

## **GUIDE FOR INFORMAL MEETING AND TOUR OF JAIL**

This checklist is to be utilized to assist the jail coordinator in ensuring pertinent information regarding the contract is conveyed to the jail authority. The information should be presented in a manner in which the jail authority can fully understand DOC's expectations of a jail that houses DOC contract offenders. Additional information should be included at the discretion of the jail coordinator and will be documented for the record.

- \_\_\_\_\_ 1. A copy of the "Jail Annual Audit" form will be provided to the jail authority;
- \_\_\_\_\_ 2. The initial inspection will be reviewed and discussed;
- \_\_\_\_\_ 3. Contract files and documentation needed for the files will be discussed;
- \_\_\_\_\_ 4. Mandatory 120 hours DOC training;
- \_\_\_\_\_ 5. Outside exercise;
- \_\_\_\_\_ 6. Offender personal property and clothing;
- \_\_\_\_\_ 7. Housekeeping standards;
- \_\_\_\_\_ 8. Offender pay;
- \_\_\_\_\_ 9. Offender programs;
- \_\_\_\_\_ 10. DOC policies (Use of Force, Visiting, and Property); and
- \_\_\_\_\_ 11. Separate living accommodations for DOC contract offenders.

Additional comments: \_\_\_\_\_

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