

# Sheriff

(352) 793-0222



**WILLIAM O. "BILL" FARMER, JR. – SUMTER COUNTY**

MEMBER, FLORIDA SHERIFFS ASSOCIATION  
1010 NORTH MAIN STREET  
BUSHNELL, FLORIDA 33513

December 9, 2009

The delay of 5 months was due to the report apparently not making it to Bushnell. When we discovered we have never received it, we asked for another copy to be forwarded to us.

Sumter County Detention Center



Copy To: \_\_\_\_\_  
Commrs 5 \_\_\_\_\_ Pub Wks Div \_\_\_\_\_  
Co Atty \_\_\_\_\_ Bldg & Dev Div \_\_\_\_\_  
Co Fin \_\_\_\_\_ Admin Div \_\_\_\_\_  
Other \_\_\_\_\_ Com Svcs Div \_\_\_\_\_

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BUSHNELL, FLORIDA 33513

December 9, 2009

Honorable Doug Gilpin, Chairman  
Board of County Commissioners  
Sumter County  
Bushnell, FL 33513

Chairman Gilpin:

On Thursday, May 28, 2009, the Regional Peer Review Inspection Team held the annual Florida Model Jail Standards onsite inspection at the Sumter County Detention Center. Please note by the attached copy of the inspection, which was received at the Detention Center on December 8, 2009, there was one section where the Jail was not in compliance. The Jail was found to be in compliance with all serious violations. The one area that was not in compliance was in a notable area.

The deficiency as noted above was in The Sanitation Section. This was due to having more inmates than beds, showers and restroom facilities. This has been greatly improved with the new buildings coming on line. When the last new building comes on line there will be more than enough beds available.

As you know, all of the inmates that were housed out of county have been returned to Sumter County.

In spite of the overcrowding the inspectors highly commended the facility for its cleanliness and the professionalism shown by the personnel.

Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas G. Moffitt', with a long horizontal line extending to the right.

Thomas G. Moffitt, Captain  
Jail Administrator  
Sumter County Detention Center

CC: Hunt Insurance Group  
Sheriff Bill Farmer, Sumter County  
Sgt. Ann Swilley, Alachua County Jail



# Florida Model Jail Standards Peer Review Inspection

**Alachua / Gilchrist / Levy / Marion  
/ Putnam / Sumter Counties**

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Date: May 28, 2009  
To: Sheriff William Farmer Jr.  
From: Sergeant Ann Swilley  
Subject: Jail Inspection

## 1. Introduction:

The Regional Peer Review Inspection Team conducted an inspection of the Sumter County Detention Center on Thursday, May 28, 2009. The inspection team consisted of members from Alachua, Levy, Gilchrist and Marion Counties.

## 2. Inspection process:

Sgt. Julianne Day assisted the team during the inspection by coordinating the tour and ensuring each inspector was accompanied by a staff member during the tour. I would like to express my gratitude and the gratitude of the team for the courtesy provided.

During the course of the inspection, the team was highly complimentary on the cleanliness and orderliness of the facility and the professionalism displayed by all personnel with whom the team came into contact. We also enjoyed the tour of the new buildings being constructed and look forward to seeing them during next years inspection.

While several inmates were questioned regarding confinement conditions; none expressed any significant complaints.

### 3. Compliance Issues:

During the course of the inspection, the Sumter County Detention Center was found to be in compliance with the Florida Model Jail Standards other than the issue of overcrowding which is being remedied by the new construction which is being done at this time.

### 4. Conclusion:

An exit interview was conducted and those in attendance included the Peer Review Team Inspectors, Captain Tom Moffitt, Sgt. Julianne Day and Officer Strickland. During the exit interview each inspector described the areas they inspected, their observations and the outcome from their portion of the inspection.

### 5. Limitation of Liability

The listed inspectors, who are members of the Regional Peer Review Inspection Team, compiled this report in accordance with the Florida Model Jail Standards. The team only warrants that on the date of the above inspection, the Sumter County Detention Center met or exceeded the Florida Model Jail Standards as set forth in this report. Pursuant to state law, the facilities must maintain the operation of the jails at the standards provided by the Florida Model Jail Standards. However, the Regional Peer Review Team is not responsible for the continued adherence with these standards subsequent to the date of this inspection.

The ultimate responsibility for the proper operation of the facilities and adherence with minimum standards rests solely with the individual or entity designated as the Chief Correctional Officer of the Sumter County Detention Center. The Chief Correctional Officer, hereby agrees to release and hold harmless the Peer Review Inspection Team, to the extent allowed by law, from any liability, losses or damages, including attorneys fees and cost of defense, which the Chief Correctional Officer or the officers, employees and agents may incur as a result of claims, demands, suits, causes or actions or proceedings of any kind or nature arising out of, resulting to, or resulting from the jail inspection process.

As a reminder, FMJS Paragraph 2.05 requires the Officer-In-Charge to compile a response to this report and submit a copy of the report and any corrective action plan, if appropriate, to the agency's County Commission and the Chairperson of the Florida Model Jail Standards Committee. Inspection reports, responses, and all other reports or documents prepared by the FMJS Inspector(s) or Officer-in-Charge shall become-public records, and shall be subject to review under 119, Florida State Statutes.

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Sergeant Ann Swilley  
Alachua County Sheriff's Office Department of the Jail  
Team Leader

APPENDIX C

FLORIDA MODEL JAIL STANDARDS  
ANNUAL FACILITY INSPECTION REPORT

Part I – Facility Identification

Name of Facility: Sumter County Detention Center

Facility Type: Adult Detention Center

Mailing Address: P.O. Box 188

City: Bushnell County: Sumter Phone: 352-793-0225

Agency Head: Sheriff Farmer Jr Facility Administrator: Captain Moffitt

Chairperson – County Commission: Garry Breeden

Chairperson or Mayor – City Council: Joe Strickland

Date and time of Inspection: 05/28/09 @ 0900

Inspector(s) and Agency:

(Please attach additional sheets as needed and ensure all participating inspectors are listed.)

1. Sgt. Ann Swilley Alachua County Sheriff's Office

2. Sgt. Michelle Lorette Alachua County Sheriff's Office

3. Sgt. Anders Levy County Sheriff's Office

4. Lt. Guyton Levy County Sheriff's Office

5. Ofc. James Aguiar Marion County Sheriff's Office

6. Lt. Brown Gilchrist County Sheriff's Office

7.

8.

9.

Population on date of inspection: 227

Date of Last Inspection: 05/29/08

Average Daily Population for the Preceding 12 Month Period: 238.37

Maximum Rated Capacity: 178

Housing:

a. Number of Beds:	<u>178</u>
b. Single Occupancy Cells:	<u>4</u>
c. Multiple Occupancy Cells:	<u>0</u>
d. Number of Dormitories:	<u>10</u>

Date Facility was Constructed: May 1988  
 Date of Last Renovation: 1998 - Booking Area

Are there any plans for new construction? Yes  No

If yes, please provide details: (Attach additional sheets as needed)

\$22 Million Expansion has already begun.

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Is the facility under any court order? Yes  No

If yes, please provide details: (Attach additional sheets as needed)

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		Male	Female
Facility Staff:	Certified Staff	<u>39</u>	<u>15</u>
	Non-Certified Staff	<u>4</u>	<u>10</u>
	<b>TOTALS</b>	<b><u>43</u></b>	<b><u>25</u></b>

**FLORIDA MODEL JAIL STANDARDS  
ANNUAL FACILITY INSPECTION REPORT**

**Part II - Standards' Assessment**

*Note: A "Yes" response indicates compliancy with the applicable standard. Non-compliance of any bold printed questions shall be considered serious violations.*

**GENERAL PROVISIONS**

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are inmates held no longer than eight (8) hours in holding cells without documentation justifying the extension and including 15 minute documented checks? Sec. 2.01 (f) (1) (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all policies and procedures formally reviewed at least annually and updated as needed? Sec. 2.10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are appropriate Inspection Reports, Corrective Action Plans, Responses, and all other reports and/or documents related to previous facility inspections up to date and on file? Sec. 2.06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Are personnel trained in CPR and first aid care on duty at all times as required by FSS 943? Sec. 20.7 (a) (5) and 7.08.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there written procedures addressing:			
a. The detection, prevention, reduction or punishment of sexual abuse inmates. Sec. 2.17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The safety and treatment needs of inmates who have been a victim of a sexual act. Sec. 2.17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The discipline and prosecution of any person who perpetrate sexual acts upon inmates. 2.17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is new employee orientation and annual refresher training being provided to staff covering required topics in section 2.17 (a)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are inmates being provided information required in section 2.17 (b)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** (Attach additional sheets as needed)

A special thanks to Officer's Strickland and Selzer.

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## ADMISSION, CLASSIFICATION, AND RELEASE

	YES	NO	N/A
8. During the classification process, is each inmate given or provided access to a copy of the Rules and Regulations of the facility? Sec. 4.06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are all established rules, regulations and legal procedures met and any questions clearly resolved as to inmate admissions? Sec. 4.01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is each inmate searched by a certified staff member upon admission, subject to F.S.S. 901.211? Sec. 4.03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. During the admission and booking process, are inmates examined for contraband and permitted to bathe? Sec. 4.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are body cavity searches only conducted by licensed medical personnel? Sec. 4.03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. When a body cavity search is conducted, is a complete report written and given to the Officer-in-Charge? Sec. 4.03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Unless medically cleared, unconscious, seriously ill, or seriously injured persons are not admitted to the facility? Sec. 4.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are male staff present to admit male inmates and female staff present to admit female inmates? Sec. 4.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is a female correctional officer on duty at all times when female inmates are housed? Sec. 4.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are inmate admission records compiled and maintained on each inmate and contain: Sec. 407			
a. Full name and known alias	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Age, date of birth, sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Date admitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Height	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Weight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Specific reason for custody	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Name of attorney, if known	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Signature of person(s) delivering and receiving inmate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Written inventory of items taken from inmate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Current or last known address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
l. Next of kin of inmate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Marital status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Religion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are all persons booked into the facility photographed and fingerprinted? Sec. 4.08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Is inmate personal property safeguarded and receipts signed by staff and inmate? Sec. 4.07 (j)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. During the admission process, are inmates given access to a telephone to call attorney, family members or others? Sec. 4.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. As soon as practical following the admission, are inmates classified? Sec. 4.10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Is classification criteria incorporated into the inmate rules and regulations as to housing, programs and privileges? Sec. 4.13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are personal records maintained and kept confidential from other inmates and contain: Sec. 4.14			
a. Legal authority for commitment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. All information contained in the booking record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Classification information and progress reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Sustained disciplinary reports including investigation and disposition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. All absences from the facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Photographs, when taken	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Record of any detainer or other civil or criminal process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Personal property records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Date and terms or conditions of release, the authority for release and signature of the releasing employee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Is the classification process a uniform process for all inmates? Sec. 4.15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Does the classification process follow an inmate throughout his/her incarceration? Sec. 4.15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Is there written procedures for legally releasing inmates and positive identification? Sec. 4.16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. At the time of release, does the inmate sign for the return of his/her property and is the receipt countersigned by an employee? Sec. 4.17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** (Attach additional sheets as needed)

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## HOUSING

	YES	NO	N/A
28. Do housing areas conform to applicable standards in Section 12 of F.M.J.S. Sec. 5.01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Are dangerous felons housed separate from misdemeanants? Sec. 5.03(b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Does close supervision of special inmates include regular, documented physical sight checks by correctional officers or medical personnel at intervals not to exceed 15 minutes? Sec. 5.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Until such time as the health authority determines in writing, inmates identified as suicidal are not housed in single cells unless they are directly observed 24 hours per day with documented 15 minute checks. Sec. 5.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Is special housing for medical reasons provided to inmates upon orders of the health authority? Sec. 5.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Are persons brought to the facility for detoxification reasons housed in an area designed for that use and are held only so long to meet statutory requirements? Sec. 5.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Are inmates assigned housing based upon classification with special attention paid to a demonstrated history of, or exhibit aggressiveness towards other inmates? Sec. 5.06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Inmates are not subjected to discrimination except that males and females are housed separately? Sec. 5.07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Do all sinks provide cold and either hot or tempered running water? Sec. 5.08 (c) (5)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Do all showers provide tempered running water, under pressure, that is thermostatically controlled to temperatures ranging from 100 degrees to 120 degrees Fahrenheit? Sec. 5.08 (c) (5) and 1.46.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Are cells adequately ventilated and illuminated? Sec. 5.08 (b) (4) (5) (c) (1) (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Are accommodations for reading and writing available for use during non-sleeping hours? Sec. 5.08 (c) (6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Is each inmate provided reasonable access to toothpaste, toothbrush, shaving equipment, a comb, soap and a clean towel upon admission and thereafter, if indigent? Sec. 5.08 (d)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		YES	NO	N/A
41.	Are female inmates provided necessary hygiene items? Sec. 5.08 (e)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42.	Is hair grooming services made available for inmates? Sec. 5.08 (f)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.	Are inmates required to bathe at least twice weekly? Sec. 5.08 (g)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.	Are drinking cups provided unless bubblers or fountains are available? Sec. 5.08 (h)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.	Are inmates in general population allowed to bathe daily? Sec. 5.08 (i)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.	Are sink, toilet, water fountains, and floor drains kept in good repair? Sec. 5.08 (j)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.	Are utility closets, pipe chases, and corridors kept clean and free of clutter? Sec. 5.08 (k)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	Is inmate property stored in an orderly manner? Sec. 5.08 (l)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.	When an inmate is confined for medical reasons, is he/she examined by a physician or designee within 48 hours? Sec. 5.08 (m)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50.	Does a physician or designee determine when an inmate is to be removed from medical isolation? Sec. 5.08 (n)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** (Attach additional sheets as needed)

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## FOOD SERVICES

	YES	NO	N/A
51. Do Food Service operations conform to acceptable standards of H.R.S. Rule 64E-11? Sec. 6.01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>52. <i>Employees or inmates are not allowed to work in any food service area if known to have a communicable disease, open wound, sore or respiratory infection. Sec. 6.02</i></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Are clean outer garments worn by food service workers and a high degree of personal hygiene maintained? Sec. 6.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Is food prepared or supervised by an employee trained in culinary services and holding a Professional Food Manager certification as required by Chapter 64E-11 F.A.C.? Sec. 6.03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55. Are inmates given three wholesome, nutritious meals per day? Sec. 6.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56. Do no more than 14 hours pass between the evening meal and the morning meal? Sec. 6.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>57. <i>Are modified diets prepared and served when ordered by a physician or designee? Sec. 6.05 (b)</i></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58. Are records of meals maintained for one (1) year? Sec. 6.05 (c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59. Food is not used as a disciplinary measure; however, an inmate may be placed upon a SPECIAL MANAGEMENT MEAL program approved by a physician or qualified medical staff member. Sec. 6.05 (e)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. Does the Officer-in-Charge or designee make weekly, documented inspections of the food service area and take corrective action, documenting the same? Are these reports maintained for one (1) year? Sec. 6.06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. Are food supplies not in use maintained in a clean, well ventilated room, free from vermin? Sec. 6.07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>62. <i>Is a separate storage area maintained for cleaning compounds, soaps, waxes, insecticides and is kept locked? Sec. 6.07</i></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63. Is delivery of food supervised by an employee, using common sanitary measures? Sec. 6.08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64. If drinking cups are allowed in the cell, are inmates allowed to exchange or clean them once a day? Sec. 6.08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |     |   | YES                                 | NO                       | N/A                      |
|-----|---|-------------------------------------|--------------------------|--------------------------|
| 65. | Is food service equipment kept clean and in good repair? Sec. 6.09      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 66. | <i>Is there a procedure to account for cutlery equipment? Sec. 6.11</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Comments:** (Attach additional sheets as needed)

Special thanks to Brenda Judd for her assistance.

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**CLOTHING AND BEDDING**

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
67. Are inmates provided a fire retardant mattress and pillow that meets Florida Fire Marshal's Standards and is in good repair, a pillow case, sheets, and blanket as needed? Sec. 8.01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68. Are linens laundered at least once per week? Sec. 8.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69. Do inmates have the opportunity to have clothing laundered at least twice per week? Sec. 8.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70. Are uniforms and linens washed prior to re-issue? Sec. 8.02 and 8.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71. If clothing is issued, do inmates held beyond first appearance receive an issue? Sec. 8.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72. When an inmate has no funds and needs shoes, are they provided? Sec. 8.06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73. Are inmates, who are on work status, issued clothing and footwear appropriate to their job? Sec. 8.06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74. Are inmates deprived of clothing and bed linens only to protect them from inflicting injury to themselves or others? Sec. 8.07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75. If clothing and linens are taken from an inmate, is a record maintained identifying the reason and length of time for such deprivation? Sec. 8.08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** (Attach additional sheets as needed)

Special thanks to Officer's Vega and Ross for their assistance.

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## PROGRAMS

	YES	NO	N/A
76. Does at least one employee in each facility act as a liaison between the facility and community groups that offer needed programs and services? Sec. 9.01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77. Are all representatives of outside agencies and volunteers familiar with facility rules and regulations and have agreed in writing to comply? Sec. 9.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78. If correspondence is denied, is the inmate given a written reason for the denial? Sec. 9.03 (d)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79. Is incoming privileged mail opened only in the presence of the inmate? Sec. 9.03 (e)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80. Is outgoing privileged mail held no longer than 72 hours pending verification of being properly addressed and it is not opened? Sec. 9.03 (f)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81. Is inmate mail, incoming and outgoing, handled without delay and received only through the facility? Sec. 9.03 (h)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82. Are indigent inmates provided with stamps and writing materials? Sec. 9.03 (g)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83. Are there no list of correspondents and no limit on incoming mail that may be received? Sec. 9.03 (i)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
84. Are rules and regulations pertaining to conduct at visitation and the hours of visitation posted for inmates and visitors? Sec. 9.04(a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
85. Does each inmate in general population have the opportunity for visitation for at least two hours per week? Sec. 9.04 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
86. Are all visitors required to register recording name, address, and relationship to the inmate? Sec. 9.04 (c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87. Non-sentenced inmates are not required to work more than is necessary to maintain cleanliness and order in their housing and living areas. Sec. 9.05(a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88. Inmates are not required to work more than 10 hours per day, but may do so if voluntary. Sec. 9.05 (b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
89. Do working inmates have supervision in keeping with their custody status, while outside the secure facility? Sec. 9.05 (c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90. Are inmate workers checked by staff to ensure security and accountability? Sec. 9.05 (c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
91. Do inmates working voluntarily for charitable or nonprofit organizations have prior written authorization from the Officer-in-Charge? Sec. 9.05 (f) (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
92. Prior to being assigned to a work program, is an inmate first medically cleared by the health authority in accordance with the Americans with Disabilities Act? Sec. 9.05 (g)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93. Is outdoor exercise, weather permitting, allowed for a minimum of three (3) hours per week? Sec. 9.06 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94. Is space and staffing sufficient to allow for group or individual activities? Sec. 9.06 (b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
95. Does each inmate have reasonable access to a telephone at reasonable times? Sec. 9.08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
96. At a minimum, do pro-se inmates, have reasonable access to legal material to assist them in filing any type of action cognizable in Florida courts? Sec. 9.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
97. Do all inmates, regardless of gender, have equal access to programs, privileges, exercise, visitation, and work release opportunities? Sec. 9.10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** (Attach additional sheets as needed)

Special thanks to Sgt. Albritton and Mrs. Bass for their assistance.

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**PRIVILEGES**

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
98. If a commissary has been established, has an inmate welfare fund also been established? Sec. 10.01 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99. If inmates are allowed to have cash, has a limit been set in writing and all monies found on an inmate in excess of that amount confiscated and placed in the inmate welfare fund? Sec. 10.01 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
100. Does the commissary shopping list clearly show prices and any special condition of sale? Sec. 10.01 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
101. If valuable items are sold through the commissary, are they marked for identification and added to the inmate's property list? Sec. 10.01 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
102. Commissary prices do not exceed the fair market value for comparable products sold in the community? Sec. 10.01 (b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103. Are profits from the commissary used for the overall inmate welfare? Sec. 10.01 (d)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
104. When funds from the welfare fund are expended, is it with the final approval of the Officer-in-Charge or designee? Sec. 10.01 (d)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
105. Is an annual audit of the commissary conducted by a disinterested party? Sec. 10.01 (e)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106. Are commissary transactions and inventory records kept current? Sec. 10.01 (e)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
107. Is reading material available to inmates held beyond first appearance? Sec. 10.02 (b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** (Attach additional sheets as needed)

Special thanks to Deputy Pace for his assistance.

99. No cash allowed.

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**SECURITY AND CONTROL**

	YES	NO	N/A
<b>108. Are emergency plans written for the following: (Sec. 11.01</b>			
<b>a. Alarms systems and notification</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>b. Transmission of alarm to fire department, EMS, or other law enforcement agencies</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>c. Response to alarms</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>d. Isolation and control of fire or disturbance areas</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>e. Emergency response equipment, its use and maintenance</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>f. Release and evacuation activity</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>g. Prevention of escape during evacuation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>h. Fire fighting and medical emergency plans</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>i. The chain-of-command to be followed during an emergency and specific staff duties</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>j. Inspection schedules of hazardous areas and review of fire plan</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>k. Documentation required following an emergency.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109. Are fire drills and evacuation drills held quarterly and the records of such maintained? Sec. 11.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
110. Are security inspections held weekly and the results recorded and maintained by the Officer-in-Charge or designee? Sec. 11.03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111. Are all housing areas and other areas used by inmates checked daily and the results recorded and maintained? Sec. 11.03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
112. Are deficiencies noted in the above, recorded and corrected, including time and date of correction? Are these records maintained? Sec. 11.03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>113. Is the facility in compliance with FAC 694-54 as to fire safety and prevention? Sec. 11.04</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
114. Is a key control system in place, including the following: Sec. 11.05			
a. Location of all locks and keys in the facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
b. Complete inventory of all keys	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Written report of security problems with locks and keys (e.g., broken, missing, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Absolute control of keys by staff, not inmates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Location of emergency keys away from facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. A system ensuring that missing keys are immediately identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
115. Is one full "lock down" count conducted daily? Sec. 11.06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
116. Are all inmates visually checked every hour between 11:00 p.m. and 6:00 a.m. and the results recorded and maintained? Sec. 11.06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>117. Is there a tool control system to ensure that tools are kept from inmates? Sec. 11.07</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
118. If tools are brought into the facility, are they accounted for at all times? Sec. 11.07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
119. Does the facility have an identification system to ensure that staff, visitors, and inmates are positively identified to prevent bypassing of security measures? Sec. 11.08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>120. Are firearms and ammunition allowed in the secure facility under only emergency conditions and then the Officer-in-Charge or designee must authorize it? Sec. 11.09</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
121. If staff uses oleoresin capsicum, are they trained in its use? Sec. 11.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>122. If staff uses electronic weapons, are they trained in its use? Sec. 11.09</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123. Are weapon depositories maintained at the secure entrance of the facility? Sec. 11.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
124. Are hazardous or incendiary chemicals kept in a secure area and used only under the supervision of an employee? Sec. 11.10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
125. Restraints are not used as punishment. Sec. 11.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>126. When moving "high risk" inmates in or out of a housing area, are two certified staff members present? Sec. 11.12</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>127. Does each floor of a detention housing facility have a correctional officer present? Sec. 11.12</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		YES	NO	N/A
128.	Does each housing area and floor of a detention facility have a secondary means of egress or fire exit? Sec. 11.13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>129.</b>	<b><i>Are correctional officers posted to allow them to respond promptly to calls for help? Sec. 11.14</i></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
130.	Inmates are never allowed to supervise or in any way exercise control over other inmates. Sec. 11.15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>131.</b>	<b><i>Is sufficient staff maintained so that at all times the inmates are within hearing distance of officers? Sec. 11.16</i></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** (Attach additional sheets as needed)

Special thanks to Deputy Pace and Ms. Albritton for their assistance.

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## SANITATION

	YES	NO	N/A
132. Are water supplies adequate and in good repair? Sec. 12.01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
133. Does food service comply with Chapter 64E-11, Florida Administrative Code? Sec. 12.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134. Is sewage and liquid waste disposed of into an approved public sewerage system? If not, does the disposal system meet the requirements of Chapter 10D-6, Florida Administrative Code? Sec. 12.03 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
135. Do all plumbing fixtures comply with Chapter 10D-9, Florida Administrative Code? Sec. 12.03 (b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
136. Is drinking water accessible to all inmates? Sec. 12.03 (c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
137. Are water fountains constructed and maintained accordingly? Sec. 12.03 (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
138. Are single service cups provided? Sec. 12.03 (c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
139. Are plumbing fixtures (i.e., toilets, sinks, etc.) constructed and maintained accordingly? Sec. 12.03 (d)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
140. Are all mop sinks and curbed areas appropriately positioned? Sec. 12.03 (e)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141. Are showers available to inmates at least twice weekly? Sec. 12.03 (f)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142. Do showers have running tempered water (temperature not to exceed 120 degrees or less than 100 degrees Fahrenheit) under pressure? Sec. 12.03 (f)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143. Does secure housing areas have at least one sink and one toilet in each cell? Sec. 12.03 (g)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
144. Do dormitories and multiple occupancy cells have at least one toilet and one sink for each eight (8) inmates or fraction thereof? (Note: Urinals may be substituted for ½ of the toilets in the male housing areas.) Sec. 12.03 (g)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145. Is there at least one showerhead with tempered water for each 16 inmates or fraction thereof? Sec. 12.03 (g)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
146. Are all floor drains properly constructed and maintained? Sec. 12.03 (h)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147. Are plumbing fixtures clean, sanitary, and properly maintained? Sec. 12.03 (i)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
148. Is there a preventative maintenance program established? Sec. 12.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
149. Is all inmate residential garbage, trash, and rubbish collected daily? Sec. 12.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
150. Is storage facility garbage removed at least twice per week? Sec. 12.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
151. Is wet garbage collected and stored in impervious, leak proof, fly tight containers? Sec. 12.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
152. Are all containers, storage areas, and surrounding premises clean and free of vermin? Sec. 12.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
153. If there is on-site disposal, does it comply with Chapter 17-7, Florida Administrative Code? Sec. 12.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
154. Are all floors, walls, ceilings, windows, door, and all appurtenances of the structure properly constructed, maintained, and clean? Sec. 12.06 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
155. Are all walls, ceilings, and area partitions light colored? Sec. 12.06 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
156. Is applicable lighting at least 20 foot candles and clean? Sec. 12.06 (b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
157. Does bed spacing meet the following requirements? Sec. 12.06 (c)			
a. 12" from the floor (clear space)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. 36" clear ceiling height (above mattress)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. 27" between double bunks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. 36" laterally <u>and</u> end-to-end	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. 6' between inmates' heads if a solid barrier is not used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
158. Are all facilities free of offensive odors and have adequate ventilation? Sec. 12.06 (d)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
159. If utilizing natural ventilation, does the opened window area equal one-tenth of the floor space in the inmate residential area? Sec. 12.06 (d) (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160. If mechanical ventilation or cooling systems are used: Sec. 12.06 (d) (2)			
a. Are they clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Properly maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are dust filters removable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
d. Provide 10 cubic feet of fresh/ purified air per minute for each inmate? Sec. 12.06 (d) (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
161. Are all toilet rooms provided with direct openings to the outside or provided with mechanical ventilation to the outside? Sec. 12.06 (d) (3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
162. Does the facility have adequate heating (at least 60 degrees Fahrenheit at a point twenty (20) inches above the floor in inmate sleeping areas)? Sec. 12.06 (d) (4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
163. Where laundry facilities are provided, are they: Sec. 12.06 (4)			
a. Adequate to insure ample quantities of clean clothing, bed linens, and towels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Soundly constructed and maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Provide adequate lighting and ventilation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Offer exterior ventilation for dryers and dry cleaning machines? Sec. 12.06(4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
164. Are beds and bedding kept in good repair, clean, and sanitized regularly? Sec. 12.07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
165. Are sheets and personal clothing washed weekly and properly stored? Sec. 12.07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
166. Are blankets cleaned quarterly and stored properly? Sec. 12.08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
167. Are inmates that are held longer than 24 hours provided clothing and personal comfort items? Sec. 12.08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
168. Are residential areas clean and containing no perishable foods? Sec. 12.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
169. Are bath room facilities cleaned daily? Sec. 12.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
170. Are cleaning supplies/facilities clean, well vented, and appropriately stored? Sec. 12.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
171. Is the facility free of vermin? Sec. 12.10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
172. Are all openings sealed or screened? Sec. 12.10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
173. Are pesticides appropriately applied and stored? Sec. 12.10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
174. Are outdoor exercise facilities clean and well drained? Sec. 12.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		YES	NO	N/A
175.	If bath room facilities are provided, are they clean and properly maintained? Sec. 12.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
176.	Are industrial facilities clean and well lit (30 ft. candles)? Sec. 12.12	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
177.	If noise levels exceed an average of 90 dba in 8 hours in industrial facilities, is appropriate ear protection provided? Sec. 12.12	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
178.	Are formal sanitation inspections conducted by the Officer-in-Charge or designee at least once each week? Sec. 12.13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** (Attach additional sheets as needed)

144/145. Facility overcrowded and in process construction.

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157. Inmates flip "boats" and sleep inside.

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173. Facility uses an outside Pest Control Company.

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## ORDER AND DISCIPLINE

	YES	NO	N/A
179. Are rules and regulations governing the conduct of inmates and visitors posted and available to each inmate and all visitors? Sec. 13.01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
180. Does the facility have written procedures for steps to be taken for breaches of discipline by inmates or visitors? Sec. 13.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
181. Are translations for disabled and/or non-English-speaking inmates provided? Sec. 13.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
182. Does the Officer-in-Charge establish a disciplinary committee or a hearing officer for disciplinary infractions? Sec. 13.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
183. Are staff members who are witnesses to a rule infraction prohibited from sitting on the disciplinary committee? Sec. 13.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
184. When a disciplinary infraction occurs, is a written report completed and forwarded to the Officer-in-Charge or designee? Sec. 13.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
185. Does the report contain at a minimum: Sec. 13.05			
a. Date of infraction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Place and time of infraction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Date of report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Specific rules violated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Details of the incident	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Actions taken by employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Names of witnesses (as security allows)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
186. Does the Officer-in-Charge or designee cause an investigation of the alleged infraction(s) and forward the report to the disciplinary hearing officer or committee? Sec. 13.06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
187. Are inmates, accused of violating rules, notified in writing of the charges brought against them and given at least 24 hours advanced notification of impending disciplinary action? Sec. 13.07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
188. Are disciplinary hearings held within seven working days (excluding holidays) after the incident? Sec. 13.08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		YES	NO	N/A
189.	If a continuance is permitted, is documentation provided justifying the extension and is the hearing held within the maximum time of ten (10) days? Sec. 13.08 (a) (b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
190.	Does the committee or hearing officer determine that the inmate understands the charges and the possible actions that can result? Sec. 13.08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
191.	Does the committee chairperson, or majority, or hearing officer have authority to call for witnesses, evidence, and/or documents? Sec. 13.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
192.	Are reasons for not calling witnesses or restricting information documented by the committee or hearing officer? Sec. 13.09 (b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
193.	When an inmate is unable to defend himself due to language or literacy problems, does the committee or hearing officer offer staff assistance to the inmate? Sec. 13.09 (c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
194.	Are charged inmates allowed to be present at the hearing unless, a written waiver is obtained, the inmate refuses or security is threatened? Sec. 13.10 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
195.	If an inmate is not present, does the committee or hearing officer record the reason? Sec. 13.10 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
196.	Does the inmate receive a written decision from the committee or hearing officer? Sec. 13.10 (b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
197.	Does the inmate have the right to appeal the decision to the Officer-in-Charge or designee? Sec. 13.10 (d)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
198.	Are all steps in the process maintained as a written record? Sec. 13.10 (e)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
199.	Are "Not Guilty" decisions noted on the report? Sec. 13.10 (e)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
200.	Are decisions of guilt based solely on witnesses, evidence and documentation? Is a statement to this effect made part of the official record? Sec. 13.10 (f)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
201.	The Officer-in-Charge or designee cannot increase an inmate's punishment. Sec. 13.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
202.	Is corporal punishment prohibited? Sec. 13.12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
203.	Does the facility adhere to procedures for placing inmates in administrative confinement, including documentation? Sec. 13.13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		YES	NO	N/A
204.	When an inmate is released from confinement, administrative or disciplinary, is the date and time recorded and maintained? Sec. 13.13 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
205.	Do inmates in administrative confinement receive privileges comparable to general population inmates? Sec. 13.13 (b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
206.	Does the Officer-in-Charge or designee see and talk with inmates in administrative or disciplinary confinement twice daily? Sec. 13.14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
207.	Is the attitude and general condition of the inmate in confinement documented? Sec. 13.14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** (Attach additional sheets as needed)

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**CONTRABAND**

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
208. Has the Officer-in-Charge or designee established a list of acceptable items, anything else being considered contraband? Sec. 14.01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
209. Unless needed for a hearing or trial, are confiscated monies placed in the inmate welfare fund or into the inmate's canteen account? Sec. 14.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** (Attach additional sheets as needed)

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**DIRECT SUPERVISION JAILS**

		<b>YES</b>	<b>NO</b>	<b>N/A</b>
210.	Inmates are not housed in direct supervision units unless approved by classification. Sec. 15.01	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
211.	Does staff receive appropriate training prior to being assigned to the direct supervision unit? Sec. 15.02	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
212.	Do certified correctional officers in the facility perform the following duties: Sec. 15.03			
a.	Provide direct supervision of inmates in the housing unit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b.	Provide emergency backup to the supervising officer as a priority of the employee's assigned duties	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
213.	Have facility rules and regulations been developed specifically for direct supervision? Sec. 15.04	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
214.	Do staff members have access to the rules and regulations? Sec. 15.04	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
215.	Are officers assigned to direct supervision units equipped with a secondary means of communications? Sec. 15.05	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Comments:** (Attach additional sheets as needed)

There is no direct supervision at this facility.

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## ADMISSION, CLASSIFICATION AND RELEASE OF JUVENILES

	YES	NO	N/A
216. Are juveniles not transferred to the adult system by direct file, waiver or grand jury indictment or who have not been found to have committed a criminal offense as an adult held in temporary custody if release is not possible? Sec. 17.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
217. Juveniles held in temporary custody are held in an area of the facility for fingerprinting and photographing and transportation to an appropriate juvenile facility. The time held does not exceed six hours. Sec. 17.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
218. Are juveniles, held in temporary custody, kept out of sight and sound of adult inmates? Sec. 17.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
219. Are juveniles held only if the facility has adequate staff to monitor them at all times? Sec. 17.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
220. Prior to admitting the juvenile, are all appropriate and legal documents presented? Sec. 17.03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
221. Does this documentation remain part of the juvenile's permanent file? Sec. 17.03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
222. Unless wanted in another jurisdiction as an adult, juveniles are not housed in an adult jail unless: Sec. 17.03			
a. The juvenile has been indicted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The juvenile waived	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The juveniles was direct filed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Adult sanctions were imposed by the court	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
223. Can juveniles taken to a facility for criminal traffic violations demand to be taken before a magistrate, and if the demand is not made, the facility immediately notifies the parents, responsible adult, or guardian of the juvenile? Sec. 17.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
224. If a juvenile is charged with a traffic offense involving death or injury, under no circumstances is the juvenile placed with adults? Sec. 17.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** (Attach additional sheets as needed)

In compliance with all standards.

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### HOUSING OF JUVENILES

	YES	NO	N/A
225. A juvenile transferred for prosecution as an adult is not housed with adults, nor is a juvenile who is wanted for prosecution as an adult in another jurisdiction? Sec. 18.01 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
226. Does the facility have a housing area designated for juveniles and have sufficient staff to supervise and monitor the juveniles at all times? Sec. 18.01 (b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
227. When a juvenile is housed as an adult, is all of the below criteria met: Sec. 18.02			-
a. The courts have certified the juvenile for prosecution as an adult.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The juvenile has been tried as an adult.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The juvenile was found guilty as an adult.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. The juvenile was sentenced as an adult.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
228. Is a juvenile being housed with adult sanctions being housed only with inmates with the same classification? Sec. 18.03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** (Attach additional sheets as needed)

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