



STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
919 Ala Moana Boulevard, 4th Floor  
Honolulu, Hawaii 96814

**MAINLAND / FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST**




Institution / Population Count: Saguro Correctional Facility/ 1412

Team Leader: Howard Komori, MB Supervisor

Audit Team: Heather Kimura (MB Contract Monitor), Jennifer Lopez (PSD Medical), Larry Hales (PSD Substance Abuse), Sgt. Piliopo Tuitama (STG), Sgt. Arnubi Bruhn (STG)

Date of Audit: June 25-27, 2013

CRITERION	CONTRACT AUTHORITY				AUDITOR	METHOD
		COMPLIANT	NON-COMPLIANT	NOT SCORED		
<b>ACA ACCREDITED FACILITY</b>						
Is the institution accredited?	Date of Accreditation: November 2011	4	0			
A. Mandatory (100%)	Mandatory Score: 100%	X			HK2	DR, SI
B. Non-Mandatory (90%)	Non-Mandatory Score: 100%	X			HK2	DR, SI
C. Life Safety Code (Sprinkler, Fire system) - Does the institution conduct fire drills? Check fire drill schedule and frequency of drills.	Date of Sprinkler Certification: 04/18/13 Date of Fire Marshall Report: 07/12/12 Frequency of Drills: quarterly	X			HK2	DR
Other Comments: Every 3 years ACA will review SCC for accreditation, so next accreditation review in 2014. There were no deficiencies noted in Sprinkler inspection.						
<b>CLOTHING &amp; SUPPLIES</b>						
Does the institution issue appropriate clothing and supplies upon initial intake?	Review property files for initial issuance of clothing/supplies per contract; observe clothing/supplies in various housing units. Observe stock of inventory in warehouse. Also indicate frequency of issuance of each item after initial intake.	15	0			OB, SI
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	X			HK1	No previous deficiencies noted
A. 3 Sets of Uniforms	issued by property officer Chimal upon arrival	X			HK1	OB, SI
B. Seasonal Clothing (Describe article of Clothing)	Winter Jacket issued Nov to April stored in pod	X			HK1	SI
C. Underwear	initial 3 sets then replace every 3 months	X			HK1	SI, OB, II
D. Toothbrush/Toothpaste	issued by Case manager in pods	X			HK1	SI
E. Toilet Paper	issued by Case manager in pods	X			HK1	SI
F. Bar Soap	issued by Case manager in pods	X			HK1	SI
G. Disposable Razors	issued by Case manager in pods	X			HK1	SI
H. All-In-One (for shower, shampoo, shaving)	issued by Case manager in pods	X			HK1	SI
I. Workline Clothing: Boots	issued by property officer Chimal	X			HK1	SI
J. Workline Clothing: Gloves	issued by property officer Chimal	X			HK1	SI
K. Linen: Sheets	issued and replaced every 6 months	X			HK1	SI
L. Linen: Pillow Case	issued and replaced every 6 months	X			HK1	SI
M. Linen: Towels	issued and replaced every 6 months	X			HK1	SI

N. Linen: Blanket (Wool or Cotton)		issued and replaced every 6 months	X			HK1	SI
Other Comments: Officer Chimal - Uniforms issued and replace every 6 months, underwear every 3 months.							
							
<b>LAUNDRY SERVICE</b>			3	0			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		Review previous audit report	X			HK1	No previous deficiencies noted
Does the institution have a laundry area? Is there a laundry supervisor supervising inmates in the laundry area? Is the weekly laundry schedule posted?		Monday: whites only Tuesday: blankets, jackets, khakis Wednesday: whites only Thursday: blankets, jackets, khakis Friday: whites only	X			HK1	SI, II
A. Laundry Exchange		Frequency of Exchange: Every 6 months	X			HK1	SI, II
Other Comments: Exchanges are done every 6 months or upon request. PC inmates laundry are wahed in program 2 building on same M-F schedule as GP inmates. Every Thursday the washing machine white tank (recycled water) are cleaned out and more clorex tablets are used to keep shirts whiter. Laundry bags are still problematic due to melting of mesh. torn bags are replaced when requested.							
							
<b>INMATE PROPERTY</b>			7	0			SI
Upon initial intake, does the institution inventory all property? Property forms should cite description and quantity of each item and signed by both staff member and inmate. Unallowable property is also inventoried by a staff member and properly disposed of in accordance to policy.			X			HK1	
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?			X			HK1	No previous deficiencies noted
A. Does the institution have a property officer?			X			HK1	OB, SI
B. Does the institution have a property matrix for various housing units (GP, Seg, SHIP)?			X			HK1	OB, SI, DR
C. Does the inmate review and sign the completed property inventory forms?			X			HK1	DR, SI
D. Is a copy of the completed property form given to the inmate?			X			HK1	SI
E. Does the institution store its property in lockable storage bins or lockers in a secure area?			X			HK1	OB, SI
F. If an inmate's property is lost or stolen, does the institution have a claim's process?			X			HK1	SI
Other Comments: Officer Streeter in charge of property. Tort Claim documents stored back to 2007							
							
<b>FOOD SERVICE (Canteen Contract Services)</b>			10	0			

Does the institution adhere to the current American Dietetic Association (ADA) and National Academy of Sciences (NAS) standards and regulations?					
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	X			JL	No Deficiencies
A. Is the Food Service Manager certified in sanitation?	X			JL	SI
B. Are the cycle menus approved by a Registered Dietitian or Nutritionist?	X			JL	DR, SI
C. Does the institution serve its meals in accordance with the designated meal on the cycle menu?	X			JL	DR, SI
D. Does the institution record its meal substitutions when a food product on the cycle menu is unavailable?	X			JL	DR, SI
E. Does the institution provide fresh fruit or canned fruit once a week?	X			JL	DR, SI, OB
F. Does the institution provide rice as a daily food staple?	X			JL	DR, SI, OB
G. Does the institution provide medical diets that met the current ADA nutritional requirements as prescribed by a Medical Physician in accordance to facility policy?	X			JL	DR, SI, OB
H. Does the institution provide religious diets that met the current ADA nutritional requirements as prescribed by a Facility Chaplain in accordance to facility policy?	X			JL	DR, SI
I. Does the institution serve 3 special dinner menus for the following Hawaii holidays? 1. Prince Kuhio Day (March) 2. King Kamehameha Day (June) 3. Other special event as agreed upon	X			JL	DR, SI
Other Comments: There is better monitoring of religious and medical diet compliancy, proving for much less food waste. The rice bar continues to be a source of gross waste and discrimination as noted in an attached memo.					
<b>KITCHEN</b>		34	0		
Does the institution maintain its kitchen area and cooking equipment to ensure that it is clean and in working order? Are the food service staff and inmates properly trained to maintain personal hygiene?					OB
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	X			JL	No Deficiencies
A. Does the institution provide food service sanitation training and tool/equipment safety training to its staff and inmate workers?	X			JL	DR, SI
B. Is there proper hand washing signs posted and is hand soap dispensers filled with soap near wash sinks & restrooms?	X			JL	SI, OB, II
C. Are sufficient hair nets available? Does the workers know where the hair nets are located?	X			JL	OB, II
D. Are sufficient gloves available? Does the workers know where the gloves are located?	X			JL	OB, II
E. Does the inmate workers use appropriate footwear in the kitchen area, food prep area, and dishwashing area?	X			JL	OB, II
F. Is there appropriate drainage near washing stations?	X			JL	OB, SI
G. Is the cooking equipment (ovens, grills, vents, hoods, food carts, steam kettles, tilt tops, mixers, pipes, etc.) properly maintained, clean, and in good working order?	X			JL	OB, SI

H. Is the food preparation areas clean, sanitized and in good repair?		X			JL	OB, SI
I. Are the food storage areas clean, properly maintained, well-lit, food products are dated/labeled?		X			JL	OB, SI
J. Are all food products stored at least 6 inches off the floor and at least 18 inches from the ceiling?		X			JL	OB
K. Is there a separate storage space for food and non-food items?		X			JL	OB
L. Are sample trays made for each meal, labeled, and stored properly for 72 hours?		X			JL	OB
M. Does the food service staff supervise food portions and are appropriate kitchen utensils utilized for food portion controls?		X			JL	OB, SI
N. Does the institution have an alternative disaster menu?		X			JL	DR
O. Does the institution have an emergency supply of food?		X			JL	OB, SI
P. Are appropriate heating temperatures measured and maintained while food is being served?		X			JL	DR, OB
Q. Are appropriate heating temperatures maintained in hotboxes for meals being delivered to November Unit?		X			JL	DR, SI, OB
R. Are the thermometers for the refrigerators and freezers in working order?		X			JL	OB, SI
S. Are the thermometers calibrated on a routine basis?		X			JL	DR
T. Is the refrigerator temperature between 38 degrees F- 40 degrees F or below?		X			JL	DR, SI, OB
U. Is the freezer temperature 0 degrees F or below?		X			JL	DR, SI, OB
V. Are the refrigerators/freezers doors properly sealed and clean?		X			JL	OB
W. Are the refrigerators/freezers vents/fans clean and free from dust?		X			JL	OB
X. Are the refrigerators/freezers hinges/locks in good working order?		X			JL	OB, SI
Y. Is the dish machine wash temperature between 150 degrees F or above and rinse cycle 180 degrees F or above?		X			JL	DR, OB, SI
Z. Are the dishes, pots, pans properly scraped and free from excessive stains and food items?		X			JL	OB, II
AA. Are the grease traps well maintained and clean?		X			JL	OB, SI
BB. Does the institution have inventory control for all sharp utensils? Is inventory control checked by a staff member?		X			JL	OB, SI
CC. Are the cleaning supplies and chemicals securely stored and inventoried?		X			JL	OB, SI
DD. Are garbage containers appropriate covered with tight-fitting lids?		X			JL	OB
EE. Is appropriate garbage removal completed after each meal?		X			JL	OB, SI
FF. Is there adequate outside storage of garbage until trash removal? Is the area secure?		X			JL	OB, SI
GG. Is pest control regularly conducted?		X			JL	DR,SI

Other Comments: Several items in the kitchen were broke that included the sink, oven, robo-chopper, and ice machine. A New ice machine was in place, but not installed yet. The sink was installed during our audit visit. Work orders were out on the remainder of items. WWarming boxes with meat items were not locked during the walk-through. Locks were obtained.



<b>INMATE COMMISSARY</b>		<b>4</b>	<b>0</b>			
Does the institution provide commissary services of non-essential items such as soft drinks, candy and personal items?		X				SI, OB
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			HK2	No deficiencies noted
A. Does the commissary proceeds benefit the inmate population?		X			HK2	SI, DR
B. Does the commissary revenues pay for operating expenses of the commissary?		X			HK2	SI, DR
C. Does the facility collect a 4% surcharge on all commissary sales in accordance with Hawaii statutes?	Act 190; Session Laws 2012	X			HK2	SI, DR
Other Comments: Officer Martinez recent decrease in price by 1% on all commisaary items.. Mid-State is supplier pack all items in casa grade warehouse and brought to facility.						
<b>RECREATION</b>		<b>4</b>	<b>0</b>			
Does the institution have a recreational program that provides for indoor, outdoor and leisure time activities? Is it accessible to inmates? Are there posted recreation schedules in housing units?						
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			HK1	No deficiencies noted
A. Does the institution have a recreation staff member?		X			HK1	SI
B. Does the institution provide indoor activities?		X			HK1	SI, II
C. Does the institution provide outdoor activities?		X			HK1	SI, II
Coach rael continues to provide activities to keep inmates active. Coordinating a October concert by inmates in rec field. Basketball tournament for Hotel unit in July. Music room has independent studies on Tuesday/Wednesday and band on Thursday.						
<b>LIBRARY SERVICES</b>		<b>4</b>	<b>0</b>			
Does the institution have a comprehensive library with materials selected to meet the educational, information and recreational needs of inmates?						
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			HK2	No deficiencies noted
A. Does the institution have a recreational library?		X			HK2	OB, DR, SI, II
B. Does the library have a policy that establishes control of the borrowing of library materials?		X			HK2	OB, SI
C. Is the Star Advertiser made available to inmates in the library as provided by the State's Mainland Branch?		X			HK2	OB, SI

Other Comments: Librarian stated library schedule posted in all units. Library schedule was observed posted in Mike unit. Library book borrowing policy posted on desk located at entry of library. SCC in process of opening library for PC population that will be located in Programs II (observed). Projected opening of PC library is 7/15/2013.

<b>VISITATION</b>					
		<b>9</b>	<b>0</b>		
Does the institution provide physical space and proper video conferencing equipment and supervision for monitoring visits?					
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		<b>X</b>		<b>HK1</b>	No deficiencies noted
A. Does the institution have a visitation room available for contact and non-contact visits?		<b>X</b>		<b>HK1</b>	OB
B. Does the institution have video conferencing equipment in housing units that are maintained, clean and in working order?		<b>X</b>		<b>HK1</b>	OB,SI,II
C. Does the institution accommodate special visits for family members traveling 300 miles or more?		<b>X</b>		<b>HK1</b>	SI
D. Does the institution accommodate attorney visits and/or their representatives for business purposes?		<b>X</b>		<b>HK1</b>	SI
E. Does the institution post visitor information (rules of visit, dress code, security checks, etc.)		<b>X</b>		<b>HK1</b>	OB,SI
F. Is the visitation properly staffed and the visits are conducted in a safe, controlled environment?		<b>X</b>		<b>HK1</b>	SI, OB
G. Are all visitors and their personal belongings properly searched prior to entry to the visit room?		<b>X</b>		<b>HK1</b>	OB,SI
H. Are the inmates properly searched prior to entry or exit from visiting?		<b>X</b>		<b>HK1</b>	SI

Other Comments:

<b>GRIEVANCES</b>					
		<b>6</b>	<b>0</b>		
Does the institution provide access to an impartial and non-discriminatory grievance procedure in accordance with policy and ACA standards? All grievance records are considered confidential and will not be available to staff or inmates except for clerical processing of records by the institution and for auditing purposes.					
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		<b>X</b>		<b>HK1</b>	No deficiencies noted
A. Does the institution have a grievance officer that provides responses to facility grievances?		<b>X</b>		<b>HK1</b>	SI
B. Does the institution have an informal resolution grievance process before using the formal procedure?		<b>X</b>		<b>HK1</b>	SI, DR
C. Does the institution provide grievance informal / formal forms necessary for filing grievances?		<b>X</b>		<b>HK1</b>	SI
D. Does the institution have secure grievances boxes accessible to inmates in the general population and segregation?		<b>X</b>		<b>HK1</b>	SI
E. Does the institution have a logging & tracking system for informal and formal grievances?		<b>X</b>		<b>HK1</b>	SI, DR
F. Does the institution have designated time limits, documented time extensions (if applicable), an appeals process to the Warden in accordance with policy?		<b>X</b>		<b>HK1</b>	SI, DR

Other Comments: 90% OF GRIEVANCES COMES FROM SEGREGATION UNIT. Excessive grievance restriction placed on 14 inmates.

<b>ACCESS TO COURTS</b>					
		<b>10</b>	<b>0</b>		

Does the institution provide physical space and legal materials as designated by the State's current contract in accordance with policy and ACA standards?					
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	X			HK2	No deficiencies noted
A. Does the institution have a law librarian?	X			HK2	OB, SI
B. Does the institution provide inmates with reasonable access to the law library, law library materials/forms?	X			HK2	OB, DR, SI, II
C. Does the institution provide inmates access to the State's touch-screen kiosk system or other acceptable legal format materials?	X			HK2	OB, SI, II
D. Does the law library provide access to the following: 1) Hawaii Revised Statutes; 2) Hawaii Reports; Hawaii Appellate Reports; 3) U.S. Code Annotated or its equivalent); 4) Shepard's Hawaii Citations; 5) Hawaii Court Rules - State; 6) Hawaii Court Rules - Federal; 7) Hawaii Digest; 8) Black Law's Dictionary; 9) Federal Civil Procedures & Rules; and 10) Supreme Court Reports?	X			HK2	OB, SI, II
E. Does the institution provide up to 3 additional hours of access to inmates with verified lawsuits that are still active in court if scheduling permits?	X			HK2	DR, SI
F. Does the institution provide inmates access to parole hearings as scheduled by the Hawaii Paroling Authority?	X			HK2	DR, SI
G. Does the institution provide inmates access to their attorneys' telephonic calls and court calls?	X			HK2	OB, DR, SI
H. Does the institution have a written policy/procedure for the handling of legal mail?	X			HK2	DR, SI
I. Does the institution provide indigent inmates access to paper and other supplies to contact legal counsel or representatives, courts, and other persons concerning legal matters in accordance with policy?	X			HK2	OB, DR, SI
Other Comments: Kiosk updates received during audit.					
<b>SECURITY &amp; CONTROL - STAFFING &amp; TRAINING</b>					
Is the institution's security/control and operating plans in accordance with policies/procedures and ACA standards? Are the staff members appropriately trained in this area?		II	0		DR SI
Security Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	X			PT AB	SI OB
A. Does the institution have a security staffing plan that includes all mandatory posts?	X			PT AB	SI
B. What is the officer to inmate ratio?	X			PT AB	SI
C. Does the institution have post orders available for each post?	X			PT AB	DR
D. Are post orders reviewed annually to ensure accuracy of post functions?	X			PT AB	SI
E. Are staff members required to read and sign-off that they have read and understand post orders pertaining to their assigned areas?	X			PT AB	SI
F. Does the institution have a written policy governing facility training of its security staff members?	X			PT AB	SI
G. Does the institution provide its security staff with a minimum of 160 hours of basic correctional training within 3 months of employment and a minimum of 40 hours of annual supplemental correctional training?	X			PT AB	SI DR

H. Does the institution provide security staff with on-the-job observation and supervision?		X			PT AB	SI DR
I. Are the training instructors certified (security)?		X			PT AB	SI DR
J. Does the Warden/Designated ADO staff and Chief of Security make daily rounds throughout the facility?		X			PT AB	OB
Other Comments: Per COS 1 officer per 120 inmate (Officer to inmate ratio)						
<b>SECURITY &amp; CONTROL - URINALYSIS &amp; STG</b>		<b>6</b>	<b>0</b>			
A. Does the institution provide random and suspect urinalysis of 10% of the State's population?		X			PT AB	SI DR
B. Does the institution provide an opportunity for a second test at the inmate's request/cost?		X			PT AB	SI
C. Does the institution report its positive results to the Mainland Branch within 24-hours after results of tests are received?		X			PT AB	SI
D. Does the institution have a written policy/procedure for identifying and managing security threat groups (STG)?		X			PT AB	SI DR
E. Does the institution regularly monitor STG recruitment activities and possible threats?		X			PT AB	SI DR
F. Does the institution submit monthly STG reports to the State's Mainland Branch?		X			PT AB	SI
Other Comments: Uas - no cost to inmate for 1st & 2nd UA's. 5-1B (Notification of action UA) sent to Mainland Branch within 24 hours.						
<b>SECURITY &amp; CONTROL - SPECIAL MANAGEMENT (SHIP)</b>		<b>9</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			PT AB	SI (NO Def)
A. Does the institution have written policies/procedures concerning the special management of inmates, Special Housing Incentive Program (SHIP)?		X			PT AB	SI DR
C. Are inmates assigned to the SHIP unit in accordance with the policy's placement criteria?		X			PT AB	SI DR
D. Does the inmate receive due process when an assignment is made?		X			PT AB	SI OB
E. Does the inmate receive regular status reviews in accordance with SHIP policy guidelines?		X			PT AB	SI DR
F. Does the inmate in SHIP have access to the law library and/or his attorney on record?		X			PT AB	SI DR
G. Does the inmate maintain access to other programs and services in accordance with SHIP policy (i.e. Education)?		X			PT AB	SI
H. Is the SHIP unit appropriately supervised by qualified, trained staff?		X			PT AB	SI
I. Does the institution document regular observation of inmates in the SHIP unit in accordance to the institution's policy and procedures?		X			PT AB	SI DR
Other Comments: NA						
<b>SECURITY &amp; CONTROL - SEARCHES &amp; INSPECTIONS</b>		<b>11</b>	<b>0</b>			
A. Does the institution have written policies/procedures concerning searches of vehicles, staff and inmates?		X			PT AB	DR
B. Does the institution have a written policy/procedure concerning the search of an inmate cell or bed areas?		X			PT AB	DR SI
C. Does the institution's policies/procedures on searches cover the search in storage and other critical areas in the facility?		X			PT AB	DR



D. Are the searches performed on a regular and/or random basis including a routine facility shake-down for contraband?		X			PT AB	SI DR
E. When contraband is discovered, does the institution have a written policy/procedure on the handling of items, chain of custody, proper written documentation that must accompany the confiscated items to the designated facility authority for further investigation or disposal?		X			PT AB	SI DR
F. Does the institution have a secure storage area that is designated for evidence storage that is accessible to authorized staff only?		X			PT AB	OB SI
G. Are the inmates provided written notification of confiscated contraband items?		X			PT AB	SI DR 14-6
H. Is a disciplinary report issued to the inmate for confiscated contraband items (if appropriate)?		X			PT AB	DR SI
I. Does the institution refer inmates for prosecution for violating the laws of the state?		X			PT AB	DR SI
J. Does the institution conduct security inspections on each shift in all areas?		X			PT AB	DR SI
K. Does the institution have a written policy/procedure to correct security deficiencies?		X			PT AB	DR SI
Other Comments: Per COS no P & P's on search on staff and staff vehicles. Only probable cause per investigator and upper chain of command.						
<b>SECURITY &amp; CONTROL - EMERGENCY RESPONSE</b>		<b>6</b>	<b>0</b>			
A. Does the institution have an emergency response preparedness plan?		X			PT AB	DR SI
B. Does the institution have an emergency response team and a designated facility control center in case of an emergency?		X			PT AB	DR SI
C. Does the institution have a written policy/procedure on managing riots, disturbances, hostage situations, work stoppages, fires, escapes, bomb threats and natural disasters?		X			PT AB	DR SI
D. Does the institution have appropriate agreements with the local county and law enforcement agencies in emergency responses?		X			PT AB	DR SI
E. Does the institution provide training of all staff in emergency response plans (I.e. Command post, food service, etc.)		X			PT AB	DR SI
F. Does the institution have a written policy/procedure for how often the facility must run emergency drills?		X			PT AB	DR SI
Other Comments: N/A						
<b>SECURITY &amp; CONTROL - INMATE COUNTS</b>		<b>5</b>	<b>0</b>			
A. Does the institution have a written policy/procedure for conducting inmate counts to include formal counts, information counts and lockdown (emergency) counts?		X			PT AB	DR OB
B. Does the institution conduct a formal count on each shift?		X			PT AB	OB
C. Does the institution conduct an informal count on each shift?		X			PT AB	OB SI
D. Does the institution have a written policy/procedure for appropriate action when the count does not clear?		X			PT AB	DR SI
E. Does the institution have a face-to-ID count check?		X			PT AB	SI
Other Comments: NA						
<b>SECURITY &amp; CONTROL - TOOL &amp; KEY CONTROL</b>		<b>8</b>	<b>0</b>			

A. Does the institution have a written policy/procedure governing the storage, issuance, classification and use of tools and keys?		X			PT AB	SI DR
B. Does the institution make adequate provisions for the secure storage of all tools and keys in the facility?		X			PT AB	OB SI
C. Does the institution have a tool & key control officer?		X			PT AB	SI
D. Does the institution have a logging system for issuance and the return of tools?		X			PT AB	DR SI
E. Does the institution have a logging system or issuance and the return of keys?		X			PT AB	DR SI
F. Does the institution have proper shadow boards to provide rapid visual inventory of tools?		X			PT AB	OB DR
G. Does the institution have a written policy/procedure to report lost or damaged tools?		X			PT AB	DR SI
H. Does the institution have a written inventory for all tools and keys?		X			PT AB	OB DR
Other Comments: NA						
<b>SECURITY &amp; CONTROL - USE OF FORCE</b>		<b>3</b>	<b>0</b>			
A. Does the institution have a written policy/procedure for Use of Force?		X			PT AB	DR SI
B. Does the institution provide proper training of appropriate staff members under this policy?		X			PT AB	DR SI
C. In the event of a Use of Force, does the institution properly notify the State's Mainland Branch?		X			PT AB	DR SI
Other Comments: NA						
<b>SECURITY &amp; CONTROL - DISCIPLINE</b>		<b>10</b>	<b>0</b>			
A. Does the institution have a written policy/procedure that governs the rules and regulations of the facility?		X			PT AB	DR SI
B. Does the institution provide proper notification of Priority 1 incidents to the State's Mainland Branch?		X			PT AB	DR SI
C. Does the institution complete its investigations in a timely manner in accordance with policy?		X			PT AB	DR SI
D. Does the institution conduct its disciplinary hearings in a timely manner in accordance with policy?		X			PT AB	DR SI
E. Does the charges on the disciplinary report match the offense?		X			PT AB	DR SI
F. Are the inmates provided a copy of the disciplinary report to review?		X			PT AB	SI
G. Does the institution give an inmate the opportunity to appeal?		X			PT AB	DR SI
H. Is the disciplinary committee impartial and not involved in the original investigation and/or write up?		X			PT AB	DR SI
I. Does the institution notify the Mainland Branch if an inmate's disciplinary segregation exceeds 60 days?		X			PT AB	SI DR
J. Does the institution send its disciplinary reports and disciplinary appeals to the Mainland Branch at the end of each month?		X			PT AB	SI
Other Comments: NA						
<b>INMATE TRUST FUNDS &amp; RESTITUTION PAYMENTS</b>		<b>5</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X				No deficiencies noted
A. Does the institution follow PSD policy COR.02.12 "Inmate Trust Accounts"?	PSD Policy COR.02.12	X			HK2	DR, SI
B. Does the institution maintain separate spendable & restricted accounts for inmates that do not bear interest?		X			HK2	DR, SI

C. Does the institution restrict monetary deposits into an inmate's account to only those who are approved on the Inmate's visit list?		X			HK2	DR, SI
D. Does the institution deduct monthly restitution payments on all deposits as identified by the Mainland Branch for CVCC?	Attachment 1; Item 6(q); Page 9; Act 139 (Session Laws 2012)	X			HK2	DR, SI
Other Comments:						
<b>TELEPHONE COSTS &amp; PHONE MONITORING</b>						
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		4	0			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			HK2	No deficiencies noted
A. Does the institution have a schedule of phone rate charges and services available?		X			HK2	DR, SI
B. With the exception of phone calls with attorneys' regarding legal matters, does the institution monitor its phone calls for security purposes?		X			HK2	OB, SI
C. Does the institution generate an incident report when a potential security violation is discovered during the monitoring of phone calls?		X			HK2	DR, SI
Other Comments: The facility Investigator continues to deal with complaints from Inmates, MB, and family members regarding GTL phone service provider. GTL strongly encourages families to set up prepaid collect accounts with them for collect calling even if families have other phone providers. SCC's contract with GTL expires in May 2015.						
<b>DNA TESTING PROGRAM</b>						
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		5	0			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			HK2	No deficiencies noted
A. Has the facility staff received proper training from the State's Mainland Branch on bucal swab collection?		X			HK2	DR, SI
B. Does the institution conduct the DNA test prior to inmates returning to Hawaii?		X			HK2	SI
C. Does the institution send the completed DNA collection forms to the State's Mainland Branch prior to the inmates return?		X			HK2	SI
D. Does the institution have DNA kits from the State?		X			HK2	OB, SI
Other Comments: Last buccal swab collection training conducted by S. Kimoto on 12/04/2012. There is one box of DNA kits in R&D (not full - appx. 50 kits).						
<b>INMATE PROGRAMS - EDUCATION SERVICES</b>						
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		15	0			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			HK2	No deficiencies noted
A. Does the institution have access to the State's SMS system and have they received proper training in SMS?		X			HK2	OB, SI
B. Does the institution comply with the State's education program standards on program placement as indicated in the State's SMS system?		X			HK2	DR, SI
C. Does the institution utilize a standardized assessment for education placement?		X			HK2	DR, SI
D. Does the institution provide Basic Literacy/ESL classes as necessary?		X			HK2	DR, SI
E. Does the institution provide Adult Basic Education classes?		X			HK2	DR, SI
F. Does the institution provide GED and GED testing to qualifying inmates?		X			HK2	DR, SI
G. Does the institution provide access to college correspondence courses (at the inmate's expense)?		X			HK2	DR, SI

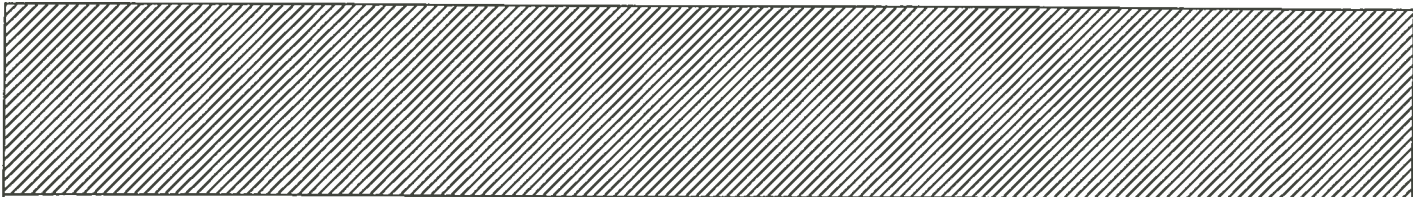
H. Is the institution available to provide access to distance learning alternatives at the State's request (no cost to the Provider) if such request is made?		N/A				
I. Does the institution provide vocational training (SCC only) and what types of training is provided?		X			HK2	DR, SI, OB
J. Does the institution provide cognitive behavior programs (Breaking Barriers & Houses of Healing)?		X			HK2	DR, SI
K. Are the instructors for the cognitive behavior program certified to teach these courses from a training program approved by the State?		X			HK2	DR, SI
L. Does the institution provide Anger/Stress Management?		X			HK2	DR, SI
M. Does the institution provide Hawaiian cultural programs to address religious and cultural needs of inmates?		X			HK2	DR, SI, OB
N. Does the institution's adult education program meet the State's correctional education program?		X			HK2	SI
Other Comments: In May 2013, 15 inmates earned their GED totaling 24 passers in 2013. There are 2 GED test dates remaining for 2013. TABE tests are completed upon 30 days of arrival. College sponsors include Ohio University, Indiana Tech, Ashworth, and Louisiana Baptist University. Currently there is a Breaking Barriers class of 16 participants with a projected graduation date of 7/23/13. One Education Instructor was completing Cognitive Skills certification training in Canada during week of audit and is slated to start two Breaking Barriers classes/groups (25 participants each) on 7/09/2013. Anger/Stress Management just graduated a class and there is currently no waitlist. SCC in the process of readying itself with new National GED standards that will be instituted in 2014.						
<b>INMATE PROGRAMS - SUBSTANCE ABUSE TREATMENT</b>		<b>11</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X				No deficiencies noted
A. Does the institution have access to the State's SMS system and have they received proper training in SMS?		X			LRH	OB/SI
B. Does the institution provide an Outpatient Substance Abuse Program (formerly referred to as Level II) utilizing a cognitive behavioral treatment component as specified by the State?		X			LRH	OB/DR
C. Does the institution provide a Substance Abuse Residential TC Program (formerly referred to as Level III) as specified by the State?		X			LRH	OB/DR
D. Does the institution provide Aftercare services to inmates that completed the Substance Abuse Residential TC Program?		X			LRH	OB/SI
E. What is the ratio of direct service treatment staff to inmates?		X			LRH	OB/SI
F. Does the institution complete substance abuse assessments in accordance with the State's LSI-R/ASUS protocols?		X			LRH	OB/SI
G. Are the institution's substance abuse treatment counselors LSI-R/ASUS certified?		X			LRH	OB/SI
H. Does the institution place an inmate on the priority listing within 30 days after receiving an inmate's request and/or if required by inmate's substance abuse assessment?		X			LRH	OB/DR
I. Does the institution conduct random or suspect urinalysis to inmates participating in substance abuse treatment?		X			LRH	OB/DR
J. Does the institution have written guidelines to re-admit an inmate for treatment after termination and/or non-compliance?		X			LRH	OB/DR
Other Comments: Item G 5 of the 10 counselors are certified and 5 are not. Of the 5 who are not, 3 are new staff. Training has been requested and they are awaiting corporate approval.						
<b>INMATE PROGRAMS - OTHER</b>		<b>10</b>	<b>0</b>			

Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			HK2	No deficiencies noted
A. Does the institution have a written policy/procedure concerning worklines and is the institution in compliance with its pay scale being equal to the State's correctional facilities at 0.25 per hour?		X			HK2	DR, SI
B. Does the institution provide workline opportunities for at least 2/3 of the population?		X			HK2	DR, SI
C. Does the institution have a hobby shop and/or hobby craft program for inmates in general population to participate?		X			HK2	OB, SI, II
D. Does the institution have a Faith-based Unit designed to serve as a socialization process where inmates learn to identify self-centered interests and replace those behaviors with productive activities?		X			HK2	OB, SI, II
E. Does the institution provide religious programs in accordance with policy and standards?		X			HK2	OB, DR, SI
F. Does the institution have a Chaplain?		X			HK2	OB, SI
G. Does the institution provide space for religious programs and events?		X			HK2	OB, SI
H. Does the institution require its volunteers to complete appropriate, documented training and facility orientation programs prior to assignment?		X			HK2	DR, SI
I. Is there a criminal background check done on all volunteers who have direct, unsupervised contact with inmates?		X			HK2	DR, SI
Other Comments: Chaplain started at SCC 3/2012. Observed Jehovah's Witness, Mormon, Native Hawaiian-Hula, and Native American (held outside Programs II) services during the week of audit. There are 29 active volunteers at SCC. Volunteers recruited via word of mouth and/or through emails to religious groups.						
<b>INMATE CLASSIFICATION</b>		5	0			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			HK2	No deficiencies noted
A. Does the institution have a written policy/procedure for its internal classification system used for housing and workline purposes?		X			HK2	DR, SI
B. Does the institution follow PSD policy COR.18.01 "Inmate Classification"?		X			HK2	DR, SI
C. Does the institution have a Classification Officer?		X			HK2	DR, SI
D. Does the classification have access to the State's Offendertrak Management system?		X			HK2	DR, SI
Other Comments:						
<b>HEALTH CARE SERVICES</b>		26	0			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			JL	No Deficiencies
A. Does the institution provide routine health care services to inmates?		X			JL	DR, SI, OB
B. Does the institution operate within 85% of the National Commission on Correctional Health Care Standards (NCCHC) - Prison Edition, 2008?		X			JL	DR, SI, OB
C. Does the institution have a Health Services Administrator that may be a registered nurse?		X			JL	DR, SI

D. Does the institution employ licensed health care staff including physicians, nurse practitioners, registered nurses and physician assistants that is overseen by the Health Services Administrator?		X			JL	DR, SI, OB
E. Is the health care staff trained in correctional health care?		X			JL	DR
F. Does the institution provide primary care services including sick call exams and daily urgent care for the inmates in general population and segregation?		X			JL	DR, SI, OB
G. Is the clinical delivery of care timely, appropriate to the acuity of the patient, and at a level comparable to the community standard for medical care in accordance with NCCHC standards?		X			JL	DR
H. Does the institution have a secured sick call management system that processes sick call requests within 24-hour of its notification and/or receipt?		X			JL	DR, OB, II
I. Does the institution provide necessary health care follow-up appropriate to the acuity of the patient within 72-hours of received request?		X			JL	DR
J. Does the institution provide a chronic care management system as described in the State's contractual agreement?		X			JL	DR, SI, OB
K. Does the institution provide medical and specialty services utilizing community specialists or whenever possible, specialist services on-site?		X			JL	DR, SI
L. Does the institution provide observation beds/cells for patients who require more intense monitoring or treatment?		X			JL	DR, OB
M. Does the institution provide routine diagnostic procedures and/or services?		X			JL	DR
N. Does the institution provide fixed and/or mobile radiology services?		X			JL	SI
O. Does the institution provide periodic prevention visits to review a patient's need for preventive services as described in the State's contractual agreement?		X			JL	DR, SI
P. Does the institution provide an infection control program to include ongoing monitoring during intake, prevention visits, and during sick calls?		X			JL	DR, SI
Q. Does the institution provide immunizations as described in the State's contractual agreement?		X			JL	DR, SI
R. Does the institution provide preventive screening services as described in the State's contractual agreement?		X			JL	DR
S. Does the institution provide Hepatitis C treatment that is consistent to the State's treatment guidelines?		X			JL	DR, SI
T. Does the institution provide mortality and peer reviews?		X			JL	DR, SI
U. Does the institution provide medical prostheses at the cost of the inmate in accordance with the State's policy and procedures?		X			JL	DR
V. Does the institution provide optometry care as described in the State's contractual agreement?		X			JL	DR
W. Does the institution provide dental services as described in the State's contractual agreement?		X			JL	DR, SI
X. Does the institution provide mental health services as described in the State's contractual agreement?		X			JL	DR, SI
Y. Does the institution assess reasonable co-payment fees consistent with the State's written co-payment policies and procedures?		X			JL	DR

Other Comments: There was excellent compliance (98%) for physical exams for those patients greater than 50 years old. The dental hygienist was observed giving excellent oral care education to patients. She developed educational materials that proved to be very effective. The nursing staff responded well to a facility emergency that required medivac. Mrs. Sells continues to be quite organized and informed on her staff, security operations, and patients.

<b>MANAGEMENT - PERSONNEL / REPORTING</b>		<b>20</b>	<b>0</b>		
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X		HK1	No deficiencies noted
A. Does the institution provide 24-hour care and supervision to inmates in accordance with written policy/procedures and ACA standards?		X		HK1	SI
B. Does the institution conduct criminal background checks on all newly hired employees?	By KROLLS & Lexis/Nexis	X		HK1	DR
C. Does the institution conduct random drug testing on staff?	Initially then 10% monthly or suspicious	X		HK1	SI, DR
D. Does the institution provide a minimum of 160 hours of basic correctional training within 3 months of employment and an additional 40 hours of annual supplemental training?		X		HK1	DR, SI
E. Does the institution refer staff for prosecution for violating the laws of the state?		X		HK2	DR, SI
F. Does the institution employ a single on-site Warden to manage each facility under the State's contractual agreement?		X		HK1	SI
G. Does the institution operate its facility utilizing the Unit Management Model?		X		HK1	SI
H. Does the institution have a Quality Assurance Manager?	QA manager Murrieta	X		HK1	SI
I. Does the institution's QA Manager track facility policies, revisions/changes?		X		HK1	SI, DR
J. Does the institution's QA Manager schedule internal audits?	Once a month	X		HK1	SI, DR
K. Does the institution's QA Manager serve as a local coordinator for all external audits?		X		HK1	SI
L. Does the institution's QA Manager track audit deficiencies, plans of action and other remedial actions related to audit outcomes?		X		HK1	SI, DR
M. Does the institution's QA Manager make recommendations to the Warden for policy and procedural changes?		X		HK1	SI
N. Does the institution's QA Manager provide responses and corrective action plans to the State within 30 days of receiving any adverse actions as documented in its monitoring report?		X		HK1	SI, DR
O. Does the institution submit inmate progress reports every 6 months to the State's Mainland Branch?		X		HK1	SI, DR
P. Does the institution complete annual classifications on the Hawaii classification system on Offendertrak?	via E-mail by Classification Officer Frappeia	X		HK1	SI, DR
Q. Does the institution submit notification incident packets to the State's Mainland Branch?		X		HK1	SI, DR
R. Does the institution submit disciplinary reports at the end of each month to the State's Mainland Branch?		X		HK1	DR
S. Does the institution submit a monthly report by the 5th working day of each month to the State's Mainland Branch?	via e-mail by Secretary Thompson	X		HK1	DR
Other Comments: Item E. Last staff referred for prosecution occurred in 2009 for a PREA incident. Since then, there has not been any other referrals.					



\*As contractually required, the Warden shall have thirty (30) days from the receipt of this monitoring report to respond with a corrective plan of action to address all issues of Non-Compliance.

Total Compliant	280
Total Non-Compliant	0

