

## **FACILITY/UNIT AUDIT**

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

Number of Files Audited: \_\_\_\_\_

Case Manager IV: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Warden/Center Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Warden/Facility Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:** Note the number of deficiencies for each question. If the facility does not have inmates at one or more of the listed security levels, put N/A. Include a list with the names and ODOC #s of the inmates reviewed during the audit.

Corrective actions taken to correct the deficiencies are to be noted in the space provided.

<b>Question #1:</b> Are chronological entries completed monthly, as required, to include inmate contact?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

<b>Question #2:</b> Is the required content included in each chronological entry, to include referrals to programs, participation in programs and completion of programs?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

<b>Question #3:</b> Are adjustment reviews completed in a timely manner?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

**Question #4** Have the number of high institutional behavioral crimes been counted correctly?

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

**Question #5:** Are escape points being correctly assessed?

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

**Question #6:** Have the correct number of points been assessed for the most serious disciplinary conviction in the stipulated time frames?

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

**Question #7:** Are the number of active disciplinary convictions scored and recorded? (Custody Assessment Only)

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

**Question #8:** Have the correct points been awarded for the inmate's assigned program participation? (Custody Assessment Only)

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

**Question #9:** Have the appropriate points been awarded for the inmate's adjustment (Custody Assessment Only)

Community:	Minimum:	Medium:	Maximum:
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Corrective Action:

**Question #10:** Are points accurately awarded for the inmate's age?

Community:

Minimum:

Medium:

Maximum:

Corrective Action:

**Question #11:** Have all discretionary overrides been identified?

Community:

Minimum:

Medium:

Maximum:

Corrective Action:

**Question #12:** Have all mandatory overrides been identified?

Community

Minimum:

Medium:

Maximum:

Corrective Action:

**Question #13:** Is the recommended custody level appropriate and are the comments completed, if needed?

Community:

Minimum:

Medium:

Maximum:

Corrective Action:

**Question #14:** Are transfer requests being completed and submitted in a timely manner?

Community:

Minimum:

Medium:

Maximum

Corrective Action:

<b>Question #15:</b> Are case manager tracking sheets being maintained?			
Community:	Minimum:	Medium:	Maximum
Corrective Action:			

<b>Question #16:</b> Has the custody assessment been completed annually as required (unless circumstances dictate an earlier review)?			
Community:	Minimum:	Medium:	Maximum
Corrective Action:			

<b>Question #17:</b> Has pre-release planning been addressed in accordance with OP-060901 entitled "Pre-Release Planning"?			
Community:	Minimum:	Medium:	Maximum
Corrective Action:			

<b>Question #18:</b> Are social security cards and birth certificates being ordered in accordance with OP-060203 entitled "Adjustment Review"?			
Community:	Minimum:	Medium:	Maximum
Corrective Action:			