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Inspection Standards	ACA Standards: 2-CO-2A-01, 2-CO-2A-02, 2-CO-4D-01, 4-4017, 4-4132, 4-4134, 4-4135, 4-4137 through 4-4139, 4-4144 through 4-4153, 4-4158, 4-4185, 4-4209, 4-4212M, 4-4213, 4-4214M, 4-4216 through 4219, 4-4321M, 4-4324M, 4-4329M through 4-4333, 4-4338, 4-4340, 4-4341, 4-4417, 4-4418, 4-4419, 4-4455M, 4-ACRS-1A-01M through 4-ACRS-1A-09, 4-ACRS-1A-12, 4-ACRS-1A-13, 4-ACRS-1A-15, 4-ACRS-1C-16M, 4-ACRS-1B-01M, 4-ACRS-1B-02, 4-ACRS-1C-10, 4-ACRS-1C-11, 4-ACRS-1C-15M, 4-ACRS-4A-04M, 4-ACRS-4A-05, 4-ACRS-4A-07, 4-ACRS-4B-02, 4-ACRS-4B-03, 4-ACRS-4B-04, 4-ACRS-6A-04-2, 4-APPFS-3F-03M, 4-APPFS-3H-01, 4-APPFS-3H-02		
Robert Patton, Director Oklahoma Department of Corrections	Signature on File		

Standards for Inspections

The following guidelines have been established to provide a uniform process for inspections to ensure adequate health and safety is maintained at all Department of Corrections (DOC) facilities and units. (2-CO-2A-01)

I. Definitions

A. Terms

For the purpose of this procedure, the following terms are identified as follows:

1. Facility Head – refers to wardens or district supervisors responsible for the housing and supervision of offenders.
2. Division/Unit Head – staff responsible for the supervision of a division or unit (e.g., division managers, administrators, etc.).
3. Designee – staff authorized or assigned to act in behalf of the division/unit/facility head (e.g., duty officers, staff assigned supervision of work centers, etc.).
4. Facility – includes: institutions, community corrections centers, and community work centers.
5. Unit – work locations where staff are assigned, such as training centers, sub-offices, state office buildings, leased office space, district offices, etc., with no offender housing.

II. Facility Physical Plant Inspections

- A. (Revision-01 10/07/2015) To encourage informal contact with staff and offenders and to observe living and working conditions, as well as ensure facility safety and sanitation are maintained, the facility head, assistant facility head, chief of security and designated department heads as specified in local procedures will conduct weekly visits to areas to be inspect including offender living, work/industry, food service, program and additional areas as designated by the facility head. (4-4185)
- B. (Revision-01 10/07/2015) This weekly tour will document the observation of facility compliance with the core operational functions to include at least:
1. Touring;
 2. Count procedures;
 3. Contraband searches;
 4. Offender movement;
 5. Perimeter integrity;
 6. Tool control; and

7. Key control.

During each weekly tour, a minimum of one drill will be conducted and noted in the "Weekly Administrative Staff Tour Log" along with the staff tours of the facility.

- C. (Revision-01 10/07/2015) Designees may be appointed only if the staff member is absent for annual/sick leave, training or if the position is vacant.

III. Unit Physical Plant Inspections

As defined above, all units will be inspected monthly to ensure a safe work environment and that sanitation standards are maintained.

IV. Facility Standards

Facilities will be maintained in accordance with the following:

A. Grounds

1. Grounds will be free of litter and debris. Landscaping will be appropriate for the season and in accordance with established directives.
2. Stored materials will be maintained in a neat and orderly manner.
3. Grounds will be mowed, hedges trimmed, and gardens weeded.
4. Non-combustible receptacles for combustible refuse materials are provided. (4-4214M, 4-ACRS-1C-16M)

B. Offender Housing Units

1. All housing units will be cleaned daily and free of litter and debris.
2. Each offender will have adequate furnishings to include a sleeping surface at least 12" inches off the floor, mattress, pillow, linens, availability of a writing surface, an appropriate area to sit and adequate storage space for clothes and personal items. (4-4134, 4-ACRS-1A-13, 4-ACRS-4B-03)
3. General population offender housing (cell/rooms) will provide 25 square feet of unencumbered space per occupant. (4-4132)
4. Written housekeeping plans will be established for all areas of the physical plant and reviewed annually by facility staff. (2-CO-4D-01, 4-4333, 4-ACRS-1A-06) Job descriptions will define specific duties,

responsibilities and assigned level. The housekeeping plans will specify the following:

- a. Provisions for daily housekeeping and regular maintenance; and
 - b. Defined schedules of cleaning.
5. Dayrooms will have access to natural light and will provide sufficient seating and writing surfaces. Furnishings will be consistent with the custody level of offenders assigned to the unit. (4-4135, 4-4149, 4-ACRS-1A-13, 4-ACRS-4B-03)
6. Offenders' personal possessions will be in accordance with [OP-030120](#), [Attachment B](#) entitled "Maximum Allowable Property." (4-ACRS-1A-15)
7. Bulletin boards will be available in the housing units. The following information will be posted to include, but not limited to:
- a. Offender rights and responsibilities ([OP-030123](#) entitled "Offender Rights, Privileges and Responsibilities");
 - b. Unit rules and regulations;
 - c. Allowable offender property ([OP-030120](#) entitled "Offender Property");
 - d. Disciplinary rule violations and allowable sanctions ([OP-060125](#) entitled "Department Offender Disciplinary Procedures");
 - e. Fire evacuation plan ([OP-050102](#) entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities" and [OP-053001](#) entitled "Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters");
 - f. Instructions for bed making and general housekeeping;
 - g. Mail ([OP-030117](#) entitled "Correspondence, Publications and Audio/Video Media Guidelines");
 - h. Hygiene ([OP-030501](#) entitled "Personal Hygiene and Appearance Code");
 - i. Escorted leave ([OP-031001](#) entitled "Offender Escorted Leave/Activities");

- j. Grievances ([OP-090124](#) entitled “Offender Grievance Process”);
 - k. Visitation ([OP-030118](#) entitled “Visitation”); and
 - l. Other information relevant to the offender population.
8. Posters, stickers, photographs or other materials will not be posted on the walls. Sexually explicit pin-ups and photographs will not be displayed.
 9. Housing unit walls will be painted as needed.
 10. Floors will be maintained in a dry, clean and sanitary manner and will be buffed as needed.
 11. All offender rooms/cells will provide access to natural light. (4-4147, 4-4149, 4-ACRS-4B-03)
 12. All air vents (inlets and returns) will be free from any obstruction.
 13. Specifications for the selection of facility furnishings indicate the fire safety performance requirements of the materials selected. (4-4213M, 4-ACRS-1C-15M)
 14. Staff will ensure that each mattress and pillow is disinfected prior to being issued to an offender. A process for documented occurrence shall be in place at each facility. Mattresses and pillows that have deteriorated to the point that the covers are not intact (i.e., torn, cracked) will be replaced as needed. (4-4340, 4-ACRS-4B-04)
 15. Light fixtures, switches, GFCI’s and plugs will be in working order and properly grounded.
 16. Temperatures will be appropriate to summer/winter comfort zones. (4-4153, 4-ACRS-4B-03)
 17. Access to laundry services or self-service facilities will be provided at each facility to provide for the cleaning of clothes. (4-4338, 4-ACRS-4B-02)
- C. Grooming, Shower and Toilet Areas (2-CO-4D-01)
1. Each offender will have access to bathroom facilities which include a toilet and washbasin with hot and cold running water. Such access will be available 24 hours a day. Appropriate grooming/hygiene areas are available in those facilities housing

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offenders with disabilities. (4-4137, 4-4144, 4-ACRS-4B-03, 4-ACRS-6A-04-2)

2. Offender bathroom facilities will comply at a minimum with International Plumbing Code Plumbing Standards as follows:
 - a. One operable toilet for every 15 occupants (4-4137, 4-4419)
 - b. One operable washbasin for every 15 occupants (4-4138, 4-4418)
 - c. One operable shower for every 15 occupants (4-4139, 4-4341, 4-4417, 4-ACRS-1A-12)
3. Bathroom/shower areas will be kept clean, disinfected and maintained in proper working condition. (4-ACRS-4B-03)
4. Water temperatures for showers will be thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit. (4-4139, 4-ACRS-1A-12)
5. Walls will be maintained in a clean and sanitary manner.
6. Bathroom/shower floors will be mopped and cleaned daily with a disinfectant solution. Bathroom/shower floors, walls and washbasins will be free from grime, soap film and mildew.
7. In accordance with [OP-030501](#) entitled "Personal Hygiene and Appearance Code," hair care services will be provided utilizing stationary or mobile units. The area will be maintained in a clean and sanitary manner. (2-CO-4D-01)
 - a. Such areas shall have the availability of hot and cold running water.
 - b. A fresh towel will be used for each offender.
 - c. Equipment and tools, such as combs and clippers, will be properly cleaned and disinfected after each use.
 - d. Drapes will be used with neck guard liners to ensure sanitation is maintained.

D. Kitchens and Dining Rooms

1. The facility head or designee will ensure that weekly inspections of all food service areas are conducted in accordance with this procedure and with [OP-070201](#) entitled "Food Service Inspection Standards" ensuring compliance with all sanitation and health

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codes and American Correctional Association (ACA) standards regarding food service. (4-ACRS-4A-04M) Adequate dining space and hours are available which affords each offender the opportunity to have at least 20 minutes of dining time for each meal. (4-4158, 4-ACRS-4A-05)

2. Additional food service inspections will be conducted in accordance with the following schedule:
 - a. Administrative, medical, or dietary personnel will inspect food service areas weekly. This inspection will be documented using [OP-070201](#), [Attachment B](#) entitled "Food Service Inspection Sheet." (4-4324M, 4-ACRS-4A-07)
 - b. Food service staff will conduct weekly inspections in accordance with this procedure.
 - c. In accordance with [OP-130106](#) entitled "Environmental Health, Safety and Sanitation Inspections," the Safety Administration Unit will conduct an in-depth inspection of all food service areas, canteens and warehouses bi-annually.
 - d. The Oklahoma State Department of Health will conduct periodic inspections in accordance with [OP-130106](#) entitled "Environmental Health, Safety and Sanitation Inspections."

E. General Use and Office Areas

1. General use areas, which include classrooms, dayrooms, corridors, shops and recreation areas will be cleaned daily and at the end of any scheduled period of use.
2. Lighting levels in these areas and throughout the facility will be determined by the task/function to be performed, as well as the interior surfaces, finishes and colors, type and spacing of light sources, outside lighting, shadows and glaze. (4-4145)

V. Facility Sanitation and Hygiene

All areas as defined in Section I. of this procedure will be inspected for sanitation and hygiene. (2-CO-4D-01) Additionally, the facility head will ensure the following contracts/certifications are established/obtained annually:

- A. Licensed exterminators will be used for the control of insects, rodents and vermin. (4-4332M, 4-ACRS-1A-05M)
- B. The facility's potable water source and supply must be certified by "an outside, independent source" to comply with jurisdictional laws and regulations. (2-CO-4D-01, 4-4330M, 4-ACRS-1A-01M)

- C. A waste disposal system is established at the facility in accordance with a plan approved by the Safety Administration Unit. (2-CO-4D-01, 4-4331M, 4-ACRS-1A-04M)

VI. Emergency Systems and Security Devices

A. Inspections

The facility safety consultant/qualified designee will conduct inspections and document the findings to ensure the following:

1. Equipment necessary for maintaining essential lights, power, and communication system is available; (4-4216)
2. Communication devices are available for contact within the institution and for contact outside of the facility in the event of power loss and/or an emergency; (4-4217)
3. Provisions for emergency repairs/replacements are specified in the preventative maintenance plan; (4-4218)
4. Emergency equipment and systems are tested at least quarterly; (4-4219, 4-ACRS-1C-10)
5. Power generators are inspected weekly and load tested quarterly or in accordance with the manufacturer's recommendations and/or instruction manuals; (4-4219)
6. Smoke detection systems are maintained in accordance with the manufacturer's specifications; and
7. Unoccupied areas are to inspected weekly to ensure the area is not faulty or unsafe and free of debris. (4-4184)

B. Environmental Survey

Environmental readings will be conducted by the Safety Administration Unit during each ACA accreditation cycle in accordance with [OP-130106](#) entitled "Environmental Health, Safety and Sanitation Inspections."

1. Housing units will have no less than 20-foot candles of light at desk level and in personal grooming areas. (4-4146, 4-ACRS-1A-07)
2. Housing units, control rooms and dining areas will have circulation of at least ten cubic feet (structures existing prior to August 1990) and 15 cubic feet (additions, renovations, new construction after August 1990) of fresh or recirculated filtered air per minute. (4-4151, 4-4152, 4-ACRS-1A-08)

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3. Noise levels will not exceed:
 - a. Existing structures: 70 dBA (A scale) in the daytime. (4-4150)
 - b. New Construction: Unoccupied 45 dBA (A scale) and Occupied 70 dBA (A scale). (4-4150-1)

VII. Vehicle Inspections

A. Annual Inspections (4-ACRS-1B-01M, 4-APPFS-3H-01)

An annual safety inspection of all vehicles owned, leased or used in the operation of a facility/district/unit will be conducted annually by a qualified/trained individual. Documentation of these inspections will be maintained in facility/district/unit maintenance department. Preventive maintenance inspections will be conducted on a regular, routine basis as determined by the facility/district/unit head and identified in [OP-150203](#) entitled "Preventive Maintenance Program."

B. Required Repairs (4-ACRS-1B-02, 4-APPFS-3H-02)

Safety repairs will be completed immediately upon detection of a problem. Vehicles will not be used again until repairs are made.

C. OCI and Agri-Services Vehicles

OCI and Agri-Services will have trained staff available to inspect Correctional Industries/Agri-Services vehicles. Documentation of these inspections will be maintained in the supervisor's office.

VIII. Health and Safety Inspections and Corrective Action

Health and safety inspections will be conducted as required and all inspections will be forwarded to the facility/unit head and facility health authority for review. (4-4017, 4-4329M, 4-4455M) The safety consultant/qualified designee shall serve as coordinator of the health and safety program and will maintain all records of inspections, to include the facility head/health authority reviews, corrective action responses and the follow-up dates of completion.

A. Weekly Inspections

Appropriately trained department heads, supervisors or their designees will conduct weekly health and safety inspections utilizing the "Weekly Health and Safety Inspection" ([DOC 130107A](#), attached). (2-CO-4D-01, 4-4329M, 4-4455M, 4-ACRS-1A-03)

1. No physical deterioration will exist without repair for more than one

week or as specified in the above standards. Required repairs that are beyond the capability of the facility to perform with the available funds or time limitations will be brought to the attention of the appropriate division manager.

2. These inspections will be sent to the safety consultant/qualified designee for review and corrective action. The safety consultant/qualified designee will forward the inspections with any required corrective action to the facility/unit head and facility health authority for review utilizing the "Health and Safety Review" form ([DOC 130107D](#), attached).

B. Monthly Inspections

1. Institutions and Community Corrections Centers
 - a. The facility safety consultant/qualified designee will conduct comprehensive and thorough monthly inspections of the facility, to include all outside areas (i.e., farms, canine kennels, etc.) utilizing the "Monthly Health and Safety Inspection Report" ([DOC 130107B](#), attached). (4-4029, 4-4212M, 4-4329M, 4-4455M, 4-ACRS-1C-10)
 - b. The inspection reports, along with corrective action response and the "Health and Safety Review" form ([DOC 130107D](#)) will be submitted to the facility/unit head and facility health authority for review. The safety consultant/qualified designee will maintain a copy of the monthly inspections and corrective action responses for review by the Safety Administration Unit during site visits. The facility/unit head will notify the appropriate division manager when significant/ongoing deficiencies occur.
2. Probation and Parole Districts
 - a. Probation and Parole districts will assign qualified staff to conduct monthly inspections of any district office in which 10 or more staff are assigned, utilizing the "Probation and Parole Health and Safety Inspection Checklist" ([DOC 130107C](#), attached).
 - b. The inspection reports, along with the corrective action response will be submitted to the district supervisor head for review. The district supervisor will forward a copy of the monthly inspections to the Safety Administration Unit and the division manager of Community Corrections. Upon review, the Safety Administration Unit may conduct follow-up inspections at their discretion.

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C. Annual Inspections (2-CO-2A-02, 4-4321M, 4-4329M, 4-4455M, 4-ACRS-1A-02M, 4-ACRS-1A-09, 4-ACRS-1C-11, 4-APPFS-3F-03M)

1. The safety consultant/qualified designee will ensure annual inspections are conducted in accordance with [OP-130106](#) entitled "Environmental Health, Safety and Sanitation Inspections." Upon completion of the corrective action response, the inspection, corrective action response and "Health and Safety Review" form will be submitted to the facility/district head.
2. The facility/district head and facility health authority, as appropriate, will review any deficiencies noted on the report and the corrective action requirements/responses. (4-4209) The reports and the appropriate corrective action, to include completion or anticipated completion dates, will be submitted to the appropriate regulatory agency and to the appropriate division manager.

IX. Training

The facility safety consultant/qualified designee will ensure training is provided to all department heads, supervisors or their designees conducting the weekly safety and sanitation inspections. All inspectors will be trained prior to conducting any inspections with training documentation maintained by the facility safety consultant/qualified designee. Such training will be in accordance with [OP-100101](#) entitled "Training and Staff Development."

X. References

Policy Statement No. P-130100 entitled "Oklahoma Department of Corrections Annual Inspections and Monitoring"

OP-030117 entitled "Correspondence, Publications and Audio/Video Media Guidelines"

OP-030118 entitled "Visitation"

OP-030120 entitled "Offender Property"

OP-030123 entitled "Offender Rights, Privileges and Responsibilities"

OP-030501 entitled "Personal Hygiene and Appearance Code"

OP-031001 entitled "Offender Escorted Leave/Activities"

OP-050102 entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities"

OP-053001 entitled "Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters"

OP-060125 entitled "Department Offender Disciplinary Procedures"

OP-070201 entitled "Food Service Inspection Standards"

OP-090124 entitled "Offender Grievance Process"

OP-100101 entitled "Training and Staff Development"

OP-130106 entitled "Environmental Health, Safety and Sanitation Inspections"

OP-150203 entitled "Preventive Maintenance Program"

International Code Council (ICC)

International Plumbing Code (Table 403.1)

XI. Action

The facility head is responsible for developing local procedures.

The Safety Administration Unit and facility heads are responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require written approval of the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-130107 entitled "Standards for Inspection" dated September 27, 2012

Distribution: Policy and Operations Manual
Department Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 130107A	"Weekly Health and Safety Inspection"	Attached
DOC 130107B	"Monthly Health and Safety Inspection Report"	Attached
DOC 130107C	"Probation and Parole Health and Safety Inspection Checklist"	Attached
DOC 130107D	"Health and Safety Review"	Attached

<u>Referenced Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment B	"Maximum Allowable Property"	OP-030120
Attachment B	"Food Service Inspection Sheet"	OP-070201

