# 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 signed the "Acknowledgment Statement" verifying the Post Orders have been read and understood?

_____ 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 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 MSDS 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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