

FACILITY/UNIT AUDIT

Facility: _____ Date: _____

Number of Files Audited: _____

Deputy Warden/Asst. District Supervisor: _____ Date: _____

Warden/District Supervisor: _____ Date: _____

Division Manager: _____ Date: _____

Instructions: The total number of deficiencies for each question noted from the audits submitted on Attachment A are to be listed beside each assigned security level. For example, if a multi-security level facility: Minimum: 2, Medium: 5, Maximum: 3.

Corrective actions taken to correct the deficiencies are to be noted in the space provided.

Question #1: Are chronological entries completed monthly, as required? To include offender contact.			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #2: Is the required content included in each chronological entry, to include referrals to programs, participation in programs and completion of programs?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #3: Is the OFFENDER PROFILE FORM completed accurately?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #4: Are adjustment reviews completed in a timely manner?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #5: By using the OFFENSE SEVERITY SCALE, is the most recent serious current charge/ conviction, including any CC, CS, rebill cases and detainers/warrants, accurately assessed and points awarded?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

<u>FEMALES ONLY</u>			
Question #6: By using the OFFENSE SEVERITY SCALE, is the most serious prior adult felony conviction/ incarceration or juvenile disposition correctly scored and points awarded? (INITIAL ASSESSMENT ONLY)			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

<u>MALES ONLY</u>			
Question #7: By using the OFFENSE SEVERITY SCALE, is the most serious prior adult felony conviction/ incarceration or juvenile disposition correctly scored and points awarded?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #8: By considering the stipulated time period, is the most serious escape or attempted escape correctly assessed?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #9: Excluding the current offense, has the offender been assessed the correct points for the number of prior adult and juvenile felony convictions occurring in the past ten years? (Initial Assessment Only)			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

<u>FEMALES ONLY</u>			
Question #10: Are the MEDICAL, MENTAL HEALTH AND SUBSTANCE ABUSE needs scored and recorded? (Custody Assessment Only)			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

<u>FEMALES ONLY</u>			
Question #11: Are the MEDICAL, MENTAL HEALTH AND ALCOHOL/DRUG ABUSE NEEDS (within the last five years) scored and recorded? (Initial Assessment Only)			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #12: Is the number of active disciplinary convictions scored and recorded? (Custody Assessment Only)			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #13: By considering the stipulated time periods, have the correct points for offender's disciplinary history or most serious disciplinary conviction been assessed? (Initial and Custody Assessment)			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #14: Have the correct points been awarded for the offender's assigned program participation? (Custody Assessment Only)			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #15: Have the appropriate points been awarded for the offender's adjustment? (Custody Assessment Only)			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #16: Are points accurately awarded for the offender's age?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #17: Have all discretionary overrides been identified?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #18: Have all mandatory overrides been identified?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #19: Have the offender's program needs been assessed appropriately? (Initial Assessment Only)			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #20: Is the recommended custody level appropriate and are the comments completed, if needed?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #21: Has the offender's TRANSFER PACKET been completed and submitted in a timely manner?			
Community:	Minimum:	Medium:	Maximum
Corrective Action:			

Question #22: Does the CASE PLAN reflect the offender's assessed needs and is it being followed?			
Community:	Minimum:	Medium:	Maximum
Corrective Action:			

Question #23: Has the custody assessment been completed annually as required (unless circumstances dictate an earlier review)?			
Community:	Minimum:	Medium:	Maximum
Corrective Action:			

Question #24: Has pre-release planning been addressed in accordance with OP-060901?			
Community:	Minimum:	Medium:	Maximum
Corrective Action:			

(R 11/14)