	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 1, 2024	<b>POLICY NO.:</b> COR.07.01
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.07.01 of 05/11/2018	
<b>SUBJECT:</b> <b>FACILITY INSPECTIONS</b>		Page 1 of 3	

## 1.0 PURPOSE

To provide guidelines for the periodic audit, inspection, and maintenance of all correctional facilities so that acceptable standards sections, to include but not limited to security, safety, sanitation, fire prevention, and housekeeping are adhered to and that operational deficiencies are identified and corrected.

## 2.0 SCOPE

This policy shall apply to all correctional facilities within the Department.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Hawaii Revised Statutes § (HRS), Chapter 123-5, Right of entry for inspection unlawful to obstruct.
- b. Department of Corrections and Rehabilitation (DCR), Policy & Procedure (P&P), COR.06.01, Preventative Maintenance Program.
- c. DCR, P & P, COR.07.05, Food Service Area Sanitation Inspections.
- d. DCR, P & P, COR.07.06, Housekeeping Inspections

### .2 Definitions

- a. **Qualified Fire and Safety Officer:** An institutional staff member who has received training in and is familiar with the safety and sanitation requirements of the jurisdiction. The officer will have received on-the-job training regarding applicable regulations and inspections, including the use of checklists. The officer shall be devoted full-time to fire and safety issues within the facility.
- b. **Deficiency –** Any finding less than compliant or satisfactory.

## 4.0 POLICY

### .1 Self – Inspections

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DCR  P & P M	<b>SUBJECT:</b>  <b>FACILITY INSPECTIONS</b>	<b>POLICY NO.:</b> <b>COR.07.01</b>
		<b>EFFECTIVE DATE:</b> <b>January 1, 2024</b>
		<b>Page 2 of 3</b>

Regular formalized inspections of all buildings and grounds are essential to good security, safety, sanitation, fire prevention, and housekeeping. These inspections are in addition to the daily, routine checks made by various personnel as part of their daily assignment. Each Warden shall implement and enforce, at a minimum, the following formalized inspections:

- a. Security inspections shall be conducted at least weekly, by the Chief of Security (COS).
- b. Fire and safety inspections shall be conducted weekly by the qualified fire and safety officer. The officer shall routinely inspect the facility for compliance with safety and fire prevention standards.
- c. Sanitation inspections shall be conducted weekly in accordance with DCR, P&P, COR.07.05, Food Service Area Sanitation Inspection, by a designated staff member, who has completed the free 2-day food safety certification workshop from the Department of Health.
- d. Physical plant and equipment inspections shall be conducted weekly by maintenance personnel as set forth in DCR, P&P, COR.06.01, Preventive Maintenance Program.
- e. Warden and other section heads shall inspect the facility's living and activity areas at least weekly. All inspections, including discrepancies, indicated remedies, and appropriate follow-up shall be documented and filed at the facility. Inspections reports shall be kept for 36 months.

.2 Outside Agency Inspections

Each Warden shall coordinate with the appropriate agency the following minimum formal inspections:


- a. Inspection of the facility by local officials to ensure compliance with the applicable fire codes.
- b. Sanitation inspections of the facility by the Department of Health to ensure compliance with all applicable laws and regulations.

A copy of the inspection report shall be forwarded to the appropriate Division Administrator (DA), along with the Warden's plan of corrective action, if necessary, within 30 days following such inspections.


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DCR P & P M	SUBJECT:  FACILITY INSPECTIONS	POLICY NO.: COR.07.01
		EFFECTIVE DATE: January 1, 2024
		Page 3 of 3

APPROVAL RECOMMENDED:

  
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Deputy Director for Corrections                      JAN 01 2024  
Date

APPROVED:

  
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DIRECTOR    JAN 01 2024  
Date

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