

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 1

FACILITY: _____ AUDIT DATES: _____

.01 STANDARDS: SECURITY AND INMATE CONTROL

C = Compliance NC = Noncompliance NA = Nonapplicable H = Hold ★ = Recommendation

___ A. USE OF PHYSICAL FORCE

See incident reports from _____ to present. **Ensure** medical treatment offered or provided

___ B. USE OF DEADLY FORCE **See** incident reports, if any

___ C. EMERGENCY SECURITY PLANS

_____ (1) Coordination - **See** letters of coordination with responding agencies

_____ (2) Duties/responsibilities - **Question** staff for awareness

_____ (3) Alternate housing - **Observe** in-house

_____ (4) Emergency communications - **Observe** radios, intercom, phone, etc.

_____ (5) Designated operations center - **Observe** on site (conference room, certain posts, etc.)

_____ (6) Specified command/control (**handled by M CCS staff**)

___ D. EMERGENCY SECURITY PLANS AWARENESS

Training records reviewed by Audit Team Leader

Page 2

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

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

___ E. SECURITY EQUIPMENT

_____ (1) Secure storage - **See** control center, arsenal, gun lockers, etc.

_____ (2) A current master listing - **See** a listing that is dated

_____ (3) Monthly inspections/inventories - **See** records from _____ to present

_____ (4) Authorized access - **See** list of trained staff in control center

_____ (5) Use circumstances - **Observe** use of restraints

_____ (6) Issue/return - **See** records from _____ to present. **Note** condition on return

___ F. SECURITY EQUIPMENT TRAINING

Training records reviewed by Audit Team Leader

___ G. INMATES EXERTING CONTROL

Observe; ensure inmates are not allowed to work or be in areas where sensitive materials are available.
Note staff/inmate interview remarks

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 3

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

___ H. SUPERVISION OF INMATES

___ (1) Counts - **See** minimum of 1 recorded count per shift from _____ to present

___ (2) Rounds - **See** records on each shift from _____ to present

___ (3) Monitoring whereabouts - **See** records of telephone checks, on site visits, third party notifications, *i.e.*, letters, pay stubs, etc. for employment whereabouts

See records of staff supervision for road crews, outside inmate workers, etc.

___ (4) Drug/alcohol testing - **See** urinalysis reports/results; **ensure** frequency in SOP is met

___ (5) Secure/orderly movement - **Observe** movement. **See** traffic sheets, escorts and work release movement sheets, if applicable

___ (6) Weekly security inspections - **See** records from _____ to present. **Ensure** facility perimeter is included

___ I. POST ORDERS

Observe on all posts with required signatures, if applicable

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 4

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

___ J. SEARCH PROCEDURES

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

_____ (2) Semiannual facility searches - **See** records from _____ to present; **ensure** all areas of the facility are included

_____ (3) Searches of inmates with community access - **See** records for work release and trustees with outside access

_____ (4) Searches of other inmates - **Observe** pat downs and use of electronic devices (metal detector/hand scanner, etc.)

_____ (5) Vehicle searches - **See** records

_____ (6) Visitor searches - **General observation** and records, if any; **observe** posted rules

_____ (7) Inmate property protection - **Note** staff/inmate interview remarks

_____ (8) Receipting - **See** receipts for confiscated property. **See** disciplinary reports as they may be used as a receipt.

_____ (9) Chain of custody - **See** records from _____ to present; **observe** contraband lockers

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 5

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

J. SEARCH PROCEDURES (cont'd.)

_____ (10) Body cavity searches - **See** records, if any

_____ (11) Strip searches - **See** records, if any. Searches must be in private and performed by the same sex

_____ (12) Documented acknowledgements by staff (**handled by M CCS staff**)

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 6

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

___ K. KEY CONTROL

_____ (1) Secure storage - **See** control center and other storage areas

_____ (2) Quarterly inspections - **See** records from _____ to present.

_____ (3) Daily inventories - **See** records from _____ to present

_____ (4) Authorized access - **General observation**

_____ (5) Issue/return - **See** records from _____ to present

_____ (6) Duplicates - **Observe**

_____ (7) Emergency and restricted keys - **Observe** keys clearly identified by color code and/or touch

_____ (8) Current master listing - **See** a listing that is dated

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 7

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

___ L. TOOL CONTROL

- _____ (1) Secure storage - **Observe** areas outside inmate living areas

- _____ (2) Quarterly inspections - **See** records from _____ to present

- _____ (3) Daily inventories - **See** records from _____ to present

- _____ (4) Authorized access - **General observation**

- _____ (5) Issue/return - **See** records from _____ to present

- _____ (6) Current master listing - **See** a listing that is dated

___ M. TRANSPORTATION OF INMATES

- _____ (1) Authorization/qualification/licensure - **See** records of motor vehicle licensure. Observe spot checks by MVA

- _____ (2) Security equipment - **General observation**

- _____ (3) Protection of public/staff/inmates - **See** records of inmate and transport vehicle searches, vehicle safety inspections and maintenance checks; **observe** fire extinguishers and first aid kits in all transport vehicles

- _____ (4) Accident response - **See** reports, if any

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 8

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

___ N. INTAKE PROCEDURES

- _____ (1) Commitment verification - **See** files for appropriate legal documents
- _____ (2) Search - **See** records, if any, in accordance with applicable law
- _____ (3) Positive identification - **Observe** photographs, fingerprint cards and registration numbers
- _____ (4) Intake data - **See** personal and general intake information
- _____ (5) Initial telephone call - **See** records of calls (at least 2 calls)

___ O. RELEASE PROCEDURES

- _____ (1) Identification verification - **See** closed files for photographs, fingerprint cards and ID numbers
- _____ (2) Release confirmation - **See** closed files for writs, parole release orders, court orders, or release by expiration
- _____ (3) Notification of affected agencies/persons - **See** records

Page 9

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

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

___ P. SPECIAL CONFINEMENT

_____ (1) Placement/removal authority - **See** approvals by managing official/designee or qualified health care personnel

_____ (2) Conditions/circumstances for assignment/release - **See** records of administrative and disciplinary segregation, protective custody and medical isolation

_____ (3) Review procedures - **See** reviews and **note** frequency of reviews

_____ (4) Programs/services access - **See** records of access (visits, exercise, showers, commissary, sick call, mail, etc.)

_____ (5) Supervision records - **See** rounds by supervisory staff

___ Q. SEPARATION OF SEXES

General observation of separation by sight and sound

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 1

FACILITY: Eastern Pre-Release Unit

AUDIT DATES: March 15-17, 2011

.02 STANDARDS: INMATE SAFETY

C = Compliance NC = Noncompliance NA = Nonapplicable H = Hold ★ = Recommendation

 A. FIRE SAFETY INSPECTIONS

See annual inspections from _____ to present; **ensure** inspections are at 12-month intervals

See reinspections addressing corrective action for violations

 B. INTERNAL FIRE SAFETY INSPECTION

See monthly inspection reports from _____ to present

 C. DISASTER PLANS

_____ (1) Coordination - **See** correspondence with responding agencies

_____ (2) Duties/responsibilities - **Question** staff for awareness

_____ (3) Evacuation instructions - **See** designated routes which are clearly marked by use of exit signs, charts, arrows on walls, floors and/or other readily understood and clearly visible signs

_____ (4) Alternate housing - **Observe** in-house

_____ (5) Quarterly fire drills on each shift - **See** records from _____ to present, to include inmates, unless security is compromised. **Note** inmate interview remarks

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 2

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

___ D. DISASTER PLANS AWARENESS

Training records reviewed by Audit Team Leader

___ E. EMERGENCY MEDICAL SERVICES

_____ (1) Access to facilities/personnel - **See** contract/agreement and identify off site resources

_____ (2) Monthly inventories of designated/approved first aid kits - **See** at various locations. **See** records from _____ to present. **See** documented approval for contents of first aid kits by a qualified health care person

_____ (3) First Aid/CPR certification requirements (**handled by M CCS staff**)

See up-to-date records, duty schedule and post assignments to determine adequate coverage

___ F. ROUTINE HEALTH SERVICES

See contract/agreement with health care provider. **See** schedule

See sick call records and note response time frame

___ G. RECEPTION MEDICAL SCREENING

See records of screenings within 24 hours of admission to an initial reception facility

Page 3

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

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

___ H. DISPENSING MEDICATIONS

- _____ (1) Authorized prescription initiation - **See** records of prescription origin; **ensure** countersignatures by a physician occur within 48 hours
- _____ (2) Method for filling prescriptions - **See** agreement with a pharmacy. **Note** procedure for initiating, filling, transferring and transporting medications (fax, courier, etc.). **See** a current formulary (list of approved medications). **Observe** storage of stock and/or bulk medication
- _____ (3) System of packaging and labelling - **See** unit dosage, blister packs; **observe** properly labelled containers with name, contents, directions, stop dates, and other vital information clearly indicated

___ I. ADMINISTRATION OF MEDICATIONS

- _____ (1) Standing orders/protocol - **See** nurses' instructions approved by a physician
- _____ (2) Administration instruction to nonmedical personnel - **See** training records by a qualified health care provider (**handled by M CCS staff**)
- _____ (3) Administration/refusal records - **See** medication logs
- _____ (4) Circumstances for self-medication - **See** records for insulin injection, nitroglycerin, ointments

Page 4

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

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

___ J. CONTROL OF MEDICATIONS

_____ (1) Secure storage - **See** safe, locked cabinet, drawer or locked closet, etc. Controlled medication must be under double lock (*i.e.*, door and cabinet)

_____ (2) Specified access - **General observation**

_____ (3) Disposal procedures - **See** records of disposal for all unused and expired medications. Records must include all persons witnessing or participating in the disposal; **see** return to pharmacy records. **Check** medications on hand for expiration dates

_____ (4) Weekly inventories of controlled substances - **See** records from _____ to present. **Perform** cross-check of current CDS inventory

_____ (5) Incoming medication handling - **Discuss** procedure and **see** records addressing personal medication of inmates upon admission. **Refer** to auditor assigned to Inmate Property

_____ (6) Transfer/release medication handling - Policy should indicate supply given at release. **See** records of facility and personal prescription medication given at time of release or transfer. **See** closed files for continuity of care forms

Page 5

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

___ K. CONTROL OF MEDICAL AND DENTAL INSTRUMENTS

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

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

_____ (1) Secure storage - **See** safe, locked cabinet, drawer or locked closet, etc.

_____ (2) Specified access - **General observation**

_____ (3) Quarterly inspections - **See** records from _____ to present

_____ (4) Weekly inventories - **See** records from _____ to present

_____ (5) Disposal procedures - **See** contaminated waste containers. **See** contract with biohazard disposal company

_____ (6) Needle/syringe usage records - **See** records from _____ to present

_____ (7) Current master listing - **See** a listing that is dated; **perform** a cross-check

___ L. MEDICAL TESTING

Note inmate interview remarks

Page 6

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

___ M. LICENSING/CERTIFICATION

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

See roster for all medical staff and verification of up-to-date credentials

___ N. MEDICAL JUDGEMENT

Note staff/inmate interview remarks

___ O. PHYSICAL EXAMINATIONS

A health appraisal is to be completed no later than 14 days following admission. **Random sample** medical files

___ P. RELEASE MEDICAL SCREENING

See review by qualified health care personnel of all inmates prior to release or within 7 days thereafter. This may be documented on a continuity of care form. **Ensure** that records for inmates released from court, paroled or mandatorily released are included in the review

___ Q. MOSHA INSPECTIONS

See inspections at 2-year intervals from _____ to present

See plans of corrective action for each inspection

Page 7

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

___ R. MENTAL HEALTH SERVICES

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

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

___ S. NOTIFICATION OF NEXT OF KIN

See examples, if any, to include death, serious illness or injury of an inmate; **note** managing official/designee initiating contact with the next of kin identified by the inmate at admission

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 1

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

.03 STANDARDS: INMATE FOOD SERVICES

C = Compliance NC = Noncompliance NA = Nonapplicable H = Hold ★ = Recommendation

 A. MENU APPROVAL

See annual approvals from _____ to present by a registered dietician. **Note** name and number of dietician's registry/license

 B. FREQUENCY OF MEALS

See schedule for breakfast/lunch/dinner, **ensuring** that not more than 14-hour intervals are between dinner and breakfast. Times must be posted or in inmate handbook; **see** log entries, include special housing

 C. HEALTH INSPECTION

See documented inspections as required by the health department and records of corrective action.
See current license/permit (posted)

 D. DIETARY HYGIENE PRACTICES

Observe hand washing and toilet facilities that are reasonably accessible. **See** posted hygiene instructions; **observe** the wearing of hair nets or caps and clean clothing (includes delivery persons)

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 2

.03 STANDARDS: INMATE FOOD SERVICES (cont'd.)

___ E. DIETARY MEDICAL SCREENING

See pre-employment physical exams for dietary civilian staff, and annual medical screenings thereafter. **See** staff/inmate roster. **See** inmate medical screening by qualified health care professionals before assignment and annually thereafter. **Ensure** intervals are no more than 12 months

___ F. SPECIAL DIETS

See records of initiation, provision and renewal by a qualified health care provider or the facility chaplain

___ G. USE OF FOOD AS PUNISHMENT/REWARD

General observation; note staff/inmate interview remarks

___ H. SUPERVISION OF FOOD SERVICES

See job descriptions, staff/inmate work schedules, post orders; **general observation**

___ I. WEEKLY DIETARY SANITATION INSPECTIONS

See reports from _____ to present. **Ensure** food is properly stored off floor in a clean, dry area, separated from cleaning supplies. **See** records of corrective action

Page 3

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

.03 STANDARDS: INMATE FOOD SERVICES (cont'd.)

___ J. KITCHEN UTENSILS

_____ (1) Secure storage - **See** safe, locked cabinet or drawer, vault or locked closets. Utensils are to be stored in a manner which permits an easy determination of the presence or absence

_____ (2) Daily inventories - **See** records from _____ to present

_____ (3) Quarterly inspections - **See** records from _____ to present

_____ (4) Issue/return - **See** records from _____ to present

_____ (5) Specified access/use - **Observe** inmates with permitted specified use under the direct supervision of facility staff

_____ (6) Current master listing - **See** a listing that is dated

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 1

FACILITY: Eastern Pre-Release Unit

AUDIT DATES: March 15-17, 2011

.04 STANDARDS: INMATE HOUSING AND SANITATION

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 A. TOXIC, CAUSTIC AND FLAMMABLE MATERIALS

 (1) Secure storage - **See** areas outside inmate living and activity areas. **Ensure** proper storage of materials

 (2) Quarterly inspections/inventories - **See** reports to determine condition and accountability from _____ to present

 (3) Authorized access/use - **General observation; see** written designation of persons authorized access

 (4) Issue and disposal - **See** records from _____ to present. Disposals must be in conformance with applicable federal, state and local regulations

 B. WEEKLY FACILITY SANITATION INSPECTIONS

See records from _____ to present. **Ensure** all areas of the facility and grounds are addressed

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 2

.04 STANDARDS: INMATE HOUSING AND SANITATION (cont'd.)

___ C. GENERAL SANITATION REQUIREMENTS

_____ (1) Staff/inmate duties - **See** cleaning assignments, schedule, inmate worker job descriptions;
general observation

_____ (2) Quarterly vermin/pest control - **See** contract with licensed exterminator. **See** records of
provisions; **general observation**

_____ (3) Weekly trash removal - **See** contract, records of provision; **general observation.**

___ D. PERSONAL ACCOMMODATIONS

Observe adequate number of operable and accessible toilets, bathing and shower facilities; one shower per 15 inmates, or the opportunity to bathe at least three times per week; **observe** hot and cold running water. Ratio is one toilet/wash basin per 10 inmates. **Note** inmate interview remarks

___ E. PERSONAL HYGIENE ARTICLES

See provisions through purchase or from visitors. **See** commissary for supply and variety

See special arrangements for indigent inmates from _____ to present

See new inmate kits, if any. **Note** inmate interview remarks

Page 3

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

.04 STANDARDS: INMATE HOUSING AND SANITATION (cont'd.)

___ F. INMATE CLOTHING

See records of issue/return of facility property (*i. e.*, jumpsuits for dietary, hospital, garage, maintenance shops and vocational programs)

Observe clothing room for adequate supplies

See records for provision of clothing to indigent inmates

___ G. INMATE BEDDING AND LINEN

See records of provisions for at least one clean sheet and mattress, and sufficient blankets for the season; wash cloths and towels, if available; if pillows are distributed, pillow cases are to be issued. **See** records of issue, return and exchange; **ensure** mattresses and pillows are fire retardant

___ H. INMATE LAUNDRY SERVICES

See provisions by the facility (operable washers/dryers) or through contractual arrangements in the community

(*i.e.*, exchange with visitors, etc.). **See** records of exchange, laundry list, schedule. Bed linens, personal and issued clothing are to be laundered weekly

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 4

.04 STANDARDS: INMATE HOUSING AND SANITATION (cont'd.)

___ I. INMATE PROPERTY MANAGEMENT

_____ (1) Allowable property list - **See** approved list; **general observation**

_____ (2) Itemized listing - **See** initial inventory records

_____ (3) Signatures upon confiscation/return - **See** records; **ensure** forms are complete with inmate/staff signatures and dates

_____ (4) Semiannual inventory - **See** records from _____ to present; includes all property (valuables) retained by the facility. **See** property room

_____ (5) Replacement procedures - **See** records, if any. **Note** inmate interview remarks

_____ (6) Disposal procedures - **See** records for disposals of abandoned property (charity donations, conversion to facility property, sold, or discarded); **see** records from _____ to present; **ensure** time limits adhere to policy

_____ (7) Modification to listing - **See** inventory for additions and deletions, with appropriate signatures and dates

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

Page 1

FACILITY: Eastern Pre-Release Unit

AUDIT DATES: March 15-17, 2011

.05 STANDARDS: INMATE RIGHTS

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 A. NONDISCRIMINATION

General observation. Note inmate interview remarks. **See** statement in inmate handbook

 B. PROTECTION FROM ABUSE

General observation. Note inmate interview remarks

 C. LEGAL MATTERS

 (1) Court access - **See** logbooks, traffic sheets, movement sheets, etc.; **general observation**

 (2) Reference material/availability - **See** law library; **see** records of the use of LASI/LIPS or other legal references; **see** provisions to indigent inmates for paper, pencil, etc.

 (3) Legal mail handling - **See** logs, mail records; **general observation**; **note** inmate interview remarks. Legal mail is to be opened only in the presence of the inmate

 (4) Legal visits availability - **See** records of visits. **Observe** private and confidential setting

 (5) Legal calls access - **See** telephone schedule, telephone log/records; **note** inmate interview remarks

Page 2

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

.05 STANDARDS: INMATE RIGHTS (cont'd.)

___ D. RELIGIOUS PRACTICES

See staff; **see** available space

See records of provisions/schedules; **note** inmate interview remarks

___ E. MAIL PRACTICES

See schedule, staffing

See records of provisions to indigent inmates (postage)

See inmate interview remarks

___ F. INMATE ORIENTATION

Policy Review: **Ensure** all elements below are addressed in the inmate handbook:

- ___ (1) Disaster plans
- ___ (2) Classification procedures
- ___ (3) Rules/regulations/disciplinary process
- ___ (4) Complaint process
- ___ (5) Search practices
- ___ (6) Access to case records
- ___ (7) Programs/services regulated by standard
- ___ (8) Sick call access

Review case files for inmate signature/date for receipt of the most recent handbook. **See** program activities schedules. **See** records of access

.05 STANDARDS: INMATE RIGHTS (cont'd.)

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

___ G. CONVICTED INMATES/PROGRAM PARTICIPATION

See records of participation in work release, substance abuse, basic education, facility work assignments, etc.
Note inmate interview remarks

___ H. PRETRIAL INMATES/PROGRAM PARTICIPATION

See records of participation; **note** inmate interview remarks; may decline to participate in facility programming and work assignments other than housekeeping

___ I. REGULAR EXERCISE

See records of opportunity to participate.

See staffing, schedules; **observe** equipment and space. **Note** staff/inmate interview remarks

___ J. INTERNAL COMPLAINT SYSTEM

See records of complaints/resolutions; **note** staff/inmate interview remarks; **note** timeliness of responses

See training records for all staff having direct contact with inmates
Training records reviewed by the Audit Team Leader

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

___ K. PERSONAL GROOMING

General observation; note inmate interview remarks

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

___ L. ACCESS TO MEDIA

See records of access/denial

Note rationale for denials

Note inmate interview remarks

___ M. HOUSING OF JUVENILES

Note presence of juveniles, if any

See waivers in case files

Note separate housing by sight and sound, if any

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

___ N. VISITATION PRACTICES

Note inmate interview remarks

See schedule; **note** records of provisions, including special visits

Observe appropriate space, posted rules and regulations

___ O. GENERAL TELEPHONE USE

See records of provisions, if any

General observation; see schedules; **note** inmate interview remarks

FACILITY: Eastern Pre-Release Unit

AUDIT DATES: March 15-17, 2011

Page 1

.06 STANDARDS: CLASSIFICATION

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

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

C = Compliance **NC = Noncompliance** **NA = Nonapplicable** **H = Hold** **★ = Recommendation**

___ A. CLASSIFICATION PROCESS

- ___ (1) Decision-makers identification - **Note** appropriate facility personnel involved in classification actions; **review** case files
- ___ (2) Criteria - **Review** files for appropriate placement in security levels, housing, work assignments, programs and services
- ___ (3) Initial classification/annual reclassification - **See** reviews within one week after admission to consider housing and program assignments. **See** annual, if any, considering the type of facility, profile of inmate population and average length of sentence
- ___ (4) Recorded decisions - **See** decisions, recommendations and rationale; **see** various classification forms (initial summary, health history, classification assignment sheets, progress sheets, etc.)
- ___ (5) Managing official review - **See** records of review by the managing official/designee within one week or a reasonable amount of time

Page 2

.06 STANDARDS: CLASSIFICATION (cont'd.)

___ B. CLASSIFICATION PROCESS AWARENESS

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

See written acknowledgement by appropriate personnel of training on the classification process
Training records reviewed by Audit Team Leader

Page 1

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

.07 STANDARDS: HEARINGS

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

C = Compliance **NC = Noncompliance** **NA = Nonapplicable** **H = Hold** **★ = Recommendation**

___ A. FORMAL DISCIPLINARY HEARING PROCESS

_____ (1) 96-hour inmate notification - **Review** disciplinary reports to **ensure** the time frame is met

_____ (2) Inmate appearance - **See** hearing reports noting the presence of the inmate. **See** waivers, if any; **ensure** hearing is held within 9 days

_____ (3) Witnesses/representatives/evidence - **See** hearing reports

_____ (4) Recorded decisions - **See** recorded results in hearing reports **noting** rationale

___ (5) Managing official review - **See** reviews by the managing official/designee on appropriate format

_____ (6) Appeal process - **See** examples of appeals, if any; **note** reasonable response times

___ B. FORMAL DISCIPLINARY HEARING PROCESS AWARENESS

See written acknowledgement of the disciplinary process by all personnel having direct contact with inmates
Training records reviewed by Audit Team Leader

Page 1

FACILITY: Eastern Pre-Release Unit

AUDIT DATES: March 15-17, 2011

.08 STANDARDS: ADMINISTRATIVE RECORD KEEPING

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

C = Compliance NC = Noncompliance NA = Nonapplicable H = Hold ★ = Recommendation

___ A. CONFIDENTIALITY OF CASE RECORDS

_____ (1) Access approval authority - **See** appropriate approvals by managing official/designee

_____ (2) Restricted/accessible information - **Must** be clear in policy

_____ (3) Release consent form - **Review** case records to **see** release of information forms; **note** appropriate signatures and dates

_____ (4) Recorded decisions - **See** records of provision/denial; **note** staff/inmate interview remarks

_____ (5) Appeal process - **See** records of appeals

___ B. COMPUTATION OF SENTENCE CREDITS

See good conduct, industrial and special project credit time records. **Randomly conduct** computation using the proration chart

Observe loss of good conduct and industrial credits in accordance with written disciplinary procedures

Note documented programs and activities eligible for special project credit (predetermined)

Page 2

.08 STANDARDS: ADMINISTRATIVE RECORD KEEPING (cont'd.)

___ C. MANAGEMENT OF INMATE FUNDS

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

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ADULT DETENTION CENTERS

practices

_____ (2) Establishment of inmate accounts - **Observe** records for financial activities (intake, commissary, reimbursement for room and board, if applicable, disbursements for fines, restitutions, inmate pay, transfer/release, etc.)

_____ (3) Records of all transactions - **Note** staff/inmate interview remarks

_____ (4) Return of funds on release - **See** records

___ D. OFFICIAL PUBLICATIONS/ANNUAL REVIEW

See records of annual review for all regulations, policies, procedures, post orders, emergency plans, orientation handbooks, manuals, etc. from _____ to present; **note** anniversary dates

Page 3

.08 STANDARDS: ADMINISTRATIVE RECORD KEEPING (cont'd.)

___ E. CASE RECORDS

_____ (1) Secure storage - **Observe** in areas free from access by unauthorized staff, inmates and the

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET
ADULT DETENTION CENTERS

public. Storage should be reasonably safe from forced entry, fire, vermin, moisture, etc.

_____ (2) File content and order - **See** files for uniformity, noting standardized forms, designated contents and specification of an established format to separate particular functional areas (to include disciplinary actions, classification decisions, commitment/diminution of sentence records, medical, etc.)

_____ (3) Dated signatures - **See** formats for appropriate signatures and dates

_____ (4) Disposal/retention schedules – **See** records of disposal according to the retention schedule

_____ (5) Transfer procedures – **See** receipts/records of transfer

___ F. VICTIM NOTIFICATION

___ G. VICTIM RESTITUTION