



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:

Team Leader: Scott Jinbo (MBA)

Audit Team: Heather Kimura (Contract Monitor, MBA, Tina Agaran (CSA, HCF), Calvin Pagharion (COS, WCCC), Feliuai Ieota (SGT., WCCC). Kevin Boswell (Sheriff/ FBI)

Date of Audit: October 2-7, 2016

CRITERION	CONTRACT AUTHORITY	COMPLIANT	NON-COMPLIANT	NOT SCORED	AUDITOR	METHOD
<b>ACA ACCREDITED FACILITY</b>		<b>4</b>	<b>0</b>			
Is the institution accredited?	Date of Accreditation: FEB. 2015	X			HK	DR, SI
A. Mandatory (100%)	Mandatory Score: 100%	X			HK	DR, SI
B. Non-Mandatory (90%)	Non-Mandatory Score: 100%	X			HK	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: 7/06/2016 Date of Fire Marshall Report: 7/13/2016 Frequency of Drills: every week every month	X			HK	DR, SI
Other Comments: Spare fire extinguishers are kept in laundry building in Safety Officers office.						
<b>CLOTHING &amp; SUPPLIES</b>		<b>14</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.	X			HK	DR, SI, II
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report			X	HK	No previous deficiencies noted
A. 3 Sets of Uniforms	Attachment 1; Item 6(a); Page 4	X			HK	OB, DR, SI, II
B. Seasonal Clothing (Describe article of Clothing)	Attachment 1; Item 6(a); Page 4	X			HK	SI, II
C. Underwear	Attachment 1; Item 6(a); Page 4	X			HK	DR, SI, II
D. Toothbrush/Toothpaste	Attachment 1; Item 6(a); Page 4	X			HK	DR, SI, II
E. Toilet Paper	Attachment 1; Item 6(a); Page 4	X			HK	OB, SI, II
F. Bar Soap	Attachment 1; Item 6(a); Page 4	X			HK	DR, SI, II
G. Disposable Razors	Attachment 1; Item 6(a); Page 4	X			HK	DR, SI, II
H. All-In-One (for shower, shampoo, shaving)	Attachment 1; Item 6(a); Page 4	X			HK	DR, SI, II
I. Workline Clothing: Boots	Attachment 1; Item 6(a); Page 4	X			HK	DR, SI
J. Workline Clothing: Gloves	Attachment 1; Item 6(a); Page 4	X			HK	SI

D. Does the institution record its meal substitutions when a food product on the cycle menu is unavailable?	Attachment 1; Item 6(d); Page 4	X			JLB	OB DR SI
E. Does the institution provide fresh fruit or canned fruit once a week?	Attachment 1; Item 6(d); Page 4	X			JLB	OB DR SI II
F. Does the institution provide rice as a daily food staple?	Attachment 1; Item 6(d); Page 4	X			JLB	OB DR SI II
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?	Attachment 1; Item 6(d); Page 4	X			JLB	OB DR SI II
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?	Attachment 1; Item 6(d); Page 4	X			JLB	OB DR SI II
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	Attachment 1; Item 6(d); Page 4	X			JLB	OB DR SI II
Other Comments:						
<b>KITCHEN</b>		<b>33</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?	Observe kitchen area for cleanliness, sanitation and personal hygiene of staff members and inmates. Review records, inventory sheets, logs, and training records.	X			JLB	
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report			X	JLB	N/A
A. Does the institution provide food service sanitation training and tool/equipment safety training to its staff and inmate workers?	Attachment 1; Item 6(d); Page 4	X			JLB	DR SI II
B. Is there proper hand washing signs posted and is hand soap dispensers filled with soap near wash sinks & restrooms?	Attachment 1; Item 6(d); Page 4	X			JLB	OB II SI
C. Are sufficient hair nets available? Does the workers know where the hair nets are located?	Attachment 1; Item 6(d); Page 4	X			JLB	OB
D. Are sufficient gloves available? Does the workers know where the gloves are located?	Attachment 1; Item 6(d); Page 4	X			JLB	OB SI II
E. Does the inmate workers use appropriate footwear in the kitchen area, food prep area, and dishwashing area?	Attachment 1; Item 6(d); Page 4	X			JLB	OB SI II DR
F. Is there appropriate drainage near washing stations?	Attachment 1; Item 6(d); Page 4	X			JLB	OB SI II
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?	Attachment 1; Item 6(d); Page 4	X			JLB	OB SI
H. Is the food preparation areas clean, sanitized and in good repair?	Attachment 1; Item 6(d); Page 4	X			JLB	OB SI II
I. Are the food storage areas clean, properly maintained, well-lit, food products are dated/labeled?	Attachment 1; Item 6(d); Page 4	X			JLB	OB SI II
J. Are all food products stored at least 6 inches off the floor and at least 18 inches from the ceiling?	Attachment 1; Item 6(d); Page 4	X			JLB	OB SI
K. Is there a separate storage space for food and non-food items?	Attachment 1; Item 6(d); Page 4	X			JLB	OB SI

Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report	X			JLB	N/A
A. Does the commissary proceeds benefit the inmate population?	Attachment 1; Item 6(3); Page 5	X			JLB	DR OB SI II
B. Does the commissary revenues pay for operating expenses of the commissary?	Attachment 1; Item 6(3); Page 5	X			JLB	DR OB SI
C. Does the facility collect a 4% surcharge on all commissary sales in accordance with Hawaii statutes?	Act 190; Session Laws 2012	X			JLB	DR OB SI II
Other Comments:						
<b>RECREATION</b>		<b>3</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?	Review recreational program, review activity schedules for past quarter; observe activities and interview staff and inmates.	X			JLB	DR OB SI II
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report			X	JLB	N/A
A. Does the institution have a recreation staff member?	Attachment 1; Item 6(f); Page 5	X			JLB	DR OB SI II
B. Does the institution provide indoor activities?	Attachment 1; Item 6(f); Page 5	X			JLB	OB DR II SI
C. Does the institution provide outdoor activities?	Attachment 1; Item 6(f); Page 5	X			JLB	OB DR II SI
Other Comments:						
<b>LIBRARY SERVICES</b>		<b>3</b>	<b>0</b>			
Does the institution have a comprehensive library with materials selected to meet the educational, information and recreational needs of inmates?	Interview staff and inmates to ensure library services are accessible; observe library operations during this audit.	X			SJ	II, OB, SI
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report			X	SJ	No deficiencies noted
A. Does the institution have a recreational library?	Attachment 1; Item 6(g); Page 5	X			SJ	OB, SI
B. Does the library have a policy that establishes control of the borrowing of library materials?	Attachment 1; Item 6(g); Page 5	X			SJ	DR, SI
C. Is the Star Advertiser made available to inmates in the library as provided by the State's Mainland Branch?	Attachment 1; Item 6(g); Page 5	X			SJ	OB
Other Comments:						
<b>VISITATION</b>		<b>8</b>	<b>0</b>			
Does the institution provide physical space and proper video conferencing equipment and supervision for monitoring visits?	Review post orders for visitation, visit schedules, policies, log book. Observe video conferencing system, inmates visiting, visit areas.	X			SJ	OB, SI
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report			X	SJ	No deficiencies noted
A. Does the institution have a visitation room available for contact and non-contact visits?	Attachment 1; Item 6(i); Page 6	X			SJ	SI, OB
B. Does the institution have video conferencing equipment in housing units that are maintained, clean and in working order?	Attachment 1; Item 6(h); Page 5	X			SJ	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?	Attachment 1; Item 6(k); Page 7-8	X				SJ	
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?	Attachment 1; Item 6(k); Page 7-8	X				SJ	
F. Does the institution provide inmates access to parole hearings as scheduled by the Hawaii Paroling Authority?	Attachment 1; Item 6(k); Subitem (i); Page 7-8	X				SJ	
G. Does the institution provide inmates access to their attorneys' telephonic calls and court calls?	Attachment 1; Item 6(k); Subitem (i); Page 7-8	X				SJ	
H. Does the institution have a written policy/procedure for the handling of legal mail?	Attachment 1; Item 6(k); Page 7-8	X				SJ	
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?	Attachment 1; Item 6(k); Page 7-8	X				SJ	
Other Comments:							
<b>SECURITY &amp; CONTROL - STAFFING &amp; TRAINING</b>		<b>10</b>	<b>0</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?	Interview Chief of Security and Training Manager; review security policies, training curriculums this is to include PREA policies, records, documents. Observe security practices, drills and shakedowns (as applicable)	X				FL/ CP	DR, SI
Security Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report			X		FL/ CP	No deficiencies noted
A. Does the institution have a security staffing plan that includes all mandatory posts?	Attachment 1; Item 6(l); Pages 8-9	X				FL/ CP	SI, DR
B. What is the officer to inmate ratio?	Attachment 1; Item 6(l); Pages 8-9	X				FL/ CP	SI, DR
C. Does the institution have post orders available for each post?	Attachment 1; Item 6(l); Pages 8-9	X				FL/ CP	SI, DR
D. Are post orders reviewed annually to ensure accuracy of post functions?	Attachment 1; Item 6(l); Pages 8-9	X				FL/ CP	SI, DR
E. Are staff members required to read and sign-off that they have read and understand post orders pertaining to their assigned areas?	Attachment 1; Item 6(l); Pages 8-9	X				FL/ CP	SI, DR
F. Does the institution have a written policy governing facility training of its security staff members?	Attachment 1; Item 6(l); Pages 8-9	X				FL/ CP	SI, DR, OB
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?	Attachment 1; Item 6(l); Pages 8-9	X				FL/ CP	SI, DR, OB
H. Does the institution provide security staff with on-the job observation and supervision?	Attachment 1; Item 6(l); Pages 8-9	X				FL/ CP	SI, DR, OB
I. Are the training instructors certified (security)?	Attachment 1; Item 6(l); Pages 8-9	X				FL/ CP	SI, DR, OB
J. Does the Warden/Designated ADO staff and Chief of Security make daily rounds throughout the facility?	Attachment 1; Item 6(l); Pages 8-9	X				FL/ CP	SI, DR, OB
Other Comments:							

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?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	DR, SI
F. Does the institution have a secure storage area that is designated for evidence storage that is accessible to authorized staff only?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	SI, OB
G. Are the inmates provided written notification of confiscated contraband items?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	SI, DR
H. Is a disciplinary report issued to the inmate for confiscated contraband items (if appropriate)?	Attachment 1; Item 6(n); Page 9	X			FL/CP	SI, DR
I. Does the institution refer inmates for prosecution for violating the laws of the state?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	SI, DR
J. Does the institution conduct security inspections on each shift in all areas?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	SI, DR
K. Does the institution have a written policy/procedure to correct security deficiencies?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	SI, DR
Other Comments:						
<b>SECURITY &amp; CONTROL - EMERGENCY RESPONSE</b>		<b>6</b>	<b>0</b>			
A. Does the institution have an emergency response preparedness plan?	Review emergency response plans; interview safety authority or designated staff member	X			FL/CP	DR, SI
B. Does the institution have an emergency response team and a designated facility control center in case of an emergency?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	SI, DR, OB
C. Does the institution have a written policy/procedure on managing riots, disturbances, hostage situations, work stoppages, fires, escapes, bomb threats and natural disasters?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	DR, SI
D. Does the institution have appropriate agreements with the local county and law enforcement agencies in emergency responses?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	SI, DR
E. Does the institution provide training of all staff in emergency response plans (i.e. Command post, food service, etc.)	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	SI, DR
F. Does the institution have a written policy/procedure for how often the facility must run emergency drills?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	DR, SI
Other Comments:						
<b>SECURITY &amp; CONTROL - INMATE COUNTS</b>		<b>5</b>	<b>0</b>			
A. Does the institution have a written policy/procedure for conducting inmate counts to include formal counts, information counts and lockdown (emergency) counts?	Review policy; interview security staff on various counts	X			FL/CP	SI, DR
B. Does the institution conduct a formal count on each shift?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	SI, DR, OB
C. Does the institution conduct an informal count on each shift?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	SI, OB
D. Does the institution have a written policy/procedure for appropriate action when the count does not clear?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	SI, DR
E. Does the institution have a face-to-ID count check?	Attachment 1; Item 6(l); Pages 8-9	X			FL/CP	SE, OB, DR
Other Comments:						

A. Does the institution follow PSD policy COR.02.12 "Inmate Trust Accounts"?	PSD Policy COR.02.12	X			JLB	OB DR SI
B. Does the institution maintain separate spendable & restricted accounts for inmates that do not bear interest?	Attachment 1; Item 6(p); Pages 9-10	X			JLB	OB DR II 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?	Attachment 1; Item 6(p); Pages 9-10	X			JLB	OB DR II 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			JLB	OB DR II SI
Other Comments:						
<b>TELEPHONE COSTS &amp; PHONE MONITORING</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	JLB	N/A
A. Does the institution have a schedule of phone rate charges and services available?	Attachment 1; Item 6(r); Page 10	X			JLB	OB DR II SI
B. With the exception of phone calls with attorneys' regarding legal matters, does the institution monitor its phone calls for security purposes?	Attachment 1; Item 6(r); Page 10	X			JLB	OB II SI
C. Does the institution generate an incident report when a potential security violation is discovered during the monitoring of phone calls?	Attachment 1; Item 6(r); Page 10	X			JLB	OB DR SI
Other Comments:						
<b>DNA TESTING PROGRAM</b>		<b>4</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report			X	SJ	No deficiencies noted
A. Has the facility staff received proper training from the State's Mainland Branch on bucal swab collection?	Attachment 1; Item 6(s); Page 10	X			SJ	
B. Does the institution conduct the DNA test prior to inmates returning to Hawaii?	Attachment 1; Item 6(s); Page 10	X			SJ	
C. Does the institution send the completed DNA collection forms to the State's Mainland Branch prior to the inmates return?	Attachment 1; Item 6(s); Page 10	X			SJ	
D. Does the institution have DNA kits from the State?	Attachment 1; Item 6(s); Page 10	X			SJ	
Other Comments: Would like to train new staff when possible.						
<b>INMATE PROGRAMS - EDUCATION SERVICES</b>		<b>0</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report			X		No deficiencies noted
A. Does the institution have access to the State's SMS system and have they received proper training in SMS?	Attachment 1; Item 10(a,b); Pages 11-13)			X		
B. Does the institution comply with the State's education program standards on program placement as indicated in the State's SMS system?	Attachment 1; Item 10(a,b); Pages 11-13)			X		
C. Does the institution utilize a standardized assessment for education placement?	Attachment 1; Item 10(a,b); Pages 11-13)			X		
D. Does the institution provide Basic Literacy/ESL classes as necessary?	Attachment 1; Item 10(a,b); Pages 11-13)			X		
E. Does the institution provide Adult Basic Education classes?	Attachment 1; Item 10(a,b); Pages 11-13)			X		

Other Comments:						
<b>INMATE PROGRAMS - OTHER</b>		<b>9</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report			X	SJ	No deficiencies noted
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?	Attachment 1; Item 14); Pages 15-16	X			SJ	SI
B. Does the institution provide workline opportunities for at least 2/3 of the population?	Attachment 1; Item 14); Pages 15-16	X			SJ	SI, DR
C. Does the institution have a hobby shop and/or hobby craft program for inmates in general population to participate?	Attachment 1; Item 14); Pages 15-16	X			SJ	SI, OB
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?	Attachment 1; Item 14); Pages 15-16	X			SJ	SI, OB, II
E. Does the institution provide religious programs in accordance with policy and standards?	Attachment 1; Item 14); Pages 15-16	X			SJ	SI, OB
F. Does the institution have a Chaplain?	Attachment 1; Item 14); Pages 15-16	X			SJ	SI, OB
G. Does the institution provide space for religious programs and events?	Attachment 1; Item 14); Pages 15-16	X			SJ	SI, OB, II
H. Does the institution require its volunteers to complete appropriate, documented training and facility orientation programs prior to assignment?	Attachment 1; Item 14); Pages 15-16	X			SJ	SI, DR
I. Is there a criminal background check done on all volunteers who have direct, unsupervised contact with inmates?	Attachment 1; Item 14); Pages 15-16	X			SJ	SI, DR
Other Comments:						
<b>INMATE CLASSIFICATION</b>		<b>4</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report			X	SJ	No deficiencies noted
A. Does the institution have a written policy/procedure for its internal classification system used for housing and workline purposes?	Attachment 1; Item 13; Pages 14-15; PSD Policy CORR.18.01	X			SJ	DR
B. Does the institution follow PSD policy COR.18.01 "Inmate Classification"?	Review policy and interview classification officer; HI classification should be completed on an annual basis	X			SJ	DR, OB, SI
C. Does the institution have a Classification Officer?	Attachment 1; Item 13; Pages 14-15	X			SJ	SI, OB
D. Does the classification have access to the State's Offendertrak Management system?	Attachment 1; Item 13; Pages 14-15	X			SJ	SI, OB
Other Comments:						
<b>HEALTH CARE SERVICES</b>		<b>25</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report			X	TA	No deficiencies noted

U. Does the institution provide medical prostheses at the cost of the inmate in accordance with the State's policy and procedures?	Attachment 1; Item 16(q); Page 18	X			TA	DR
V. Does the institution provide optometry care as described in the State's contractual agreement?	Attachment 1; Item 16(r); Pages 18-19	X			TA	SI, DR
W. Does the institution provide dental services as described in the State's contractual agreement?	Attachment 1; item 16(s); Page 19	X			TA	DR
X. Does the institution provide mental health services as described in the State's contractual agreement?	Attachment 1; Item 16(t); Page 19	X			TA	DR
Y. Does the institution assess reasonable co-payment fees consistent with the State's written co-payment policies and procedures?	Attachment 1; Item 21; Page 21	X			TA	DR
Other Comments:						
<b>PRISON RAPE ELIMINATION ACT (PREA)</b>		<b>8</b>	<b>0</b>			
Audit Deficiencies- Have any issues been rectified from the last Audit (if applicable)?	Review previous audit report			X	HK	No deficiencies noted
A. Does the institution have a written policy mandating zero tolerance toward all forms of sexual abuse and sexual harassment and outlining the facility's approach to preventing, detecting, and responding to such conduct?	Supplemental Contract #3; Special Conditions Page 1	X			HK	DR, SI
B. Has the institution been audited by the Department of Justice (DOJ)?	Date of Audit:11/2014	X			HK	DR, SI
C. DOJ Results from most recent audit	Number of standards exceeded:0 Number of standards met:100% Number of standards not met:0 Number of standards not applicable:	X			HK	DR, SI
D. Does the institution have a plan of action for standards not met?	Supplemental Contract #3; Special Conditions Page 1	X			HK	SI
E. Does the institution complete PSD's PREA screening tool (PSD form 8314) upon intake?		X			HK	DR, SI
F. Does the State contracting for the confinement of its inmates with private agencies or other entities, including other government agencies, include in any new contract or contract renewal the entity's obligation to adopt and comply with the PREA standards?	Supplemental Contract #3; Special Conditions Page 1	X			HK	DR
G. Does the new contract or contract renewal provide for contract monitoring to ensure that the contractor is complying with the PREA standards?	Attachment 1; Items 25-26; Page 24	X			HK	DR
H. Does the State obtain incident-based and aggregated data from the private facility with which it contracts for the confinement of its inmates?	Attachment 1; Item 27 (a-g); Page 27	X			HK	DR
Other Comments:						
<b>MANAGEMENT - PERSONNEL / REPORTING</b>		<b>19</b>	<b>0</b>			

R. Does the institution submit disciplinary reports at the end of each month to the State's Mainland Branch?	Attachment 1; Item 32 (a-g); Pages 26-27	X			HK	DR, SI
S. Does the institution submit a monthly report by the 5th working day of each month to the State's Mainland Branch?	Attachment 1; Item 32 (a-g); Pages 26-27	X			HK	SI

Other Comments:



\*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	246
Total Non-Compliant	0

