

HAWAII DEPARTMENT OF PUBLIC SAFETY 1
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
CCA Red Rock Correctional Center, October 30-31, 2008

Item	Page No.	Contract Item & Description	Compliant	Non-Compliant	Comments
	20	<u>ACA Accredited Facility:</u> (RRCC & SCC to be accredited within 18 months of facility activation) 1. Mandatory (100%) 2. Non-mandatory (90%) 3. Life Safety Code/Fire Codes	X		Date of Accreditation: August 10, 2008
			X		Mandatory Score: 100%
			X		Non-mandatory Score: 100%
			X		Sprinklers operational: Yes Fire Marshall Report: October 2008
A.	4	<u>Clothing & Supplies:</u> 1. 2 sets of Uniforms (Males)	X		3 sets of uniform issued
		2. 3 sets of Uniforms (Females)	N/A		
		3. Seasonal Clothing (Warmer clothing for colder weather; Colder clothing for warmer weather)	X		Describe: Jackets issued during winter months; T-Shirts issued during summer months.
		4. Underwear	X		
		5. Personal Hygiene:	X		
		a. Soap			
		b. Toothbrush	X		
		c. Toothpaste	X		
		d. Deodorant	X		
		5a. Monthly Exchange (Y/N) If No, why or why not?	X		Monthly exchange handled by Laundry Department.
		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		

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B.	4	<u>Laundry:</u>	X		Weekly Schedule: POSTED
		1. Weekly Laundry Service (Describe weekly schedule) *Blankets and Comforters washed 1 st Thursday of every month			
		2. Laundry Exchange (clean, laundered replacements)	X		
		2a. Laundry Exchange every 6 mos.	X		As needed basis.
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 Lopez
		5. Segregation Property Form & Confiscation Form	X		Form completed for every inmate in segregation: YES
		5a. Secure Segregation Storage	X		Location: R&D
D.	4- 5	<u>Food Service (Canteen Contract Services):</u>	X		Food Service Manager: Mr. Syncheff
		1. Rice served daily	X		Some days rice is service 2x per day
		2. Fresh/Canned Fruit Weekly	X		Fruits served 3 times a week
		3. Menus Approved by Dietician	X		
		3a. Meals based on current U.S. Dietary Guidelines	X		Calorie Count per inmate: 3100
		3b. Copies of Cycle Menus Provided	X		Date of menu: 5/26/08
		4. Medical Meals Approved by Facility's Physician (CCA Policy)	X		
		5. Religious Means Approved by Facility's Chaplain (CCA Policy)	X		
		6. Special Dinner Menus: a. Prince Kuhio Day (March)	X X		

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	b. King Kamehameha Day (June) c. Other special event	X		Describe other:
	<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		
	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	Inmates still wearing tennis shoes in general area of kitchen instead of boots or slip-on rubber coverings; rubber boots were being used in the dishwashing area only.
	11. Internal inspection of kitchen, dining areas, food storage and preparation areas	X		
	12. Internal inspection of tools, equipment and liquid soap dispensers	X		1 sink not functional; being replaced
	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		

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18 . Se pa rat e sto ra ge for fo od an d no n- fo od ite ms	X			t N19. Emergency supply # of days <u>3</u>
	21. Refrigerators/Freezers thermometers operable	X		
	22. Evidence (log) shows thermometers are calibrated on a routine basis	X		
	23. Refrigerator temperature monitored and recorded <u>3</u> per day	X		
	24. Freezer temperature monitored and recorded <u>3</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		The outside of the portable food cart's wheels need cleaning; line servers to have been previously trained in cleaning carts. Still in working order.

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	32. Food prep/production areas are clean, sanitized and in good repair	X		
	33. Grease traps are clean	X		Every 6 months professionally
	34. Inventory control for sharp utensils	X		
	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 mail	X		
	38. Adequate outside storage of garbage until trash removal	X		
	39. Dishwashing temp log	X		
	40. Dishes/pots/pans properly scraped and free from excessive stains and caked foods		X	Food trays had a film-like substance flaking from the chemical cleanser and sanitizer functions. Damaged trays were in the process of being replaced.

Describe: # of Supervisors/hours per shift: 1 Breakfast 1 Lunch 1 Dinner

E.	5	<u>Inmate Commissary:</u>	X		Vendor Name: Mid-States
		1. Commissary Services a. Non-essential items (soda, candy, personal items)			
		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: Chess, Checkers, Scrabble, Cards, Ping-Pong
		1. Indoor Activities Provided			
		2. Outdoor Activities Provided	X		Describe outdoor activities available: Basketball, Weights (Nautilus), Running
G.	5	<u>Library Services:</u>	X		Recreational Librarian: Recreational Library Hours: Posted
		1. Recreational Library			
		a. Hawaii-based newspaper available in library (at cost of State)	X		

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H.	5	Visitation:	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	Grievance Procedures:	X		Grievance Officer: C. Richey
		Grievance Officer			
		1. Secured Grievance Boxes	X		
		2. Informal Grievances Forms	X		
		2a. Informal Grievance Logging & Tracking System		X	Must track designated time limits and extensions better in order to conform to CCA policy.
		3. Formal Grievance Forms	X		
		3a. Formal Grievance Logging & Tracking System		X	Must track designated time limits and extensions better in order to conform to CCA policy.
		4. Time limits on the form and the policy are the same and are met		X	Grievance Extension Notices (Form 14-5B) are not being used when there is an extension or delay on time limits; designated time limits are inconsistent with policy.
		5. Grievance Officer replying to grievances and not staff members	X		
		6. Opportunity to Appeal Decision	X		
K.	6 - 7	Access to Courts:	X		Law Librarian: Mr. Otis Hours: 7:00a to 10:00p (7 days a week)
		1. Law Library (Kiosks)			
		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):	X		
		a. Hawaii Revised Statutes (HRS)	X		
		b. Session Laws of Hawaii (SLH)	X		
c. Hawaii Reports	X				
d. Hawaii Appellate Reports	X				

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	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		

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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		
		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		
		3b. Positive Results Reported to PSD within 24-hours of Facility Receiving Results	X		
		4. Contraband Management	X		CCA Policy #: 16-1
		4a. Policy covers definition, appropriate storage and critical areas to search	X		
		4b. Routine facility shake-down for contraband	X		
		4c. Inmates given proper written notification of contraband	X		
		5. Emergency Response Preparedness	X		
		5a. Security protocols on managing riots, disturbances, hostage situations, work stoppages, fires, escapes, bomb threats, natural disasters, etc.	X		
		5b. Appropriate agreements with the local county and law enforcement agencies in emergency responses	X		
		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>2 # days</u>	X		Facility Investigator: N/A
6a. Proper notification of Priority 1 incidents to the State	X				
7. Formal Count on each Shift	X				
8. Tool & Key Control	X				

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		8a. Is there a Tool & Key Control Officer?	X		
		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		
		8f. Immediate reporting procedure for lost or damaged tools	X		
		9. Security Inspections	X		
		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: COS Jones
		1. Proper policy which governs the use of force against inmates			CCA Policy #: 9-1
		2. Facility staff training provided in accordance with policy	X		Initial 12-hour training; 4-hour annual training required
		3. Proper notification made to State	X		
N.	8-9	<u>Discipline:</u>	X		Hearings Officer: Lt. Flores & Lt. Callaway
		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		
		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		
O.	9	<u>Inmate Trust Account:</u>	X		
		1. Spendable/Restricted Accounts			

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P.	9	<u>Restitution:</u> 1. 10% Deduction of Inmate Wages	X		
Q.	9-10	<u>Telephone Costs & Services:</u> 1. Electronic monitoring available	X		
		2. Cost of phone call/per minute	X		Telephone Provider: ICS No hookup charge; .25¢ per minute
R.	10	<u>DNA Testing Program:</u> 1. Staff trained in DNA Collection	X		DNA Collected by: Unit Management Team
		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.	10-12	<u>Inmate Programming:</u> 1. Educational Ability Assessment	X		Principal: Mr. Harvey
		2. Basic Literacy/ESL	X		
		3. Adult Basic Education	X		
		4. GED/Testing	X		
		5. Lifeskills/Breaking Barriers	X		
		6. Vocational Training (SCF only)	N/A		Types:
		7. PSD SMSII Input	X		Trained by PSD's Maureen Tito
		8. Workline Opportunities; 2/3 Population Working	X		
		8a. Payscales per policy	X		
		9. Hobby Crafts available	X		
		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 (SCC only)	N/A				
13. Faith-based unit (SCC only)	N/A				

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T.	12	<u>Substance Abuse Program:</u>	N/A		
	13	1. Substance Abuse (Level 2)			
		2. Therapeutic Community (Level 3) (SCC only)	N/A		Ratio:
		3. Aftercare (SCC only)	N/A		
		4. PSD SMSII Input	X		
		5. LSI-R / ASUS Certified	X		
		6. LSI-R/ASUS completions mailed to Mainland Branch	X		
U.	13	<u>Religious Programs:</u> 1. Weekly Religious Services	X		Chaplain: Chaplain Aguirre
V.	13	<u>Classification:</u> 1. Completed Annually by the Facility Classification Officer	X		Classification Supervisor: J. Copeland
		2. Special Classification completed for SHIP/Administrative Segregation	N/A		SHIP & Long-term Segregation inmates are no longer housed at Red Rock
		3. Classification input on Offendertrak	X		PSD's remote access to Offendertrak is not always working on a daily basis.
W.	15	<u>Health Care:</u>			Actual Standards score: NCCHC Audit: November 2008
	19	Operate 85% of NCCHC Standards			
		1. Health Services Administrator	X		Health Services Administrator: D. Coffler
		2. Licensed Staffing	X		
		3. Primary Care Services	X		FT Physician: Dr. Crane
		4. Chronic Care Management	X		
		5. Medical & Specialty Care	X		
		6. Infirmary Services	X		
		7. Routine Diagnostic Services	X		
		8. Health Appraisals	X		
		9. Physical Medicine	X		
		10. Infection Control	X		
		11. Immunizations	X		
		12. Mortality & Peer Reviews	X		
		13. Dental Services	X		
		14. Mental Health Services	X		
	15. Co-payment Fees	X		Amount of Co-payment: \$3.00	
	16. Prosthesis agreement available	X			

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X.	20 24	<u>Personnel:</u>	X		
		1. 24-Hour Staffing Plan			
		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: B. Stolc
		5. Case Managers (1:80) (Females)	N/A		
		6. Case Managers (Males)	X		Ratio: 1-52
		7. LSI-R Training	X		
		8. Offendertrak Access (MIS)	X		
		9. Quality Assurance Manager	X		
	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		Chief of Unit Management: Ms. Sween	
Y.	24 25	<u>Reporting:</u>		X	Last batch of progress reports received in August 2008.
		1. Progress Reports (Every 6 mos.)			
		2. Classification	X		
		3. 5-1 Reports	X		
		4. Disciplinary Reports	X		
	5. Monthly Report		X	Last monthly report received in August 2008.	
Z.		<u>Administrative Matters:</u>	X		
		1. Refer Inmate for Prosecution for Violating Laws of state			
		2. Refer Staff for Prosecution for Violating Laws of state	X		
		3. Liquidated Damages	X		
			a. Is procedure in place?		
	b. Level III Treatment	N/A			
	c. Staffing Patterns (mandatory posts)	X			
	d. 90 days initial activation before				

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		liquidated damages can be applied	X		
		Facility Population: 1. Facility Population Count	X		Rated Capacity: 1596 Hawaii Count: 72

FACILITY: Red Rock Correctional Center

DATE OF VISIT: October 30-31, 2008

TEAM MEMBERS: Howard Komori, Supervisor; Heather Kimura, Contract Monitor; Cpt. Deborah Taylor, MCCC/Security; Carol Payne, PSD Health Care.

AUDIT COMPLETED BY: Shari Kimoto, MBA

Audit Report Completed and sent to PSD and CCA on 12/1/2008 9:09:35 AM

Plan of Corrective Action due 1/2/09.

Plan of Corrective Action received on 12/15/08 and all issues have been addressed.