

FY-2024 PERFORMANCE STANDARDS & PRACTICES
SECURE CORRECTIONAL FACILITIES

A-01	FACILITY STRUCTURE
	<p>The facility shall have a policy defining its organizational structure (Chain of Command), to include;</p> <ul style="list-style-type: none"> A. Facility operations administrator B. Personnel responsible for the day-to-day supervision, management, and observation of inmates C. Process that enables effective communication between line staff and administration D. Process for reporting facility/personnel issues <p>Proofs and Processes needed to meet compliance:</p>
A-02	AGENCY POLICIES
	<p>The facility shall have a policy requiring a documented review of all policies to be conducted every 2 years. The policy shall define the process for archiving and tracking any changes made during the review.</p> <p>Facility's Responsibility:</p> <ul style="list-style-type: none"> • Upload the facility's corresponding policy • Uploaded proof of policy review/edit <p>Responsibility of the Compliance Monitor:</p> <ul style="list-style-type: none"> • Review all uploaded policy(s)/proof(s) for compliance with Standard • On-site verification of compliance through interviews and observations
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 based on disability. Reasonable modifications and/or auxiliary aids shall be provided to allow the participation of eligible offenders with disabilities.</p> <p>Facility's Responsibility:</p> <ul style="list-style-type: none"> • Upload the facility's corresponding policy <p>Responsibility of the Compliance Monitor:</p> <ul style="list-style-type: none"> • Review all uploaded policy(s)/proof(s) for compliance with Standard • On-site verification of compliance through interviews and observations
A-04	MISSION STATEMENT & GOALS
	<p>The facility shall have a policy outlining its mission statement and goals.</p> <p>Facility's Responsibility:</p> <ul style="list-style-type: none"> • Upload the facility's corresponding policy <p>Responsibility of the Compliance Monitor:</p> <ul style="list-style-type: none"> • Review all uploaded policy(s)/proof(s) for compliance with Standard

A-05**FACILITY STAFFING**

The facility shall have a policy requiring the 24-hour supervision of inmates by certified staff.

Facility's Responsibility:

- Upload the facility's corresponding policy
- Uploaded proof of 24-hour coverage (facility staff schedule)

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

A-06**CODE OF CONDUCT**

The facility shall have a code of conduct/ethics policy that employees are required to be familiar with. The policy shall prohibit the unlawful discrimination of anyone (staff, inmates, volunteers, or visitors) based on race, national origin, gender, sexual orientation, gender identity, color, religion, age, disability, or any other protected status.

Facility's Responsibility:

- Upload the facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

A-07**NEW HIRE SCREENING**

The facility shall have a policy regarding the process for hiring new employees, requiring a BCI/Criminal History Report and interview.

Facility's Responsibility:

- Upload the facility's corresponding policy
- Upload the facility's screening form

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

A-08**EMPLOYEE ORIENTATION**

The facility shall have a policy regarding the orientation for all new Certified and Non-Certified employees. The facility shall have a process for assigning the new employee a mentor/trainer during the orientation period.

Facility's Responsibility:

- Upload the facility's corresponding policy
- Upload the OIT manual

Responsibility of the Compliance Monitor

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

A-09

TRAINING & CERTIFICATION

The facility shall have a policy determining the certification and training requirements of each employee, including those employees requiring Peace Officer Standards & Training (P.O.S.T.) certification. The policy shall contain a process for developing and implementing initial/yearly required training, including such topics as (*Utah Code §53-6-202*);

- A. Legal Updates
- B. Facility Operations
- C. First Aid & CPR
- D. Suicide Prevention and Intervention/Mental Health
- E. De-Escalation/Crisis Intervention
- F. Use of Force

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload P.O.S.T certification (only one (1) example proof needed)
- Upload training itinerary/scheduled topics
- Upload training credit/course completion form

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

B-01

FACILITY GENERATOR

The facility shall have a policy requiring regular load testing, maintenance, and inspection of all generators. The facility's generator(s) shall provide power backup to critical security systems, such as:

- A. Emergency lighting
- B. Security access doors
- C. Control panels

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload verification of generator load testing

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

B-02

INMATE LIVING CONDITIONS AND SANITATION

The facility shall have a policy requiring inmates access to safe, sanitary, and secure conditions, such as;

- A. Toilet
- B. Sink
- C. Shower
- D. Bunk
- E. Recreation area
- F. Hot & Cold potable water
- G. Table and seating
- H. Adequate lighting
- I. HVAC
- J. Clothing
- K. Bedding
- L. Eating utensils

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

B-03**FIRE INSPECTION, CODE, DRILLS & EQUIPMENT**

The facility shall have a policy requiring the inspection, and compliance with 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 must require quarterly fire drills to be conducted and documented by each shift. The facility shall have a process for resolving any corrective action or noted violations encountered within the facility. The facility shall have emergency exit routes posted. (NFPA 101 Life Safety Code, IFC 405.2)

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload facility fire drill

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

B-04**FACILITY PERIMETER & LIGHTING**

The facility shall have a policy requiring a perimeter check to 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 and building entries.

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload verification of logged/documented perimeter check

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

B-05**FACILITY INSPECTIONS & MAINTENANCE**

The facility shall have a policy requiring documented facility inspections to be conducted at a minimum of weekly. The policy must contain a process for reporting and tracking maintenance issues, along with identifying significant areas of interest, such as:

- A. Facility cleanliness
- B. Pest/Vermin control
- C. Structural Integrity
- D. Interior/Exterior lighting
- E. Interior/Exterior structures
- F. Security doors & locks

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload verification of facility inspections
- Upload verification of reporting/tracking maintenance work

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

B-06**FACILITY ACCESS**

The facility shall have a process for challenging the identification of individuals, prior to them entering the restricted areas of the facility.

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

	<ul style="list-style-type: none"> • On-site verification of compliance through interviews and observations
B-07	<p style="text-align: center;">FACILITY DELIVERIES</p> <p>The facility shall have a process for searching all delivered products, prior to them entering the restricted areas of the facility.</p> <p>Facility's Responsibility:</p> <ul style="list-style-type: none"> • Upload facility's corresponding policy <p>Responsibility of the Compliance Monitor:</p> <ul style="list-style-type: none"> • On-site verification of compliance through interviews and observations
B-08	<p style="text-align: center;">FOOD SERVICES</p> <p>The facility shall have a policy requiring nutritionally adequate meals to be provided to all incarcerated inmates, with the assistance of a Dietician. The policy shall require an annual inspection of the Kitchen/Culinary to be conducted by the local or State Health Department. The policy will define the process for;</p> <p>A. Approving menu/meals B. Preparing and Approving all special diets C. Supervision of food preparation D. Food allergies E. Dietary restrictions F. Security restrictions</p> <p>Facility's Responsibility:</p> <ul style="list-style-type: none"> • Upload facility's corresponding policy • Upload verification of Health Department documented inspections • Upload verification of meal/menu approval <p>Responsibility of the Compliance Monitor:</p> <ul style="list-style-type: none"> • Review all uploaded policy(s)/proof(s) for compliance with Standard • On-site verification of compliance through interviews and observations
B-09	<p style="text-align: center;">COMMISSARY</p> <p>The facility shall have a policy for managing inmate commissary, with a process covering commissary restrictions, ordering frequency, item pricing, and adding/removing items from the commissary list.</p> <p>Facility's Responsibility:</p> <ul style="list-style-type: none"> • Upload facility's corresponding policy • Upload commissary price list <p>Responsibility of the Compliance Monitor:</p> <ul style="list-style-type: none"> • Review all uploaded policy(s)/proof(s) for compliance with Standard • On-site verification of compliance through interviews and observations

C-01**TOOLS, EQUIPMENT & SHARPS**

The facility shall have a policy covering all tools, equipment, and sharps within the facility, with a process for documenting and tracking;

- A. Tool, equipment, and sharps accountability
- B. Lost, broken, damaged, and/or replaced tools, equipment, and sharps
- C. Tool, equipment, and sharps training (prior to their use)
- D. Securing & storing

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload verification of logged/documented tool check out/in
- Upload verification of tool/equipment training

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

C-02**HAZARDOUS MATERIALS**

The facility shall have a policy covering the handling, use, training, and disposal of hazardous materials, in accordance with local, state, and federal laws/rules (*29 CFR 1910.1200*).

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload verification of hazardous materials training

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

C-03**KEY & LOCK CONTROL**

The facility shall have a policy covering key & lock control; prohibiting inmates from using/handling security keys. The facility shall have a process for;

- A. Routine key/lock inspections
- B. Lost, damaged, repaired, or replaced key/lock
- C. Key accountability
- D. Emergency key access
- E. Training (care, handling, and use of keys/locks)

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload verification of key/lock accountability

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

C-04**COUNT PROCESS**

The facility shall have a policy outlining the process for conducting; informal, scheduled, off-property and emergency inmate counts, along with a process to address count discrepancies. The count policy shall require:

- A. Minimum of three (3) counts 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/at coming off morning lock-down
- D. One count conducted at/after evening lock-down/lights-out
- E. Counting officer/deputy must use a physical count sheet (electronic or hardcopy)
- F. The officer/deputy must enter the section/housing area when conducting the count
- G. All staff conducting counts must be trained in count procedures

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload count-sheet

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

C-05**INMATE SEARCHES**

The facility shall have a process informing all inmates, their person, property, clothing, and cell/housing area are subject to search at any time. The policy must require all staff to be trained in and understand the processes for conducting, pat/frisk, strip, body cavity, and cross-gender searches.

Facility's Responsibility:

- Upload facility's corresponding policy/practice

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

C-06**FAIR NOTICE OF SEARCH & PROHIBITED ITEMS**

The facility shall have a process to inform all persons visiting the facility they are subject to search, and which items are to be considered contraband/prohibited items.

Facility's Responsibility:

- Upload the facility's corresponding policy/process.

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

C-07**CONTROL ROOMS**

The facility shall have a policy defining those authorized to access operational control rooms; prohibiting any inmate or detainee from accessing/entering any operational control room.

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

C-08**INMATE OBSERVATION**

The facility shall have a policy requiring the documented visual observation (security check, welfare check, and or walkthrough) of all inmates to be conducted at a minimum of once every two (2) hours.

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload verification of logged/documented security check/walkthrough

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

D-01**INMATE ACCOUNTS**

The facility shall have a policy requiring the use of a system to track, disperse, and retain all inmate funds

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload verification of logged/documented funds accounting

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

D-02**INDIGENT INMATES**

The facility shall have a policy addressing inmates who are indigent or on indigent status, providing them with:

- A. Basic hygiene items
- B. Basic writing materials
- C. Access to postal services

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

D-03**INMATE CLASSIFICATION**

The facility shall have a classification policy, designed to house inmates or detainees safely. The classification system shall provide periodic reviews and include a challenge or appeal process.

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

D-04**INMATE COMMUNICATION & CORRESPONDENCE**

The facility shall have a policy regarding authorized inmate communication. The policy shall inform inmates, staff, and civilians that all non-privileged communication can and may be monitored and recorded. The policy shall define the process for;

A. Screening incoming/outgoing mail, email, text

B. Notification of denial of mail, email, text

C. Searching mail

D. Mail delivery

E. Monitoring communication

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observation

D-05**INMATE PROPERTY**

The facility shall have a policy regarding inmate property; containing a process to identify items approved as personal property, based on the inmate's classification or status. The facilities shall have a designated area for storing inmate property and disposition. Property storage shall be audited and documented.

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload verification property matrix

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

D-06**INMATE PROGRAMMING**

The facility shall have a policy regarding inmate programming; to include those programs, classes, or treatments available to the inmates. All UDC-approved programs, classes, and treatments shall require an approved curriculum, a certified instructor, and a means to track the inmate's progress and completion.

Facility's Responsibility:

- Upload facility's corresponding policy
- Verification of program audit by UDC (IPP Inmates)

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

D-07**LAUNDRY SERVICES**

The facility shall have a policy requiring laundry services to be provided to all inmates on a regular and routine basis.

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload laundry schedule

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

D-08

INMATE RECREATION

The facility shall have a policy regarding inmate recreation/out-of-cell time, requiring all inmates to receive a minimum of 1-hour of daily recreation/out-of-cell time. The facility must have a process to document the approval of inmates receiving less than 1-hour of daily recreation/out-of-cell time.

Facility's Responsibility:

- Upload facility's corresponding policy
- Verification of recreation schedule and yard access

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

D-09

INMATE VISITING

The facility shall have a policy concerning all forms of inmate visiting, along with the process for approving and denying inmate visitors. The policy shall include an inmate and visitor rules & regulations section, covering such topics as;

- A. Dress code
- B. Renewal process
- C. Required identification
- D. Visiting times/schedule
- E. ADA accommodations

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload visitor rules/regulations

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

E-01

SPECIAL MANAGEMENT / ADMINISTRATIVE SEGREGATION

The facility shall have a policy defining the process for housing an inmate in special management/administrative segregation areas, for security or medical/mental health-related issues. The policy shall include a process for;

- A. Supervisory Notification
- B. Medical/Mental health staff notification
- C. Review, step-down, and return to general housing

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

E-02**INMATE SAFETY CONCERNS / KEEP SEPARATE**

The facility shall have a policy addressing inmate safety concerns, with a process for;

- A. Reporting
- B. Interviewing
- C. Housing
- D. Confidentiality
- E. Documenting

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

E-03**INTAKE / BOOKING**

The facility shall have a policy governing the intake process for all new inmates entering the facility, to include:

- 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. Any ADA or disability issues

N. Current medical and or mental health needs - forwarded to appropriate medical/mental health provider

O. Any prescribed medications

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload intake/booking form

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

E-04**INMATE EMPLOYMENT**

The facility shall have a policy relating to inmate employment and compensation. The policy shall define the process for:

- A. Hiring & Firing
- B. Application
- C. Pay structure
- D. Off-property work requirements (Gate-Pass)
- E. Training

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

E-05**INMATE ORIENTATION**

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 to have access to the orientation manual/facility rules and regulations, whether in hard-copy or electronic format, which contains the following information:

- 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)
- J. Facility policy access
- K. Code of conduct

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload orientation manual

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

F-01**LEGAL SERVICES**

The facility shall have a policy requiring legal access to courts, legal counsel, supplies/materials, and legal communication (mail, email, telephone). The policy shall state that privileged legal communications shall not be monitored or recorded, and staff members may not read privileged legal mail. The policy must define the process by which privileged legal mail may be inspected for contraband in the presence of the inmate. The facility shall have a process to train all staff when handling privileged legal mail or materials.

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

F-02**DOUBLE JEOPARDY**

The facility shall have a policy defining the ability by which an inmate may be administratively (disciplinary action) and criminally charged/prosecuted, for the same incident or offense.

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

F-03**VIDEO, PHOTO, & AUDIO RECORDING DEVICES**

The facility shall have a process regarding the use of any recording device entering the facility, such as:

- A. Video
- B. Audio
- C. Still-photography

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

F-04**RELIGIOUS ACCESS**

The facility shall have a policy regarding religious access, complying with the Religious Land Use and Institutionalized Persons Act (RLUIPA) and other applicable state and federal laws.

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard

F-05**GRIEVANCES**

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, such as:

- A. Board of Pardons and Parole
- B. Inmate Classification
- C. Inmate Disciplinary
- D. GRAMA
- E. ADA

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload verification of grievance form
- Upload verification of appeal form

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

F-06**INMATE DISCIPLINE**

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, 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 from a staff member at the hearing if 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.

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

F-07**DISCIPLINARY HEARINGS**

The facility shall have a policy requiring staff assigned as Hearing Officers, receive training prior to conducting hearings. The training is to include due-process rights, the standard of proof, cognitive capacity, reporting decisions, imposing sanctions, and dismissed without/with prejudice process. Hearing Officers 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.

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload verification of disciplinary appeal form

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

G-01**INMATE TRANSPORTATION**

The facility shall have a policy covering the transportation of inmates on or off facility property. The facility shall have a process for documenting vehicle pre-trip inspections, which includes a pre/post vehicle search for contraband.

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload verification of pre-trip inspection

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

G-02**USE OF FORCE & USE OF FORCE REVIEW**

The facility shall have a Use of Force policy, which defines the levels of force approved for both adults and juveniles being housed in the facility. The policy shall require each Use of Force incident to be reviewed by a facility administrator or supervisor, considering such topics as:

- A. Complies with policy
- B. Complies with state and federal law
- C. De-escalation tactics attempted
- D. Was the least amount of force necessary used during the incident
- E. Was the force retaliatory
- F. Was the inmate/suspect offered medical assistance

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

G-03**RESTRAINTS**

The facility shall have a policy regarding the types of restraints approved for use on adults and juvenile inmates/detainees and include the process for restraining female inmates who are pregnant.

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

G-04**FIREARMS**

The facility shall have a policy regarding the auditing and accounting for all department-issued/owned firearms. The policy shall define which firearms and munitions are authorized for use by the department within the facility. The policy shall define the process for storing all firearms/weapons before entering the secure facility.

Facility's Responsibility:

- Upload facility's corresponding policy
- Upload verification of approved weapons and munitions
- Upload verification of fire/arm weapon storage

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observation

G-05**INMATE MOVEMENT**

The facility shall have a policy defining the process for tracking inmate movement, housing assignment changes, and off property inmate locations.

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

G-06	<p style="text-align: center;">INMATE RELEASE & TRANSFERS</p> <p>The facility shall have a policy defining the process for releasing or transferring an inmate in/out of the facility, to include:</p> <p>A. Verification of inmate B. Verification of receiving officer/person C. Verification of release paperwork</p> <p>Facility's Responsibility:</p> <ul style="list-style-type: none"> • Upload facility's corresponding policy <p>Responsibility of the Compliance Monitor:</p> <ul style="list-style-type: none"> • Review all uploaded policy(s)/proof(s) for compliance with Standard • On-site verification of compliance through interviews and observations
G-07	<p style="text-align: center;">EVIDENCE</p> <p>The facility shall have a policy defining the process for collecting, storing, releasing, disposing, and tracking all evidence.</p> <p>Facility's Responsibility:</p> <ul style="list-style-type: none"> • Upload facility's corresponding policy • Upload verification of evidence area inspection <p>Responsibility of the Compliance Monitor:</p> <ul style="list-style-type: none"> • Review all uploaded policy(s)/proof(s) for compliance with Standard • On-site verification of compliance through interviews and observations

H-01	<p style="text-align: center;">LIFE-SAVING EQUIPMENT</p> <p>The facility shall have a policy regarding the use, storage, training, and inspection of all life-saving equipment, such as AED's and NARCAN.</p> <p>Facility's Responsibility:</p> <ul style="list-style-type: none"> • Upload facility's corresponding policy <p>Responsibility of the Compliance Monitor:</p> <ul style="list-style-type: none"> • Review all uploaded policy(s)/proof(s) for compliance with Standard • On-site verification of compliance through interviews and observations
H-02	<p style="text-align: center;">EMERGENCY MEDICAL & MENTAL HEALTH</p> <p>The facility shall have a policy requiring a minimum of one (1) staff member to be on duty who is trained in providing initial emergency medical/mental healthcare services, such as:</p> <p>A. First Aid B. CPR C. Suicide/Crisis Intervention</p> <p>Facility's Responsibility:</p> <ul style="list-style-type: none"> • Upload facility's corresponding policy <p>Responsibility of the Compliance Monitor:</p> <ul style="list-style-type: none"> • Review all uploaded policy(s)/proof(s) for compliance with Standard • On-site verification of compliance through interviews and observations

H-03

ACCESS TO HEALTHCARE

The facility shall have a policy governing inmate access to medical & mental healthcare services. The policy shall define the process for inmates requesting medical & mental health services.

Facility's Responsibility:

- Upload facility's corresponding policy
- Verification proof of healthcare requests

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

H-04

MEDICATION DISTRIBUTION (PILL-LINE)

The facility shall have a policy governing the distribution of inmate medication. The policy shall require medication to be distributed by qualified/trained personnel.

Facility's Responsibility:

- Upload facility's corresponding policy

Responsibility of the Compliance Monitor:

- Review all uploaded policy(s)/proof(s) for compliance with Standard
- On-site verification of compliance through interviews and observations

H-05

PRISON MEDICAL RECORDS ACCESS

Facilities under contract with the Utah Department of Corrections, Inmate Placement Program to house inmates, shall be granted **Read Only** access rights to UDC inmate medical records.

Responsibility of the Compliance Monitor:

- On-site verification of compliance through interviews and observations