

## CTU SITE INSPECTION

SITE OR AREA INSPECTED \_\_\_\_\_

DATE \_\_\_\_\_

INSPECTING STAFF MEMBER \_\_\_\_\_

RATING KEY: C = Compliance N = Non-Compliance N/A = Not Applicable

### **POST ORDERS and PROCEDURES: (OP-040102, "Master Roster and Post Order Guidelines")**

\_\_\_\_\_ Are post orders present at each post?

\_\_\_\_\_ Have all officers read, signed, and dated the post order acknowledging the duties of the assigned post and any relevant local procedures or memoranda?

\_\_\_\_\_ Are copies of OP-040401, "Transportation of Inmates by CTU," present at each site?

\_\_\_\_\_ When staff were asked about CTU written policy and procedures, were they knowledgeable?

Comments \_\_\_\_\_

### **TOOL CONTROL: (OP-040107, "Tool Control Standards")**

\_\_\_\_\_ Are tools properly stored and classified?

\_\_\_\_\_ Are tools properly marked?

\_\_\_\_\_ Are tools signed in and out properly, and is tool log present?

\_\_\_\_\_ Are tools inventoried daily, and verified in writing monthly?

\_\_\_\_\_ Are tool inventory sheets present?

### **KEY CONTROL: (OP-040105, "Key and Lock Control Standards")**

\_\_\_\_\_ Is there a key inventory sheet present?

\_\_\_\_\_ Are all permanent issue keys assigned to staff recorded with the LARC Key Control officer?

\_\_\_\_\_ Is a daily issues log present and utilized at each site?

\_\_\_\_\_ Are all lost or broken keys & locks reported to the LARC Key Control officer and CTU Chief of Security?

\_\_\_\_\_ Are all keys maintained in a locked container and inaccessible to inmates?

**CAUSTIC/TOXIC & FLAMMABLE PRODUCTS: (OP-150310, "Hazard Communication Program")**

\_\_\_\_\_ Are all containers properly marked?

\_\_\_\_\_ Are all SDS present for all chemicals?

\_\_\_\_\_ Are all chemicals properly stored?

\_\_\_\_\_ Are all inventory sheets accurate?

\_\_\_\_\_ Are all chemicals signed out and properly supervised?

Comments: \_\_\_\_\_  
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