

From: [Slaughter, Adrienne](#)
To: [Weiss, Rachel](#)
Cc: [Beck, Judy](#)
Subject: CCA Licensing Instrument
Date: Monday, June 09, 2014 8:41:21 AM
Attachments: [CCC License Tool w-Criteria.docx](#)

Rachel,

Please find the attached requested DOC Licensing Instrument used for Crossroads Correctional Center audits. In addition to this licensing instrument, the Department may utilize a number of additional auditing tools for each of the following areas:

- Dental services
- Administration and management
- Fiscal management
- Program audits
- Personnel
- Staffing patterns
- Admissions and discharge
- Offender legal
- Accommodations, sanitation and hygiene
- Health services
- Food services
- Security
- Emergency Preparedness
- Grievance procedures

Please let me know if we can provide any additional information or if you have further questions. Thank you!

[Adrienne Slaughter](#)

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MONTANA DEPARTMENT OF CORRECTIONS PRIVATE PRISON LICENSING INSTRUMENT

FACILITY: Crossroads Correctional Center
LICENSING DATE: _____

NOTE: When using this tool, please communicate whether the facility is in compliance or not and include observations or attach documentation regarding how the facility met or did not meet the compliance declaration. This information is imperative in support of non-compliance issues to help address facility rebuttal. An in compliance example response to 20.27.203, could be, “The license is displayed on the wall in the entryway of the facility alongside the ACA and NCCHC accreditation certificates. As such, the facility is in compliance with this requirement.”

20.27.203 (1) FACILITY LICENSE: The facility’s current license must be prominently displayed in the general administration area of the facility.

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.210 PURPOSE AND MISSION:

1. Policy Manual: The facility must have a written policy and procedure manual, approved by the department, which establishes the facility mission, goals, objectives and standard operating procedures, and establishes a system of regular review of policies and procedures. **(Contract – Section (Sec.) XII, Clause 1B; ACA 4th Edition Standards: Chapter 1, Sec. A – Principle)**

Compliance:	Substandard:	Observation:	Date:	Initials.
Comments:				

2. Contract: To receive a license under these rules, the owner or operator of a private correctional facility must have a current contract with the state of Montana, which complies with **53-30-608, MCA. (Contract & 11 Amendment (Amd.) Documents)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

3. Mission Statement: The facility must have a written mission statement that delineates the facility’s mission within the context of the Montana correctional system. (ACA 4-4002)

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

4. Offenders: The facility may not house a person charged or convicted in another state or charged or convicted in federal court in another state unless approved by MDOC. (Contract through Amd. 2 – Sec. XII, Clause 1)

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

5. Accreditation: The facility must maintain accreditation by both ACA and NCCHC. (Contract – Sec. II, Clause 2F)

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.212 FACILITY WARDEN: The facility must be headed by a warden who is in charge of all inmates, personnel, volunteers, programs and activities connected to the facility. (ACA 4-4006) The qualifications for the position of Warden are at a minimum:

1. A bachelor’s degree in an appropriate discipline,
2. Five years of related administrative experience and demonstrated administrative ability and leadership,
3. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to a bachelor’s degree. (ACA 4-4009)

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.213 FACILITY ORGANIZATION: The facility must have a written document describing its organization. This description must include an organizational chart that groups similar functions, services, and activities in administrative subunits. (ACA 4-4010)

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.214 POLICY AND PROCEDURE MANUAL: Policies and procedures for operating the facility must be approved by the department, contained in a manual accessible to all employees and the department, and the facility must update and review this manual annually. **(Contract – Sec. XII, Clause 1B; ACA 4-4012)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.216 MEDIA ACCESS: The facility must have written policy, procedure and practice which:

- (a) allows representatives of the media access to the facility consistent with preserving inmates’ right to privacy and maintaining order and security, **(Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures; ACA 4-4022; MDOC Policy 3.3.4)** and
- (b) provide for the dissemination of information about the facility to the public, governmental agencies, and the media. **(Contract, through Amd. 10 – Sec. I; ACA 4-4021; MDOC Policy 1.1.8; MSP Policy 1.1.8)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.217 INMATE FUNDS: The facility must control inmate personal funds held by the facility in accordance with generally accepted accounting principles. **(MCA 53-1-107 & 53-1-108; Contract, through Amd. 8 - Sec. XXVI; ACA 4-4045; MDOC Policies - 1.2.6 & 1.2.10; MSP Policy 4.1.3)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.218 STAFFING REQUIREMENTS: Facility staffing requirements for all categories of personnel must be determined on an ongoing basis to ensure that inmates have access to staff, programs, and services. **(Contract – Sec. XIV; Contract, through Amd. 4 – Sec. XXXXVI, Subsection C; Contract, through Amd. 2 – Sec. XIV, Subsection (Sub.) B; ACA 4-4050; MDOC Policy 3.1.34)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.219 BACKGROUND/CRIMINAL RECORD CHECK: A criminal record check is conducted on all new employees, contractors, and volunteers prior to assuming their duties to identify whether there are any criminal convictions that have a specific relationship to job performance. This record will include comprehensive identifier to be collected and run against law enforcement indices. If suspect information on matter with potential terrorism connections is returned on a desirable applicant, it is forwarded to the local Joint Terrorism Task Force (JTTF) or another similar agency. The facility may not hire any person with a prior felony conviction without departmental approval. **(31-3-126, MCA; Contract – Sec. XIV, Sub. C; ACA 4-4061)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.221 DRUG-FREE WORKPLACE: The facility must have a written policy and procedure that specifies support for a drug-free workplace for all employees. This policy includes at a minimum the following:

- Prohibition of the use of illegal drugs
- Prohibition of possession of any illegal drug except in the performance of official duties
- The procedures to be used to ensure compliance
- The opportunities available for treatment and/or counseling for drug abuse
- The penalties for violation of policy.

The policy must require that all potential employees pass a drug and alcohol test prior to beginning work at the facility and include pre-employment testing and ongoing drug testing in conformity with state law. **(MCA 39-2-207 & 39-2-208; Contract – Sec. XIV, Sub. D; ACA 4-4063)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.222 PERSONNEL FILES: The institution maintains a current, accurate, and confidential personnel record on each employee. Information obtained as part of a required medical examination (and/or injury) regarding the medical condition or history of applicants and employees is collected and maintained on separate forms and in separate medical files and treated as confidential information. **(ACA 4-4067)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.223 TRAINING AND STAFF DEVELOPMENT: Written policy, procedure, and practice provide that all new correctional officers receive 120 hours of training during their first year of employment. At a minimum, this training covers the following areas:

- Security and safety procedures
- Emergency and fire procedures
- Supervision of offenders
- Suicide intervention/prevention
- Use of force
- Offender rights
- Key Control
- Interpersonal relations
- Communications skills
- Standards of conduct
- Sexual abuse/assault intervention
- Code of ethics

Written policy, procedure, and practice provide that all correctional officers receive at least 40 hours of annual training. This training shall include at a minimum the following areas:

- Standards of conduct/ethics
- Security/safety/fire/medical/emergency procedures
- Supervision of offenders including training on sexual abuse and assault
- Use of force

The facility must provide staff training in accordance with state law. (MCA 44-4-401, 44-4-403, & 44-4-404; Contract – Sec. XV; ARM Chapter 23.13; ACA 4-4084 & 4-4084-1; DOC Policy 1.4.1 & 1.4.1A)

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.225 INMATE POPULATION MOVEMENT (COUNT):

1. The facility has a system for physically counting inmates. The system includes strict accountability for inmates assigned to work and educational release, furloughs, and other approved temporary absences. (Contract – Sec. XVI, Sub. E; ACA 4-4187; MDOC Policy 3.1.21)

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

2. The facility must have a written plan to control inmate movement within and outside the facility that is approved by the department. **(Contract – Sec. XVI, Sub. E; ACA 4-4188; MDOC Policy 3.1.11)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

3. The facility must have written policy and procedures governing the transportation of inmates outside the facility. **(Contract – Sec. XVI, Sub. F; ACA 4-4189)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.227 BUILDING AND SAFETY CODES: The facility must comply with all applicable federal, state, and/or local building and fire safety codes. **(50-60-106, 50-60-107, & 50-60-304, MCA; 50-60-Part 2, MCA; ACA 4-4123 & 4-4124; MDOC Policy 2.1.1)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.229 INMATE HOUSING: Inmate housing areas must conform to applicable ACA standards as to size, space, furnishings, toilets, and showers. Handicapped inmates must be housed in a manner that provides for their safety and security. **(ACA 4-4132 through 4-4144, as amended by the 2012 Supplemental; MDOC Policy 2.2.1)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.230 EXERCISE AND RECREATION: General population inmates must be provided access to at least one-hour daily of indoor or outdoor exercise. The facility must provide adequate space for inmates to exercise in accordance with ACA standards. **(Contract, through Amd. 2 – Section XIX, Clause 4; ACA 4-4154; MDOC Policy 5.5.3)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.231 VISITING AREAS: The facility must provide sufficient space for inmates to receive visits from approved visitors. **(Contract – Sec. XXIII; ACA 4-156; MDOC Policy 5.4.4)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.232 FIRE AND LIFE SAFETY:

1. The facility must have a written fire and life safety plan that is in accordance with the department policy on fire and life safety. **(Contract – Sec. XVI, Sub. A; ACA 4-4211; MDOC Policy 3.2.10)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

2. All employees must be trained to this plan. **(Contract – Sec. XVI, Sub. A; ACA 4-4220)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

3. Written policy, procedure and practice provide for a comprehensive and thorough monthly inspection of the facility by a qualified fire and life safety officer for compliance with safety and fire prevention standards. There is a weekly fire and safety inspection by a qualified staff member. **(Contract – Sec. XVI, Sub. A; ACA 4-4212)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

4. Facility specifications for the selection and purchase of facility furnishings must indicate the fire safety performance requirements of the materials selected. **(ACA 4-4213; MDOC Policy 3.2.10)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

5. Facility policy must provide that the facility does not allow smoking any tobacco products on premises. **(50-40-104, MCA; Contract, through Amd. 10 – Section I, Attachment A & through Amd. 2 – Sec. XXI, Clause 2D; MDOC Policy 3.4.3; MSP Policy 3.4.3)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

6. Facility policy must provide for separate containers for combustible refuse at accessible locations throughout the facility, special containers for flammable liquids and rags used with flammable liquids, which containers are emptied and cleaned daily, and the control and use of all flammable, toxic and caustic materials. **(ACA 4-4214; MDOC Policy 3.2.12)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.233 EMERGENCY RESPONSE PLAN:

1. The facility must have a written emergency response plan that complies with the department’s emergency preparedness plan. **(Contract, through Amd. 2 – Sec. XVI, Sub. B; MDOC Policy 3.2.1)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

- a. The plan must provide that all personnel are trained in the implementation of the plan. **(ACA 4-4220; MDOC Policy 1.4.1, Sec. IV, Sub. D7)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

- b. The plan must provide for a written evacuation plan to be used in the event of fire or major emergency which includes,
1. location of building/room floor plans,
 2. use of exit signs and directional arrows for traffic flow,
 3. location of a publicly posted plan,
 4. at least quarterly drills in all facility locations, including administrative areas,
 5. provisions for the release of inmates from locked area **(ACA 4-4221)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

2. Facility policy must provide that any work stoppage plans are communicated only to appropriate supervisory personnel or other personnel directly involved in the implementation of those plans. **(ACA 4-4220)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.235 USE OF FORCE, RESTRAINTS AND CHEMICAL AGENTS:

1. The facility must have use of force, use of restraints, and use of chemical agent policies that are approved by the department. **(Contract, through Amd. 10 – MDOC Policies; ACA 4-4199; MDOC Policy 3.1.8; MSP Policy 3.1.8A)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

2. The facility must have a written policy and procedure governing the use of firearms, which is approved by the department. **(Contract, through Amd. 10 – MDOC Policies; ACA 4-4204; MDOC 3.1.7)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

3. Facility policy must provide that instruments of restraint such as handcuffs, leg irons or belly chains are never applied as punishment. **(ACA 4-4190)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

4. Facility policy must provide that 4-point restraint is only applied with the approval of the Warden. **(ACA 4-4191)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.237 SECURITY MANUAL: The facility must maintain a written manual containing procedures for facility security and control, with detailed instructions for implementing these procedures. The manual must be approved by the department and available to all facility staff. **(Contract, through Amd. 10 – MDOC Policies; ACA 4-4174; MDOC Policy 3.1.1)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.238 CONTROL OF CONTRABAND:

1. The facility must have written policy, procedure and practice to provide for search of the facility and inmates to control contraband and provide for its disposition, which is approved by the department. **(MCA 53-1-105; Contract, through Amd. 10 – MDOC Policies & through Amd. 2 – Sec. XVI, Sub. D & I; ACA 4-4192; MDOC 3.1.17)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

2. Facility policy, procedures and practice must require that all pat searches, frisk searches, strip searches, and body cavity searches are performed in accordance

with ACA standards. (ACA 4-4193 & 4-4194; MDOC Policy 3.1.17, Sec. C, D, & E)

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.239 KEY AND TOOL CONTROL: The facility must have written policy, procedure and practice controlling the use of keys, tools, and culinary and medical equipment and supplies. (Contract, through Amd. 10 – MDOC Policies; ACA 4-4195 & 4-4196; MDOC Policy 3.1.13)

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.241 INJURIES INCURRED IN A FACILITY INCIDENT: The facility must have written policy, procedure and practice to provide that all persons injured in an incident where chemical agents are used must receive immediate medical examination and treatment. (ACA 4-4203; MDOC Policy 3.1.8; MSP Policy 3.1.8A)

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.242 FACILITY SECURITY THREATS, ESCAPES:

1. The facility must have written plans that specify procedures to be followed in situations that threaten facility security. Such situations include but are not limited to riots, hunger strikes, disturbances, and taking of hostages. These plans are made available to all applicable personnel are reviewed annually and updated, as needed. (Contract, through Amd. 2 – Sec. XVI, Sub. B; ACA 4-4224; MDOC Policy 3.2.1(A) (NOTE: The contract refers to old MDOC Policy 3.2.2 for such actions. However, these requirements are now under Policy 3.2.1(A))

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

2. The facility must have on file written mutual aid agreements with the cooperating agencies in its area. (Contract, through Amd. 2 – Sec. XVI, Sub. B; Contract – Sec. XII, Clause 1D; ACA 4-4011)

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

Comments:

3. The facility must have written policy, procedure and practice to ensure that pedestrians and vehicles leave and enter the facility at designated points in the perimeter. **(Contract, through Amd. 10 – MDOC Policies; ACA 4-4172; MDOC Policies 3.1.5 & 3.3.8)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

4. The facility’s perimeter must be controlled by appropriate means to provide that inmates remain within the perimeter, and also prevent access by the general public without proper authorization. **(Contract – Sec. XVI, Sub. L; ACA 4-4171; MDOC Policy 3.1.4)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.243 RULES AND DISCIPLINE: The facility must have written policies procedures and practices regarding disciplinary actions, approved by the department which define in writing, the rules of conduct, sanctions and procedures for writing rule violation reports, must be communicated to all inmates and staff and provide that when an inmate allegedly commits an act covered by criminal law, the case is referred to appropriate court or law enforcement officials for consideration for prosecution. **(Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures; Contract – Sec. XXIV, Sec. C; ACA 4-4226 through 4-4231; MDOC Policy 3.4.1; MSP Policy 3.4.1)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.245 SPECIAL MANAGEMENT: The facility must have written policy and procedure, approved by the department, to provide for the removal from general population of inmates who threaten the secure and orderly management of the facility or persons that must be protected from harm by other inmates by placement in special units. **(Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures;**

Contract, through Amd. 4 – Clauses 1 & 2; Contract, through Amd. 1 – Clause 4; Contract – Sec. XXVIII; ACA 4-4249; MDOC Policy 3.5.1)

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.246 INMATE CLASSIFICATION: The facility must have written policy and procedure, approved by the department for the objective classification of inmates remanded to its custody. **(Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures; Contract – Sec. XXVII; ACA 4-4295; MDOC & MSP Policies 4.2.1)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.248 INMATE RIGHTS:

1. The facility must have written policy, procedure and practice to ensure the right of inmates to have:
 1. Access to courts and legal counsel
 2. Access to law library, or person trained in the law
 3. Reasonable access with media subject to limitations necessary to maintain order and security and protect inmates’ privacy. **(Contract, through Amd. 10 – Section XII; Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures; Contract – Sec. XXII; ACA 4-4274 to 4-4276; MDOC Policy 3.3.2)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

2. The facility must have written policy, procedure and practice that protect inmates for personal abuse, corporal punishment, personal injury, disease, property damage, and harassment. **(Contract – Section XXII; ACA 4-4281)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

3. The facility must have a written grievance procedure that is made available to all inmates. The procedure must include at least one level of appeal. **(Contract,**

**through Amd. 10 – Section I, MDOC & MSP Policies and Procedures;
Contract – Sec. XXIV; ACA 4-4284; MDOC Policy 3.3.3; MSP Policy 3.3.3)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.250 ADMISSION: The facility must have written policy and procedures that govern the admission of inmates to the system approved by the department. **(Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures; ACA 4-4285; MDOC Policy 4.1.1)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.251 PERSONAL PROPERTY: The facility must have written policy and procedure to govern the control of personal property and funds belonging to inmates and are made available to inmates upon admission and when updated. **(Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures; Contract, through Amd. 8 – Section XII, Sub. C & Section XXVI; Contract – Sec. XII, General Administration, Sub. C; ACA 4-4292; MDOC Policy 4.1.3; MSP Policy 4.1.3)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.252 MENU, DIETS, FOOD SERVICE:

1. The facility’s dietary allowances and plan must be reviewed at least annually by a qualified nutritionist or dietician to ensure that it meets the nationally recommended dietary allowance for males age 25-50 years as provided by the national research council food and nutrition board. **(Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures; Contract – Section XVII, Sub. D2; ACA 4-4316; MDOC Policy 4.3.2)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

2. The facility must have written policy, procedure and practice that require food service staff to take into consideration food flavor, texture, temperature, appearance and palatability and provide for special diets as prescribed by

appropriate medical or dental personnel. **(Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures; ACA 4-4318; MDOC Policy 4.3.2)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

3. The facility must obtain documentation by an independent, outside source that food service facilities and equipment meet established state and local health and safety codes. **(Contract, through Amd. 4, Clause 6; Contract – Sec. XVII, Sub. D; ACA 4-4321; MDOC Policy 4.3.3)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

4. The facility must have written policy, procedures and practice for adequate health protection for all inmates and staff in the facility, and inmates and other persons working in the food service including the following:
- a. when the facilities food services are provided by an outside source, the facility must have written verification that the outside provider complies with state and local regulations regarding food service.
 - b. All food handlers must be instructed to wash their hands upon reporting to duty and after using toilet facilities.
 - c. The director of food service or designee must monitor inmates and other persons working in food service each day for health and cleanliness. **(ACA 4-4322)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

5. The facility must have written policy, procedure and practice requiring weekly inspections of all food service area, including dining and food preparation areas and equipment, by administrative, medical or dietary personnel. These may include the person supervising food service operations or designee. Administrative, medical or dietary personnel must check refrigerator and water temperatures daily. **(Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures; Contract, through Amd. 4 – Clause 6; Contract – Sec. XVII, Sub. D4; ACA 4-4324; MDOC Policy 4.3.3)**

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.253 SANITATION AND HYGIENE:

1. The facility must have written policy, procedure and practice requiring the following inspections:
 - a. Weekly sanitation inspections of all facility areas by a qualified staff member
 - b. Comprehensive and thorough monthly inspections by a safety sanitation specialist
 - c. At least annual inspections by state and/or local sanitation and health officials. **(Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures; ACA 4-4329; MDOC Policy 4.4.2)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

2. The facility’s potable water source and supply, whether owned and operated by the public water department or the facility, must be certified by an independent source outside the facility to be in compliance with state and local law. **(Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures; ACA 4-4330; MDOC Policy 4.4.2)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

3. The facility must provide for a waste disposal system in accordance with an approved plan by the appropriate regulatory agency. **(Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures; ACA 4-4331; MDOC Policy 4.4.2)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

4. The facility must provide for the control of vermin and pests. **(Contract, through Amd. 10 – Section I, MDOC & MSP Policies and Procedures; ACA 4-4332; MDOC Policy 4.4.2)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.254 HEALTH CARE:

1. The facility must have written policy, procedure and practice providing that all medical, psychiatric, and dental matters involving medical judgment are the sole province of the responsible physician, mental health provider, and dentist respectively.

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

2. The facility must ensure that personnel who provide health care services to inmates have attained the appropriate state and federal licensure, certification, or registration requirements, the duties and responsibilities of such personnel are governed by written job descriptions approved by the health authority and verification of current credentials and job descriptions are on file in the facility. **(MCA 37-3-301; Contract – Section XVIII, Sub. B;**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

3. The facility must ensure that all treatment to inmates by health care personnel other than a physician, dentist, psychologist, optometrist, podiatrist, or other independent provider is performed pursuant to written or direct orders by personnel authorized by law to give such orders. Nurse practitioners and physicians assistants may practice within the limits of applicable laws and regulations.

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

4. The facility must have written policy, procedure and practice that provide for emergency care and meet or exceed the ACA standards for adult correctional facilities. **(Contract, through Amd. 2 – Sec. XVIII; Contract – Sec. XVIII, Sub. C; ACA 4-4351)**

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

5. The facility must have written policy and practice that prohibit the use of inmates for medical, pharmaceutical, or cosmetic purposes. Policy may not preclude individual treatment of an inmate based on his or her need for a specific medical procedure that is not generally available.

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.255 PHARMACEUTICALS: The facility must have written policy, procedure and practice approved by the department which provide for the proper management of pharmaceuticals. The policy must address the following subjects:

- a. A formulary developed for the facility.
- b. Prescription practices, including requirements that psychotropic medications are prescribed only when clinically indicated as one facet of a program therapy; stop order time periods are required for all medications; the prescribing provider reevaluates a prescription prior to renewal.
- c. Procedures for medication receipt, storage, dispensing and administration or distribution.
- d. Maximum security storage and periodic inventory of all controlled substances, syringes and needles.
- e. Dispensing of medicine in conformance with appropriate federal and state law.
- f. Accountability for administering or distributing medications in a timely manner, according to physician's orders.

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.256 HEALTH SCREENING: The facility must have written policy, procedure and practice requiring medical, dental and mental health screening to be performed pursuant to ACA standards for adult correctional facilities.

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.258 INMATE WORK PROGRAMS: The facility must have written policy, procedures and practice that requires all able bodied inmates to work unless assigned to an approved education or training program and provides that inmates receive pay comparable to that received by inmates in the department's adult correctional facilities.

Compliance:	Substandard:	Observation:	Date:	Initials:
Comments:				

20.27.260 MAIL, TELEPHONE, and VISITING:

1. The facility must have written policy and procedure governing the following:
 - a. inmate correspondence
 - b. postage allowance for indigent inmates
 - c. inmate access to publications
 - d. inspection of incoming and outgoing inmate mail
 - e. inspection for and disposition of contraband

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

2. The facility must have written policy, procedure and practice providing for inmate access to telephones and inmate visitation.

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

20.27.261 RELIGIOUS PROGRAMS: The facility must have written policy, procedure and practice that provide for inmates to have the opportunity to participate in practices of their religious faith deemed essential by the faith's governing body, limited only by documentation showing threat to the safety of persons involved in such activity or that the activity itself disrupts order in the facility.

Compliance:	Substandard:	Observation:	Date:	Initials:
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Comments:

LICENSING AGENT: _____