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Steven Harpe, Director Oklahoma Department of Corrections		Signature on File	

Standards for Inspections

The following guidelines have been established to provide a uniform process for inspections to ensure adequate health and safety is maintained at all Oklahoma Department of Corrections (ODOC) facilities and units. (2-CO-2A-01)

I. Definitions

For the purpose of this procedure, these terms are identified as follows:

- A. Executive/senior/upper manager — the executive staff/senior staff/upper manager responsible for the administration of a division/region/unit.
- B. Designee — employee authorized or assigned to act on behalf of the region/unit/facility head (e.g., duty officers).
- C. Facility — includes institutions and community corrections centers.
- D. Facility Head — refers to wardens, administrators of community corrections centers or assistant regional supervisor responsible for the supervision of inmates/offenders.
- E. Facility/Unit Safety Designee — employee designated by the facility/unit head and trained by Environmental Health and Safety (EHS) staff to perform safety related duties and coordinate safety and sanitation responsibilities in accordance with this procedure, at Community Corrections facilities and, at institutions, in the absence of the Safety Consultant.
- F. Safety Consultant — employee who works for the EHS unit and is responsible for safety related matters and develop/monitor the safety plans at their assigned/designated facilities. Duties include but are not limited to, conducting monthly inspections, serves as the liaison with regulatory agencies and contractors, provides safety related training and reviews plans of corrective action for internal and external inspections at their designated facilities/units.

- G. Secure Internal Compound — area inside medium and maximum-security facilities where inmates are authorized to access and typically move without escort.
- H. Unit — any work locations where inmates are housed.

II. Administrative Inspections/Core Functions (5-ACI-3A-11)

- A. To encourage informal contact with staff and inmates and to observe living and working conditions, as well as ensure facility safety and sanitation are maintained, the facility head, assistant facility head(s), chief of security and designated department heads as specified in local procedures will conduct weekly visits to areas to be inspected including inmate living, work/industry, food service, program and additional areas to include all unoccupied areas. (5-ACI-3A-10)
 - 1. Weekly visits will be documented utilizing the “Weekly Administrative Staff Tour Log” ([Attachment A](#), attached). (5-ACI-3A-11)
 - 2. All tours and inspections by staff designated above will be conducted at intervals in accordance with [OP-050102](#) entitled “Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities.”
 - 3. The facility head, assistant facility head(s) and chief of security will not be present at the same time within the secure internal compound. All tours, inspections and other directives will be conducted at intervals which provide at least one administrator outside of those defined boundaries.
 - 4. Any exception will require that all inmates are secured inside a cell. The warden, assistant facility head(s), and chief of security cannot be present at the same time on a housing unit in which inmates are not able to be secured inside a cell.
- B. The weekly tour will document the observation of facility compliance with the core operational functions to include at least:
 - 1. Touring;
 - 2. Count procedures;
 - 3. Contraband searches;
 - 4. Inmate movement;
 - 5. Perimeter integrity;
 - 6. Tool control; and

7. Key control.
- C. During each weekly tour, a minimum of one drill will be conducted and noted in the "Weekly Administrative Staff Tour Log" ([Attachment A](#), attached) along with the staff tours of the facility.
- D. Designees may be appointed only if the staff member is absent for annual/sick leave, training or if the position is vacant.

III. Facility Physical Plant Standards

Facilities will be maintained in accordance with the following:

A. Grounds

1. Grounds will be free of litter and debris. Landscaping will be appropriate for the season and in accordance with established directives.
2. Stored materials will be maintained in a neat and orderly manner.
3. Grounds will be mowed, hedges trimmed, and gardens weeded.
4. Non-combustible receptacles for combustible refuse materials are provided. (5-ACI-3B-04M)

B. Inmate Housing Units

1. All housing units will be cleaned at least daily and free of litter and debris.
2. Each inmate will have adequate furnishings including a sleeping surface at least 12" inches off the floor, mattress, pillow, linens, availability of a writing surface, an appropriate area to sit and adequate storage space for clothes and personal items. (5-ACI-2C-03, 5-ACI-4B-04, 4-ACRS-1A-13, 4-ACRS-4B-03)
3. General population inmate housing (cell/rooms) will provide a minimum of 25 square feet of unencumbered space per occupant. (5-ACI-2C-01, 5-ACI-4B-06)
4. Written housekeeping plans will be established for all areas of the physical plant and are reviewed annually by facility staff. (2-CO-4D-01, 5-ACI-5D-05, 4-ACRS-1A-06) Inmate job descriptions will define the specific duties and responsibilities. Housekeeping plans will specify the following:
 - a. Provisions for daily housekeeping and regular maintenance;
and

- b. Defined schedules of cleaning.
5. Dayrooms will have access to natural light and will provide sufficient seating and writing surfaces. Furnishings will be consistent with the custody level of inmates assigned to the unit. (5-ACI-2C-04, 5-ACI-2D-06, 4-ACRS-1A-13, 4-ACRS-4B-03)
 6. Inmates' personal possessions will be in accordance with "Maximum Allowable Property" ([OP-030120](#), [Attachment B](#)). (4-ACRS-1A-15)
 7. Bulletin boards will be available in the housing units. The following information will be posted on the bulletin boards or made available within the unit, will include, but not be limited to:
 - a. Unit rules and regulations;
 - b. Allowable inmate property ([OP-030120](#) entitled "Inmate Property");
 - c. Disciplinary rule violations and allowable sanctions ([OP-060125](#) entitled "Inmate/Offender Disciplinary Procedures");
 - d. Fire evacuation plan ([OP-050102](#) entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities" or [OP-053001](#) entitled "Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters");
 - e. Instructions for bed making and general housekeeping;
 - f. Mail ([OP-030117](#) entitled "Correspondence, Publications and Audio/Video Media Guidelines");
 - g. Hygiene ([OP-030501](#) entitled "Personal Hygiene and Appearance Code");
 - h. Escorted leave ([OP-031001](#) entitled "Inmate Escorted Leave/Activities");
 - i. Grievances ([OP-090124](#) entitled "Inmate/Offender Grievance Process");
 - j. Visitation ([OP-030118](#) entitled "Visitation"); and
 - k. Other information relevant to the inmate population.

8. Posters, stickers, photographs or other materials will not be posted on the walls. Sexually explicit pin-ups and photographs will not be displayed.
9. Housing unit walls will be painted as needed.
10. Floors will be maintained in a dry, clean and sanitary manner.
11. All inmate rooms/cells will provide access to natural light. (5-ACI-2D-03, 5-ACI-2D-06, 4-ACRS-4B-03)
12. All air vents (inlets and returns) will be free from any obstruction.
13. Specifications for the selection of facility furnishings indicate the fire safety performance requirements of the materials selected. (5-ACI-3B-03M, 4-ACRS-1C-15M)
14. Staff will ensure that each mattress and pillow is disinfected prior to being issued to an inmate. A process for documented occurrence will be in place at each facility. Mattresses and pillows that have deteriorated to the point that the covers are not intact (i.e., torn, cracked) will be replaced as needed.
15. Temperatures will be appropriate to summer/winter comfort zones. (5-ACI-1A-04, 5-ACI-2D-10, 4-ACRS-4B-03)
16. Access to laundry services or self-service facilities will be provided at each facility to allow for the cleaning of clothes. (5-ACI-5D-10, 4-ACRS-4B-02)

C. Grooming, Shower and Toilet Areas (2-CO-4D-01)

1. Each inmate will have access to bathroom facilities which include a toilet and washbasin with hot and cold running water. (5-ACI-2C-07, 5-ACI-2C-08) Access to these bathroom facilities will be available 24 hours per day. Appropriate grooming/hygiene areas are available in facilities housing inmates with disabilities. (5-ACI-2C-05, 5-ACI-2C-06, 5-ACI-2C-13, 4-ACRS-4B-03, 4-ACRS-6A-04-2)
2. Inmate bathroom facilities will comply, at a minimum, with International Plumbing Code Plumbing Standards as follows:
 - a. One operable toilet for every 15 occupants. (5-ACI-2C-05, 5-ACI-2C-06, 5-ACI-6E-04)
 - b. One operable wash basin for every 15 occupants. (5-ACI-2C-07, 5-ACI-6E-03)

- c. One operable shower for every 15 occupants. (5-ACI-2C-09, 5-ACI-2C-10, 5-ACI-5D-13, 5-ACI-6E-02, 4-ACRS-1A-12)
3. Bathroom/shower areas will be kept clean, disinfected and maintained in proper working condition.
4. Water temperatures for showers will be thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit. (5-ACI-1A-04, 5-ACI-2C-09, 5-ACI-2C-10, 4-ACRS-1A-12)
5. Walls will be maintained in a clean and sanitary manner.
6. Bathroom/shower floors will be mopped and cleaned; free of soap film and mildew.
7. In accordance with [OP-030501](#) entitled "Personal Hygiene and Appearance Code," hair care services will be provided utilizing stationary or mobile units. The area will be maintained in a clean and sanitary manner. (2-CO-4D-01, 5-ACI-5D-15)
 - a. Such areas will have the availability of hot and cold running water.
 - b. A fresh towel will be used for each inmate.
 - c. Equipment and tools, such as combs, clippers, and drapes will be properly cleaned and disinfected after each use. Neck guard liners will be used when providing hair care services.

D. Kitchens and Dining Rooms

1. The facility head or designee will ensure that weekly inspections of all food service areas are conducted in accordance with this procedure and [OP-070201](#) entitled "Food Service Operations and Inspection Standards" to ensure compliance with all sanitation and health codes and national standards regarding food service. (4-ACRS-4A-04M) Adequate dining space and hours are available which affords each inmate the opportunity to have at least 20 minutes of dining time for each meal. (5-ACI-2E-05, 4-ACRS-4A-05)
2. The administrative staff from the EHS unit will conduct quarterly inspections at all food service units utilizing the "Quarterly Food Service Inspection Report" ([Attachment B](#), attached).
 - a. Upon completion of the inspection, the inspector will conduct a debriefing with the facility head or, in the event of an absence, their designee.

- b. All findings will require a plan of corrective action, which will be submitted as required on the report. Corrective action for the quarterly food service inspections will be returned to the administrator of Environmental Health and Safety for review and distribution.
- c. All significant areas of concern and/or repeat deficiencies are forwarded to the administrator of Environmental Health and Safety and the affected division (chief administrator of Institutions/Community Corrections and Contract Services or designee).

E. General Use and Office Areas

1. General use areas, which include classrooms, dayrooms, corridors, shops and recreation areas will be maintained and kept clean.
2. Lighting levels in these areas and throughout the facility will be determined by the task/function to be performed, as well as the interior surfaces, finishes and colors, type and spacing of light sources, outside lighting, shadows and glazing. (5-ACI-2D-01)

IV. Facility Sanitation and Hygiene (2-CO-4D-01)

All areas, as defined in Section III. of this procedure, will be inspected for sanitation and hygiene. Additionally, the facility head will ensure the following contracts/certifications are established/obtained annually:

- A. Licensed exterminators will be used for the control of insects, rodents and vermin. (5-ACI-5D-04M, 4-ACRS-1A-05M)
- B. The facility's potable water source and supply will be certified by "an outside, independent source" to comply with jurisdictional laws and regulations. (2-CO-4D-01, 5-ACI-5D-02M, 4-ACRS-1A-01M)
- C. A waste disposal system is established at the facility in accordance with a plan approved by the EHS unit. (2-CO-4D-01, 5-ACI-5D-03M, 4-ACRS-1A-04M)

V. Emergency Systems and Security Devices

A. Institutions/Community Corrections Centers

The facility safety consultant/designee will conduct inspections and review plans to ensure the following:

1. Equipment necessary for maintaining essential lights, and power is available; (5-ACI-3B-06)

2. Provisions for emergency repairs/replacements are specified in the preventative maintenance plan [OP-150203](#) entitled "UpKeep Computerized Maintenance Management System (CMMS); (5-ACI-3B-08)
3. Emergency equipment and systems are tested at least quarterly; (5-ACI-3B-09, 4-ACRS-1C-10M)
4. Power generators are inspected weekly and load tested quarterly or in accordance with the manufacturer's recommendations and/or instruction manuals; (5-ACI-3B-09) and
5. Smoke detection systems are maintained in accordance with the manufacturer's specifications.

Any findings or areas of concern will be addressed with the facility head, who will be responsible for review and, if needed, ensure plans of corrective action/needed repairs are developed and completed.

B. Environmental Survey

Environmental readings will be conducted by the EHS unit as identified below and in accordance with [OP-130106](#) entitled "Environmental Health, Safety and Sanitation Inspections."

1. Housing units will have no less than 20 foot candles of light at desk level and in personal grooming areas (every three years). (5-ACI-2D-02, 4-ACRS-1A-07)
2. Housing units, control rooms and dining areas will have circulation of at least ten cubic feet (structures existing prior to August 1990) and 15 cubic feet (additions, renovations, new construction after August 1990) of fresh or recirculated filtered air per minute (every three years). (5-ACI-2D-08, 5-ACI-2D-09, 4-ACRS-1A-08)
3. Noise levels will not exceed:
 - a. Existing structures: 70 dBA (A scale) in the daytime and nighttime (5-ACI-2D-07) (annually).
 - b. New construction: Unoccupied 70 dBA (A scale) and Occupied 70 dBA (A scale) (annually).

VI. Health and Safety Inspections and Corrective Action

Health and safety inspections will be conducted as required and all inspections will be forwarded to the facility/unit head and facility health authority for review. (5-ACI-1A-17, 5-ACI-5D-01M, 5-ACI-7A-07M) The facility safety consultant/designee will serve as coordinator of the health and safety program and will maintain all records

of inspections, including the facility head/health authority reviews, corrective action responses and the follow-up dates of completion.

A. Weekly Inspections

1. Institutions/Community Corrections Centers

Appropriately trained department heads, supervisors or their designees will conduct weekly health and safety inspections utilizing the "Weekly Health and Safety Inspection Report" ([DOC 130107A-1](#), attached). Staff responsible for inspection of housing units and/or inmate living areas will utilize the "Weekly Housing Unit/Living Area Inspection Report" ([DOC 130107 A-2](#), attached). (2-CO-4D-01, 5-ACI-1A-04, 5-ACI-5D-01M, 5-ACI-7A-07M, 4-ACRS-1A-03)

- a. Required repairs that are beyond the capability of the facility to perform with the available funds or time limitations will be brought to the attention of the appropriate chief administrator of Institutions/Community Corrections and Contract Services.
- b. Inspection reports will be forwarded to the facility safety consultant/designee who is responsible for submitting the inspections with any required plans of corrective action to the facility/unit head and facility health authority for review utilizing the "Health and Safety Review" form ([DOC 130107D](#), attached). (4-ACRS-1A-03)
- c. The facility head will be responsible for monitoring plans of corrective action.
- d. Weekly reports will be placed on the server designated by the EHS unit and available for the assigned safety consultant for review.

B. Monthly Inspections

1. Institutions/Community Corrections Centers (5-ACI-3B-02M, 5-ACI-5D-01M, 5-ACI-7A-07M)

- a. The facility safety designee/safety consultant will conduct comprehensive and thorough monthly inspections of the facility, including all outside areas (i.e., farms, canine kennels, warehouse, etc.) utilizing the "Monthly Environmental Health and Safety Inspection Report" ([DOC 130107B](#), attached). Any noted concerns/deficiencies related to life safety or practices, which are not within regulatory agency compliance or agency policy/directives, will be addressed with the facility/unit head immediately and identified on the inspection report.

- b. The inspection reports, along with the “Health and Safety Review” form ([DOC 130107D](#), attached) will be submitted to the facility head and facility health authority for review and plans for corrective action.
- c. The monthly inspection reports, plans for corrective action and “Health and Safety Review” ([DOC 130107D](#), attached) will be placed on the designated server for review by the assigned safety consultant. Upon review, the EHS unit may conduct follow-up inspections at their discretion.
- d. The facility/unit head will notify the appropriate chief administrator of Institutions/Community Corrections and Contract Services when required repairs are beyond the capability of the facility to perform with the available funds or time limitations or when significant/ongoing deficiencies occur.

2. Probation and Parole Regions (4-APPFS-3E-01)

- a. Probation and Parole regions will assign a safety designee to conduct monthly inspections of all probation and parole sub-offices utilizing the “Probation and Parole Health and Safety Inspection Checklist” ([DOC 130107C](#), attached).
- b. The inspection reports, along with completed plans of corrective action will be submitted to the chief administrator of Community Corrections and Contract Services for review.
- c. The administrator of Community Corrections will forward a copy of the monthly inspections to the EHS unit.
 - (1) Upon review, the EHS unit may conduct follow-up inspections at their discretion.

C. Biannual and Annual Inspections (2-CO-2A-02, 5-ACI-5D-01M, 5-ACI-7A-07M, 4-ACRS-1A-02M, 4-ACRS-1A-09)

Biannual and Annual Inspections will be conducted at locations identified in [OP-130106](#) entitled “Environmental Health, Safety and Sanitation Inspections,” and in accordance with the following:

1. ODOC Institutions/Community Corrections Centers

The administrator of EHS will ensure biannual inspections are conducted in accordance with [OP-130106](#) entitled “Environmental Health, Safety and Sanitation Inspections.” Plans of corrective actions will be required for all findings reported.

- a. Upon completion of the corrective action response, the inspection, completed plans of corrective action, and “Health and Safety Review” form ([DOC 130107D](#), attached) will be submitted to the facility head for review.
- b. The facility head and facility health authority, as appropriate, will review any deficiencies noted on the report and the plans of corrective action requirements/responses. The reports and the appropriate corrective action, including completion or anticipated completion dates, will be submitted to the appropriate chief administrator of Institutions/Community Corrections and Contract Services and administrator of Environmental Health and Safety.
- c. The safety consultant/designee will monitor associated plans of corrective action through the monthly inspections as noted in section VI. Item B. of this procedure.

2. Probation and Parole Offices/Contract Facilities

The administrator of Environmental Health and Safety will ensure annual inspections are conducted in accordance with [OP-130106](#) entitled “Environmental Health, Safety and Sanitation Inspections.”

- a. Upon completion of the applicable plans of corrective action, the inspection, with the plans of corrective action, will be submitted to the appropriate administrator of Community Corrections.
- b. The administrator of Community Corrections will review any deficiencies noted on the report and the plan of corrective action requirements. The report and the appropriate plan of corrective action, including completion or anticipated completion dates, will be submitted to the chief administrator of Community Corrections and Contract Services.

3. Administrative Offices

The administrator of Environmental Health and Safety will ensure annual inspections are conducted in accordance with [OP-130106](#) entitled “Environmental Health, Safety and Sanitation Inspections.”

- a. Upon completion of the corrective action responses, the inspection, with the plans of corrective action, will be submitted to the unit head.
- b. The unit head will review any deficiencies noted on the report and the plans of corrective action requirements. The report and the plan of corrective action, including completion or

anticipated completion dates, will be submitted to the unit head's chain of command.

VII. Training

All safety designees and staff designated to conduct the weekly inspections will be trained prior to conducting any inspections. Training documentation will be maintained by the facility/unit training officer in accordance with [OP-100101](#) entitled "Training and Staff Development."

A. Facility/Unit Safety Designee

Upon the appointment of the facility/unit safety designee, the facility/unit head will notify the administrator of Environmental Health and Safety. The EHS unit will provide training and ensure the safety designee is qualified to conduct the monthly inspections by familiarizing them with safety and sanitation requirements of the jurisdictional codes and regulations.

B. Facility/Unit Weekly Inspectors

The safety consultant, upon completion of the required training, and/or designee will provide training to staff designated to conduct weekly safety and sanitation inspections. Staff designated to conduct the weekly inspection will complete training prior to conducting these inspections.

VIII. References

Policy Statement P-130100 entitled "Oklahoma Department of Corrections Annual Inspections and Monitoring"

OP-030117 entitled "Correspondence, Publications, and Audio/Video Media Guidelines"

OP-030118 entitled "Visitation"

OP-030120 entitled "Inmate Property"

OP-030501 entitled "Personal Hygiene and Appearance Code"

OP-031001 entitled "Inmate Escorted Leave/Activities"

OP-050102 entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities"

OP-053001 entitled "Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters"

OP-060125 entitled "Inmate/Offender Disciplinary Procedures"

OP-070201 entitled "Food Service Operations and Inspection Standards"

OP-090124 entitled "Inmate/Offender Grievance Process"

OP-100101 entitled "Training and Staff Development"

OP-130106 entitled "Environmental Health, Safety and Sanitation Inspections"

OP-150203 entitled "Upkeep Computerized Maintenance Management System (CMMS)"

International Code Council (ICC)

International Plumbing Code (Table 403.1)

IX. Action

The facility head is responsible for developing local procedures.

The administrator of Environmental Health and Safety and facility/unit heads are responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require written approval of the agency director.

This procedure is effective as indicated.

Replaced: OP-130107 entitled "Standards for Inspections" dated September 19, 2022

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 130107A-1	“Weekly Health and Safety Inspection Report”	Attached
DOC 130107A-2	“Weekly Housing Unit/Living Area Inspection Report”	Attached
DOC 130107B	“Monthly Environmental Health and Safety Inspection Report”	Attached
DOC 130107C	“Probation and Parole Health and Safety Inspection Checklist”	Attached
DOC 130107D	“Health and Safety Review”	Attached

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Weekly Administrative Staff Tour Log”	Attached
Attachment B	“Quarterly Food Service Inspection Report”	Attached
Attachment B	“Maximum Allowable Property”	OP-030120
Attachment B	“Food Service Inspection Sheet”	OP-070201