


Idaho Department of Correction 	<b>Standard          Operating          Procedure</b>  <b>Dual          Divisions</b>  <b>Offender          Management</b>	<b>Control Number:</b> 505.02.01.001	<b>Version:</b> 2.1	<b>Page Number:</b> 1 of 13
		<b>Title:</b> Inspection of Facilities and Facility Logs		<b>Adopted:</b> 4-16-2001  <b>Reviewed:</b> 02-26-2013

This document was approved by Kevin Kempf, chief of the Division of Prisons, and Shane Evans, chief of the Division of Education, Treatment, and Reentry, on 2/26/2013 (signature on file).

Open to the general public:  Yes

#### BOARD OF CORRECTION IDAPA RULE NUMBER

None

#### POLICY CONTROL NUMBER 505

Inspections: Facilities and Facility Logs

#### DEFINITIONS

**Entrance and Egress Door (E-Door):** An entrance and egress door to a dayroom, tier, and/or housing unit.

**Log:** An official record of events occurring at an assigned post while the post is opened and staffed.

#### PURPOSE

The purpose of this standard operating procedure (SOP) is to define facility inspection requirements and to establish procedures for documenting facility activities. Facility inspections are proactive activities to identify security breaches and safety hazards before problems occur.

#### SCOPE

This SOP applies to all staff members working in IDOC and contract correctional facilities, community work centers (CRCs), and inmates. (Hereinafter, correctional facilities and CRCs will be referred to as 'facilities' except where a process is specific to only a correctional facility or CRC.)

#### RESPONSIBILITY

Facility heads and managers are responsible for:

- Ensuring that daily safety and security inspections are completed
- Ensuring that work orders are written and submitted promptly

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- Ensuring that weekly administrative facility inspections are completed
- Ensuring that logs are being properly used and archived
- Ensuring that information reports (see section 7) are being written as required

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## GENERAL REQUIREMENTS

### 1. Safety and Security Device Inspections and Documentation

#### *Living Units*

Unit managers or their designees will ensure safety and security device inspections are completed in accordance with this SOP.

The unit officer must document the completion of each inspection in the unit log using red ink (handwritten logs) **or** bold font (computer logs). The entry must include the time the inspection was completed and who completed the inspection:

**Handwritten Example (must be in red ink):** *Daily safety and security inspection completed at 09:30 hours by unit manager Jeremy Jones. Light not working in hallway. Work order submitted.*

**Computer Example (must be in bold font):** ***Daily safety and security inspection completed at 09:30 hours by unit manager Jeremy Jones. Light not working in hallway. Work order submitted.***

#### *Maintenance Problems*

Any security-related maintenance problem will be reported on an Information Report (see section 7). If applicable, a work order will be completed.

Work orders and information reports (see section 7) for the same problem need not be written on each shift, but will be documented in the applicable log until the problem is corrected. Each day at the beginning of the shift during the shift briefing process, the shift commanders or supervisors will advise staff of any maintenance problem that has already been reported. Significant problems such as life safety and security issues will also be reported in appendix A, [Shift Commanders' Daily Summary](#).

**Note:** CRCs will not complete the *Shift Commanders' Daily Summary*.

#### *Institution Buildings*

The staff assigned to the buildings or posts such as medical, education, maintenance, and correctional industry buildings, will conduct inspections daily. The completion of the inspection will be documented in the building log. When doing a handwritten log, inspections will be in red ink and when doing a computer log, inspections will be done in bold font.

**Handwritten Example (must be in red ink):** *Safety and security device inspection completed at 09:30 hours by unit manager Jeremy Jones. No problems noted.*

**Computer Example (must be in bold font):** ***Safety and security device inspection completed at 09:30 hours by unit manager Jeremy Jones. No problems noted.***

When staff members are not assigned to such buildings or posts after hours, weekends, and holidays, the shift commander or supervisor (or their designees) will conduct a walk through for fire or other significant problems. When the building is unoccupied (after hours, weekends, and holidays) the walk through will be documented in the central control log upon completion.

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### ***Fence Inspections***

Fence inspections must be completed at all minimum, medium, and close custody facilities.

### ***Shift Commander and Supervisor Tours***

Shift commanders or supervisors (and/or assistant shift commanders) will tour every housing unit on a daily basis during all three (3) shifts and will ensure that safety and security inspections are being completed and documented in the unit logs. In restrictive housing units, the shift commander must visit each cell with the exception of the Idaho Maximum Security Institution (IMSI) where the assistant shift commander can also complete that task.

Shift commanders will inspect logs to ensure that proper documentation is being recorded. Staff designated to maintain the log will use red ink or bold font to document all shift supervisor tours of the unit or post.

Deficiencies found during an inspection will be documented in the applicable log, and if applicable, unit staff will complete and submit a work order. Major problems will be reported to the shift commander immediately, and if applicable, to facility administrative staff or facility duty officer. If immediate repairs are necessary, the shift commander shall notify the maintenance duty officer and request assistance.

If an emergency situation prevents the accomplishment of all or part of a facility tour, an entry indicating the reason the tour was not completed, including the unit or areas not visited, will be made in the shift commander's daily briefing sheet and the central control log.

**Note:** If shift commanders or supervisors (and/or assistant shift commanders) divide the areas inspected, they will check the opposite areas of the facility the following work day.

## **2. Safety and Security Device Inspection Guidelines**

The universal guidelines for conducting inspections include that all areas are orderly, safe, secure, and that all security and mechanical devices are in good repair and operational. Specific inspection methods and guidelines will be explained in post orders. When the inspection is complete, it will be documented in the applicable log. If for any reason, an inspection cannot be completed, staff will document the reason in the applicable log.

The following list provides items to be inspected and frequency. In addition, see appendix B, *Safety and Security Device Inspection Guidelines*.

### ***Housing Units:***

#### **Entrance and Egress Door (E-doors) (Daily, All Shifts)**

- Ensure that electronic lock and unlock functions operate correctly
- Ensure that manual locks operate from both sides of the door where applicable
- Ensure that crash doors work correctly where applicable
- Ensure exit and fire escapes are not blocked or impeded

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#### **Electrical Panels (Daily, All Shifts)**

- Check to ensure that access is unobstructed
- Panels are properly closed and secure

#### **Fire Suppression Alarm Panels (Daily, All Shifts)**

- Check must be done each shift by unit staff

#### **Cell Doors (Weekly)**

- Inspect locking device(s) both manual and if applicable, electronic operation
- Check dead bolt operation
- Inspect utility port locking device and operation
- Inspect door frame
- Inspect both sides of sliding doors

**Note:** At no time will an inmate be housed in a cell which has a cell door that does not open or operate properly in any manner that could cause a safety or security risk. Immediate steps will be taken to complete needed repairs (see section 3). If repairs cannot be made immediately, the shift commander will determine the best course of action to include relocating the inmate(s) to another cell.

#### **Day Rooms or Common Areas (Daily, All Shifts)**

- Dayrooms or common areas are clean
- Fire extinguisher gauge indicates safe operating range
- Eye wash stations or other safety devices are free of clutter and access is not blocked
- Shower and toilet areas are clean, orderly, stocked with toilet paper and that hand driers are working and/or are stocked with paper towels
- Plumbing
- Escape hatch
- Security cameras

#### **Janitorial Storage (Daily, All Shifts)**

- Cleaning supplies are labeled
- Material Safety Data Sheets (MSDS) are maintained and available for cleaning supplies and chemicals present
- Area is orderly, uncluttered, and clean

#### **Security Keys (Daily, All Shifts)**

- Security key rings will be checked on each shift in accordance with SOP [509.02.01.002](#), *Key Control*

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- Key boards and/or storage
- Handling and control

**Windows (visible check daily and physical (mallet method) check weekly)**

- Inspect glass and framework
- Windows that open should be inspected for evidence such as pry marks, burns (acid), lock tampering etc.

**Compound Fire and Safety Check:**

**Fire Suppression Alarm Panels (Daily, All Shifts)**

- Check must be done each shift by the shift commander.

**Fire Suppression Systems (Annually)**

- Ensure systems are tested annually.

**Unoccupied Areas (1st & 3rd Shifts Weekdays, All Shifts on Weekends and Holidays)**

- Electrical appliances and coffee pots turned off
- Doors secured
- Unnecessary lighting turned off

**Perimeter Fences (Daily, All Shifts)**

- Shift commanders will assign staff to inspect fences
- All fences, including perimeter fences and fences inside facility compounds, are to be physically and visually checked each shift
- Fence ties will be checked to make sure the fence is secure
- Fence detection systems will be checked each shift
- Whenever a detection system alert is activated, the perimeter fence will be physically checked
- All foreign objects such as nests, trash, and paper will be removed from fences
- Conduct a walking inspection of the inside perimeter fence

**Grounds (Daily)**

- Shift commanders will assign staff to conduct inspection of the grounds.
- Inspecting staff will inspect the following:
  - ◆ Inside perimeter fence lines (to include containment fences)
  - ◆ Corridors
  - ◆ Ball field and outside recreation areas
  - ◆ Common areas

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- ◆ Walkways
- ◆ Parking lots
- ◆ Sidewalks

**Armory, Weapons, and Munitions (as directed by field memorandum or post order)**

- Staff authorized access to the armory may inspect the armory; (Staff not authorized access will check to see that the armory and/or sub-armories are properly secured)
- Check that issued weapons such as outside patrol are correctly handled and secured
- Check that munitions held in central control or other areas are properly secured and maintained.

**3. Inspection Procedures**

*Table 3-1: Living Units*

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
<b>Unit Manager or Supervisor (or Designees)</b>	<b>1</b>	Conduct daily security and safety device inspections and document in unit log.
Unit Manager or Supervisor (or Designees)	<b>2</b>	Complete a tour of each housing area on each shift daily and document in unit logs (if a unit log is not applicable, document in the central control/shift commander log).
<b>Shift Commander or Supervisor (or Designees)</b>	<b>3</b>	If any maintenance problems are discovered, ensure that work orders are completed and submitted to applicable staff.
		<b>Note:</b> If immediate repairs are needed, contact the maintenance duty officer (where applicable). Take necessary steps to ensure that staff, inmates, and property are safe and secure until repairs are made.

**Note:** Windows must be inspected once a week in all housing units. The facility security manager will determine the day of the week and the shift during which the window inspections will occur. Specific instructions regarding how window inspections are completed will be included in the post orders.

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**Table 3-2: Compound Inspections**

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
<b>Shift Commander or Supervisor (or Designees)</b>	<b>1</b>	Assign staff as needed to conduct inspections.
<b>Assigned Staff</b>	<b>2</b>	Complete inspections and document in central control log. <ul style="list-style-type: none"> <li>• <u>If a maintenance problem is found</u>, complete a work order.</li> <li>• <u>If an emergency repair is needed</u>, take appropriate action and contact shift commander immediately.</li> </ul>
Assigned Staff	<b>3</b>	Contact central control when each inspection is completed.
<b>Control Center Staff</b>	<b>4</b>	Document inspection in the central control log.
<b>Shift Commander or Supervisor (or Designees)</b>	<b>5</b>	Before the end of the shift, review central control log to ensure that inspections have been completed, that inspections have been properly documented in the central control log and that when applicable, work orders have been completed.

#### **4. Administrative Staff Facility Inspections**

##### ***Minimum Requirements***

Facility heads or managers (and designated facility executive staff members, who must be a member of the facility administrative staff) will conduct inspections of each building and area of their respective facilities a minimum of once a week using appendix C, *Facility Administrative Inspection*. Each administrative staff member conducting a facility inspection will complete a separate form. Upon completion, each staff member will forward his form to the facility head (or designee).

If administrative staff members divide the areas inspected, they will rotate areas to ensure fresh perspective from week to week. If a weekly facility inspection cannot be completed, administrative staff will document the areas not inspected and the reason on a blank or partially completed *Facility Administrative Inspection* form.

At a minimum facility heads are required to conduct facility inspections of all areas of the facility once per month. The facility head (or designee) will review and file the completed *Facility Administrative Inspection* forms.

To manage the administrative inspection process, the facility head (or designee) will use appendix D, [Administrative Inspection Tracking Form](#). The additional rows can be added to this form to customize it for each facility. The facility head (or designee) can use the sort function of the spreadsheet to track inspection assignments, completions, conditions, and comments. The facility head (or designee) will print copies at the end of each month and maintain the printed copies for two (2) years. Two (2) years of the spreadsheet will also be maintained on the computer.

##### ***Inspection Protocols***

Administrative staff facility inspections will include, but are not limited to, the following:



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- The general appearance of the area
- That emergency exit routes are unencumbered
- That items such as electrical panels, eye wash stations, fire extinguishers are unobstructed and operational
- That logs are checked for proper documentation procedures

While inspecting unit logs, ensure that shift commanders or supervisors (and/or assistant shift commanders) are touring the units on each shift and that in restrictive housing units they are visiting each cell.

The inspection of vehicles, project trailers, etc. will be limited to what is on site at the time of the inspection and will be a general inspection to see if items are secured properly, have physical damage, or are in obvious need of maintenance or repair. It is also recommended that at least one vehicle receive a closer inspection to determine if the inside of the vehicle is being properly maintained, safety items are present and properly stored, and vehicle logs are being maintained.

Deficiencies found during an inspection will be documented in the applicable log, and if necessary, work-area staff will complete and submit a work order. Major problems will be reported to the shift commander immediately and if emergency repairs are necessary, the shift commander shall notify the maintenance duty officer. All concerns will be discussed with the staff responsible for the area and documented on appendix C, *Facility Administrative Inspection*.

Functional Roles and Responsibilities	Step	Tasks
<b>Administrative Staff</b>	<b>1</b>	Each week complete inspections using appendix C, <i>Facility Administrative Inspection</i> .
Administrative Staff	<b>2</b>	<ul style="list-style-type: none"> <li>• <u>In housing units</u>, sign the unit log upon completion of inspection or if the log is computer generated have the unit officer document that the inspection was completed.</li> <li>• <u>In areas that do not have a log</u>, contact central control to report completion of the inspection and request that the central control staff document the inspection in the central control log.</li> </ul>
<b>Facility Head</b>	<b>3</b>	Review all completed <i>Facility Administrative Inspection</i> forms and file them for a minimum of two years and then destroy.

## 5. Logs

Logs provide important documentation of the daily events and activities that occur within a correctional facility. Log information includes routine and emergency situations (manmade and natural) involving staff, visitors, volunteers, inmates, equipment, and physical plant problems.

Facility heads will determine format of each log, either handwritten or computer generated.

Logs are legal documents and must be maintained accurately and in proper chronological order.

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The following areas must maintain a log:

- Inmate housing units (see note section below)
- Central control (also known as shift commander log)
- Security posts

**Note:** The facility head may mandate a log to be used in other areas not listed above.

— Minimum custody facilities that do not have staffed housing units will use the central control log for living unit documentation.

— At CRC facilities, the facility head or sergeant will review and sign logs on working days reading back to the previous date reviewed.

### ***Hand-written Logs***

Hand-written logs are normally written in a spiral or similarly bound notebook. Each page of the notebook will be number consecutively using a stamp (an automatic-advancing stamp is recommended) before the log is delivered to the work area for use. Unit logs will normally start on the first shift of the first day of the month **and** end on the last shift of the last day of the month. Exceptions must be approved and documented in the facility's field memorandum.

For posts that produce infrequent documentation, the facility head may extend the time frames. Example: One (1) spiral notebook may last for six (6) months at a sally port post.

When the log notebook is complete, it will be turned in to the designated deputy warden (or second in command).

### ***Computer-generated Logs***

Computer logs must be printed and signed by the shift commander each and every shift. The printed copy becomes the official log and the electronic copy will not be saved and will be deleted. The original logs will then be sent to the designated deputy warden (or second in command). The control center and/or unit may keep a copy to be filed with other documents from the shift. If a copy is maintained, it will be clearly marked as a copy.

### ***Log Maintenance***

The designated deputy warden (or second in command) is responsible to ensure that the logs are placed in a binder and organized chronologically. The deputy warden (or captain) is responsible to ensure that logs are being completed in accordance with this SOP. The deputy warden (or second in command) will audit logs on an ongoing basis to ensure that all logs are audited at least once each year. When such audit is complete the deputy warden (or second in command) will sign and date the last page of the log in red ink.

All logs will be maintained for quick access in an area the facility head has designated for one (1) year and then archived for six (6) years. After a total of seven (7) years, the logs will be destroyed.

**Note:** Facilities that have a captain position, the captain can be designated to perform the deputy warden duties described in this SOP.

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### **Log Entries**

- All log entries must be complete, factual, and legible.
- Entries for routine activities will be made in black or blue ink.
- Examples of routine activities to be documented in logs:
  - ◆ Tier and area checks (starting and finishing times are to be recorded)
  - ◆ Cell assignment changes or inmate moves, including completion times and the time central control was notified (or at a facility without central control, the time the shift commander or supervisor was notified)
  - ◆ Inmate movements (work details, meal times, education, programming, recreation, medical appointment, religious activities, etc.)
  - ◆ Staff movement (types of activity and location activity is occurring)
  - ◆ All daily security and safety device inspections
  - ◆ All staff, vendors, volunteers, contractors, etc. entering and/or leaving the unit, tier, or other area where a log is maintained, to include any time a supervisor or administrative staff visits the area
  - ◆ All visitors (legislature, members of the public, etc.)
- The following entries will be documented using red ink or bold font:
  - ◆ Emergency situations
  - ◆ All inmate counts including type of count conducted e.g. ID or informal
  - ◆ Shift commander visits, inspections, and/or tours
  - ◆ Administrative staff visits, inspections, and/or tours
  - ◆ Unusual events

**Note:** Corrections to a hand-written log must be made by drawing a single line through the wording being corrected. Corrected entries must be legible under the single correction line. White out will not be used. The staff member making the correction must note his initials and associate number beside the correction.

### **Log Format**

- Each log notebook will have a label on the cover indicating the area being documented
- Computer-generated logs will clearly display the date and area documented at the beginning of the log
- Time will be documented in 24-hour format
- The first entry for each shift is the log heading and will contain the date, shift, unit or post, and staff name(s) and associate number(s) on duty at that unit or post. The log heading will be used at the top of each new page

**Log Heading Example:** *June 17, 2008, Unit 14, 2nd Shift, C/Os Jones #1020, and Norman #1017.*

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- The person responsible for the log (the person making entries) will write his name and associate number at the beginning of the shift. Any time there is a change in the individual making an entry in the log, the new person must write his name and associate number following the first entry made in the log by that person. Subsequent entries do not require name and associate number, until another person begins making entries.
- The last entry for each shift will state the time, date, and the name and associate number of the staff member assuming responsibility of the log for the oncoming shift.
- Logs will not contain a summary

### **Central Control Logs**

Normally, a shift commander's workday begins approximately 30 minutes earlier than other staff. Therefore, the keeper of the central control log and the shift commander's schedule will not coincide.

Approximately, 20 to 30 minutes before the end of the shift commander's workday, he will request that the central control log be printed for review. The central control staff will then start a new log for the oncoming shift. If the shift commander is unable to review the central control log before the end of the control officer's shift, the control officer will print the log at the end of his shift and forward it to the shift commander for review and the oncoming control officer will start a new log.

The shift commander will review and sign the central control log, and then forward it to the designated deputy warden (or second in command).

## **6. Daily Information Packet**

On each shift, the shift commander or designee will write a shift summary using appendix A, [Shift Commanders' Daily Summary](#). The *Shift Commanders' Daily Summary* will include the number of transports, inmates housed at town hospital, comp. time, sick leave, furlough, etc. In addition, shift commanders will briefly state pass-down information such as maintenance problems, inmate behavior issues, completed or uncompleted daily tasks, potential problems that were not reported in an Information Report (see section 7), 105 Incident Notification Report (see SOP [105.02.01.001 Reporting and Investigation of Major Incidents](#)), use of force, etc.

Each shift commander will collect and assemble information documents created during the shift to include but not limited, to the following:

- 105 incident notification reports (see SOP 105.02.01.001 *General Reporting and Investigation of Major Incidents*)
- Central control logs
- Facility operational memorandums
- Information reports (see section 7)
- Restrictive housing orders
- Shift summary

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- Vocational work project daily logs and information reports (see section 7)

The shift commander on the second shift will begin the daily packet process and pass the daily information packet to the third shift, shift commander. The third shift commander will collect the third shift information, add it to the daily information packet, and pass it to the first shift, shift commander. The first shift, shift commander will complete the daily information packet with information from the first shift and forward it at the end of the first shift to the designated facility executive staff member.

Each facility will identify in its field memorandum the documents that comprise the daily information packet, the executive staff members who review the information packet and the method of distribution.

Following the administrative review, the signed shift summary will be forwarded to the designated deputy warden (or second in command) for filing with the shift commander or central control logs for that day.

## 7. Information Reports

Information reports (see SOP 105.02.01.001 *General Reporting and Investigation of Major Incidents*) are used to (a) provide more detailed documentation of events that occur in a correctional facility; and (b) document incidents and operational information to include, but not limited to, incidents involving contractors, inmates, staff, vendors, visitors, and/or volunteers; operational issues; and facility and/or maintenance problems.

## REFERENCES

Appendix A, [Shift Commanders' Daily Summary](#)

Appendix B, *Safety and Security Inspection Guidelines*

Appendix C, *Facility Administrative Inspection*

Appendix D, [Administrative Inspection Tracking Form](#)

Standard Operating Procedure [105.02.01.001](#) *Reporting and Investigation of Major Incidents*

Standard Operating Procedure [509.02.01.002](#), *Key Control*

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**IDAHO DEPARTMENT OF CORRECTION**  
**Safety and Security Inspection Guidelines**

<b>Living Unit Inspection</b>	
<b>Area Inspected</b>	<b>Considerations</b>
Cell doors	Back of door and what's concealed behind door when open
Cells	Safe, uncluttered, fire hazards, contraband, damage
Common areas	Clean, orderly, fire hazards, clutter, unauthorized items
Electrical panels	Not to be blocked or covered
Exit alarm system armed	Review in accordance with system directions and FMs
Fire extinguishers, eye wash stations, etc.	Fire extinguisher charge in operation zone, neither blocked or covered
Fire suppression alarm panels	Not covered or blocked, functioning properly
Janitorial storage	Orderly, clean, MSDS, proper labels, tool control requirements
Keys	Checked and handled in accordance with SOP 509.02.01.002, <i>Key Control</i> .
Locks: padlocks, cell doors, E-doors, etc.	Functioning. Check keys in locks.
Window/window frame: weekly check	Use mallet-method check or method described in FM

<b>Compound Inspections</b>	
<b>Area Inspected</b>	<b>Considerations</b>
Administrative areas	Safe, uncluttered, fire hazards, contraband, damage
Armory	Secured, orderly, inventories and logs being maintained
Chapel or religious activity areas	Safe, uncluttered, fire hazards, contraband, damage, neutral atmosphere
Common areas	Safe, uncluttered, fire hazards, contraband, damage
Correctional industries	Orderly, clean, tools and chemicals properly stored, no potential weapons
Education	Safe, uncluttered, fire hazards, contraband, damage, displays appropriate
Electrical panels	Not covered or blocked, functioning properly
Exterior doors and windows	Secure, logs indicate proper inspections
Fences: containment, perimeter, and gates.	Secure, logs indicate proper inspections, no damage, clean
Fire suppression alarm panels	Not covered or blocked, functioning properly
Keys	Procedures followed, logs document proper inspections
Kitchen and dining areas	Safe, uncluttered, fire hazards, contraband, damage, proper storage
Laundry	Safe, uncluttered, fire hazards, contraband, damage, chemicals
Maintenance	Uncluttered, fire hazards, contraband, tools, chemicals, no potential weapons
Medical	Clean, orderly, meds and sharps properly maintained, inmates supervised properly
Outside compound, parking areas, sidewalks	Clean, damage, weeds, debris
Outside recreation	Orderly, weeds, clean, potential weapons
Property	Safe, uncluttered, fire hazards, contraband, damage, orderly
Recreation, weight room, etc.	Safe, uncluttered, fire hazards, contraband, damage, orderly
Tools	Orderly, clean, procedures followed, shadow boards, inventories
Visiting	Safe, uncluttered, fire hazards, contraband, damage, supervision, atmosphere

**IDAHO DEPARTMENT OF CORRECTION  
Facility Administrative Inspection**

Date: \_\_\_\_\_ Facility: \_\_\_\_\_

Specific Area Inspected	Condition P, F, G, N/A	Comments/Action Needed Projected Completion Date
Central control		
Chapel, religious activity areas		
Common areas		
Correctional industries		
Education & treatment areas		
Electrical panels		
Emergency generator		
Facility storage areas		
Fire suppression alarm panels		
Investigations		
Kitchen/dining/storage		
Laundry		
Living areas		
Maintenance		
Medical		
Outside recreation		
Outside religious area		
Perimeter/compound		
Projects Office		
Property		
Security items <ul style="list-style-type: none"> <li>• Armory (secured)</li> <li>• Keys</li> <li>• Tools</li> </ul>		
Vehicles <ul style="list-style-type: none"> <li>• Food Trailer</li> <li>• PIE</li> <li>• Projects</li> <li>• Sedans</li> </ul>		
Visiting		
Weight Room		

Other/comments:

Date reviewed with shift commander and/or responsible party: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Associate number: \_\_\_\_\_

P = Poor Condition–Corrective Action Needed  
 F = Fair Condition–Some Corrective Action Required  
 G = Good Condition–No Corrective Action Required  
 N/A = Not Applicable