



GENERAL ADMINISTRATION INSPECTIONS

POLICY.

Corrections staff will cooperate with and facilitate regular periodic inspections of Corrections Division operations by responsible officials and qualified inspectors. The Corrections Captain will have an internal inspection program for the Corrections Division that complies with the Oregon Jail Standards.

PURPOSE.

The purpose of this policy is to provide guidelines for the inspections and to ensure the Corrections Division follows legal requirements; operates in a safe, secure, and sanitary manner; and meets its goals and objectives for effective and efficient management and mission accomplishment.

OREGON JAIL STANDARDS:

- A-102 Sheriff's Jail Inspections
- A-206 Maintaining Inspection Reports from Outside Agencies
- H-206 Internal Inspections
- H-207 Documentation of Sanitation and Maintenance

REFERENCES:

- ORS 132.440, Inquiry into Conditions in Correctional and Youth Correctional Facilities
- ORS 169.040, Inspection of Local Correctional Facilities
- ORS 169.070, Coordination of State Services by Department of Corrections; Inspections to Determine Compliance with Standard
- *Oregon Administrative Rules Chapter 166-150-0135*

PROCEDURES:

SECTION A: GENERAL ISSUES

A-1. Inspection Review and Response. The Corrections Captain will make sure staff review and act upon any finding, deficiency, recommendation or observation from any inspection accordingly. He or she will have a system to track unresolved items through to their resolution.

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- A-2. Inspector Access to Facilities.** An inspector must meet the visitor requirements of policy [CD-2-10, Authorized Personnel](#), to be allowed access into the secure perimeter of the jail or court holding facility.
- A-3. High-Interest Issues Uncovered.** Inspectors may uncover issues that require immediate corrective action or timely policy changes. A corrections lieutenant will have staff act on such issues as warranted. A jail supervisor will inform the Sheriff should an issue surface during an inspection that may generate unusual public concern or be of particular interest to the media.

SECTION B: EXTERNAL INSPECTIONS

- B-1. Support for Inspections.** The Administrative Lieutenant will be diligent in maintaining records and facilities for such regular external inspections as the following:
- a. County commissioner, county court, and grand jury inspections of facilities for health, cleanliness and discipline as required by [ORS 169.040\(1\)](#).
 - b. Health Department inspection of facilities for health and sanitation as required by [ORS 169.040\(2\)](#).
 - c. Coordination of state services by Department of Corrections; inspections to determine compliance with standards as required by [ORS 169.070](#)
 - d. Oregon State Sheriff's Association, through the Oregon Jail Managers' Association (OJMA), audits of compliance with Oregon Jail Standards (OJS).
 - e. Fire Safety inspections by the local Fire Marshal.
- B-2. Maintenance of Oregon Jail Standards (OJS) Files.** The Corrections Captain will assign staff to maintain individual OJS files in the Oregon Audit Tracking System (OATS) based on their primary and collateral duties. Each assigned person must become familiar with the content and requirements of the assigned standards and applicable policies, procedures and other directives.
- B-3. Maintenance of ORS 169.076 Standard Files.** The Corrections Captain will assign staff to maintain individual compliance files on each standard listed in ORS 169.076 in a manner similar to OJS files. The assigned person will update the files when the jail receives notice of an upcoming Department of Corrections inspection under ORS 169.070.
- B-4. Preparation for Impending Inspection.** When the jail is notified of an impending inspection, the Corrections Administrative Lieutenant will arrange for and coordinate all support and compliance requirements needed for the inspection such as:
- a. Scheduling inspection times and dates that are agreeable to all parties, if appropriate.
 - b. Notifying supervisors and affected corrections staff of the impending inspection.

- c. Making sure appropriate staff is available to escort and provide information to the inspector based on primary and collateral duty assignments.
- d. Making sure any documents to be provided to an inspector are prepared in advance.
- e. Having all documents and materials relevant to compliance available for review.
- f. Providing for any support the inspector needs, such as workspace, equipment, and administration supplies and support.
- g. Arranging for entrance conferences and inspection debriefings with appropriate staff.

B-5. Unannounced Inspections. During normal business hours, should an authorized inspector show up at the facility unannounced for an inspection, such as county health or Oregon Occupational Safety and Health inspector, staff will immediately contact a corrections supervisor. If after-hours the shift supervisor will provide necessary support for the inspection to take place at that time. The shift supervisor will notify the Correction Captain of the inspection.

B-6. Inspector Contact with Staff. Staff should exercise care in responding to inspector inquiries. If staff is unsure of, or do not know the answer, they should reference policy or direct the inspector to a shift supervisor or other qualified authority. If an inspector queries a staff member, the staff member will inform a supervisor that will pass the query information to the Administrative Lieutenant. The Administrative Lieutenant will keep track of all staff contacts with the inspector during an inspection to make sure that complete and accurate information is reported to inspectors. No one may retaliate against a staff member that gives information to an inspector that the staff member reasonably believes is accurate.

B-7. Response Requirements. The Administrative Lieutenant will coordinate all responses for inspection findings and reports with the responsible party for submission through the Corrections Captain to the inspecting authority. Responses should:

- Describe the corrective action, including time frames or alternate solutions, for any findings, violations or recommendation noted.
- Describe the implementation of controls to prevent a problem's reoccurrence.
- Explain any delay in implementing corrective actions or controls.
- Explain any disagreement with a finding or recommendation.

B-8. Follow-Up Action. The Administrative Lieutenant will track and coordinate responses and corrective actions on any external inspection finding or violations or the implementation of any recommendations that remain unresolved after the initial inspection response. The Corrections Captain may direct the follow-up inspections take place to assess corrective actions taken.

SECTION C: INTERNAL INSPECTIONS

C-1. Internal Inspections. The Corrections Captain may order an operational, program, or policy compliance inspection of an area of the Corrections Division at any time. Such an inspection may be one-time or on a regular periodic basis. Any inspectors assigned must be knowledgeable in the subject or process and should be impartial and knowledgeable in inspection methods.

- C-2. Checklists.** Inspectors should have checklists or plans to use during the inspection to keep the inspection thorough and focused.
- C-3. Supervisory Visits.** Corrections supervisors should visit each facility and court security area at regular intervals as outlined in DCAJ policy [CD-8-6, Security Checks and Rounds](#).
- C-4. Interval of Supervisory Visits.** Corrections supervisors should vary the shifts and days that they do the visits. Visits should be unannounced whenever possible and logged in the JMS. The interval goals for visits are listed below:
- a. Corrections sergeant: Once a day for inmate-occupied areas; twice a week for other areas.
 - b. Corrections Captain or lieutenant:
 1. Once a week for an informal check of jail and court security areas.
 2. Once a month for a formal in-depth inspection of all jail and court security areas- a command inspection.
 - c. Sheriff: Should conduct personal inspections of the jail facilities on a periodic basis.
- C-5. Self-Audit for Oregon Jail Standards.** The Corrections Captain will ensure staff complete a preparatory self-audit prior to a scheduled OJMA inspection.
- C-6. Facilities Inspections.** Staff and shift supervisors will inspect Correction Division facilities according to policy [CD-4-3, Facility Maintenance](#), which includes inspecting for facility issues as a part of normal shift security checks done according to policy [CD-8-6, Security Checks and Rounds](#).
- C-7. Sanitation Inspections.** Staff and the shift supervisors will inspect the sanitation in areas according to policy [CD-4-1, Facility Sanitation](#), which includes inspections of the facility for sanitation issues as a part of normal shift checks done according to policy [CD -8-6, Security Checks and Rounds](#).
- C-8. Fire Safety Inspections.** Staff will do and document fire safety inspections according to policy [CD-13-2, Fire Safety](#), and as a part of normal shift security checks done according to policy [CD-8-6, Security Checks and Rounds](#).

SECTION D: DOCUMENTING INSPECTIONS

- D-1. Written Reports.** The Corrections Captain will determine which internal inspections require written reports, the minimum required content of the reports, and review and response requirements. Contents of reports should include such elements as the following:
- a. Scope and purpose of the inspection
 - b. What was inspected
 - c. Date of last inspection
 - d. Inspection date, and time or shift if it is relevant

- e. Name and title of inspector
- f. Person contacted
- g. Method of inspection
- h. Deficiency findings made up of the following as applicable or known:
 - 1) Condition – what was found and extent of problem
 - 2) Criteria – the standards according to law, rule, policy, standard, or other directive
 - 3) Effect – the result or potential consequences of the existing condition
 - 4) Cause – why the condition exists, such as training or supervisory issue or broken equipment
 - 5) Recommendations – what the possible corrective action is to correct the finding
 - 6) Repeat finding comment – if a repeat finding of the last inspection
- i. Commendable findings
- j. Response requirements

D-2. Inspection Report Files. Staff will keep the official jail copy of any inspection report or record in Jail Administration Inspection binder. The Administrative Lieutenant will maintain copies related to jail standards and others unless otherwise directed. Anyone maintaining an inspection file will follow Oregon Administrative Rules Chapter 166, and local retention schedules, for the disposition of the files.

D-3. Grand Jury Inspections. To document a grand jury visit, the Administrative Lieutenant or staff member escorting the group, will have grand jury member sign a Grand Jury Tour of Correctional Facilities Form provided by the Grand Jury.

D-4. County Commissioner Inspections. To document a commissioner's visit, the Administrative Lieutenant, or staff member escorting a commissioner will have the commissioner sign a memo for the record that the administrative supervisor provides.

D-5. Documenting Visits and Inspections in Jail Information Management System. Staff will document official visits and inspections in the jail computer system in the Audit/Shift Log.

FORMS USED:

- Grand Jury Inspection Form, (State of Oregon)
- Deschutes County Sheriff Office Memo, Board of Commissioner Inspection Form No. 1002