

FACILITY/UNIT AUDIT

Facility: _____ Date: _____

Number of Files Audited: _____

Deputy Warden/Center Administrator: _____ Date: _____

Warden/Facility Administrator: _____ Date: _____

Administrator: _____ 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 inmate 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 INMATE 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:			

Question #6: By considering the stipulated time period, is the most serious escape or attempted escape correctly assessed?

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #7: Is the number of active disciplinary convictions scored and recorded? (Custody Assessment Only)

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #8: By considering the stipulated time periods, have the correct points for inmate's disciplinary history or most serious disciplinary conviction been assessed? (Initial and Custody Assessment)

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #9: Have the correct points been awarded for the inmate's assigned program participation? (Custody Assessment Only)

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #10: Have the appropriate points been awarded for the inmate's adjustment (Custody Assessment Only)

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #11: Are points accurately awarded for the inmate's age?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #12: Has all discretionary overrides been identified?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #13: Has all mandatory overrides been identified?			
Community	Minimum:	Medium:	Maximum:
Corrective Action:			

Question #14: Is the recommended custody level appropriate and are the comments completed, if needed?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action			

Question #15: Has the inmate's TRANSFER PACKET, to include GPS packet, been completed and submitted in a timely manner?			
Community:	Minimum:	Medium:	Maximum
Corrective Action:			

Question #16: Does the CASE PLAN reflect the inmate's assessed needs and is it being followed?			
Community:	Minimum:	Medium:	Maximum
Corrective Action:			

Question #17: Has the custody assessment been completed annually as required (unless circumstances dictate an earlier review)?

Community:	Minimum:	Medium:	Maximum
Corrective Action:			

Question #18: Has pre-release planning been addressed in accordance with OP-060901 entitled "Pre-Release Planning"?

Community:	Minimum:	Medium:	Maximum
Corrective Action:			