

NEIL ABERCROMBIE  
GOVERNOR



TED SAKAI  
DIRECTOR

Martha Torney  
Deputy Director  
Administration

Max Otani  
Deputy Director  
Corrections

Shawn Tsuha  
Deputy Director  
Law Enforcement

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: Saguaro Correctional Facility / 1368

Team Leader: Howard Komori, Supervisor, Mainland Branch

Audit Team: Howard Komori (MB Supervisor); Scott JINBO & Heather KIMURA (MB Contract Monitors); Jennifer Lopez (Heath Care/MCCC)  
Ray ONOUYE (STG/HCF) & Larry VISITACION (STG/OCCC)  
Date of Audit: March 11-13, 2014

CRITERION	AUDITOR GUIDELINES				
		COMPLIANT	NON-COMPLIANT	AUDITOR	METHOD
<b>ACA ACCREDITED FACILITY</b>		<b>4</b>	<b>0</b>		
Is the institution accredited?	Date of Accreditation: October 2011; Received certificate in January 2012	x		HKB	DR, SI
A. Mandatory (100%)	Mandatory Score: 100%	x		HKB	DR, SI
B. Non-Mandatory (90%)	Non-Mandatory Score: 100%	x		HKB	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: 10/15/2013 Date of Fire Marshall Report: 07/08/2013 Frequency of Drills: Quarterly	x		HKB	DR, SI
Other Comments: *ACA accreditation conducted every 3yrs. ACA audit now schedule for October 2014 instead of May 2015. Last CCA Internal audit performed in September 2013.					
<b>CLOTHING &amp; SUPPLIES</b>		<b>15</b>	<b>0</b>		
Does the institution issue appropriate clothing and supplies upon initial intake? Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	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.	x		HK C	SI,OB,DR
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		HK C	No Deficiencies noted
A. 3 Sets of Uniforms	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB
B. Seasonal Clothing (Describe article of Clothing)	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB
C. Underwear	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB
D. Toothbrush/Toothpaste	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB
E. Toilet Paper	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB
F. Bar Soap	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB
G. Disposable Razors	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB
H. All-In-One (for shower, shampoo, shaving)	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB
I. Workline Clothing: Boots	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB
J. Workline Clothing: Gloves	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB
K. Linen: Sheets	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB

L. Linen: Pillow Case	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB
M. Linen: Towels	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB
N. Linen: Blanket (Wool or Cotton)	Attachment 1; Item 6(a); Page 4	x		HK C	SI,OB

Other Comments: Observed intake package that includes all of the above with the exception of the jacket and workline clothing. Wool blankets are given out in medical direction.

<b>LAUNDRY SERVICE</b>		<b>3</b>	<b>0</b>		
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		HK C	No 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		HK C	SI,OB,DR, II
A. Laundry Exchange	Frequency of Exchange: Every 6mos.	x		HK C	SI,DR, ii

Other Comments: Laundry loads are weighed before and after laundering to ensure correct maximum load weight in washers and dryers. Laundry bags do not have a lengthy life span. Due to the change in vendor, laundry bags are currently not being offered on commissary. Facility will be working to add laundry bags on commissary list. In the meantime, Warden has been asked to increase inventory of laundry bags as well as other laundry. As of 3/18/14 videoconference, Warden confirmed increase in clothing and laundry bag inventory. Maintenance has been given the approval to change out hardware (different screws) in dryers that could be cause premature breakage of bags. Unit Managers have been given Warden's approval to facilitate laundry bag exchange prior to six-month mark if warranted. Cloth exchanges are scheduled to run once every six months, however, has been running behind approximately 2-3 months. Increase in clothing inventory should address laundry in closing laundry exchange gap. The manufacturer of the recycled water system will be inspecting systems soon. The possibility of cleaning out tank vs. 1x/week is being reviewed. Note: Manufacturer recommendation calls for a 1x/week clean out of tank.

<b>INMATE PROPERTY</b>		<b>8</b>	<b>0</b>		
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.	Review property inventory sheets for past quarter, interview property staff member(s) and observe any property intake if it occurs during this audit.	x		HK C	SI
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		HK C	No Deficiencies noted
A. Does the institution have a property officer?	Attachment 1; Item 6(c); Page 4	x		HK C	SI,OB
B. Does the institution have a property matrix for various housing units (GP, Seg, SHIP)?	Attachment 1; Item 6(c); Page 4	x		HK C	SI
C. Does the inmate review and sign the completed property inventory forms?	Attachment 1; Item 6(c); Page 4	x		HK C	DR, SI, II
D. Is a copy of the completed property form given to the inmate?	Attachment 1; Item 6(c); Page 4	x		HK C	DR, SI
E. Does the institution store its property in lockable storage bins or lockers in a secure area?	Attachment 1; Item 6(c); Page 4	x		HK C	OB, SI
F. If an inmate's property is lost or stolen, does the institution have a claim's process?	Attachment 1; Item 6(c); Page 4	x		HK C	OB, DR, SI

Other Comments: Property Officer will be retiring in June 2014. Plan of succession in place as the training of probable new Property Officer has been working. Property Officer as his back-up for 2 years and has been working full time in property for the past two months. Only instance that I/M may not review and sign property inventory form is when I/M is on constant watch and not allowed to have a pen, or may be off-site at a medical center for medical emergency. The U.S. population does not significantly impact property storage as CADC hold much of the Marshal's property.

<b>FOOD SERVICE (Canteen Contract Services)</b>		<b>10</b>	<b>0</b>		
Does the institution adhere to the current American Dietetic Association (ADA) and National Academy of Sciences (NAS) standards and regulations?	Review Department of Health food service audits. Review all menus, certifications and interview food service staff. Observe food service areas.	x		JL	OB
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		JL	No Deficiencies noted
A. Is the Food Service Manager certified in sanitation?	Date of Certification:	x		JL	DR, SI
B. Are the cycle menus approved by a Registered Dietitian or Nutritionist?	Date of Menu: Daily Calorie Count: 3,200	x		JL	DR, SI

C. Does the institution serve its meals in accordance with the designated meal on the cycle menu?	Attachment 1; Item 6(d); Page 4	x		JL	DR, SI
D. Does the institution record its meal substitutions when a food product on the cycle menu is unavailable?	Attachment 1; Item 6(d); Page 4	x		JL	DR
E. Does the institution provide fresh fruit or canned fruit once a week?	Attachment 1; Item 6(d); Page 4	x		JL	DR, SI, DR, OB
F. Does the institution provide rice as a daily food staple?	Attachment 1; Item 6(d); Page 4	x		JL	DR
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?	Attachment 1; Item 6(d); Page 4	x		JL	DR, SI
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?	Attachment 1; Item 6(d); Page 4	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	Attachment 1; Item 6(d); Page 4	x		JL	DI, SI
Other Comments: Audited by Dept of Health on 12/27/13 'E' Rating. Food Service Mgr certified in sanitation certificate expires 12/4/2017					
<b>KITCHEN</b>		<b>34</b>	<b>0</b>		
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?	Observe kitchen area for cleanliness, sanitation and personal hygiene of staff members and inmates. Review records, inventory sheets, logs, and training records.	x		JL	
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		JL	No Deficiencies noted
A. Does the institution provide food service sanitation training and tool/equipment safety training to its staff and inmate workers?	Attachment 1; Item 6(d); Page 4	x		JL	SI, DR
B. Is there proper hand washing signs posted and is hand soap dispensers filled with soap near wash sinks & restrooms?	Attachment 1; Item 6(d); Page 4	x		JL	OB
C. Are sufficient hair nets available? Does the workers know where the hair nets are located?	Attachment 1; Item 6(d); Page 4	x		JL	OB, II
D. Are sufficient gloves available? Does the workers know where the gloves are located?	Attachment 1; Item 6(d); Page 4	x		JL	OB
E. Does the inmate workers use appropriate footwear in the kitchen area, food prep area, and dishwashing area?	Attachment 1; Item 6(d); Page 4	x		JL	OB
F. Is there appropriate drainage near washing stations?	Attachment 1; Item 6(d); Page 4	x		JL	OB
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?	Attachment 1; Item 6(d); Page 4	x		JL	DR, SI
H. Is the food preparation areas clean, sanitized and in good repair?	Attachment 1; Item 6(d); Page 4	x		JL	OB
I. Are the food storage areas clean, properly maintained, well-lit, food products are dated/labeled?	Attachment 1; Item 6(d); Page 4	x		JL	OB
J. Are all food products stored at least 6 inches off the floor and at least 18 inches from the ceiling?	Attachment 1; Item 6(d); Page 4	x		JL	OB
K. Is there a separate storage space for food and non-food items?	Attachment 1; Item 6(d); Page 4	x		JL	OB

Master Auditor's Compliance Worksheet (CONFIDENTIAL until in verified final format)

L. Are sample trays made for each meal, labeled, and stored properly for 72 hours?	Attachment 1; Item 6(d); Page 4	X		JL	OB
M. Does the food service staff supervise food portions and are appropriate kitchen utensils utilized for food portion controls?	Attachment 1; Item 6(d); Page 4	X		JL	OB, II, SI
N. Does the institution have an alternative disaster menu?	Attachment 1; Item 6(d); Page 4	X		JL	DR
O. Does the institution have an emergency supply of food?	How many days: 7 days	X		JL	OB, SI
P. Are appropriate heating temperatures measured and maintained while food is being served?	Attachment 1; Item 6(d); Page 4	X		JL	OB, DR
Q. Are appropriate heating temperatures maintained in hotboxes for meals being delivered to November Unit?	Attachment 1; Item 6(d); Page 4	X		JL	OB, DR
R. Are the thermometers for the refrigerators and freezers in working order?	Attachment 1; Item 6(d); Page 4	X		JL	OB, SI
S. Are the thermometers calibrated on a routine basis?	Attachment 1; Item 6(d); Page 4	X		JL	DR
T. Is the refrigerator temperature between 38 degrees F- 40 degrees F or below?	Attachment 1; Item 6(d); Page 4	X		JL	OB, SI
U. Is the freezer temperature 0 degrees F or below?	Attachment 1; Item 6(d); Page 4	X		JL	OB, SI
V. Are the refrigerators/freezers doors properly sealed and clean?	Attachment 1; Item 6(d); Page 4	X		JL	OB, SI
W. Are the refrigerators/freezers vents/fans clean and free from dust?	Attachment 1; Item 6(d); Page 4	X		JL	OB, SI
X. Are the refrigerators/freezers hinges/locks in good working order?	Attachment 1; Item 6(d); Page 4	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?	Attachment 1; Item 6(d); Page 4	X		JL	OB, SI
Z. Are the dishes, pots, pans properly scraped and free from excessive stains and food items?	Attachment 1; Item 6(d); Page 4	X		JL	OB, SI
AA. Are the grease traps well maintained and clean?	Attachment 1; Item 6(d); Page 4	X		JL	OB, SI
BB. Does the institution have inventory control for all sharp utensils? Is inventory control checked by a staff member?	Attachment 1; Item 6(d); Page 4	X		JL	OB, SI
CC. Are the cleaning supplies and chemicals securely stored and inventoried?	Attachment 1; Item 6(d); Page 4	X		JL	OB, SI
DD. Are garbage containers appropriate covered with tight-fitting lids?	Attachment 1; Item 6(d); Page 4	X		JL	OB, SI
EE. Is appropriate garbage removal completed after each meal?	Attachment 1; Item 6(d); Page 4	X		JL	OB, SI
FF. Is there adequate outside storage of garbage until trash removal? Is the area secure?	Attachment 1; Item 6(d); Page 4	X		JL	OB, SI
GG. Is pest control regularly conducted?	Attachment 1; Item 6(d); Page 4	X		JL	DR
Other Comments:					
<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?	Interview Commissary supervisor/staff; Review vendors and commissary order matrix	x		HKB	SI, DR
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		HKB	No Deficiencies noted
A. Does the commissary proceeds benefit the inmate population?	Attachment 1; Item 6(3); Page 5	x		HKB	SI,OB,DR
B. Does the commissary revenues pay for operating expenses of the commissary?	Attachment 1; Item 6(3); Page 5	x		HKB	SI,OB,DR
C. Does the facility collect a 4% surcharge on all commissary sales in accordance with Hawaii statutes?	Act 190; Session Laws 2012	x		HKB	SI,OB,DR
Other Comments: NEW" vendor - O'KEEFE company. Began on 01/06/14. Once week delivery from California. Only 5% of total business of O'Keefe is commissary for CCA. O'Keefe has not billed CCA/Saguaro since started in January 2014. However, business office has been sending 4% surcharge back to Hawaii.					
<b>RECREATION</b>		4	0		
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?	Review recreational program, review activity schedules for past quarter; observe activities and interview staff and inmates.	x		SJ	SI,OB,DR,II
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		SJ	No Deficiencies noted
A. Does the institution have a recreation staff member?	Attachment 1; Item 6(f); Page 5	x		SJ	SI, OB, DR, II
B. Does the institution provide indoor activities?	Attachment 1; Item 6(f); Page 5	x		SJ	SI,OB,DR
C. Does the institution provide outdoor activities?	Attachment 1; Item 6(f); Page 5	x		SJ	SI, OB, DR
Other Comments: Inmate work line in the music room being replaced. The PC inmates now share programs 2 building so music class needs to be rescheduled. Coach is fixing equipment it received from RRCC to be used on SCC rec. yard.					
<b>LIBRARY SERVICES</b>		4	0		
Does the institution have a comprehensive library with materials selected to meet the educational, information and recreational needs of inmates?	Interview staff and inmates to ensure library services are accessible; observe library operations during this audit.	x		SJ	SI,OB,II
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		SJ	No Deficiencies noted
A. Does the institution have a recreational library?	Attachment 1; Item 6(g); Page 5	x		SJ	SI,OB,DR
B. Does the library have a policy that establishes control of the borrowing of library materials?	Attachment 1; Item 6(g); Page 5	x		SJ	SI,OB,DR
C. Is the Star Advertiser made available to inmates in the library as provided by the State's Mainland Branch?	Attachment 1; Item 6(g); Page 5	x		SJ	SI,OB,DR, II
Other Comments:					
<b>VISITATION</b>		9	0		
Does the institution provide physical space and proper video conferencing equipment and supervision for monitoring visits?	Review post orders for visitation, visit schedules, policies, log book. Observe video conferencing system, inmates visiting, visit areas.	x		hkb	SI,OB,DR

Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		hkb	No Deficiencies noted
A. Does the institution have a visitation room available for contact and non-contact visits?	Attachment 1; Item 6(l); Page 6	x		hkb	SI,OB
B. Does the institution have video conferencing equipment in housing units that are maintained, clean and in working order?	Attachment 1; Item 6(h); Page 5	x		hkb	OB
C. Does the institution accommodate special visits for family members traveling 300 miles or more?	Attachment 1; Item 6(l); Page 6	x		hkb	SI,DR
D. Does the institution accommodate attorney visits and/or their representatives for business purposes?	Attachment 1; Item 6(l); Page 6	x		hkb	SI,DR
E. Does the institution post visitor information (rules of visit, dress code, security checks, etc.)	Attachment 1; Item 6(l); Page 6	x		hkb	SI,DR
F. Is the visitation properly staffed and the visits are conducted in a safe, controlled environment?	Attachment 1; Item 6(l); Page 6	x		hkb	SI
G. Are all visitors and their personal belongings properly searched prior to entry to the visit room?	Attachment 1; Item 6(l); Page 6	x		hkb	SI
H. Are the inmates properly searched prior to entry or exit from visiting?	Attachment 1; Item 6(l); Page 6	x		hkb	SI
Other Comments:					
<b>GRIEVANCES</b>		<b>7</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.	Review grievance policy & Inmate handbook, grievance logs, files, log numbers. Interview grievance officer and inmates.	x		SJ	SI,OB,DR
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		SJ	No Deficiencies noted
A. Does the institution have a grievance officer that provides responses to facility grievances?	Attachment 1; item 6(j); Page 6	x		SJ	SI, OB, II
B. Does the institution have an informal resolution grievance process before using the formal procedure?	Attachment 1; item 6(j); Page 6	x		SJ	SI, OB, DR, II
C. Does the institution provide grievance informal / formal forms necessary for filing grievances?	Attachment 1; item 6(j); Page 6	x		SJ	SI, OB, DR, II
D. Does the institution have secure grievances boxes accessible to inmates in the general population and segregation?	Attachment 1; item 6(j); Page 6	x		SJ	SI, OB
E. Does the institution have a logging & tracking system for informal and formal grievances?	Attachment 1; item 6(j); Page 6	x		SJ	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?	Attachment 1; item 6(j); Page 6	x		SJ	SI, DR
Other Comments:					
<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?	Review policy, law library schedule logs, listed legal materials, interview staff, observe touch-screen kiosks. Hours of law library: Monday - Friday (8:00a - 2:30p)	x		SJ	
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		SJ	No Deficiencies noted

A. Does the institution have a law librarian?	Attachment 1; Item 6(k); Page 7-8	x		SJ	SI, OB
B. Does the institution provide inmates with reasonable access to the law library, law library materials/forms?	Attachment 1; Item 6(k); Page 7-8	x		SJ	SI, OB, DR, II
C. Does the institution provide inmates access to the State's touch-screen kiosk system or other acceptable legal format materials?	Attachment 1; Item 6(k); Page 7-8	x		SJ	SI, OB
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?	Attachment 1; Item 6(k); Page 7-8	x		SJ	SI, OB
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?	Attachment 1; Item 6(k); Page 7-8	x		SJ	SI, DR
F. Does the institution provide inmates access to parole hearings as scheduled by the Hawaii Paroling Authority?	Attachment 1; Item 6(k); Subitem (i); Page 7-8	x		SJ	SI, OB
G. Does the institution provide inmates access to their attorneys' telephonic calls and court calls?	Attachment 1; Item 6(k); Subitem (i); Page 7-8	x		SJ	SI, OB
H. Does the institution have a written policy/procedure for the handling of legal mail?	Attachment 1; Item 6(k); Page 7-8	x		SJ	SI, DR, OB
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?	Attachment 1; Item 6(k); Page 7-8	x		SJ	SI, OB, DR
Other Comments: There are 3 law libraries (GP, PC in programs 2, and N Unit), all kiosk updated and running					
<b>SECURITY &amp; CONTROL - STAFFING &amp; TRAINING</b>		<b>11</b>	<b>0</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?	Interview Chief of Security and Training Manager; review security policies, training curriculums this is to include PREA policies, records, documents. Observe security practices, drills and shakedowns (as applicable)	x		LV	SI, DR, OB
Security Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		LV	SI, DR
A. Does the institution have a security staffing plan that includes all mandatory posts?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR
B. What is the officer to inmate ratio?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR
C. Does the institution have post orders available for each post?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR, OB
D. Are post orders reviewed annually to ensure accuracy of post functions?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR
E. Are staff members required to read and sign-off that they have read and understand post orders pertaining to their assigned areas?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR
F. Does the institution have a written policy governing facility training of its security staff members?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR
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?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR
H. Does the institution provide security staff with on-the job observation and supervision?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI
I. Are the training instructors certified (security)?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR

J. Does the Warden/Designated ADO staff and Chief of Security make daily rounds throughout the facility?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, OB, II
Other Comments: *Interviewed Saguaro Facility Chief of Security N. Pastella (b) Staff to inmate ratio 1 to 120 per pod.					
<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?	Review urinalysis testing percentages for past quarter; interview Chief of Security regarding policy, process and record keeping	x		LV	SI, DR
B. Does the institution provide an opportunity for a second test at the inmate's request/cost?	Attachment 1; Item 6(o); Page 9	x		LV	SI
C. Does the institution report its positive results to the Mainland Branch within 24-hours after results of tests are received?	Attachment 1; Item 6(o); Page 9	x		LV	SI, DR
D. Does the institution have a written policy/procedure for identifying and managing security threat groups (STG)?	Attachment 1; Item 6(o); Page 9	x		RO	SI, DR, OB
E. Does the institution regularly monitor STG recruitment activities and possible threats?	Attachment 1; Item 6(o); Page 9	x		RO	SI, DR, OB
F. Does the institution submit monthly STG reports to the State's Mainland Branch?	Attachment 1; Item 6(o); Page 9	x		RO	SI, DR
Other Comments: Interviewed as j Bradley. Reviewed Dec, JAN and FEB STG reports from Lt. Gawlik					
<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)?	Review previous audit report	x		LV	SI, DR
A. Does the institution have written policies/procedures concerning the special management of inmates, Special Housing Incentive Program (SHIP)?	Review policy and interview staff; observe SHIP (all 3 levels)	x		LV	OB
C. Are inmates assigned to the SHIP unit in accordance with the policy's placement criteria?	Review policy's placement guidelines; Review SHIP files (Form 10-101A/B); interview staff	x		LV	SI, DR
D. Does the inmate receive due process when an assignment is made?	Review SHIP files; interview COS/SHIP Unit Manager; observe SHIP hearing during this audit	x		LV	SI, DR
E. Does the inmate receive regular status reviews in accordance with SHIP policy guidelines?	Review 50 SHIP files (Form 10-101C/D) to see if they were seen within timeframes set forth in policy	x		LV	SI, DR, OB
F. Does the inmate in SHIP have access to the law library and/or his attorney on record?	Review SHIP unit's law library roster; interview SHIP Unit Manager and/or Case manager	x		RO	SI, DR
G. Does the inmate maintain access to other programs and services in accordance with SHIP policy (i.e. Education)?	Policy states that education classes will be scheduled in their dayroom for inmates on Step 2 and Step 3	x		RO	SI, DR
H. Is the SHIP unit appropriately supervised by qualified, trained staff?	Review training records; interview COS and SHIP staff	x		RO	SI, DR
I. Does the institution document regular observation of inmates in the SHIP unit in accordance to the institution's policy and procedures?	Review Segregation Activity Records for all levels of SHIP; interview staff	x		RO	SI, DR
Other Comments: *2.7% Recidivism (S.H.I.P.), Status reviews are every 30 days		x			
<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?	Review policy and interview staff; observe various searches during this audit	x		RO	SI, DR
B. Does the institution have a written policy/procedure concerning the search of an inmate cell or bed areas?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR
C. Does the institution's policies/procedures on searches cover the search in storage and other critical areas in the facility?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR
D. Are the searches performed on a regular and/or random basis including a routine facility shake-down for contraband?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI



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?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR, OB
F. Does the institution have a secure storage area that is designated for evidence storage that is accessible to authorized staff only?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR, OB
G. Are the inmates provided written notification of confiscated contraband items?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR, OB
H. Is a disciplinary report issued to the inmate for confiscated contraband items (if appropriate)?	Attachment 1; Item 6(n); Page 9	x		LV	SI, DR
I. Does the institution refer inmates for prosecution for violating the laws of the state?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR
J. Does the institution conduct security inspections on each shift in all areas?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR
K. Does the institution have a written policy/procedure to correct security deficiencies?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR
Other Comments: Infractions goes thru investigator. Every 9 days every cell search for each pods are completed					
<b>SECURITY &amp; CONTROL - EMERGENCY RESPONSE</b>		<b>6</b>	<b>0</b>		
A. Does the institution have an emergency response preparedness plan?	Review emergency response plans; interview safety authority or designated staff member	x		LV	SI, DR
B. Does the institution have an emergency response team and a designated facility control center in case of an emergency?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR
C. Does the institution have a written policy/procedure on managing riots, disturbances, hostage situations, work stoppages, fires, escapes, bomb threats and natural disasters?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR
D. Does the institution have appropriate agreements with the local county and law enforcement agencies in emergency responses?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR
E. Does the institution provide training of all staff in emergency response plans (i.e. Command post, food service, etc.)	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR
F. Does the institution have a written policy/procedure for how often the facility must run emergency drills?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR
Other Comments: Policies are broken down into certain areas for escape, bomb threats etc. There is 1 major drill a Year.					
<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?	Review policy; interview security staff on various counts	x		RO	SI, DR
B. Does the institution conduct a formal count on each shift?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR, OB
C. Does the institution conduct an informal count on each shift?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR, OB
D. Does the institution have a written policy/procedure for appropriate action when the count does not clear?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR
E. Does the institution have a face-to-ID count check?	Attachment 1; Item 6(l); Pages 8-9	x		RO	SI, DR
Other Comments: There are 7 counts a day (FACE to PHOTO) are done at 2000 hrs. each night. Observed cell assignemnts in the CO control station.					
<b>SECURITY &amp; CONTROL - TOOL &amp; KEY CONTROL</b>		<b>8</b>	<b>0</b>		

Master Auditor's Compliance Worksheet (CONFIDENTIAL until in verified final format)

A. Does the institution have a written policy/procedure governing the storage, issuance, classification and use of tools and keys?	Review policy and interview Chief of Security who has the overall responsibility for tool control management	x		LV	SI, DR
B. Does the institution make adequate provisions for the secure storage of all tools and keys in the facility?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, OB
C. Does the institution have a tool & key control officer?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR
D. Does the institution have a logging system for issuance and the return of tools?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR
E. Does the institution have a logging system or issuance and the return of keys?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, OB
F. Does the institution have proper shadow boards to provide rapid visual inventory of tools?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR
G. Does the institution have a written policy/procedure to report lost or damaged tools?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR
H. Does the institution have a written inventory for all tools and keys?	Attachment 1; Item 6(l); Pages 8-9	x		LV	SI, DR, OB
Other Comments: *Inventory & Policy "In Place" - (Accessibility at 100%) Tool and Key control officer (Armory)(key watcher & CHIT)					
<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?	Review policy; interview Chief of Security and SORT team members if available during this audit	x		RO	SI, DR
B. Does the institution provide proper training of appropriate staff members under this policy?	Attachment 1; Item 6(m) Subitems (i-iii); Pages 8-9	x		RO	SI, DR
C. In the event of a Use of Force, does the institution properly notify the State's Mainland Branch?	Attachment 1; Item 6(m) Subitems (i-iii); Pages 8-9	x		RO	SI, DR
Other Comments: Turn In times to Corporate; (policy) - Entire 5-1 Packets; *Priority 1 -w/in 7days & *Priority 2 & 3 - w/in 21days... Compliant. Reports are sent to the Mainland Branch every month					
<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?	Attachment 1; Item 6(n); Page 9	x		LV	SI, DR
B. Does the institution provide proper notification of Priority 1 incidents to the State's Mainland Branch?	Attachment 1; Item 6(n); Page 9	x		LV	SI, DR
C. Does the institution complete its investigations in a timely manner in accordance with policy?	Attachment 1; Item 6(n); Page 9	x		LV	SI, DR
D. Does the institution conduct its disciplinary hearings in a timely manner in accordance with policy?	Attachment 1; Item 6(n); Page 9	x		LV	SI, DR, OB
E. Does the charges on the disciplinary report match the offense?	Attachment 1; Item 6(n); Page 9	x		LV	SI, DR
F. Are the inmates provided a copy of the disciplinary report to review?	Attachment 1; Item 6(n); Page 9	x		RO	SI, DR
G. Does the institution give an inmate the opportunity to appeal?	Attachment 1; Item 6(n); Page 9	x		RO	SI, DR
H. Is the disciplinary committee impartial and not involved in the original investigation and/or write up?	Attachment 1; Item 6(n); Page 9	x		RO	SI, DR
I. Does the institution notify the Mainland Branch if an inmate's disciplinary segregation exceeds 60 days?	Attachment 1; Item 6(n); Page 9	x		RO	SI, DR
J. Does the institution send its disciplinary reports and disciplinary appeals to the Mainland Branch at the end of each month?	Attachment 1; Item 6(n); Page 9	x		RO	SI
Other Comments: (A) chapter 15 (F) Report is video taped on recorder (I) weekly report sent to mainland branch					
<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)?	Review previous audit report	x		hkb	No Deficiencies noted

A. Does the institution follow PSD policy COR.02.12 "Inmate Trust Accounts"?	PSD Policy COR.02.12	x		hkb	SI
B. Does the institution maintain separate spendable & restricted accounts for inmates that do not bear interest?	Attachment 1; Item 6(p); Pages 9-10	x		hkb	SI, DR
C. Does the institution restrict monetary deposits into an inmate's account to only those who are approved on the Inmate's visit list?	Attachment 1; Item 6(p); Pages 9-10	x		hkb	SI,DR
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		hkb	SI,DR,OB
Other Comments: *NO deficiencies noted from last audit. *SCC Policy - Indigent status; less than \$3 for 30days w/in spendable; inmate may reapply indigent status every month. Inmate loses status upon receipt of monies to increase \$3.00 or more within "spendable" account.					
<b>TELEPHONE COSTS &amp; PHONE MONITORING</b>		<b>4</b>	<b>0</b>		
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		hkb	No Deficiencies noted
A. Does the institution have a schedule of phone rate charges and services available?	Attachment 1; Item 6(r); Page 10	x		hkb	SI,DR
B. With the exception of phone calls with attorneys' regarding legal matters, does the institution monitor its phone calls for security purposes?	Attachment 1; Item 6(r); Page 10	x		hkb	SI,OB
C. Does the institution generate an incident report when a potential security violation is discovered during the monitoring of phone calls?	Attachment 1; Item 6(r); Page 10	x		hkb	DR,OB
Other Comments: *					
<b>DNA TESTING PROGRAM</b>		<b>5</b>	<b>0</b>		
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		hkb	No Deficiencies noted
A. Has the facility staff received proper training from the State's Mainland Branch on bucal swab collection?	Attachment 1; Item 6(s); Page 10	x		hkb	SI,DR
B. Does the institution conduct the DNA test prior to inmates returning to Hawaii?	Attachment 1; Item 6(s); Page 10	x		hkb	SI,DR
C. Does the institution send the completed DNA collection forms to the State's Mainland Branch prior to the inmates return?	Attachment 1; Item 6(s); Page 10	x		hkb	SI
D. Does the institution have DNA kits from the State?	Attachment 1; Item 6(s); Page 10	x		hkb	SI,OB
Other Comments: *DNA training confirmed & completed. DNA paperwork processed onto PSD Mainland Branch prior to inmate return to Hawaii. DNA kit supplies provided from and by PSD upon SCC CURRENTLY HAS 1 CASE OF 240 & EXTRA SMALL BOX					
<b>INMATE PROGRAMS - EDUCATION SERVICES</b>		<b>14</b>	<b>0</b>		
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report				No Deficiencies noted
A. Does the institution have access to the State's SMS system and have they received proper training in SMS?	Attachment 1; Item 10(a,b); Pages 11-13)			N/A	N/A
B. Does the institution comply with the State's education program standards on program placement as indicated in the State's SMS system?	Attachment 1; Item 10(a,b); Pages 11-13)			N/A	N/A
C. Does the institution utilize a standardized assessment for education placement?	Attachment 1; Item 10(a,b); Pages 11-13)			N/A	N/A
D. Does the institution provide Basic Literacy/ESL classes as necessary?	Attachment 1; Item 10(a,b); Pages 11-13)			N/A	N/A

E. Does the institution provide Adult Basic Education classes?	Attachment 1; Item 10(a,b); Pages 11-13			N/A	N/A
F. Does the institution provide GED and GED testing to qualifying inmates?	Attachment 1; Item 10(a,b); Pages 11-13			N/A	N/A
G. Does the institution provide access to college correspondence courses (at the inmate's expense)?	Attachment 1; Item 10(a,b); Pages 11-13			N/A	N/A
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?	Attachment 1; Item 10(a,b); Pages 11-13			N/A	N/A
I. Does the institution provide vocational training (SCC only) and what types of training is provided?	Attachment 1; Item 10(a,b); Pages 11-13			N/A	N/A
J. Does the institution provide cognitive behavior programs (Breaking Barriers & Houses of Healing)?	Attachment 1; Item 10(a,b); Pages 11-13			N/A	N/A
K. Are the instructors for the cognitive behavior program certified to teach these courses from a training program approved by the State?	Attachment 1; Item 10(a,b); Pages 11-13			N/A	N/A
L. Does the institution provide Anger/Stress Management?	Attachment 1; Item 10(a,b); Pages 11-13			N/A	N/A
M. Does the institution provide Hawaiian cultural programs to address religious and cultural needs of inmates?	Attachment 1; Item 10(a,b); Pages 11-13			N/A	N/A
N. Does the institution's adult education program meet the State's correctional education program?	Attachment 1; Item 10(a,b); Pages 11-13			N/A	N/A
Other Comments:					
<b>INMATE PROGRAMS - SUBSTANCE ABUSE TREATMENT</b>		<b>0</b>	<b>0</b>		
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report			N/A	N/A
A. Does the institution have access to the State's SMS system and have they received proper training in SMS?	Attachment 1; Item 11; Page 13-14			N/A	N/A
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?	Attachment 1; Item 11; Page 13-14			N/A	N/A
C. Does the institution provide a Substance Abuse Residential TC Program (formerly referred to as Level III) as specified by the State?	Attachment 1; Item 11; Page 13-14			N/A	N/A
D. Does the institution provide Aftercare services to inmates that completed the Substance Abuse Residential TC Program?	Attachment 1; Item 11; Page 13-14			N/A	N/A
E. What is the ratio of direct service treatment staff to inmates?	Attachment 1; Item 11; Page 13-14			N/A	N/A
F. Does the institution complete substance abuse assessments in accordance with the State's LSI-R/ASUS protocols?	Attachment 1; Item 11; Page 13-14			N/A	N/A
G. Are the institution's substance abuse treatment counselors LSI-R/ASUS certified?	Attachment 1; Item 11; Page 13-14			N/A	N/A
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?	Attachment 1; Item 11; Page 13-14			N/A	N/A
I. Does the institution conduct random or suspect urinalysis to inmates participating in substance abuse treatment?	Attachment 1; Item 11; Page 13-14			N/A	N/A
J. Does the institution have written guidelines to re-admit an inmate for treatment after termination and/or non-compliance?	Attachment 1; Item 11; Page 13-14			N/A	N/A

Other Comments: \*NO PSD Substance Abuse treatment Audit Rep. on team to review & audit SA treatment programs during this audit.

<b>INMATE PROGRAMS - OTHER</b>		<b>10</b>	<b>0</b>		
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		HK C	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?	Attachment 1; Item 14); Pages 15-16	x		HK C	DR, SI
B. Does the institution provide workline opportunities for at least 2/3 of the population?	Attachment 1; Item 14); Pages 15-16	x		HK C	DR, SI
C. Does the institution have a hobby shop and/or hobby craft program for inmates in general population to participate?	Attachment 1; Item 14); Pages 15-16	x		HK C	OB, DR, 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?	Attachment 1; Item 14); Pages 15-16	x		HK C	OB, SI, II
E. Does the institution provide religious programs in accordance with policy and standards?	Attachment 1; Item 14); Pages 15-16	x		HK C	OB, SI, II
F. Does the institution have a Chaplain?	Attachment 1; Item 14); Pages 15-16	x		HK C	OB, SI
G. Does the institution provide space for religious programs and events?	Attachment 1; Item 14); Pages 15-16	x		HK C	OB, SI
H. Does the institution require its volunteers to complete appropriate, documented training and facility orientation programs prior to assignment?	Attachment 1; Item 14); Pages 15-16	x		HK C	OB, SI
I. Is there a criminal background check done on all volunteers who have direct, unsupervised contact with inmates?	Attachment 1; Item 14); Pages 15-16	x		HK C	DR, SI

Other Comments: Currently 76.8% of population working and/or programming. In-cell hobby craft coordinated by Lima Unit Clerk. During audit, observed Faith service being conducted by a volunteer who works as a Correctional Officer in a nearby facility and is also originally from Hawaii. Also observed Jehovah's Witness service in Chapel, also conducted by two volunteers. Saguaro holds quarterly orientations for volunteers. Volunteers go through annual renewal/re-certification

<b>INMATE CLASSIFICATION</b>		<b>5</b>	<b>0</b>		
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		hkb	No Deficiencies noted
A. Does the institution have a written policy/procedure for its internal classification system used for housing and workline purposes?	Attachment 1; Item 13; Pages 14-15; PSD Policy CORR.18.01	x		hkb	DR
B. Does the institution follow PSD policy COR.18.01 "Inmate Classification"?	Review policy and interview classification officer; HI classification should be completed on an annual basis	x		hkb	DR,OB
C. Does the institution have a Classification Officer?	Attachment 1; Item 13; Pages 14-15	x		hkb	SI,OB
D. Does the classification have access to the State's Offendertrak Management system?	Attachment 1; Item 13; Pages 14-15	x		hkb	SI,OB

Other Comments: New inmates incorporated on schedule after receiving institutional files from MB. New Classification Officer starting 4/11/2014. Current Classification leaving position on 4/11/2014.

<b>HEALTH CARE SERVICES</b>		<b>26</b>	<b>0</b>		
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x		JL	No Deficiencies noted

A. Does the institution provide routine health care services to inmates?	Attachment 1; Item 15; Page 16	x	JL	SI
B. Does the institution operate within 85% of the National Commission on Correctional Health Care Standards (NCCCHC) Prison Edition, 2008?	Attachment 1; Item 15; Page 16	x	JL	DR, SI, OB
C. Does the institution have a Health Services Administrator that may be a registered nurse?	Attachment 1; Item 15; Page 16	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?	Attachment 1; Item 15; Page 16	x	JL	DR, OB
E. Is the health care staff trained in correctional health care?	Attachment 1; Item 16(b); Page 16	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?	Attachment 1; Item 16(a); Page 16	x	JL	DR, SI
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 NCCCHC standards?	Attachment 1; Item 16(a); Page 16	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?	Attachment 1; Item 16(c); Pages 16-17	x	JL	SI,DR,OB
I. Does the institution provide necessary health care follow-up appropriate to the acuity of the patient within 72-hours of received request?	Attachment 1; Item 16(c); Pages 16-17	x	JL	DR, OB
J. Does the institution provide a chronic care management system as described in the State's contractual agreement?	Attachment 1; Item 16(d); Page 17	x	JL	DR, SI
K. Does the institution provide medical and specialty services utilizing community specialists or whenever possible, specialist services on-site?	Attachment 1; Item 16(e); Page 17	x	JL	SI,DR
L. Does the institution provide observation beds/cells for patients who require more intense monitoring or treatment?	Attachment 1; Item 16(f); Page 17	x	JL	OB, SI
M. Does the institution provide routine diagnostic procedures and/or services?	Attachment 1; Item 16(g); Page 17	x	JL	DR
N. Does the institution provide fixed and/or mobile radiology services?	Attachment 1; Item 16(h); page 17	x	JL	DR, 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?	Attachment 1; Item 16(i); Page 17	x	JL	DR
P. Does the institution provide an infection control program to include ongoing monitoring during intake, prevention visits, and during sick calls?	Attachment 1; Item 16(j); Page 17	x	JL	DR
Q. Does the institution provide immunizations as described in the State's contractual agreement?	Attachment 1; Item 16(k); Pages 17-18	x	JL	DR, SI
R. Does the institution provide preventive screening services as described in the State's contractual agreement?	Attachment 1; Item 16(l); Page 18	x	JL	DR, SI
S. Does the institution provide Hepatitis C treatment that is consistent to the State's treatment guidelines?	Attachment 1; Item 16(m); Page 18	x	JL	SI
T. Does the institution provide mortality and peer reviews?	Attachment 1; Item 16(p); Page 18	x	JL	DR
U. Does the institution provide medical prostheses at the cost of the inmate in accordance with the State's policy and procedures?	Attachment 1; Item 16(q); Page 18	x	JL	SI, DR

V. Does the institution provide optometry care as described in the State's contractual agreement?	Attachment 1; Item 16(r); Pages 18-19	x		JL	DR, SI
W. Does the institution provide dental services as described in the State's contractual agreement?	Attachment 1; item 16(s); Page 19	x		JL	DR, SI, OB
X. Does the institution provide mental health services as described in the State's contractual agreement?	Attachment 1; Item 16(t); Page 19	x		JL	DR
Y. Does the institution assess reasonable co-payment fees consistent with the State's written co-payment policies and procedures?	Attachment 1; Item 21; Page 21	x		JL	DR
Other Comments: *Pharmacy audit 100% & 99.1% FSC (CCA internal audit). , d - Physician 1.5; NP 1.5, RN 1.0, PSYCH - .25; PSN-1.0 Dentist - 1, DA- 1.0, DH 1, Xray on site, optometry on site					
<b>MANAGEMENT - PERSONNEL / REPORTING</b>		<b>20</b>	<b>0</b>		
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	x			No Deficiencies noted
A. Does the institution provide 24-hour care and supervision to inmates in accordance with written policy/procedures and ACA standards?	Attachment 1; Item 24 (a-k); Pages 22-23	x		hkb	DR, SI
B. Does the institution conduct criminal background checks on all newly hired employees?	Attachment 1; Item 24 (a-k); Pages 22-23	x		hkb	DR, SI
C. Does the institution conduct random drug testing on staff?	Attachment 1; Item 24 (a-k); Pages 22-23	x		hkb	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?	Attachment 1; Item 24 (a-k); Pages 22-23	x		hkb	SI,DR
E. Does the institution refer staff for prosecution for violating the laws of the state?	Attachment 1; Item 25; Pages 22-23	x		hkb	SI
F. Does the institution employ a single on-site Warden to manage each facility under the State's contractual agreement?	Attachment 1; Item 24 (a-k); Pages 22-23	x		hkb	SI
G. Does the institution operate its facility utilizing the Unit Management Model?	Attachment 1; Item 24 (a-k); Pages 22-23	x		hkb	SI,DR
H. Does the institution have a Quality Assurance Manager?	Attachment 1; Item 26 (a-f); Pages 23-24	x		hkb	SI
I. Does the institution's QA Manager track facility policies, revisions/changes?	Attachment 1; Item 26 (a-f); Pages 23-24	x		hkb	SI,DR,OB
J. Does the institution's QA Manager schedule internal audits?	Attachment 1; Item 26 (a-f); Pages 23-24	x		hkb	SI,DR,OB
K. Does the institution's QA Manager serve as a local coordinator for all external audits?	Attachment 1; Item 26 (a-f); Pages 23-24	x		hkb	SI,DR
L. Does the institution's QA Manager track audit deficiencies, plans of action and other remedial actions related to audit outcomes?	Attachment 1; Item 26 (a-f); Pages 23-24	x		hkb	DR,OB
M. Does the institution's QA Manager make recommendations to the Warden for policy and procedural changes?	Attachment 1; Item 26 (a-f); Pages 23-24	x		hkb	DR,OB
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?	Attachment 1; Item 26 (a-f); Pages 23-24	x		hkb	DR,OB
O. Does the institution submit inmate progress reports every 6 months to the State's Mainland Branch?	Interview Chief of Unit Management and Classification Supervisor; review records and files	x		hkb	SI, DR,OB

P. Does the institution complete annual classifications on the Hawaii classification system on Offendertrak?	Attachment 1; Item 32 (a-g); Pages 26-27	x		hkb	SI, DR,OB
Q. Does the institution submit notification incident packets to the State's Mainland Branch?	Attachment 1; Item 32 (a-g); Pages 26-27	x		hkb	SI, DR,OB
R. Does the institution submit disciplinary reports at the end of each month to the State's Mainland Branch?	Attachment 1; Item 32 (a-g); Pages 26-27	x		hkb	SI, DR,OB
S. Does the institution submit a monthly report by the 5th working day of each month to the State's Mainland Branch?	Attachment 1; Item 32 (a-g); Pages 26-27	x		hkb	SI,DR,OB
Other Comments: *Progress Reports completed every 6mos. New HR Mgr started 3/7/14., Criminal Background check thru First Advantage Company. Random audit of 30 files shows all staff in compliant of training & drug testing random.					



\*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	270
Total Non-Compliant	0

