

HAWAII DEPARTMENT OF PUBLIC SAFETY 1
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, February 8-10, 2011

Item	Page No.	Contract Item & Description	Compliant	Non-Compliant	Comments
	20	ACA Accredited Facility: (RRCC & SCC to be accredited within 18 months of facility activation) 1. Mandatory (100%) 2. Non-mandatory (90%) 3. Life Safety Code/Fire Codes			Date of Accreditation (every 3 yrs): October 2008
			X		Mandatory Score: 100%
			X		Non-mandatory Score: 100%
			X		Sprinklers operational: Feb 2010 Fire Marshall Report: July 16, 2010
A.	4	Clothing & Supplies: 1. 2 sets of Uniforms (Males)	X		Inmate receives 3 sets of uniforms during the Intake process (packed in laundry and distributed to housing units). Random uniform checks in housing units confirm that inmates have 3 sets of uniforms.
		2. Seasonal Clothing (Warmer clothing for colder weather; Colder clothing for warmer weather)	X		Describe: Use of restricted funds may be requested and approved for winter wear and/or warmer clothing through MB; Winter jackets were issued in September 2010 for the winter season.
		3. Underwear	X		Issued @ Intake
		4. Personal Hygiene: a. Soap b. Toothbrush c. Toothpaste d. Deodorant	X		Issued @ Intake
			X		Issued @ Intake
			X		Issued @ Intake
			X		Issued @ Intake
		5a. Monthly Exchange (Y/N) If No, why or why not?	X		May exchange razors and toothbrushes on 1-for-1 basis.
		6. Workline Appropriate Clothing: a. Boots (as appropriate) b. Gloves (as appropriate)	X		Boots stored in commissary and issued for kitchen workers, maintenance and yard/landscape workers.
			X		
		7. Linen: a. Towel b. Sheets c. Pillow Case	X		
X					
X					
X					

HAWAII DEPARTMENT OF PUBLIC SAFETY 2
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, February 8-10, 2011

		d. Blanket (Wool) <u>or</u> e. Blanket (Cotton) Available	X		Wool blanket available if I/M is allergic to cotton; medical memo required.
B.	4	<u>Laundry:</u> 1. Weekly Laundry Service (Describe weekly schedule)	X		Weekly Schedule: Posted in Units Mondays: Wkly washes - whites Tuesdays: Wkly washes - colors Wednesdays: Blankets (monthly); whites Thursdays: Uniforms; Wkly colors Fridays: Wkly washes - whites
		2. Laundry Exchange (clean, laundered replacements)	X		
		2a. Laundry Exchange every 6 mos.	X		Exchanges offered every 6 months or upon request; exchanges inputted into OMS booking notes.
C.	4	<u>Inmate Property:</u> 1. Property Disclaimer Form	X		Property disclaimer forms were once handled by the Property Officer but is now completed during intake and filed in inmate records.
		2. Lost/Stolen Property Form	X		A log is maintained and kept in the N-Unit (N-Unit administrative clerk emails hard copies for files)
		3. Secured Property Room	X		N-Unit multi-purpose room is secured.
		4. Property Officer	X		Property Officer: R. Streeter
		5. Segregation Property Form & Confiscation Form	X		Form completed for every inmate in segregation: YES
		5a. Secure Segregation Storage	X		Location: N-Unit multi-purpose room is secured. Programs 2 also utilized to store H-Unit inmate property. Inmates who have been transferred to Hawaii for court have property stored in Programs 2.
D.	4-5	<u>Food Service (Canteen Contract Services):</u>			Food Service Manager: P. Parker
		1. Rice served daily	X		
		2. Fresh/Canned Fruit Weekly	X		Average 3x weekly
		3. Menus Approved by Dietician	X		10/21/10 L. LeClair, RDLD Cycle date: 1/21/11
		3a. Meals based on current U.S. Dietary Guidelines	X		Calorie Count per inmate: 3,200
		3b. Copies of Cycle Menus Provided	X		Date of menu: 10/21/10
		4. Medical Meals Approved by Facility's Physician (CCA Policy)	X		Compliance monitored daily and reports given to medical on a monthly basis

HAWAII DEPARTMENT OF PUBLIC SAFETY 3
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, February 8-10, 2011

	5. Religious Meals Approved by Facility's Chaplain (CCA Policy)	X		Increase in Kosher diets noted
	6. Special Dinner Menus: a. Prince Kuhio Day (March) b. King Kamehameha Day (June) c. Other special event	X		Menu for Kuhio Day: Teri chicken, beef broccoli, rice, pasta salad, mixed vegetables, haupia and banana
		X		
		X		Describe other: MLK Day, Independence Day, Thanksgiving & Christmas, all other religious programs are given a special meal. President's Day (2/21/11): Shoyu chicken, sausage, pasta salad, peas/carrots, rice, chocolate cake w/ frosting, banana and fruit punch
	<u>Kitchen:</u>			
	1. Food served compares to menu	X		Cycle week 1 meals as indicated
	2. Dead man trays	X		Maintained for how many days: 72 hours
	3. Alternative disaster menu	X		
	4. Food portion control	X		Monitored by supervisor
	5. Workline training on sanitation/hygiene, tool/equipment safety, hand washing techniques	X		Logs reviewed
	6. Sufficient hair nets available	X		
	7. Sufficient gloves available	X		
	8. Workers know location of hair nets and gloves	X		
	9. Food handlers/Cooks wear hair nets and gloves		X	Improper use of hairnets; several inmates had to be reminded to wear hair nets
	10. Appropriate footwear are used	X		All inmates wearing approved rubber foot coverings
	11. Internal inspection of kitchen, dining areas, food storage and preparation areas	X		Clean and orderly
	12. Internal inspection of tools, equipment and liquid soap dispensers		X	Gauges on hotboxes 1 and 2 inoperable, #2 hotbox not working, grills not functioning, 1 mixer switch on order, tilt skillet won't light, 1 broken soap dispenser broken (work order repaired during audit), 1 soap dispenser empty.

HAWAII DEPARTMENT OF PUBLIC SAFETY 4
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, February 8-10, 2011

13. Adequate drainage near washing stations	X		
14. Dry Storage: Appropriate lighting	X		
15. Food stored at least 6' off floor	X		Floor clean under supplies
16. Food stored at least 18" from ceiling	X		
17. Food is covered, labeled and dated	X		No expired dates noted
18. Separate storage for food and non-food items	X		
19. Emergency supply # of days <u>7</u>	X		
20. Regular insect control maintenance	X		Monthly service contractor
21. Refrigerators/Freezers thermometers operable	X		
22. Evidence (log) shows thermometers are calibrated on a routine basis	X		Daily/3 checks on transported food: Before leaves kitchen, before serving and during serving
23. Refrigerator temperature monitored and recorded <u>2</u> per day	X		At each shift; 34 degrees
24. Freezer temperature monitored and recorded <u>2</u> per day	X		At each shift; 6 degrees
25. Refrig/Freezer food is stored at least 6' off ground	X		
26. Refrig/Freezer food is covered, labeled and dated	X		
27. Refrig/Freezer doors are sealed, cleaned and in tact	X		
28. Refrig/Freezer vents/fans are clean and free from dust	X		
29. Refrig/Freezer hinges/locks/ are in good repair	X		
30. Refrig/Freezer is clean inside and out	X		
31. Portable Food carts in working order	X		Cleaning wheels and seals are being addressed
32. Food prep/production areas are clean, sanitized and in good repair	X		
33. Grease traps are clean	X		Every 6 months
34. Inventory control for sharp utensils	X		Under lock and key and only given out and accounted for by security

HAWAII DEPARTMENT OF PUBLIC SAFETY 5
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, February 8-10, 2011

35. Mops, cleaning supplies and chemicals are securely stored and inventoried	X		
36. Garbage containers covered with tight fitting lids	X		
37. Scheduled garbage removal from kitchen after each mail	X		
38. Adequate outside storage of garbage until trash removal	X		3 times weekly
39. Dishwashing temp log (125-140 degrees)	X		140 degrees; chemical cleansing
40. Dishes/pots/pans properly scraped and free from excessive stains and caked foods	X		Food manager has begun a special workline detail to address this issue.

Describe: # of Supervisors/hours per shift: 2 Breakfast 2 Lunch 2 Dinner
 **There are 2 shifts daily; with the Supervisor, it makes 3 per shift.

E.	5	<u>Inmate Commissary:</u>	X		Vendor Name: Mid States Majority of the items distributed by Midstate distribution center in Casa Grande. Items distributed: Soda, ice cream, laundry bags, hangers, and Japanese wash cloths. Commissary best sellers are rice and jack mack.
		1. Commissary Services a. Non-essential items (soda, candy, personal items)			
		2. Commissary proceeds utilized for General Inmate Population Benefit (commissary maintenance, equipment, services, programs)	X		Commissary income statement and checking account statement provided by facility Business Office reflecting that the proceeds utilized for population benefit like Satellite TV in all cells.
		3. Commissary Revenues (May be used to pay all operating expenses of the commissary)	X		
F.	5	<u>Recreation:</u>	X		Describe indoor activities available: Pinochle, chess, checkers, dominoes, music room. Last music concert was Nov 2009. Staff looking at bands being able to perform in courtyard 2 times/year (Spring and Fall)
		1. Indoor Activities Provided			
		2. Outdoor Activities Provided	X		Describe outdoor activities available: Basketball, sandbattle (shambattle) tournaments, strongman endurance competitions scheduled.

HAWAII DEPARTMENT OF PUBLIC SAFETY 6
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, February 8-10, 2011

G.	5	Library Services:	X		Recreational Librarian: R. Watley Recreational Library Hours: 0800-1030 hrs; 1330-1500 hrs. (Monday thru Friday); 0900 – 1000 hrs (Saturday); 0830 – 0930 hrs (Sunday). Library schedule posted in units
		1. Recreational Library a. Hawaii-based newspaper available in library (at cost of State)	X		Mainland Branch sends Saguaro 4 sets of weekly Star Advertiser newspapers. Seg inmates request a copy of HI newspaper and Segregation recreation librarian delivers newspapers to seg inmates
H.	5	Visitation:	X		Available for approved contact and non-contact visits. Food and drinks may be purchased from vending machines with pre-paid card; cards purchased at facility entrance.
		1. Visitation Room Available	X		Video visits are available on Saturdays and are scheduled through the MB.
		2. Video Visit Conferencing	X		PolyCom equipment working properly in each unit; MB successfully called into each unit during audit.
I.	5	3. PolyCom Equipment Operable	X		PolyCom equipment working properly in each unit; MB successfully called into each unit during audit.
		4. Special Visits (Pastoral, Legal and Families 300 miles or more) allowed	X		Need Warden's approval prior to visit and inmate must be 30 days disciplinary free; special visits may include military. Visitors traveling 300 miles or more may request extended visit through written request.
		4a. Non-contact visits	X		Non-contact visits available for segregation inmates or visitors placed on restriction.
J.	5 - 6	Grievance Procedures:	X		Grievance Officer: J. Valenzuela
		1. Secured Grievance Boxes	X		Mailbox located outside dining hall for general population, segregation and H-unit. Officer checks grievance boxes daily and date stamps grievances when received. Mailboxes in segregation located in NB, NC, ND, NE rotunda area. Mailboxes in H-Unit located in HB and H-unit rotunda areas.
		2. Informal Grievances Forms	X		Maybe obtained through Unit Team and Grievance Officer
		2a. Informal Grievance Logging & Tracking System	X		Sent to the MB on a monthly basis

HAWAII DEPARTMENT OF PUBLIC SAFETY 7
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, February 8-10, 2011

		3. Formal Grievance Forms	X	Obtained through the Grievance officer
		3a. Formal Grievance Logging & Tracking System	X	Sent to the MB on a monthly basis
		4. Designated time limits and filing appeals are consistent with the policy	X	
		5. Grievance Officer replying to grievances and not staff members	X	
		6. Opportunity to Appeal Decision	X	
K.	6 - 7	<u>Access to Courts:</u> 1. Law Library	X	Law Librarian: R. Whatley Law Library Hours: (0830-1030 hrs; 1330-1545 hrs) – GP inmates Law library with segregation inmates is scheduled through unit staff. Segregation inmates may request law library materials through request to the librarian; materials will be delivered to segregation inmate within 3 working days.
		2. Parole Hearings Conducted	X	HPA sends parole hearing schedule to MB then it is facilitated with the facility.
		3. Attorney calls scheduled with facility	X	Attorney sets up calls with the MB then it is facilitated with the facility. Attorney may schedule within 24 hours of call on Tuesdays, Wednesdays, and Thursdays.
		3a. Court hearings afforded by telephone as necessary	X	Hearings are set up through the MB then facilitated with the facility.
		4. Law Library Collection (KIOSKS):	X	Kiosk server in N-Unit is being replaced by vendor; server replaced as of 3/10/11 as confirmed by vendor.
		a. Hawaii Revised Statutes (HRS)	X	Available on touch-screen kiosk
		b. Session Laws of Hawaii (SLH)	X	Available in hard copy (2001-2010)
		c. Hawaii Reports	X	Available in Hawaii Court Rules hard copy (State 2010)
		d. Hawaii Appellate Reports	X	Available in hard copy (volumes 5-50)
		e. U.S. Code Annotated	X	Citations on kiosks
		f. Shepard's Hawaii Citations	X	Available in hard copy (2006, 2007, 2010)
		g. HI Court Rules (State)	X	Available in hard copy (2006, 2007, 2010)
		h. HI Court Rules (Federal)	X	Available in hard copy
		i. HI Digest	X	Available in hard copy (2011)
		j. Black Law's Dictionary	X	
		k. Federal Civil Procedures & Rules	X	Available in hard copy (1-126)
		l. Supreme Court Reports	X	
			X	
			X	

HAWAII DEPARTMENT OF PUBLIC SAFETY 8
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, February 8-10, 2011

L.	7-8	Security & Control:	X		1.71 formula (7-day post) 1.50 formula (5-day post)
		1. Security Staffing Plan (to include all mandatory posts) is updated and available for review			
		2. Urinalysis Program: Minimum of 10% of State's Total Population	X		CCA Policy #: 9-4 10.3% - 10.4% of pop randomly tested.
		3a. Second test made available at inmate request/cost	X		2 nd test available at CCA expense
		3b. Positive Results Reported to PSD within 24-hours of Facility Receiving Results	X		
		4. Contraband Management	X		CCA Policy: #9-6
		4a. Policy covers definition, appropriate storage and critical areas to search	X		CCA Policy: #9-5
		4b. Routine facility shake-down for contraband	X		
		4c. Inmates given proper written notification of contraband	X		
		5. Emergency Response Preparedness	X		CCA Policy #: 8-1
		5a. Security protocols on managing riots, disturbances, hostage situations, work stoppages, fires, escapes, bomb threats, natural disasters, etc.	X		
		5b. Appropriate agreements with the local county and law enforcement agencies in emergency responses	X		MOU w/ police, fire department and Casa Grande Hospital
		5c. Proper training of all staff in emergency response plans (i.e. Command post, Food service, etc.)	X		Trainer: J. Marsh Initial training = 160 hrs In-Service training = 40 hrs / per yr
		6. 5-1 Policy	X		
		6a. Investigations Completed in timely manner per policy 14 days	X		Facility Investigator: S. Williamson
		6a. Proper notification of Priority 1 incidents to the State	X		
		7. Formal Count on each Shift	X		2 day; 2 evening; 2 on swing shift
		8. Tool & Key Control	X		
		8a. Is there a Tool & Key Control Officer?	X		Control Officer: E. Gobeia
		8b. Adequate storage of all tools & keys in the facility?	X		

HAWAII DEPARTMENT OF PUBLIC SAFETY 9
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, February 8-10, 2011

		8c. Proper logging system for issuance and return of tool?	X		
		8d. Proper logging system for issuance and return of keys?	X		
		8e. Proper shadow boards to provide rapid visual inventory of tools?	X		
		8f. Immediate reporting procedure for lost or damaged tools	X		
		9. Security Inspections	X		
		9a. Security inspections in accordance to CCA policy	X		CCA Policy # 9-7
		9b. Security inspection checklist available	X		CCA Policy #9-6
		9c. Area inspections are documented and logged for review	X		
		9d. Security deficiencies are documented and corrected	X		
M.	8	Use of Force:	X		Chief of Security: M. Lopez
		1. Proper policy which governs the use of force against inmates			CCA Policy # 9-1
		2. Facility staff training provided in accordance with policy	X		
		3. Proper notification made to State	X		
N.	8-9	Discipline:	X		Hearings Officer: Lt. Burns
		1. Hearings are conducted in timely manner per policy <u>7</u> # days			
		2. Charges match the offense	X		
		3. Copies of disciplinary report given to inmate to review	X		
		4. Disciplinary committee is impartial and was not involved in the original write-up	X		
		5. Disciplinary segregation not to exceed 60 days without Mainland Branch approval	X		
		6. Discipline Reports Completed & mailed out each month	X		
		7. Inmate has opportunity to appeal	X		
O.	9	Inmate Trust Account:	X		Accounts maintained on CCA's OMS system
		1. Spendable/Restricted Accounts			
P.	9	Restitution:	X		MB and CCA Corporate processes 10% deduction from workline wages towards restitution payment
		1. 10% Deduction of Inmate Wages			
Q.	9-	Telephone Costs & Services:	X		All calls with the exception of legal

HAWAII DEPARTMENT OF PUBLIC SAFETY 10
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, February 8-10, 2011

	10	1. Electronic monitoring available			calls are monitored.
		2. Cost of phone call/per minute	X		Telephone Provider: ISC .25 per minute (direct calls); .35 per minute (collect calls). Collect calls not available for international calls.
R.	10	<u>DNA Testing Program:</u> 1. Staff trained in DNA Collection	X		DNA collected by trained Saguaro staff.
		2. DNA test prior to Inmates return to Hawaii	X		
		3. DNA signed forms faxed to Mainland Branch prior to Inmate's return	X		MB supervisor receives DNA forms prior to inmates' return. Information inputted into Offendertrak by MB.
		4. DNA kits available at facility	X		Available in R&D
S.	10	<u>Inmate Programming:</u> 1. Educational Ability Assessment	X		Principal: K. Sell
	12	2. Basic Literacy/ESL	X		
		3. Adult Basic Education	X		
		4. GED/Testing	X		
		5. Lifeskills/Breaking Barriers	X		
		6. Vocational Training	X		Types: Wood works, plumbing, electrical, computer training
		7. PSD SMSIV Input	X		
		8. Workline Opportunities; 2/3 Population Working	X		69.16% of entire population is working (with the exception of segregation unit)
		8a. Payscales per policy	X		.25 cents; CCA pays difference in hourly wages for inmates earning .50 cents for skilled worklines (dog program handlers).
		9. Hobby Crafts available	X		In-cell and hobby shop available
		10. College Correspondence (at Inmate's expense) – Not required by Contract	X		College classes enrollment by Ohio University
		10a. Distance Learning Satellite System (at PSD's expense) - Not required by Contract	X		Re-evaluation of this program scheduled for June 2011.
		11. Special Housing Incentive Program (SHIP)	X		
		11a. SHIP pursuant to policy	X		
		12. Hawaii Cultural Programs	X		Types: Language, Hula, Cultural dance, House of Healing
		13. Faith-based unit	X		

HAWAII DEPARTMENT OF PUBLIC SAFETY 11
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, February 8-10, 2011

T.	12	Substance Abuse Program:	X	Addictions Treatment Manager: K. Johnston, LPC, LSIC
	13	1. Substance Abuse (Level 2) (SCC only)		1:29 staff ratio
		2. Therapeutic Community (Level 3) (SCC only)	X	1:12 staff ratio;
		3. Aftercare (SCC only)	X	10-week program after RDAP3 completion
		4. PSD SMSIV Input	X	
		5. LSI-R / ASUS Certified	X	
	6. LSI-R/ASUS completions mailed to Mainland Branch	X		
U.	13	Religious Programs: 1. Weekly Religious Services	X	Chaplain: C. Miller Schedules posted in pods; rosters provided; religious preference can be changed once every 6 months
V.	13	Classification: 1. Completed Annually by the Facility Classification Officer	X	Classification Supervisor: C. Frappiea HI reclasses sent to MB for review monthly
		2. Special Classification completed for SHIP/Administrative Segregation	X	
		3. Classification input on Offendertrak	X	Classification supervisor saves draft in Offendertrak; MB staff will audit, verify and finalize.
W.	15	Health Care:	X	ACA 98%; Quarterly outside pharmacy audit: 100%
	19	Operate 85% of NCCHC Standards		
		1. Health Services Administrator	X	Health Services Administrator: P. Sells
		2. Licensed Staffing	X	1 vacancy (FT RN); Has been approved for hire
		3. Primary Care Services	X	Seen in timely manner for sick call and referrals to Providers
		4. Chronic Care Management	X	The additional PT Provider (20-hours) has resolved the backlog of chronic care since last audit. Document renal insufficiency on problem lists.
		5. Medical & Specialty Care	X	Appts. timely
		6. Infirmary Services	X	N/A observation only
		7. Routine Diagnostic Services	X	Could improve on labs prior to CCC visits
		8. Health Appraisals	X	Up-to-date
		9. Physical Medicine	X	
		10. Infection Control	X	Infection control nurse assigned
	11. Immunizations	X	Tracked by infec. control nurse/utd	
	12. Mortality & Peer Reviews	X	Timely	

HAWAII DEPARTMENT OF PUBLIC SAFETY 12
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, February 8-10, 2011

		13. Dental Services	X	No backlog
		14. Mental Health Services	X	All up-to-date
		15. Co-payment Fees	X	Amount of Co-payment: \$3.00
		16. Prosthesis agreement available	X	
X.	20 24	Personnel:	X	Plan provided
		1. 24-Hour Staffing Plan		
		2. Criminal History/Background Checks on all Facility Employees	X	County and national background checks completed on all employees
		3. Correctional Officer Training (160 hours basic training; 40 hours annual)	X	Trainer: J. Marsh Staff unable to continue to work if their training requirements are not met by year's end. Randomly audited employee training records.
		4. Full-Time On-Site Warden	X	Warden's Name: T. Thomas
		5. Case Managers (Males)	X	Ratio: 1:120
		6. LSI-R Training	X	List provided
		7. Offendertrak Access (MIS)	X	
		8. Quality Assurance Manager	X	QAM: T. Murrieta QAM just started 1/3/11;
		a. Tracks all facility policies	X	All policies reviewed and tracked by policy status and tracking logs on daily basis.
		b. Schedules internal audits		
		c. Coordinates external audits	X	Random internal audit samplings generated by CCA Corporate
		d. Tracks audit deviations		
		e. Policy/procedural changes for Warden's review/approval	X	Continually conducts internal audits. Schedules more formal internal audits as well. Cross audit teams to incorporate staff from other facilities have been implemented to audit each other's facilities.
		f. Provides Response & Corrective Action Plan within 30 days	X	
			X	Maintains an informal log, tracks internal audit plan of corrective actions which are due 30 days of report issuances.
		9. Unit Management Model	X	Each housing unit has a separate Unit Management plan complete with jobs information and safety inspections.
Y.	24 25	Reporting:	X	MB receives progress reports. Advised staff to have it scheduled at end of each month to ensure no inmate has been missed.
		1. Progress Reports (Every 6 mos.)		

HAWAII DEPARTMENT OF PUBLIC SAFETY 13
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, February 8-10, 2011

	2. Classification	X	Current since last audit; extra staff assigned to assist in bringing reclasses up-to-date on new HI classification system.
	3. 5-1 Reports	X	Sent to MB by Duty Officer
	4. Disciplinary Reports	X	DHO sends to MB 1 st week of month
	5. Monthly Report	X	Warden's secretary mails out to MB by the end of 2 nd week each month. MB uses statistics for monthly Kamakani report.
Z.	Administrative Matters:	X	Inmates involved in criminal activity in 2010 were referred for prosecution in Arizona.
	1. Refer Inmate for Prosecution for Violating Laws of state	X	
	2. Refer Staff for Prosecution for Violating Laws of state	X	Last case referral in 2009.
	3. Liquidated Damages	X	
	a. Is procedure in place?	X	
	b. Level III Treatment	X	
	c. Staffing Patterns (mandatory posts)	X	
	d. 90 days initial activation before liquidated damages can be applied	X	
	Facility Population:	X	Rated Capacity: 1896
	1. Facility Population Count		Hawaii Count: 1699 US Marshalls: 219

FACILITY: Saguaro Correctional Center, Eloy AZ

DATE OF VISIT: February 8-10, 2011

AUDIT TEAM MEMBERS: Jeanette Baltero, Contract Monitor; Heather Kimura, Contract Monitor; Carol Payne, PSD/Health Care; Lt. Daniel Mau, WCF/Acting Chief of Security.

AUDIT COMPLETED BY: Shari Kimoto, MBA

Audit Report Completed on 3/15/11.

Plan of corrected action due 4/15/2011.

Plan of corrective action received and deficiencies corrected as of 4/1/11.