## **GUIDE for INFORMAL MEETING and TOUR of JAIL**

This checklist is to be utilized to assist the jail coordinator in ensuring pertinent information regarding the contract is conveyed to the jail authority. The information should be presented in a manner in which the jail authority can fully understand ODOC's expectations of a jail that houses ODOC contract inmates. Additional information should be included at the discretion of the jail coordinator and will be documented for the record.

- \_\_\_\_\_1. A copy of the "Community Corrections Jail Annual Audit" form (Attachment C) will be provided to the jail authority;
- \_\_\_\_\_\_2. The initial inspection will be reviewed and discussed;
- \_\_\_\_\_3. Contract files and documentation needed for the files will be discussed;
- \_\_\_\_\_4. Mandatory 120 hours ODOC training;
- \_\_\_\_\_5. Outside exercise;
- \_\_\_\_\_6. Inmate personal property and clothing;
- \_\_\_\_\_7. Housekeeping standards;
- \_\_\_\_\_ 8. Inmate pay;
- \_\_\_\_\_\_9. Inmate programs;
- \_\_\_\_\_10. ODOC policies (Use of Force, Visiting, and Property); and
- \_\_\_\_\_11. Separate living accommodations for ODOC contract offenders.

Additional comments: