

HAWAII DEPARTMENT OF PUBLIC SAFETY 1
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Otter Creek Correctional Center, September 30 – October 2, 2008

Item	Page No.	Contract Item & Description	Compliant	Non-Compliant	Comments
	20	<u>ACA Accredited Facility:</u>			Date of Accreditation (every 3 yrs): March 2008
		1. Mandatory (100%)	X		Mandatory Score: 100%
		2. Non-mandatory (90%)	X		Non-mandatory Score: 99.6%
		3. Life Safety Code/Fire Codes	X		Sprinklers operational: Yes Fire Marshall Report: 10/23/07
A.	4	<u>Clothing & Supplies:</u>	N/A		
		1. 2 sets of Uniforms (Males)			
		2. 3 sets of Uniforms (Females)	X		Issued 4 sets of uniforms
		3. Seasonal Clothing (Warmer clothing for colder weather; Colder clothing for warmer weather)	X		Describe: Winter coats, rain ponchos, long-sleeve uniforms for colder weather.
		4. Underwear	X		
		5. Personal Hygiene:	X		hygiene issued weekly (Fridays)
		a. Soap			
		b. Toothbrush	X		one for one exchange
		c. Toothpaste	X		one for one exchange
		d. Deodorant	X		one for one exchange
		5a. Monthly Exchange (Y/N) If No, why or why not?	X		Yes
		6. Workline Appropriate Clothing:	X		
		a. Boots (as appropriate)			
		b. Gloves (as appropriate)	X		
		7. Linen:	X		
		a. Towel	X		
		b. Sheets	X		
		c. Pillow Case	X		
		d. Blanket (Wool) <u>or</u>	X		
		e. Blanket (Cotton) Available	X		*Must have a medical memo/need

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B.	4	<u>Laundry:</u>	X		Weekly Schedule: Tuesdays: RDAP population (HI) Saturdays: HI population Sundays: Blankets
		1. Weekly Laundry Service (Describe weekly schedule)			
		2. Laundry Exchange (clean, laundered replacements)	X		
		2a. Laundry Exchange every 6 mos.	X		
C.	4	<u>Inmate Property:</u>	X		
		1. Property Disclaimer Form			
		2. Lost/Stolen Property Form	X		
		3. Secured Property Room	X		
		4. Property Officer	X		Property Officer: CO Horn
		5. Segregation Property Form & Confiscation Form	X		Form completed for every inmate in segregation: Yes
		5a. Secure Segregation Storage	X		Location: Segregation
D.	4-5	<u>Food Service (Canteen Contract Services):</u>			Food Service Manager: A. Meade
		1. Rice served daily	X		
		2. Fresh/Canned Fruit Weekly	X		
		3. Menus Approved by Dietician	X		
		3a. Meals based on current U.S. Dietary Guidelines	X		Calorie Count per inmate: 3,000
		3b. Copies of Cycle Menus Provided	X		Date of menu: 8/21/08
		4. Medical Meals Approved by Facility's Physician (CCA Policy)	X		
		5. Religious Means Approved by Facility's Chaplain (CCA Policy)	X		Date of menu: 9/2/08 Ramadan, Lent
		6. Special Dinner Menus:	X		
a. Prince Kuhio Day (March)	X				

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	b. King Kamehameha Day (June) c. Other special event	X		Describe other: Admissions Day Special Dinner Menus provided by PSD Food Service Branch Administrator
	<u>Kitchen:</u>			
	1. Food served compares to menu	X		
	2. Dead man trays	X		Maintained for how many days: 3
	3. Alternative disaster menu	X		Emergency contingency plans
	4. Food portion control	X		
	5. Workline training on sanitation/hygiene, tool/equipment safety, hand washing techniques	X		
	6. Sufficient hair nets available	X		
	7. Sufficient gloves available	X		
	8. Workers know location of hair nets and gloves	X		
	9. Food handlers/Cooks wear hair nets and gloves	X		
	10. Appropriate footwear are used	X		
	11. Internal inspection of kitchen, dining areas, food storage and preparation areas	X		
	12. Internal inspection of tools, equipment and liquid soap dispensers	X		
	13. Adequate drainage near washing stations	X		
	14. Dry Storage: Appropriate lighting	X		
	15. Food stored at least 6' off floor	X		
	16. Food stored at least 18" from ceiling	X		
	17. Food is covered, labeled and dated	X		
	18. Separate storage for food and non-food items	X		
	19. Emergency supply # of days <u>10</u>	X		7 days food + 3 days emergency for 10-day supply at all times
	20. Regular insect control maintenance	X		Professional contracted services
	21. Refrigerators/Freezers thermometers operable	X		
	22. Evidence (log) shows thermometers are calibrated on a routine basis	X		Daily calibrations taken; temps recorded 3 times a daily

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23. Refrigerator temperature monitored and recorded <u>3x</u> per day	X		
24. Freezer temperature monitored and recorded <u>3x</u> per day	X		
25. Refrig/Freezer food is stored at least 6' off ground	X		
26. Refrig/Freezer food is covered, labeled and dated	X		
27. Refrig/Freezer doors are sealed, cleaned and in tact	X		
28. Refrig/Freezer vents/fans are clean and free from dust	X		
29. Refrig/Freezer hinges/locks/ are in good repair	X		
30. Refrig/Freezer is clean inside and out	X		
31. Portable Food carts in working order	X		Ordered new portable insulated food carriers that are placed in the food carts to be taken to segregation
32. Food prep/production areas are clean, sanitized and in good repair	X		
33. Grease traps are clean	N/A		
34. Inventory control for sharp utensils	X		Inventory located in secure cage
35. Mops, cleaning supplies and chemicals are securely stored and inventoried	X		
36. Garbage containers covered with tight fitting lids	X		
37. Scheduled garbage removal from kitchen after each meal	X		3 times daily
38. Adequate outside storage of garbage until trash removal	X		
39. Dishwashing temp log (____) (degrees)	N/A		Chemical sanitation system used
40. Dishes/pots/pans properly scraped and free from excessive stains and caked foods	X		Thermal trays need replacement and are on order; other trays are clean

Describe: # of Supervisors/hours per shift: 2 Breakfast 2 Lunch 2 Dinner

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E.	5	<u>Inmate Commissary:</u>	X	Vendor Name: Mid States/Halls Market
		1. Commissary Services a. Non-essential items (soda, candy, personal items)		\$100/weekly
		2. Commissary proceeds utilized for General Inmate Population Benefit (commissary maintenance, equipment, services, programs)	X	
		3. Commissary Revenues (May be used to pay all operating expenses of the commissary)	X	
F.	5	<u>Recreation:</u>	X	Describe indoor activities available: Basketball, Pool, Aerobics, Foosball, Volleyball, Treadmill station, Stationary Bicycles, Chess, Checkers, and Hula
		1. Indoor Activities Provided		
		2. Outdoor Activities Provided	X	Describe outdoor activities available: Softball and Beach Volleyball (sandy court)
G.	5	<u>Library Services:</u>	X	Recreational Librarian: S. Newsome
		1. Recreational Library		Recreational Library Hours: Posted
		a. Hawaii-based newspaper available in library (at cost of State)	X	HI newspaper sent out by Branch weekly
H.	5	<u>Visitation:</u>	X	
		1. Visitation Room Available		
		2. Video Visit Conferencing	X	
		3. PolyCom Equipment Operable	X	
I.	5	4. Special Visits (Pastoral, Legal and Families 300 miles or more) allowed	X	
		4a. Non-contact visits	X	
J.	5 - 6	<u>Grievance Procedures:</u>	X	Grievance Officer: S. Newsome
		1. Secured Grievance Boxes		
		2. Informal Grievances Forms	X	
		2a. Informal Grievance Logging & Tracking System	X	
		3. Formal Grievance Forms	X	

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		3a. Formal Grievance Logging & Tracking System	X	Formal grievances are given a log number and tracked.
		4. Time limits on the form and the policy are the same and are met	X	
		5. Grievance Officer replying to grievances and not staff members	X	
		6. Opportunity to Appeal Decision	X	
K.	6 - 7	<u>Access to Courts:</u>	X	Law Librarian: S. Newsome
		1. Law Library		Law Library Hours: 7 days a week; 7:30a – 6:30p
		2. Parole Hearings Conducted	X	
		3. Attorney calls scheduled with facility	X	
		3a. Court hearings afforded by telephone as necessary	X	
		4. Law Library Collection (KIOSKS):	N/A	No kiosks at Otter Creek
		a. Hawaii Revised Statutes (HRS)	X	
		b. Session Laws of Hawaii (SLH)	X	
		c. Hawaii Reports	X	
		d. Hawaii Appellate Reports	X	
		e. U.S. Code Annotated	X	
		f. Shepard's Hawaii Citations	X	
		g. HI Court Rules (State)	X	
		h. HI Court Rules (Federal)	X	
		i. HI Digest	X	
		j. Black Law's Dictionary	X	
		k. Federal Civil Procedures & Rules	X	
		l. Supreme Court Reports	X	
L.	7-8	<u>Security & Control:</u>	X	
		1. Security Staffing Plan (to include all mandatory posts) is updated and available for review		
		2. Gender Posting in appropriate areas (Females/Males)	X	1 female officer posted in housing unit and 1 female officer posted on daily transports on all 3 shifts.
		3. Urinalysis Program: Minimum of 10% of State's Total Population	X	CCA Policy #: 9-4
		3a. Second test made available at inmate request/cost	X	Confirmation tests are sent to Lab One

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3b. Positive Results Reported to PSD within 24-hours of Facility Receiving Results	X	
4. Contraband Management	X	CCA Policy #: 9-6
4a. Policy covers definition, appropriate storage and critical areas to search	X	
4b. Routine facility shake-down for contraband	X	Routine shakedowns, cell searches conducted
4c. Inmates given proper written notification of contraband	X	
5. Emergency Response Preparedness	X	CCA Policy #: 8.1 Emergency drills are done once a month per shift.
5a. Security protocols on managing riots, disturbances, hostage situations, work stoppages, fires, escapes, bomb threats, natural disasters, etc.	X	Agreements set up with city for assistance
5b. Appropriate agreements with the local county and law enforcement agencies in emergency responses	X	March drills conducted with assistance of outside agencies including Fire Marshall and Dept. of Health inspections
5c. Proper training of all staff in emergency response plans (i.e. Command post, Food service, etc.)	X	
6. 5-1 Policy	X	
6a. Investigations Completed in timely manner per policy <u>within 24-hours of incident</u>	X	Facility Investigator: D. Crowell
6a. Proper notification of Priority 1 incidents to the State	X	Within 24-hours
7. Formal Count on each Shift	X	Total per shift: 10 (1 standing)
8. Tool & Key Control	X	
8a. Is there a Tool & Key Control Officer?	X	Maintenance, Kitchen and Armory
8b. Adequate storage of all tools & keys in the facility?	X	
8c. Proper logging system for issuance and return of tool?	X	
8d. Proper logging system for issuance and return of keys?	X	
8e. Proper shadow boards to provide rapid visual inventory of tools?	X	

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		8f. Immediate reporting procedure for lost or damaged tools	X		
		9. Security Inspections	X		Daily/Every Shift
		9a. Security inspections in accordance to CCA policy	X		
		9b. Security inspection checklist available	X		
		9c. Area inspections are documented and logged for review	X		
		9d. Security deficiencies are documented and corrected	X		
M.	8	<u>Use of Force:</u>	X		Chief of Security: T. Hodges CCA Policy: 9-1
		1. Proper policy which governs the use of force against inmates			
		2. Facility staff training provided in accordance with policy	X		2-hour in-service training at least once per year
		3. Proper notification made to State	X		
N.	8-9	<u>Discipline:</u>			Hearings Officer: Lt. Tackett Hearings conducted Tuesdays and Thursdays.
		1. Hearings are conducted in timely manner per policy <u>7</u> # days			
		2. Charges match the offense	X		
		3. Copies of disciplinary report given to inmate to review	X		
	x	4. Disciplinary committee is impartial and was not involved in the original write-up	X		
		5. Disciplinary segregation not to exceed 60 days without Mainland Branch approval	X		
		6. Discipline Reports Completed & mailed out each month	X		
		7. Inmate has opportunity to appeal	X		Appeal to Warden within 15 days of receiving disciplinary sanction
O.	9	<u>Inmate Trust Account:</u>	X		
		1. Spendable/Restricted Accounts			
P.	9	<u>Restitution:</u>	X		
		1. 10% Deduction of Inmate Wages			
Q.	9-10	<u>Telephone Costs & Services:</u>	X		
		1. Electronic monitoring available			
		2. Cost of phone call/per minute	X		\$3.00 Surcharge; .45 per minute Inmates issued phone cards and PIN number for direct-dial calls at .35 per minute

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R.	10	<u>DNA Testing Program:</u>	X	DNA Collected by (Unit Management Staff):
		1. Staff trained in DNA Collection		
		2. DNA test prior to Inmates return to Hawaii	X	
		3. DNA signed forms faxed to Mainland Branch prior to Inmate's return	X	
		4. DNA kits available at facility	X	
S.	10	<u>Inmate Programming:</u>	X	Program Manager: G. Compton
	12	1. Educational Ability Assessment		
		2. Basic Literacy/ESL	X	
		3. Adult Basic Education	X	
		4. GED/Testing	X	
		5. Lifeskills/Breaking Barriers	X	
		6. Vocational Training	X	Types: Horticulture, Business, Carpentry,
		7. PSD SMSII Input	X	Remote access to PSD's SMS system is locked; referred problem to PSD's Education Branch for follow-up
		8. Workline Opportunities; 2/3 Population Working	X	
		8a. Payscale per policy	X	
		9. Hobby Crafts available	N/A	
		10. College Correspondence (at Inmate's expense) – Not required by Contract	X	
		11. Special Housing Incentive Program (SHIP) SCC only	N/A	
	11a. SHIP pursuant to policy	N/A		
	12. Hawaii Cultural Programs	N/A	Types:	
	13. Faith-based unit (SCC only)	N/A		
T.	12	<u>Substance Abuse Program:</u>	X	Ratio: 1:15; 20-week program (total of 80 hours of treatment)
	13	1. Substance Abuse (Level 2)		
		2. Therapeutic Community (Level 3)	X	Ratio: 1 to15
		3. Aftercare	X	1.5 hours/weekly for 10-30 weeks with additional counseling and didactic assignments as Booster Sessions; Ratio 1:14

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		4. PSD SMS II Input	X		Remote access to PSD's SMS system is locked; referred problem to PSD's Education Branch for follow-up
		5. LSI-R / ASUS Certified	X		Certified as of September 2006
		6. LSI-R/ASUS completions mailed to Mainland Branch	X		
U.	13	Religious Programs: 1. Weekly Religious Services	X		Chaplain: Position in recruitment
V.	13	Classification: 1. Completed Annually by the Facility Classification Officer	X		Classification Supervisor: N. Sloan
		2. Special Classification completed for SHIP/Administrative Segregation	N/A		
		3. Classification input on Offendertrak (Effective early 2008)	N/A		
W.	15 19	Health Care: Operate 85% of NCCHC Standards	X		Audit findings from April 2008's audit; Health Care Staff unable to participate in audit on this trip.
		1. Health Services Administrator	X		Health Services Administrator: C. Day
		2. Licensed Staffing	X		1 LPN vacancy
		3. Primary Care Services	X		
		4. Chronic Care Management	X		
		5. Medical & Specialty Care	X		
		6. Infirmiry Services	X		
		7. Routine Diagnostic Services	X		
		8. Health Appraisals	X		
		9. Physical Medicine	X		Working on refill prescriptions with Diamond Pharmacy with less than 30 days left on refill
		10. Infection Control	X		
		11. Immunizations	X		
		12. Mortality & Peer Reviews	X		
		13. Dental Services	X		24/hr dental services has decreased waiting period significantly
		14. Mental Health Services	X		Telemedicine by University of Kentucky for psychiatric services
		15. Co-payment Fees	X		Amount of Co-payment: \$3.00
		16. Prosthesis agreement available	X		
X.	20 24	Personnel: 1. 24-Hour Staffing Plan	X		

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		2. Criminal History/Background Checks on all Facility Employees	X		
		3. Correctional Officer Training (160 hours basic training; 40 hours annual)	X		
		4. Full-Time On-Site Warden	X		Warden's Name: J. Little
		5. Case Managers (1:80) (Females)	X		Actual Ratio: 1:43 (2 Case Managers, 4 Correctional Counselors)
		6. Case Managers (Males)	N/A		Ratio:
		7. LSI-R Training	X		Certified staff: 4 staff certified
		8. Offendertrak Access (MIS) (Effective 2008)	N/A		
		9. Quality Assurance Manager	X		QAM: T. Hodges
		a. Tracks all facility policies	X		
		b. Schedules internal audits	X		
		c. Coordinates external audits	X		
		d. Tracks audit deviations	X		
		e. Policy/procedural changes for Warden's review/approval	X		
		f. Provides Response & Corrective Action Plan within 30 days	X		
		10. Unit Management Model	X		
Y.	24	Reporting:	X		
	25	1. Progress Reports (Every 6 mos.)	X		
		2. Classification	X		
		3. 5-1 Reports	X		
		4. Disciplinary Reports	X		
		5. Monthly Report	X		
Z.		Administrative Matters:	X		Notify Kentucky State Police or Troopers by Facility Investigator
		1. Refer Inmate for Prosecution for Violating Laws of state	X		Notify Kentucky Sheriff's Division by Facility Investigator
		2. Refer Staff for Prosecution for Violating Laws of state	X		
		3. Liquidated Damages	X		
		a. Is procedure in place?	X		
		b. Level III Treatment	X		
		c. Staffing Patterns (mandatory posts)	X		
		d. 90 days initial activation before	X		

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		liquidated damages can be applied	X		
		<u>Facility Population:</u> 1. Facility Population Count	X		Rated Capacity: 656 Hawaii Count: 164

FACILITY: Otter Creek Correctional Center

DATE OF VISIT: September 30-October 2, 2008

TEAM MEMBERS: Scott Jinbo, Contract Monitor; Jeanette Baltero, Contract Monitor; Sgt. Lois Uperesa, WCCC/Security.

AUDIT COMPLETED BY: Shari Kimoto, MBA

Audit Report Completed and Sent to PSD Officials/CCA on 10/28/2008 10:41 AM