

DOCUMENTS FOR REVIEW

Admission/Release Records

- Booking Records
- Medical/Mental Health questionnaire
- Classification
- Admission and Release Log (outside hospital)

Security and Control

- Inmate roster (24 hours) (show housing, sentenced and un-sentenced, male, female, juveniles)
- Sight Check Logs (24 hours/all areas)
- Count Logs (24 hours)
- Suicide/Observation (24 hours)
- Post Orders
- Weekly security inspection
- Backup Generator/Battery Log
- Emergency equipment inspection

Supervision

- Staff Roster (24 hours)
- Posted name/number of Attorney/Bonds Person

Rules/Discipline/Grievance

- Inmate Rule Book (issued at booking)
- Written rules, specify offense/sanction
- Staff Incident Reports
- Investigative Reports
- Grievance policy/procedure
- Written grievance denials/each level
- Grievance Log
- Staff grievance response

Safety, Sanitary/Hygiene

- Housekeeping plan
- Cleaning supply issue log
- Cleaning Safety Data Sheet
- Maintenance Records/Work Orders
- Pest Control Schedule/Log
- Pest Control Safety Data Sheets
- Clothing/Bedding issuance schedule
- Clothing/Bedding issuance log
- Laundry schedule
- Laundry exchange log
- Shower log
- Razor policy
- Razor issuance log
- Fire Protection/Inspection & Testing Documentation (Fire panel/Sprinkler/Hood Vent)
- Fire & Evacuation Plan approved by Local Fire Chief
- Fire Drills

Food services/requirements

- Kitchen Supervisor
- Dietician approved Menu
- Special diet
- Meal record/log for last month
- Refusal to eat log
- Sanitation schedule
- Food Service OSDH Inspection
- Food Service Provider Contract

Medical

- Intake screening upon admission/prior to placement in housing
- Medications at Booking
- Emergency plans (24hr care)
- Inmate request to staff for medical attention/prescription
- Staff response to inmate requesting medical attention/prescription
- Sick call log
- Medical Administration Report (MAR) for last 30 days
- Non Prescription issuance policy/procedure

Training

- Approved Training Curriculum
- New Employee Orientation training log
- Initial training log (24Hrs first year)
- Annual training log

Provide the following documents for each detainee/inmate listed below:

- Sight/Suicide/Observation Checks
- Admission/Booking Records
- Medical/Mental Health Screening
- Classification
- Medication Administration Report (MAR)
- Medical File/Records
- Requests for medical treatment
- Staff Incident Reports
- Investigative reports

1. _____ Date _____ Time _____
2. _____ Date _____ Time _____
3. _____ Date _____ Time _____
4. _____ Date _____ Time _____
5. _____ Date _____ Time _____
6. _____ Date _____ Time _____
7. _____ Date _____ Time _____
8. _____ Date _____ Time _____
9. _____ Date _____ Time _____