

## CTU SITE INSPECTION

SITE or AREA INSPECTED \_\_\_\_\_

DATE \_\_\_\_\_

INSPECTING STAFF MEMBER \_\_\_\_\_

RATING KEY: C = Compliance N = Non-Compliance N/A = Not Applicable

### POST ORDERS and PROCEDURES: (OP-040102, "Master Roster and Post Order Guidelines")

\_\_\_\_\_ Are Post Orders present at each post?

\_\_\_\_\_ Have all officers signed the "Acknowledgment Statement" verifying the Post Orders have been read and understood?

\_\_\_\_\_ Are copies of OP-040401, "Transportation of Offenders by CTU," present at each site?

\_\_\_\_\_ When staff were asked about CTU written policy and procedures, were they knowledgeable?

Comments \_\_\_\_\_

### TOOL CONTROL: (OP-040107, "Tool Control Standards")

\_\_\_\_\_ Are tools properly stored and classified?

\_\_\_\_\_ Are tools properly marked?

\_\_\_\_\_ Are tools signed in and out properly, and is tool log present?

\_\_\_\_\_ Are tools inventoried daily, and verified in writing monthly?

\_\_\_\_\_ Are tool inventory sheets present?

### KEY CONTROL: (OP-040105, "Key and Lock Control Standards")

\_\_\_\_\_ Is there a key inventory sheet present?

\_\_\_\_\_ Are all permanent issue keys assigned to staff recorded with the LARC Key Control Officer?

\_\_\_\_\_ Is daily issues log present and utilized at each site?

\_\_\_\_\_ Are all lost or broken keys & locks reported to the LARC Key Control Officer and CTU Chief of Security?

\_\_\_\_\_ Are all keys maintained in a locked container and inaccessible to offenders?

**CAUSTIC/TOXIC & FLAMMABLE PRODUCTS:** (OP-040108, “Control and Use of Flammable, Caustic and Toxic Substances”)

\_\_\_\_\_ Are all containers properly marked?

\_\_\_\_\_ Are all MSDS present for all chemicals?

\_\_\_\_\_ Are all chemicals properly stored?

\_\_\_\_\_ Are all inventory sheets accurate?

\_\_\_\_\_ Are all chemicals signed out and properly supervised?

Comments: \_\_\_\_\_  
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