable state and federal laws, rules and regulations. The policy will require all Culinary/Kitchen knives and other sharps to be secured in a locked cabinet or secured to the work station, with a process documenting:</p> <p>A. The inmate receiving the knife(s) or sharp(s) B. The knife or sharp description C. Check-Out and Check-In time D. Staff member issuing the knife or sharp</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – culinary/kitchen equipment documented training ● Observation or Photo – lockbox, secure cabinet, or secured to work the work station and check-out/in documentation ● Staff Interview – review equipment training and tool check-out/in process
C-05	PROPERTY & EVIDENCE
	<p>The facility shall have a policy defining the process for collecting, confiscating, storing, releasing, or disposing of all inmate property. The policy and process shall include the use of a “Property Inventory” style form, documenting the personal property of the inmate. The facility shall have a form or electronic process to document the collection of evidence, with a corresponding chain of custody tracking record. The facility shall have a process for auditing the property and evidence room, on a regular basis.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – property inventory, property release, confiscation, and evidence form/tracking system ● Observation or Photo – property & evidence room and completed audit ● Staff/Inmate Interview – review the collecting, confiscating, storage, releasing, and disposing of all inmate property

C-06	CELL/HOUSING STANDARDS
	<p>The facility shall have a policy regulating cell/housing standards; which outline the limitations on inmate personal property and cleanliness. The policy shall include a property matrix; determining an inmate's personal allotted property based on their classification, housing, program, or any other limitations established by the facility.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – property matrix ● Observation or Photo – cell/housing area is free of an abundance of personal property ● Staff Interview – review property matrix and cell/housing inspection standards
C-07	MEAL MENU & SPECIAL DIETS
	<p>The facility shall have a policy requiring nutritionally adequate meals are provided to all incarcerated inmates, with the assistance of a dietician. The policy shall define the process for authorizing and preparing special meals, to include:</p> <p>A. Medical B. Administrative Segregation / Security Risks C. Religious D. Food allergies / dietary restrictions</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – menu, including special, religious, medical, and security risk diets ● Photo – quality and quantity of various meals being served ● Staff Interview – review the process for menu development and authorization
C-08	FOOD SERVICES
	<p>The facility shall have a policy requiring an inspection by either a local or State Health Department official, a minimum of once every 12-months including that corrective action will be taken to address any violations or deficiencies without delay. All designated food service/prep areas shall be maintained in a safe, secure, and sanitary manner, including clean, temperature-controlled food storage and preparation, to include:</p> <p>A. Regular culinary/kitchen inspections B. Meals prepared/served in a sanitary manner C. Eating utensils are provided D. Staff supervised meal preparation</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – preparation of meals and ensuring sanitary conditions ● Staff Interview – review the food-prep process
C-09	COMMISSARY
	<p>The facility shall have a policy for managing inmate commissary, including restrictions, ordering frequency, and price list. The policy shall include the process for adding and removing items from the approved commissary list.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – authorized commissary pricelist ● Staff Interview – review the process for ordering and delivering commissary, along with the process for adding or removing commissary items
C-10	LAUNDRY SERVICES
	<p>The facility shall have a policy requiring laundry services to be provided to all inmates on a regular and routine basis and as needed.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – inmate laundry schedule ● Staff/Inmate Interview – review laundry and linen exchange process

D-01	COUNT PROCESS
	<p>The facility shall have a policy requiring a process for conducting informal, scheduled, out-count, off-property, and emergency inmate counts. The policy shall define the process to accommodate count discrepancies and recount verification. The policy shall require that all officers are familiar with the facility count policy and process. The count policy shall require:</p> <p>A. Minimum of three (3) counts conducted in a 24-hour period B. Minimum of one (1) *Positive ID count per shift (*verification of inmate, using picture ID) C. One count conducted before coming off morning lock-down D. One count conducted at lock-down/lights-out E. All counts must be conducted utilizing a count sheet (electronic or hardcopy) F. The officer conducting the count must be present in the section/housing area</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation – staff conducting a positive ID count ● Observation or Photo – completed facility count sheet ● Video Observation – video documentation of facility count(s) ● Staff Interview – review count process, along with various types of counts
D-02	SPECIAL MANAGEMENT / ADMINISTRATIVE SEGREGATION
	<p>The facility shall have a policy defining the process for inmates housed in special management areas. The policy shall require the notification of medical/mental health when an inmate is placed in isolation, or segregated from other inmates. The policy shall require a review process for inmates housed in special management areas, to include:</p> <p>A. Punitive Isolation – Disciplinary Infractions B. Temporary Restriction Order (TRO) C. Mental Health Crisis D. Observation Cells E. Security Classification Override F. Severe Management G. Protective Custody</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – documentation of medical/mental health staff notification ● Staff Interview – review process for housing and reviewing inmates housed in isolation cell/housing units.
D-03	INMATE SAFETY CONCERN / KEEP SEPARATE
	<p>The facility shall have a policy regarding the reporting, documenting, and reviewing of inmate safety concerns, to include:</p> <p>A. Reporting the concern B. Conducting a safety concern interview C. Housing reassignments D. Victim confidentiality</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – safety concern reporting and documenting process to ensure they are documented ● Staff/Inmate Interview – review the safety concern process
D-04	INMATE CODE OF CONDUCT
	<p>The facility shall have a policy requiring each inmate receives a copy of the rules and regulations of the facility. The policy shall include a list of facility policies available to the inmate, and the process to access those policies.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – inmate code of conduct ● Staff/Inmate Interview – review process for acquiring policies authorized for inmate use
D-05	INMATE ACCOUNTS
	<p>The facility shall have a policy requiring the use of a system to track, disperse, and retain all inmate funds, including a process for addressing inmates on indigent status, to include:</p> <p>A. Issuing basic hygiene items B. Issuing basic writing materials C. Use of Postal service</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Staff/Inmate Interview – review the indigent process and provided items

D-06	INMATE CLASSIFICATION
	<p>The facility shall have a policy requiring the use of a classification system, based on objective criteria, to safely house inmates by gender, security needs, work, and programming. Classification shall not be used to retaliate against or punish inmates or to unlawfully discriminate against an inmate’s race, national origin, gender, sexual orientation, gender identity, religion, age, or any protected class. The classification system shall provide for periodic classification reviews and must include a challenge or appeal process for the inmates.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – classification challenge/appeal process ● Staff/Inmate Interview – review the classification process
D-07	DOUBLE JEOPARDY
	<p>The facility shall have a policy defining the ability to both administratively (disciplinary action) and criminally prosecute an inmate for the same incident or offense.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded
D-08	INMATE DISCIPLINE
	<p>The facility shall have a policy requiring the use of an inmate disciplinary system, to enforce administrative rule violations. The policy shall define procedural safeguards to protect due-process rights, including notifying the inmate in writing of the disciplinary charge, a minimum of 24-hours prior to the hearing and providing the inmate with an opportunity to respond to the charge(s), present documentary evidence, and call witnesses as appropriate. The policy shall provide a process for the inmate to request assistance by a staff member at the hearing where the inmate has difficulty understanding the process due to a language barrier, disability and/or mental illness. The policy shall provide for the utilization and protection of confidential informants and investigative information and address under what circumstances cross examination of witnesses may be permitted. The policy shall require that the inmate be provided with a written copy of the hearing officer’s decision, including the findings supporting the decision and notice of any sanctions to be imposed. The policy will contain a list of disciplinary infractions.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – disciplinary infraction and elements ● Staff Interview – review the disciplinary process
D-09	DISCIPLINARY HEARINGS
	<p>The facility shall have a policy requiring staff assigned as a Hearing Officer, receive training prior to conducting hearings. The training is to include due-process rights, standard of proof, cognitive capacity, reporting decisions, imposing sanctions, and dismissed without/with prejudice process. The facility assigned Hearing Officer(s) are to be impartial and fair, having no personal connection to the events leading to the disciplinary hearing. The disciplinary policy shall include an appeal process afforded to the inmate and reporting officer.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – disciplinary appeal form/process, documented hearing officer training ● Staff, Inmate, and Hearing Officer Interview – review disciplinary hearings and due-process
D-10	GRIEVANCES
	<p>The facility shall have a policy establishing a multi-level grievance system to provide an administrative means for inmates to bring forward and address in writing complaints and concerns, which includes an appeal process. The policy shall provide a process for an inmate to request assistance in bringing a grievance if the inmate is unable to utilize the system due to a language barrier, disability and/or mental illness. The policy shall prohibit retaliation against an inmate who uses the grievance system by staff or other inmates. The policy shall require a time-frame for submitting, answering, and logging all grievances. The policy shall include a process for returning non- grievable issues, to include:</p> <ol style="list-style-type: none"> A. Board of Pardons and Parole matters B. Inmate Classification C. Inmate Disciplinary Charges/Sanctions D. GRAMA related issues E. ADA related issues <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Staff/Inmate Interview – review the grievance process

E-01	INMATE COMMUNICATION ACCESS
	<p>The facility shall have a policy regarding the available means in which inmates are authorized to communicate by; to include, written, telephone, tablet, email, and visiting. The policy shall require notice to all inmates and visitors that non-privileged communications may be monitored and recorded. The policy shall require all communication devices can be controlled by the staff, from a central location.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – the ability for staff to control or monitor communication devices ● Staff Interview – review available communication devices
E-02	LEGAL SERVICES
	<p>The facility shall have a policy requiring legal access; to include: courts, legal counsel, supplies/materials, and legal communication (mail, email, telephone). The policy shall provide that privileged legal communications shall not be monitored or recorded and that staff members may not read privileged legal mail. The policy may provide a process by which privileged legal mail may be inspected for contraband in the presence of the inmate. The policy shall require the training of staff when handling privileged legal mail or materials.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Staff Interview – review the handling of legal mail or materials
E-03	INMATE VISITING
	<p>The facility shall have a policy, establishing the rules and regulations for inmate visitation; to include:</p> <ol style="list-style-type: none"> A. Types of visiting (contact, non-contact, video) B. Approval & Denial process C. Dress code D. Search & Screening process E. Required Identification F. Minor & Child restrictions G. That an otherwise eligible inmate will not be denied personal visitation because of a disability <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – visiting rules, to include dress code and reasons for terminating a visit ● Staff/Inmate Interview – review the visiting process
E-04	INMATE CORRESPONDENCE
	<p>The facility shall have a policy covering inmate correspondence, to include a process for:</p> <ol style="list-style-type: none"> A. Screening B. Denial -including providing notice to the inmate and the sender, where possible, and providing a method for the inmate or sender to appeal the denial C. Inmate-to-inmate correspondence D. Searching E. Delivery <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – inmate-to-inmate correspondence request form ● Staff Interview – review inmate correspondence process, to include items listed above (A, B, C, D, and E)

E-05	<p style="text-align: center;">INTAKE / BOOKING</p> <p>The facility shall have a policy governing the intake process, for all new inmates entering the facility, to include:</p> <p>A. Booking/Intake process B. Verification of inmate C. Verification of delivering agency/officer D. Booking/Intake area security E. Age F. DOB G. Gender / Gender Identity H. Height I. Weight J. Date admitted K. Offense, which the inmate is being held/charged for. L. Preferred Religion M. Name of person or agency delivering inmate N. Any ADA or disability issues O. Current medical and or mental health needs - forwarded to appropriate medical/mental health provider P. Any prescribed medications</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – booking/intake process ● Observation or Photo – designated firearm locker or storage area ● Observation or Photo – the logging, securing, and storing of any currency discovered during intake/booking ● Staff/Inmate Interview – review the orientation process
	<p style="text-align: center;">INMATE ORIENTATION</p> <p>The facility shall have a policy requiring an orientation process for all new inmates being housed in the facility. The policy shall include a process for assisting inmates who have difficulty reading or understanding the orientation information. The policy shall require all inmates have access to the orientation manual, whether in hard-copy or electronic format, which contains the following information:</p> <p>A. Accessing medical care B. Accessing mental health care C. Facility classification process D. Access to communication devices (telephone, kiosk, or mail) E. Visiting process F. Grievance process G. Information for reporting sexual abuse and/or assault (Prison Rape Elimination Act - P.R.E.A.) H. Reporting safety, medical, or mental health concerns I. Items provided to the inmate (clothing, bedding, toiletries, and hygiene)</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● An electronic copy of the facility’s orientation manual/handbook ● Staff/Inmate Interview – review the orientation, communication, visiting, grievance, PREA, and medical/mental health process
E-07	<p style="text-align: center;">INMATE SEARCHES</p> <p>The facility shall have a policy informing the inmate, that his/her person, property, and clothing are subject to search at any time. The facility policy shall define the process for inmate searches, forbidding cross-gender searches, unless under exigent/emergency circumstances.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation – inmate search ● Staff Interview – review the inmate search process

F-01	FACILITY ACCESS
	<p>The facility shall have a process for challenging the identification of individuals, prior to entering the facility.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Staff Interview – review facility access process
F-02	PROHIBITED ITEMS & FAIR NOTICE OF SEARCH
	<p>The facility shall have a policy requiring the posting of signs, of all items not permitted on the facility property, and inside the secure facility. The policy shall require the posting of signs, informing all persons entering the facility property, they are subject to search.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation & Photo- documentation of required posted signs
F-03	CONTROL ROOMS
	<p>The facility shall have a policy defining those authorized to access control rooms. The policy must clearly state that inmates are prohibited from entering any control room. The policy shall define the process for maintaining a safe and secure environment (e.g., securing all control room, cell, section/dorm, and facility doors when not in use).</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation – staff operating security doors ● Staff Interview – review control room practices
F-04	VIDEO, PHOTO, & AUDIO RECORDING DEVICES
	<p>The facility shall have a process regarding the use and control of any recording device (e.g. video, audio, and still photography).</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Staff Interview – review process for recording devices
F-05	SEARCHES
	<p>The facility shall have a search policy to include, Pat/Frisk, Strip, Body Cavity, Cross-Gender, Cell/Housing area, and Vehicle searches. Staff shall be familiar with all search processes.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Staff Interview – review the process for each type of search listed in the standard
F-06	FACILITY DELIVERIES
	<p>The facility shall have a process for searching all deliveries entering the secure perimeter.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Staff Interview – review process for searching delivered items prior to entering the facility
F-07	INMATE TRANSPORTATION
	<p>The facility shall have a policy for conducting off-property inmate transports. The policy shall include a pre-trip vehicle inspection process to include:</p> <ul style="list-style-type: none"> A. Tires (wear/pressure) B. Windshield C. Emergency equipment D. Vehicle fluids E. Restraints F. Radio, emergency lights, and siren G. Documented damage H. Vehicle searches, before and after transporting inmates <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – documentation of vehicle pre-inspection ● Staff Interview – review vehicle pre-inspection process

F-08	USE OF FORCE
	<p>The facility shall have a policy governing the use of force by certified correctional/law enforcement officers, requiring all incidents to be documented and reviewed by a supervisor within 72-hours of the incident. The use of force review process shall include, but not be limited to:</p> <p>A. Use of force will only be used as permitted by state and federal law B. De-escalation tactics attempted before force is used when possible C. Using the least amount of force necessary to gain control and compliance D. The use of force stops when control and compliance is gained E. Use of force is not to be used as retaliation or punishment F. Examination and/or treatment of involved inmates by medical personnel as soon as practicable</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – use of force review documentation ● Staff/Supervisor Interview – review of the use of forces policy, documentation, and review process
F-09	RESTRAINTS
	<p>The facility shall have a policy regarding the type of restraints approved for use. The policy is to include the various methods of restraining pregnant female inmates, during each trimester.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Staff Interview – review the restraint process for inmates and pregnant females
F-10	FIREARMS
	<p>The facility shall have a policy requiring an annual audit of all department issued firearms. The policy is to include a list of all firearms and ammunition authorized for use within the facility. The facility will provide a designated area assigned for firearm storage lockers, prior to entering the secure housing area.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – location of firearm storage lockers ● Staff Interview – review firearm storage and audit process
F-11	INMATE MOVEMENT
	<p>The facility shall have a policy requiring a process for tracking inmate movement, housing assignment changes, and off-property inmate locations.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Staff Interview – review the process of tracking inmate location changes/assignments
F-12	INMATE RELEASE & TRANSFERS
	<p>The facility shall have a policy identifying its inmate release/transfer process. The release/transfer process shall include, but not be limited to:</p> <p>A. Verification of the inmate’s identity B. Verification of person receiving inmate C. Release/Transfer approval documentation D. Verification of agency, officer, or citizen accepting custody of the inmate</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – inmate release/transfer documentation ● Staff Interview – review the inmate release/transfer process

G-01	INMATE EMPLOYMENT
	<p>The facility shall have a policy regarding inmate employment, to include:</p> <p>A. Hiring & Firing process B. Application screening process C. Off-Site work-crew screening requirements D. Inmate Pay structure E. Working conditions and training shall comply with applicable local, state, and federal laws, rules, and regulations</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – documented inmate pay entry, hourly rate, and list of employed inmates ● Staff/Inmate Interview – review inmate employment and pay process
G-02	AVAILABLE PROGRAMMING
	<p>The facility shall have a policy outlining the available programs/classes offered to inmates. All programs/classes being delivered shall require an associated curriculum or lesson plan, to assist in delivering consistent content. All completed and uncompleted programs/classes shall be documented and tracked on behalf of the inmate.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – program/class curriculum ● Staff Interview – review the process for documenting completed/uncompleted inmate programs and offered programs
G-03	SUBSTANCE USE & SEX OFFENDER TREATMENT
	<p>Facilities providing treatment for Substance Use or Sex Offender programs shall have a policy outlining, courses taught, completion requirements, course curriculum, and instructor certification requirements. Facilities providing State Inmates with treatment for Substance Use and Sex Offender programs; shall ensure all course curriculums are approved, regulated, and audited yearly by the Utah Department of Correction Programming Division. Substance Use or Sex Offender programs shall comply with applicable state and federal laws, rules, and regulations.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – State Inmate programming course curriculums and verification of IPD annual audit ● Staff Interview – review available Substance Use & Sex Offender programming courses ● Staff Interview – review Utah Department of Corrections Programming Division interaction and audit process
G-04	INMATE RECREATION
	<p>The facility shall have a policy regarding inmate recreation (out of cell time), to include:</p> <p>A. Designated Areas B. Allotted recreation times a minimum of three times per week C. Available services</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – facility’s designated recreation areas ● Staff/Inmate Interview – review recreation access and allotted times
G-05	RELIGIOUS ACCESS
	<p>The facility shall have a policy outlining inmate access to religious exercise, complying with the Religious Land Use and Institutionalized Persons Act (RLUIPA) and other applicable state and federal laws. The policy shall include:</p> <p>A. Access to approved religious materials B. Access to clergy C. A designated area of worship</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Staff/Inmate Interview – review religious access process

H-01	LIFE-SAVING EQUIPMENT
	<p>The facility shall have a policy regarding the use, storage, and inspections of all life-saving equipment.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – location and inspection of life-saving equipment
H-02	EMERGENCY MEDICAL & MENTAL HEALTH
	<p>The facility shall have a policy requiring the constant presence of a staff member trained in responding to medical/mental healthcare emergencies, to include:</p> <p>A. First-aid and CPR B. Emergency medical transports (e.g. 911) process C. Documentation and Notification of medical/mental healthcare incidents D. Safety plans for inmates engaging in self-harm E. Staff presence during medical/mental health emergencies</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Staff Interview – review medical/mental health emergency protocols
H-03	ACCESS TO HEALTHCARE
	<p>The facility shall have a policy governing inmate healthcare access, to include a process for:</p> <p>A. Healthcare requests B. Screening of healthcare requests, to include medical and mental health C. Medical and Mental Health provided services D. Healthcare scheduling E. Services delivered by certified clinical staff</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Observation or Photo – medical/mental health request screening process ● Staff/Inmate Interview – review healthcare access
H-04	MEDICATION DISTRIBUTION (PILL-LINE)
	<p>The facility shall have a policy governing the distribution of inmate medication. The distribution of medication shall be conducted by qualified personnel, under the supervision of a Registered Nurse (minimum) in a safe and secure manner.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Video or Physical Observation – review pill-line process ● Staff/Inmate Interview – review pill-line process
H-05	INMATE MEDICAL SCREENING
	<p>The facility shall have a process for providing an inmate’s basic medical information and or history when an inmate is transferred to another correctional facility for housing.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Staff Interview – review the inmate transfer screening process
H-06	M-TRACK ACCESS
	<p>Facilities housing inmates for the Utah Department of Corrections (DOC), shall require the facility’s medical personnel to have “read-only” access to M-Track, the DOC’s medical records tracking system.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Observation – ensure facility medical personnel have access to M-Track
H-07	MEDICAL RECORDS
	<p>The facility shall have a policy requiring all inmates medical and mental health provided services to be documented separately from their custody records, to maintain confidentiality.</p> <p>Evidence of Compliance:</p> <ul style="list-style-type: none"> ● Policy(s) uploaded ● Staff Interview – review medical and mental health documented services process