



STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
919 Ala Moana Boulevard, 4th Floor  
Honolulu, Hawaii 96814

**MAINLAND / FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST**

Institution / Population Count: Saguro Correctional Facility/ 1411

Team Leader: Howard Komori, MB Supervisor

Audit Team: Shari KIMOTO (MB Administrator), Scott Jinbo (MB Contract Monitor), Jennifer Lopez (PSD Medical), Maureen Tito (PSD, Education Administrator), Remedios Amouis (PSD Education)

Date of Audit: September 25-27, 2013

CRITERION	CONTRACT AUTHORITY				AUDITOR	METHOD
		COMPLIANT	NON-COMPLIANT	NOT SCORED		
<b>ACA ACCREDITED FACILITY</b>		<b>4</b>	<b>0</b>			
Is the institution accredited?	Date of Accreditation: November 2011	X			SK	DR, SI
A. Mandatory (100%)	Mandatory Score: 100%	X			SK	DR, SI
B. Non-Mandatory (90%)	Non-Mandatory Score: 100%	X			SK	DR, SI
C. Life Safety Code (Sprinkler, Fire system) - Does the institution conduct fire drills? Check fire drill schedule and frequency of drills.	Date of Sprinkler Certification: 04/18/13 Date of Fire Marshall Report: 07/12/12 Frequency of Drills: quarterly	X			SK	DR, SI
Other Comments: Fire Alarm replaced/fixd by 8/13/13 for two buildings. Starting the ACA work for next audit in May 2015.						
<b>CLOTHING &amp; SUPPLIES</b>		<b>15</b>	<b>0</b>			
Does the institution issue appropriate clothing and supplies upon initial intake?	Review property files for initial issuance of clothing/supplies per contract; observe clothing/supplies in various housing units. Observe stock of inventory in warehouse. Also indicate frequency of issuance of each item after initial intake.					
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	X			SJ	No previous deficiencies noted
A. 3 Sets of Uniforms	issued by property officer Chimal upon arrival	X			SJ	OB, SI, DR
B. Seasonal Clothing (Describe article of Clothing)	Winter Jacket issued Nov to April stored in pod	X			SJ	OB, SI, DR
C. Underwear	initial 3 sets then replace every 3 moths	X			SJ	OB, SI, DR
D. Toothbrush/Toothpaste	issued by Case manager in pods	X			SJ	OB, SI, DR
E. Toilet Paper	issued by Case manager in pods	X			SJ	OB, SI, DR
F. Bar Soap	issued by Case manager in pods	X			SJ	OB, SI, DR
G. Disposable Razors	issued by Case manager in pods	X			SJ	OB, SI, DR
H. All-In-One (for shower, shampoo, shaving)	issued by Case manager in pods	X			SJ	OB, SI, DR
I. Workline Clothing: Boots	issued by property officer Chimal	X			SJ	OB, SI, DR
J. Workline Clothing: Gloves	issued by property officer Chimal	X			SJ	OB, SI, DR
K. Linen: Sheets	issued and replaced every 6 months	X			SJ	OB, SI, DR
L. Linen: Pillow Case	issued and replaced every 6 months	X			SJ	OB, SI, DR
M. Linen: Towels	issued and replaced every 6 months	X			SJ	OB, SI, DR
N. Linen: Blanket (Wool or Cotton)	issued and replaced every 6 months	X			SJ	OB, SI, DR

Other Comments: Officer Chimal - Hygiene supplies still distributed in housing unit.

<b>LAUNDRY SERVICE</b>		<b>3</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	X			HK	No previous deficiencies noted
Does the institution have a laundry area? Is there a laundry supervisor supervising inmates in the laundry area? Is the weekly laundry schedule posted?	Monday: whites only Tuesday: blankets, jackets, khakis Wednesday: whites only Thursday: blankets, jackets, khakis Friday: whites only	X			HK	SI, II
A. Laundry Exchange	Frequency of Exchange: Every 6 months	X			HK	SI, II

Other Comments: Currently one washer & one dryer is broken. Parts are on order. To keep laundry schedule current, program two washer & dryer used for general population inmate as well as PC inmates. Exchanges are done every 6 months or upon request. PC inmates laundry are washed in program 2 building on same M-F schedule as GP inmates. Every Thursday the washing machine white tank (recycled water) are cleaned out and more clorex tablets are used to keep shirts whiter. Laundry bags are still problematic due to melting of mesh. torn bags are replaced when requested. (Warden looking at purchasing laundry bags that are higher in cost that solves problem. Currently spending large amt of money to replace problematic bags.)

<b>INMATE PROPERTY</b>		<b>7</b>	<b>0</b>			
Upon initial intake, does the institution inventory all property? Property forms should cite description and quantity of each item and signed by both staff member and inmate. Unallowable property is also inventoried by a staff member and properly disposed of in accordance to policy.		x			SJ	SI
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		x			SJ	No previous deficiencies noted
A. Does the institution have a property officer?		X			SJ	SI, OB
B. Does the institution have a property matrix for various housing units (GP, Seg, SHIP)?		X			SJ	SI, OB, DR
C. Does the inmate review and sign the completed property inventory forms?		X			SJ	SI, OB, DR
D. Is a copy of the completed property form given to the inmate?		X			SJ	SI, OB, DR
E. Does the institution store its property in lockable storage bins or lockers in a secure area?		X			SJ	SI, OB, DR
F. If an inmate's property is lost or stolen, does the institution have a claim's process?		X			SJ	SI, OB, DR

Other Comments: Officer Streeter in charge of property.

<b>FOOD SERVICE (Canteen Contract Services)</b>		<b>10</b>	<b>0</b>			
Does the institution adhere to the current American Dietetic Association (ADA) and National Academy of Sciences (NAS) standards and regulations?						
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			JL	No Deficiencies
A. Is the Food Service Manager certified in sanitation?		X			JL	DR, SI
B. Are the cycle menus approved by a Registered Dietitian or Nutritionist?		X			JL	DR, SI
C. Does the institution serve its meals in accordance with the designated meal on the cycle menu?		X			JL	DR, SI
D. Does the institution record its meal substitutions when a food product on the cycle menu is unavailable?		X			JL	DR
E. Does the institution provide fresh fruit or canned fruit once a week?		X			JL	DR
F. Does the institution provide rice as a daily food staple?		X			JL	DR, SI, OB

G. Does the institution provide medical diets that met the current ADA nutritional requirements as prescribed by a Medical Physician in accordance to facility policy?		X			JL	DR, SI, OB
H. Does the institution provide religious diets that met the current ADA nutritional requirements as prescribed by a Facility Chaplain in accordance to facility policy?		X			JL	DR, SI
I. Does the institution serve 3 special dinner menus for the following Hawaii holidays? 1. Prince Kuhio Day (March) 2. King Kamehameha Day (June) 3. Other special event as agreed upon		X			JL	DR
Other Comments: CCA Internal FSC Audit at 99%; August Health audit at 100%. Daily calorie count 3300; Also serving holiday meals during thanksgiving & Christmas						
<b>KITCHEN</b>		<b>34</b>	<b>0</b>			
Does the institution maintain its kitchen area and cooking equipment to ensure that it is clean and in working order? Are the food service staff and inmates properly trained to maintain personal hygiene?						OB
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			JL	No Deficiencies
A. Does the institution provide food service sanitation training and tool/equipment safety training to its staff and inmate workers?		X			JL	DR
B. Is there proper hand washing signs posted and is hand soap dispensers filled with soap near wash sinks & restrooms?		X			JL	OB
C. Are sufficient hair nets available? Does the workers know where the hair nets are located?		X			JL	OB
D. Are sufficient gloves available? Does the workers know where the gloves are located?		X			JL	OB
E. Does the inmate workers use appropriate footwear in the kitchen area, food prep area, and dishwashing area?		X			JL	OB
F. Is there appropriate drainage near washing stations?		X			JL	OB
G. Is the cooking equipment (ovens, grills, vents, hoods, food carts, steam kettles, tilt tops, mixers, pipes, etc.) properly maintained, clean, and in good working order?		X			JL	OB
H. Is the food preparation areas clean, sanitized and in good repair?		X			JL	OB
I. Are the food storage areas clean, properly maintained, well-lit, food products are dated/labeled?		X			JL	OB
J. Are all food products stored at least 6 inches off the floor and at least 18 inches from the ceiling?		X			JL	OB
K. Is there a separate storage space for food and non-food items?		X			JL	OB
L. Are sample trays made for each meal, labeled, and stored properly for 72 hours?		X			JL	OB
M. Does the food service staff supervise food portions and are appropriate kitchen utensils utilized for food portion controls?		X			JL	OB
N. Does the institution have an alternative disaster menu?		X			JL	DR, SI
O. Does the institution have an emergency supply of food?		X			JL	OB

P. Are appropriate heating temperatures measured and maintained while food is being served?		X			JL	SI, OB
Q. Are appropriate heating temperatures maintained in hotboxes for meals being delivered to November Unit?		X			JL	SI
R. Are the thermometers for the refrigerators and freezers in working order?		X			JL	OB, SI
S. Are the thermometers calibrated on a routine basis?		X			JL	DR
T. Is the refrigerator temperature between 38 degrees F- 40 degrees F or below?		X			JL	OB
U. Is the freezer temperature 0 degrees F or below?		X			JL	OB
V. Are the refrigerators/freezers doors properly sealed and clean?		X			JL	OB
W. Are the refrigerators/freezers vents/fans clean and free from dust?		X			JL	OB
X. Are the refrigerators/freezers hinges/locks in good working order?		X			JL	OB
Y. Is the dish machine wash temperature between 150 degrees F or above and rinse cycle 180 degrees F or above?		X			JL	OB
Z. Are the dishes, pots, pans properly scraped and free from excessive stains and food items?		X			JL	OB
AA. Are the grease traps well maintained and clean?		X			JL	OB, SI
BB. Does the institution have inventory control for all sharp utensils? Is inventory control checked by a staff member?		X			JL	OB, SI
CC. Are the cleaning supplies and chemicals securely stored and inventoried?		X			JL	OB, SI
DD. Are garbage containers appropriate covered with tight-fitting lids?		X			JL	OB
EE. Is appropriate garbage removal completed after each meal?		X			JL	OB
FF. Is there adequate outside storage of garbage until trash removal? Is the area secure?		X			JL	OB
GG. Is pest control regularly conducted?		X			JL	DB
Other Comments:						
<b>INMATE COMMISSARY</b>		<b>4</b>	<b>0</b>			
Does the institution provide commissary services of non-essential items such as soft drinks, candy and personal items?		X				SI, OB
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			IIIK	No deficiencies noted
A. Does the commissary proceeds benefit the inmate population?		X			IIIK	SI, DR
B. Does the commissary revenues pay for operating expenses of the commissary?		X			IIIK	SI, DR
C. Does the facility collect a 4% surcharge on all commissary sales in accordance with Hawaii statutes?	Act 190; Session Laws 2012	X			IIIK	SI, DR
Other Comments: Officer Martinez recent decrease in price by 1% on all commissary items.. Mid-State is supplier pack all items in Casa Grande warehouse and brought to facility. <b>NOTE: CCA converting to new vendor at the beginning of 2014. O'Keefer Corporation . CCA staff have not received instructions on the commissary process from Corporate. Fearing that Mid-State might not stock items by the ending of the year due to losing contract. Look at closer on next audit.</b>						
<b>RECREATION</b>		<b>4</b>	<b>0</b>			

Does the institution have a recreational program that provides for indoor, outdoor and leisure time activities? Is it accessible to inmates? Are there posted recreation schedules in housing units?						
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X				SJ No deficiencies noted
A. Does the institution have a recreation staff member?		X				SJ SI, OB, II
B. Does the institution provide indoor activities?		X				SJ SI, OB, DR, II
C. Does the institution provide outdoor activities?		X				SJ SI, OB, DR, II
Coach Rael continues to provide activities to keep inmates active. Recently had tournament of chess within the facility, winners of pods plays winner for the block. Preparing for PT exercise competition.						
<b>LIBRARY SERVICES</b>		4	0			
Does the institution have a comprehensive library with materials selected to meet the educational, information and recreational needs of inmates?						
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X				HK No deficiencies noted
A. Does the institution have a recreational library?		X				HK OB, DR, SI, II
B. Does the library have a policy that establishes control of the borrowing of library materials?		X				HK OB, SI, II
C. Is the Star Advertiser made available to inmates in the library as provided by the State's Mainland Branch?		X				HK OB, SI
Other Comments: Ms. Pulliam new Librarian. Recently received donated books from the Office of Hawaiian Affairs. Seen were the Hawaiian Dictionary. PC library open now on Friday morning 9:30-10:30 am.						
<b>VISITATION</b>		9	0			
Does the institution provide physical space and proper video conferencing equipment and supervision for monitoring visits?						
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X				HK No deficiencies noted
A. Does the institution have a visitation room available for contact and non-contact visits?		X				HK OB
B. Does the institution have video conferencing equipment in housing units that are maintained, clean and in working order?		X				HK OB,SI
C. Does the institution accommodate special visits for family members traveling 300 miles or more?		X				HK SI
D. Does the institution accommodate attorney visits and/or their representatives for business purposes?		X				HK SI
E. Does the institution post visitor information (rules of visit, dress code, security checks, etc.)		X				HK OB,SI
F. Is the visitation properly staffed and the visits are conducted in a safe, controlled environment?		X				HK SI, OB
G. Are all visitors and their personal belongings properly searched prior to entry to the visit room?		X				HK OB,SI
H. Are the inmates properly searched prior to entry or exit from visiting?		X				HK SI

Other Comments:

<b>GRIEVANCES</b>	<b>6</b>	<b>0</b>			
Does the institution provide access to an impartial and non-discriminatory grievance procedure in accordance with policy and ACA standards? All grievance records are considered confidential and will not be available to staff or inmates except for clerical processing of records by the institution and for auditing purposes.					
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	X			SJ	No deficiencies noted
A. Does the institution have a grievance officer that provides responses to facility grievances?	X			SJ	SI, OB, II, DR
B. Does the institution have an informal resolution grievance process before using the formal procedure?	X			SJ	SI, OB, II, DR
C. Does the institution provide grievance informal / formal forms necessary for filing grievances?	X			SJ	SI, OB, II, DR
D. Does the institution have secure grievances boxes accessible to inmates in the general population and segregation?	X			SJ	SI, OB, II, DR
E. Does the institution have a logging & tracking system for informal and formal grievances?	X			SJ	SI, OB, DR
F. Does the institution have designated time limits, documented time extensions (if applicable), an appeals process to the Warden in accordance with policy?	X			SJ	SI, OB, DR

Other Comments:

<b>ACCESS TO COURTS</b>	<b>10</b>	<b>0</b>			
Does the institution provide physical space and legal materials as designated by the State's current contract in accordance with policy and ACA standards?					
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	X			HK	No deficiencies noted
A. Does the institution have a law librarian?	X			HK	OB, SI
B. Does the institution provide inmates with reasonable access to the law library, law library materials/forms?	X			HK	OB, SI, II
C. Does the institution provide inmates access to the State's touch-screen kiosk system or other acceptable legal format materials?	X			HK	OB, SI, II
D. Does the law library provide access to the following: 1) Hawaii Revised Statutes; 2) Hawaii Reports; Hawaii Appellate Reports; 3) U.S. Code Annotated or its equivalent); 4) Shepard's Hawaii Citations; 5) Hawaii Court Rules - State; 6) Hawaii Court Rules - Federal; 7) Hawaii Digest; 8) Black Law's Dictionary; 9) Federal Civil Procedures & Rules; and 10) Supreme Court Reports?	X			HK	OB, SI, II
E. Does the institution provide up to 3 additional hours of access to inmates with verified lawsuits that are still active in court if scheduling permits?	X			HK	SI, DR
F. Does the institution provide inmates access to parole hearings as scheduled by the Hawaii Paroling Authority?	X			HK	OB, SI
G. Does the institution provide inmates access to their attorneys' telephonic calls and court calls?	X			HK	SI
H. Does the institution have a written policy/procedure for the handling of legal mail?	X			HK	DR, SI

I. Does the institution provide indigent inmates access to paper and other supplies to contact legal counsel or representatives, courts, and other persons concerning legal matters in accordance with policy?		X			HK	SI, OB
Other Comments: Two law library kiosk down out of six. Replacement kiosk on order from vendor. Law library access available from 0830-1030 & 1330 - 1545 M-F for GP inmates. 0930-1030 hrs on Friday for PC inmate or when needed.						
<b>SECURITY &amp; CONTROL - STAFFING &amp; TRAINING</b>						
Is the institution's security/control and operating plans in accordance with policies/procedures and ACA standards? Are the staff members appropriately trained in this area?	NO SECURITY AUDIT ON THIS AUDIT. Last done on June 2013 audit.	0	0			
Security Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?				X		
A. Does the institution have a security staffing plan that includes all mandatory posts?				X		
B. What is the officer to inmate ratio?				X		
C. Does the institution have post orders available for each post?				X		
D. Are post orders reviewed annually to ensure accuracy of post functions?				X		
E. Are staff members required to read and sign-off that they have read and understand post orders pertaining to their assigned areas?				X		
F. Does the institution have a written policy governing facility training of its security staff members?				X		
G. Does the institution provide its security staff with a minimum of 160 hours of basic correctional training within 3 months of employment and a minimum of 40 hours of annual supplemental correctional training?				X		
H. Does the institution provide security staff with on-the job observation and supervision?				X		
I. Are the training instructors certified (security)?				X		
J. Does the Warden/Designated ADO staff and Chief of Security make daily rounds throughout the facility?				X		
Other Comments:						
<b>SECURITY &amp; CONTROL - URINALYSIS &amp; STG</b>						
A. Does the institution provide random and suspect urinalysis of 10% of the State's population?	NO SECURITY AUDIT ON THIS AUDIT. Last done on June 2013 audit.	0	0			
B. Does the institution provide an opportunity for a second test at the inmate's request/cost?				X		
C. Does the institution report its positive results to the Mainland Branch within 24-hours after results of tests are received?				X		
D. Does the institution have a written policy/procedure for identifying and managing security threat groups (STG)?				X		
E. Does the institution regularly monitor STG recruitment activities and possible threats?				X		
F. Does the institution submit monthly STG reports to the State's Mainland Branch?				X		
Other Comments:						
<b>SECURITY &amp; CONTROL - SPECIAL MANAGEMENT (SHIP)</b>						
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		8	0			

A. Does the institution have written policies/procedures concerning the special management of inmates, Special Housing Incentive Program (SHIP)?		X				SJ	DR, SI
C. Are inmates assigned to the SHIP unit in accordance with the policy's placement criteria?		X				SJ	OB, DR, SI, II
D. Does the inmate receive due process when an assignment is made?		X				SJ	OB, SI
E. Does the inmate receive regular status reviews in accordance with SHIP policy guidelines?		X				SJ	OB, DR, SI, II
F. Does the inmate in SHIP have access to the law library and/or his attorney on record?		X				SJ	DR, SI
G. Does the inmate maintain access to other programs and services in accordance with SHIP policy (i.e. Education)?		X				SJ	SI
H. Is the SHIP unit appropriately supervised by qualified, trained staff?		X				SJ	SI, DR, OB
I. Does the institution document regular observation of inmates in the SHIP unit in accordance to the institution's policy and procedures?		X				SJ	OB
Other Comments: NA							
<b>SECURITY &amp; CONTROL - SEARCHES &amp; INSPECTIONS</b>		0	0				
A. Does the institution have written policies/procedures concerning searches of vehicles, staff and inmates?	NO SECURITY AUDIT ON THIS AUDIT. Last done on June 2013 audit.					X	
B. Does the institution have a written policy/procedure concerning the search of an inmate cell or bed areas?						X	
C. Does the institution's policies/procedures on searches cover the search in storage and other critical areas in the facility?						X	
D. Are the searches performed on a regular and/or random basis including a routine facility shake-down for contraband?						X	
E. When contraband is discovered, does the institution have a written policy/procedure on the handling of items, chain of custody, proper written documentation that must accompany the confiscated items to the designated facility authority for further investigation or disposal?						X	
F. Does the institution have a secure storage area that is designated for evidence storage that is accessible to authorized staff only?						X	
G. Are the inmates provided written notification of confiscated contraband items?						X	
H. Is a disciplinary report issued to the inmate for confiscated contraband items (if appropriate)?						X	
I. Does the institution refer inmates for prosecution for violating the laws of the state?						X	
J. Does the institution conduct security inspections on each shift in all areas?						X	
K. Does the institution have a written policy/procedure to correct security deficiencies?						X	
Other Comments:							
<b>SECURITY &amp; CONTROL - EMERGENCY RESPONSE</b>		0	0				
A. Does the institution have an emergency response preparedness plan?	NO SECURITY AUDIT ON THIS AUDIT. Last done on June 2013 audit.					X	
B. Does the institution have an emergency response team and a designated facility control center in case of an emergency?						X	

C. Does the institution have a written policy/procedure on managing riots, disturbances, hostage situations, work stoppages, fires, escapes, bomb threats and natural disasters?				X		
D. Does the institution have appropriate agreements with the local county and law enforcement agencies in emergency responses?				X		
E. Does the institution provide training of all staff in emergency response plans (I.e. Command post, food service, etc.)				X		
F. Does the institution have a written policy/procedure for how often the facility must run emergency drills?				X		
Other Comments: N/A						
<b>SECURITY &amp; CONTROL - INMATE COUNTS</b>						
A. Does the institution have a written policy/procedure for conducting inmate counts to include formal counts, information counts and lockdown (emergency) counts?	NO SECURITY AUDIT ON THIS AUDIT. Last done on June 2013 audit.	0	0			
B. Does the institution conduct a formal count on each shift?				X		
C. Does the institution conduct an informal count on each shift?				X		
D. Does the institution have a written policy/procedure for appropriate action when the count does not clear?				X		
E. Does the institution have a face-to-ID count check?				X		
Other Comments: NA						
<b>SECURITY &amp; CONTROL - TOOL &amp; KEY CONTROL</b>						
A. Does the institution have a written policy/procedure governing the storage, issuance, classification and use of tools and keys?	NO SECURITY AUDIT ON THIS AUDIT. Last done on June 2013 audit.	0	0			
B. Does the institution make adequate provisions for the secure storage of all tools and keys in the facility?				X		
C. Does the institution have a tool & key control officer?				X		
D. Does the institution have a logging system for issuance and the return of tools?				X		
E. Does the institution have a logging system or issuance and the return of keys?				X		
F. Does the institution have proper shadow boards to provide rapid visual inventory of tools?				X		
G. Does the institution have a written policy/procedure to report lost or damaged tools?				X		
H. Does the institution have a written inventory for all tools and keys?				X		
Other Comments: NA						
<b>SECURITY &amp; CONTROL - USE OF FORCE</b>						
A. Does the institution have a written policy/procedure for Use of Force?	NO SECURITY AUDIT ON THIS AUDIT. Last done on June 2013 audit.	0	0			
B. Does the institution provide proper training of appropriate staff members under this policy?				X		
C. In the event of a Use of Force, does the institution properly notify the State's Mainland Branch?				X		
Other Comments: NA						
<b>SECURITY &amp; CONTROL - DISCIPLINE</b>						
		0	0			

A. Does the institution have a written policy/procedure that governs the rules and regulations of the facility?	NO SECURITY AUDIT ON THIS AUDIT. Last done on June 2013 audit.				X		
B. Does the institution provide proper notification of Priority 1 incidents to the State's Mainland Branch?					X		
C. Does the institution complete its investigations in a timely manner in accordance with policy?					X		
D. Does the institution conduct its disciplinary hearings in a timely manner in accordance with policy?					X		
E. Does the charges on the disciplinary report match the offense?					X		
F. Are the inmates provided a copy of the disciplinary report to review?					X		
G. Does the institution give an inmate the opportunity to appeal?					X		
H. Is the disciplinary committee impartial and not involved in the original investigation and/or write up?					X		
I. Does the institution notify the Mainland Branch if an inmate's disciplinary segregation exceeds 60 days?					X		
J. Does the institution send its disciplinary reports and disciplinary appeals to the Mainland Branch at the end of each month?					X		
Other Comments: NA							
<b>INMATE TRUST FUNDS &amp; RESTITUTION PAYMENTS</b>			<b>5</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?			X				No deficiencies noted
A. Does the institution follow PSD policy COR.02.12 "Inmate Trust Accounts"?	PSD Policy COR.02.12		X			SK	DR
B. Does the institution maintain separate spendable & restricted accounts for inmates that do not bear interest?			X			SK	OB, DR, SI
C. Does the institution restrict monetary deposits into an inmate's account to only those who are approved on the Inmate's visit list?			X			SK	DR, SI
D. Does the institution deduct monthly restitution payments on all deposits as identified by the Mainland Branch for CVCC?	Attachment 1; Item 6(q); Page 9; Act 139 (Session Laws 2012)		X			SK	OB, DR, SI
Other Comments: All previous CVCC overpayments have been corrected & credited back to appropriate inmates.							
<b>TELEPHONE COSTS &amp; PHONE MONITORING</b>			<b>4</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?			X			SK	No deficiencies noted
A. Does the institution have a schedule of phone rate charges and services available?			X			SK	DR, SI
B. With the exception of phone calls with attorneys' regarding legal matters, does the institution monitor its phone calls for security purposes?			X			SK	OB, SI
C. Does the institution generate an incident report when a potential security violation is discovered during the monitoring of phone calls?			X			SK	DR, OB
Other Comments: The facility Investigator continues to deal with complaints from Inmates, MB, and family members regarding GTL phone service provider. SCC's contract with GTL expires in May 2015.							
<b>DNA TESTING PROGRAM</b>			<b>5</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?			X			SK	No deficiencies noted

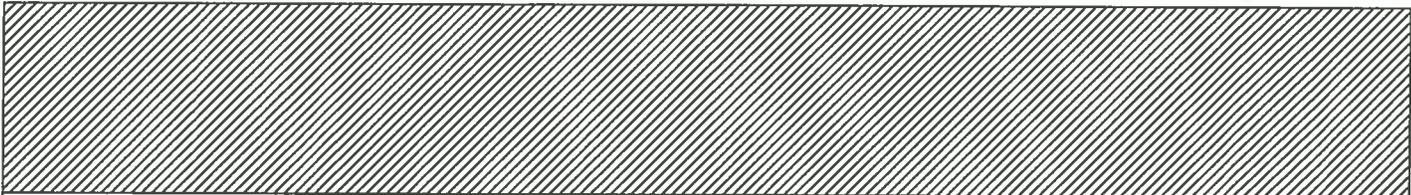
A. Has the facility staff received proper training from the State's Mainland Branch on bucal swab collection?		X			SK	DR, SI
B. Does the institution conduct the DNA test prior to inmates returning to Hawaii?		X			SK	DR, SI
C. Does the institution send the completed DNA collection forms to the State's Mainland Branch prior to the inmates return?		X			SK	DR, SI
D. Does the institution have DNA kits from the State?		X			SK	OB, SI
Other Comments: Training Completed. DNA paperwork sent to Mainland Branch prior to returning to Hawaii.						
<b>INMATE PROGRAMS - EDUCATION SERVICES</b>		<b>15</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			MT RA	No deficiencies noted
A. Does the institution have access to the State's SMS system and have they received proper training in SMS?		X			MT RA	DR, SI
B. Does the institution comply with the State's education program standards on program placement as indicated in the State's SMS system?		X			MT RA	DR, SI
C. Does the institution utilize a standardized assessment for education placement?		X			MT RA	DR, SI
D. Does the institution provide Basic Literacy/ESL classes as necessary?		X			MT RA	DR, SI
E. Does the institution provide Adult Basic Education classes?		X			MT RA	DR, SI
F. Does the institution provide GED and GED testing to qualifying inmates?		X			MT RA	DR, SI
G. Does the institution provide access to college correspondence courses (at the inmate's expense)?		X			MT RA	SI
H. Is the institution available to provide access to distance learning alternatives at the State's request (no cost to the Provider) if such request is made?		N/A			MT RA	SI
I. Does the institution provide vocational training (SCC only) and what types of training is provided?		X			MT RA	DR, SI, II, OB
J. Does the institution provide cognitive behavior programs (Breaking Barriers & Houses of Healing)?		X			MT RA	DR, SI
K. Are the instructors for the cognitive behavior program certified to teach these courses from a training program approved by the State?		X			MT RA	SI
L. Does the institution provide Anger/Stress Management?		X			MT RA	DR, SI
M. Does the institution provide Hawaiian cultural programs to address religious and cultural needs of inmates?		X			MT RA	DR, SI, II, OB
N. Does the institution's adult education program meet the State's correctional education program?		X			MT RA	DR, SI
Other Comments: Request to increase enrollment to 20 students within the Hawaiian cultural program.						
<b>INMATE PROGRAMS - SUBSTANCE ABUSE TREATMENT</b>		<b>0</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	NO SUBSTANCE ABUSE AUDIT COMPLETED. SA audit done twice a year. Last done back in June 2013					No deficiencies noted
A. Does the institution have access to the State's SMS system and have they received proper training in SMS?					X	
B. Does the institution provide an Outpatient Substance Abuse Program (formerly referred to as Level II) utilizing a cognitive behavioral treatment component as specified by the State?					X	

C. Does the institution provide a Substance Abuse Residential TC Program (formerly referred to as Level III) as specified by the State?				X		
D. Does the institution provide Aftercare services to inmates that completed the Substance Abuse Residential TC Program?				X		
E. What is the ratio of direct service treatment staff to inmates?				X		
F. Does the institution complete substance abuse assessments in accordance with the State's LSI-R/SUS protocols?				X		
G. Are the institution's substance abuse treatment counselors LSI-R/SUS certified?				X		
H. Does the institution place an inmate on the priority listing within 30 days after receiving an inmate's request and/or if required by inmate's substance abuse assessment?				X		
I. Does the institution conduct random or suspect urinalysis to inmates participating in substance abuse treatment?				X		
J. Does the institution have written guidelines to re-admit an inmate for treatment after termination and/or non-compliance?				X		
Other Comments:						
<b>INMATE PROGRAMS - OTHER</b>						
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		10	0			
A. Does the institution have a written policy/procedure concerning worklines and is the institution in compliance with its pay scale being equal to the State's correctional facilities at 0.25 per hour?		X			HK	No deficiencies noted
B. Does the institution provide workline opportunities for at least 2/3 of the population?		X			HK	DR, SI
C. Does the institution have a hobby shop and/or hobby craft program for inmates in general population to participate?		X			HK	OB, SI, II
D. Does the institution have a Faith-based Unit designed to serve as a socialization process where inmates learn to identify self-centered interests and replace those behaviors with productive activities?		X			HK	OB, SI, II
E. Does the institution provide religious programs in accordance with policy and standards?		X			HK	OB, DR, SI
F. Does the institution have a Chaplain?		X			HK	OB, SI
G. Does the institution provide space for religious programs and events?		X			HK	OB, SI
H. Does the institution require its volunteers to complete appropriate, documented training and facility orientation programs prior to assignment?		X			HK	DR, SI
I. Is there a criminal background check done on all volunteers who have direct, unsupervised contact with inmates?		X			HK	DR, SI
Other Comments: Chaplain McGuire started at SCC 3/2012.						
<b>INMATE CLASSIFICATION</b>		5	0			

Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			SK	No deficiencies noted
A. Does the institution have a written policy/procedure for its internal classification system used for housing and workline purposes?		X			SK	DR
B. Does the institution follow PSD policy COR.18.01 "Inmate Classification"?		X			SK	OB, DR
C. Does the institution have a Classification Officer?		X			SK	OB, SI
D. Does the classification have access to the State's Offendertrak Management system?		X			SK	OB, SI
Other Comments: Uses reporting feature on Offendertrack for monthly reclass(Hawaii) to prepare drafts for review.						
<b>HEALTH CARE SERVICES</b>		<b>26</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X			JL	No Deficiencies
A. Does the institution provide routine health care services to inmates?		X			JL	DR, SI
B. Does the institution operate within 85% of the National Commission on Correctional Health Care Standards (NCCHC) - Prison Edition, 2008?		X			JL	DR, SI
C. Does the institution have a Health Services Administrator that may be a registered nurse?		X			JL	DR, SI, OB
D. Does the institution employ licensed health care staff including physicians, nurse practitioners, registered nurses and physician assistants that is overseen by the Health Services Administrator?		X			JL	DR, SI
E. Is the health care staff trained in correctional health care?		X			JL	DR
F. Does the institution provide primary care services including sick call exams and daily urgent care for the inmates in general population and segregation?		X			JL	DR
G. Is the clinical delivery of care timely, appropriate to the acuity of the patient, and at a level comparable to the community standard for medical care in accordance with NCCHC standards?		X			JL	DR, OB, SI
H. Does the institution have a secured sick call management system that processes sick call requests within 24-hour of its notification and/or receipt?		X			JL	DR, SI
I. Does the institution provide necessary health care follow-up appropriate to the acuity of the patient within 72-hours of received request?		X			JL	DR, SI
J. Does the institution provide a chronic care management system as described in the State's contractual agreement?		X			JL	DR, SI, OB
K. Does the institution provide medical and specialty services utilizing community specialists or whenever possible, specialist services on-site?		X			JL	DR
L. Does the institution provide observation beds/cells for patients who require more intense monitoring or treatment?		X			JL	si, OB
M. Does the institution provide routine diagnostic procedures and/or services?		X			JL	DR, SI
N. Does the institution provide fixed and/or mobile radiology services?		X			JL	DR, SI
O. Does the institution provide periodic prevention visits to review a patient's need for preventive services as described in the State's contractual agreement?		X			JL	DR, SI

P. Does the institution provide an infection control program to include ongoing monitoring during intake, prevention visits, and during sick calls?		X			JL	DR, SI
Q. Does the institution provide immunizations as described in the State's contractual agreement?		X			JL	DR, SI
R. Does the institution provide preventive screening services as described in the State's contractual agreement?		X			JL	DR, SI
S. Does the institution provide Hepatitis C treatment that is consistent to the State's treatment guidelines?		X			JL	DR, SI
T. Does the institution provide mortality and peer reviews?		X			JL	SI
U. Does the institution provide medical prostheses at the cost of the inmate in accordance with the State's policy and procedures?		X			JL	DR
V. Does the institution provide optometry care as described in the State's contractual agreement?		X			JL	DR, SI
W. Does the institution provide dental services as described in the State's contractual agreement?		X			JL	DR, SI, OB
X. Does the institution provide mental health services as described in the State's contractual agreement?		X			JL	DR, SI, OB
Y. Does the institution assess reasonable co-payment fees consistent with the State's written co-payment policies and procedures?		X			JL	DR, SI, OB
Other Comments: Pharmacy received 100% score on audit, CCA Internal audit scored at 99%. Next accreditation of Health Care due 10/2014.						
<b>MANAGEMENT - PERSONNEL / REPORTING</b>		<b>20</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?		X				No deficiencies noted
A. Does the institution provide 24-hour care and supervision to inmates in accordance with written policy/procedures and ACA standards?		X			SJ	SI
B. Does the institution conduct criminal background checks on all newly hired employees?	By KROLLS & Lexis/Nexis	X			SJ	DR
C. Does the institution conduct random drug testing on staff?	Initially then 10& monthly or suspicious	X			SJ	SI,DR
D. Does the institution provide a minimum of 160 hours of basic correctional training within 3 months of employment and an additional 40 hours of annual supplemental training?		X			SJ	DR, SI
E. Does the institution refer staff for prosecution for violating the laws of the state?		X			SJ	DR, SI
F. Does the institution employ a single on-site Warden to manage each facility under the State's contractual agreement?		X			SJ	SI
G. Does the institution operate its facility utilizing the Unit Management Model?		X			SJ	SI
H. Does the institution have a Quality Assurance Manager?	Q/A manager Murrieta	X			SK	DR,OB
I. Does the institution's QA Manager track facility policies, revisions/changes?		X			SK	DR,OB
J. Does the institution's QA Manager schedule internal audits?	Once a month	X			SK	OB, DR, SI
K. Does the institution's QA Manager serve as a local coordinator for all external audits?		X			SK	DR, OB, SI

L. Does the institution's QA Manager track audit deficiencies, plans of action and other remedial actions related to audit outcomes?		X			SK	DR, SI
M. Does the institution's QA Manager make recommendations to the Warden for policy and procedural changes?		X			SK	DR, OB
N. Does the institution's QA Manager provide responses and corrective action plans to the State within 30 days of receiving any adverse actions as documented in its monitoring report?		X			SK	DR, OB
O. Does the institution submit inmate progress reports every 6 months to the State's Mainland Branch?		X			SK	DR, OB
P. Does the institution complete annual classifications on the Hawaii classification system on Offendertrak?	via E-mail by Classification Officer Frappeia	X			SK	DR, OB
Q. Does the institution submit notification incident packets to the State's Mainland Branch?		X			SK	DR, OB
R. Does the institution submit disciplinary reports at the end of each month to the State's Mainland Branch?		X			SK	DR, OB
S. Does the institution submit a monthly report by the 5th working day of each month to the State's Mainland Branch?	via e-mail by Secretary Thompson	X			SK	DR, OB, SI
Other Comments: Review policyreview chart 2013. QA manager has open access to CCA policies and forms electrocally. Completed Cca Corporate unannounced audit and scored 99% making Saguardo the 2nd best CCA facility in the nation. A very proud moment for all staff.						



\*As contractually required, the Warden shall have thirty (30) days from the receipt of this monitoring report to respond with a corrective plan of action to address all issues of Non-Compliance.

Total Compliant	208
Total Non-Compliant	0

