

**HAWAII DEPARTMENT OF PUBLIC SAFETY** 1  
**MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST**  
*CCA Red Rock Correctional Center, January 12, 2010*

Item	Page No.	Contract Item & Description	Compliant	Non-Compliant	Comments
	20	<b>ACA Accredited Facility:</b> (RRCC & SCC to be accredited within 18 months of facility activation)	X		Date of Accreditation: <b>August 10, 2008</b>
		1. Mandatory (100%)	X		Mandatory Score: 100%
		2. Non-mandatory (90%)	X		Non-mandatory Score: 100%
		3. Life Safety Code/Fire Codes	X		Sprinklers operational: Yes Fire Marshall Report: 7/20/09
A.	4	<b>Clothing &amp; Supplies:</b>	X		3 sets provided
		1. 2 sets of Uniforms (Males)			
		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 boxers provided
		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		Yes, 1-for-1 exchange or as needed (weekly)
		6. Workline Appropriate Clothing:	X		
		a. Boots (as appropriate)			
b. Gloves (as appropriate)	X		Disposable gloves issued; no inmate handles hazardous trash items that require heavy gloves; slip-on boots for food service.		
7. Linen:	X		1 bath towel, 1 wash cloth		
a. Towel	X		2 sheets		
b. Sheets	X		1 pillow case		
c. Pillow Case	X		By medical request approvals		
d. Blanket (Wool) or					
e. Blanket (Cotton) Available	X				

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B.	4	<b>Laundry:</b>	X		Weekly Schedule: POSTED
		1. Weekly Laundry Service (Describe weekly schedule)			All Units daily (AM/PM), Blankets washed monthly, Whites washed 3x weekly; Colors washed 2x weekly
		2. Laundry Exchange (clean, laundered replacements)	X		
		2a. Laundry Exchange every 6 mos.	X		One-for-one exchange
C.	4	<b>Inmate Property:</b>	X		
		1. Property Disclaimer Form			
		2. Lost/Stolen Property Form	X		
		3. Secured Property Room	X		
		4. Property Officer	X		Property Officer: CO Keesling
		5. Segregation Property Form & Confiscation Form	X		Form completed for every inmate in segregation: YES
		5a. Secure Segregation Storage	X		Location: All property stored in the main property room.
D.	4-5	<b>Food Service (Canteen Contract Services):</b>	X		Food Service Manager: Mr. Johnson
		1. Rice served daily	X		
		2. Fresh/Canned Fruit Weekly	X		2-3 times a week
		3. Menus Approved by Dietician	X		
		3a. Meals based on current U.S. Dietary Guidelines	X		Calorie Count per inmate: 3000
		3b. Copies of Cycle Menus Provided	X		Date of menu: 8/30/09
		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: Thanksgiving, Christmas, New Years, Fourth of July, Super Bowl
		<b><u>Kitchen:</u></b>			
		1. Food served compares to menu	X		
		2. Dead man trays	X		Maintained for how many days: 3
		3. Alternative disaster menu	X		7 days
		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		Non-skid booties that cover the tennis shoes provide excellent traction in water areas of kitchen.
		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		
N1		19. Emergency supply # of days <u>7</u> week supply	X		
		20. Regular insect control maintenance	X		Monthly by contracted vendor; Ant-eaters
		21. Refrigerators/Freezers thermometers operable	X		
		22. Evidence (log) shows thermometers are calibrated on a routine basis	X		Every AM (once a day)

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23. Refrigerator temperature monitored and recorded <u>2</u> per day	X		36 degrees constant; freezer truck rentals during emergencies
24. Freezer temperature monitored and recorded <u>2</u> per day	X		-10 degrees constant
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		
32. Food prep/production areas are clean, sanitized and in good repair	X		
33. Grease traps are clean	X		
34. Inventory control for sharp utencils	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 ( <u>150</u> degrees)	X		Chemical rinse cycles
40. Dishes/pots/pans properly scraped and free from excessive stains and caked foods	X		

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

E.	5	<b>Inmate Commissary:</b> 1. Commissary Services a. Non-essential items (soda, candy, personal items)	X		Vendor Name: Mid-States
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		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	<b>Recreation:</b> 1. Indoor Activities Provided	X		Describe indoor activities available: Chess, scabble, cards, jenga and checkers
		2. Outdoor Activities Provided	X		Describe outdoor activities available: Basketball, soccer, jogging and Nautilus machines.
G.	5	<b>Library Services:</b> 1. Recreational Library	X		Recreational Librarian: J. Jansen Recreational Library Hours: Posted
		a. Hawaii-based newspaper available in library (at cost of State)	X		
H.	5	<b>Visitation:</b> 1. Visitation Room Available	X		
		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	<b>Grievance Procedures:</b> Grievance Officer	X		Grievance Officer: C. Richey
		1. Secured Grievance Boxes	X		
		2. Informal Grievances Forms	X		
		2a. Informal Grievance Logging & Tracking System	X		Provided to Mainland Branch every month electronically.
		3. Formal Grievance Forms	X		
		3a. Formal Grievance Logging & Tracking System	X		Provided to Mainland Branch every month electronically.
		4. Time limits on the form and the policy are the same and are met	X		Time limits are consistent with policies.
		5. Grievance Officer replying to grievances and not staff members	X		
		6. Opportunity to Appeal Decision	X		

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K.	6 - 7	<b>Access to Courts:</b>	X		Law Librarian: J. Jansen Hours: 7:45a – 1545p (daily)
		1. Law Library (Kiosks)	X		
		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		Information available on kiosks have been approved and standardized by PSD's Library Services; same kiosks are being used in the HI facilities.
		a. Hawaii Revised Statutes (HRS)			
		b. Session Laws of Hawaii (SLH)			
		c. Hawaii Reports			
		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				

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L.	7-8	<b>Security &amp; Control:</b>	X		Facility operating at 95% staffing.
		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 #: 9-6 "Hot" and "Cold" contraband management practices in place.
		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		CCA Policy #: 8-1
		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		Memorandum of Understanding between Saguaro, Red Rock, Eloy Police, Pinal County Sheriffs' dated 8/1/07 in effect.
		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>1</u> # days	X		Facility Investigator: D. Basaldua
		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	<b>Use of Force:</b>	X		Chief of Security: COS Kline
		1. Proper policy which governs the use of force against inmates			
		2. Facility staff training provided in accordance with policy	X		
		3. Proper notification made to State	X		
N.	8-9	<b>Discipline:</b>	X		Hearings Officer: Lt. Flores
		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	<b>Inmate Trust Account:</b>	X		Inmate funds deposited into Lockbox in Atlanta, GA
		1. Spendable/Restricted Accounts			

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P.	9	<b>Restitution:</b> 1. 10% Deduction of Inmate Wages	X		
Q.	9-10	<b>Telephone Costs &amp; Services:</b> 1. Electronic monitoring available	X		
		2. Cost of phone call/per minute	X		Telephone Provider: Inmate Calling Solutions (ICS) Calling Card: 25¢ per minute Collect Calls: \$3.00 surcharge + 45¢ per minute
R.	10	<b>DNA Testing Program:</b> 1. Staff trained in DNA Collection	X		
		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	<b>Inmate Programming:</b> 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: Construction, Horticulture and Computers
		7. PSD SMSII Input	X		
		8. Workline Opportunities; 2/3 Population Working	X		80% of total population is employed on a workline
		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	<b>Substance Abuse Program:</b>	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	N/A	
		5. LSI-R / ASUS Certified	X	
	6. LSI-R/ASUS completions mailed to Mainland Branch	X		
U.	13	<b>Religious Programs:</b> 1. Weekly Religious Services	X	Chaplain: Chaplain Powers
V.	13	<b>Classification:</b> 1. Completed Annually by the Facility Classification Officer	X	Classification Supervisor: C. Anthony
		2. Special Classification completed for SHIP/Administrative Segregation	N/A	
		3. Classification input on Offendertrak	X	
W.	15	<b>Health Care:</b>		Actual Standards score: 100%
	19	Operate 85% of NCCHC Standards		<b>NCCHC Audit: October 2008</b>
		1. Health Services Administrator	X	Health Services Administrator: D. Coffler
		2. Licensed Staffing	X	
		3. Primary Care Services	X	
		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		
X.	20	<b>Personnel:</b>	X	
	24	1. 24-Hour Staffing Plan		

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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: B. Stolc
		5. Case Managers (1:80) (Females)	N/A		
		6. Case Managers (Males)	X		Ratio: 1:60
		7. LSI-R Training	X		
		8. Offendertrak Access (MIS)	X		
		9. Quality Assurance Manager	X		QAM: E. Pouges
		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	<b>Reporting:</b>	X		
	25	1. Progress Reports (Every 6 mos.)			
		2. Classification	X		
		3. 5-1 Reports	X		
		4. Disciplinary Reports	X		
		5. Monthly Report	X		
Z.		<b>Administrative Matters:</b>	X		Eloy Police Department
		1. Refer Inmate for Prosecution for Violating Laws of state			
		2. Refer Staff for Prosecution for Violating Laws of state	X		Eloy Police Department
		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 liquidated damages can be applied	X		

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	<b>Facility Population:</b> 1. Facility Population Count	X		Rated Capacity: 1505 Hawaii Count: 63
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FACILITY: Red Rock Correctional Center

DATE OF VISIT: January 12, 2010

AUDIT COMPLETED BY: Joe Booker, On-Site Monitor

Audit Report Completed and sent to PSD and CCA on 2/18/2010 3:16:15 PM