

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 read, signed, and dated the post order acknowledging the duties of the assigned post and any relevant local procedures or memoranda?

_____ Are copies of OP-040401, "Transportation of Inmates by Central Transportation Unit (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 a 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 inmates?

CAUSTIC/TOXIC & FLAMMABLE PRODUCTS: (OP-150310, "Hazard Communication Program")

_____ Are all containers properly marked?

_____ Are all SDS present for all chemicals?

_____ Are all chemicals properly stored?

_____ Are all inventory sheets accurate?

_____ Are all chemicals signed out and properly supervised?

Comments: _____

