**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:**

**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______

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