

<b>DATE:</b>	JULY 3, 2018
<b>NUMBER:</b>	I.23
<b>SUBJECT:</b>	FACILITY INSPECTION BY SUPERVISORY / ADMINISTRATIVE STAFF
<b>RELATED SECTIONS:</b>	

PURPOSE

To establish guidelines for the daily inspection of each facility by the facility commander or designee, and supervisory staff.

POLICY

Each facility commander or assistant facility commander, and a line supervisor shall visit and inspect the facility as outlined below. The line supervisor may also act as the facility commander's designee.

The inspection should be unannounced and should assess security measures, adequate staffing of housing areas, housing conditions, inmate morale, quality of care (and supervision) inmates are receiving, etc. Supervisors shall prohibit staff from alerting other staff members that these supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility.

PROCEDURE

- I. The facility commander or assistant facility commander shall personally conduct an inspection of the facility at least once per pay period. The inspection will include walking all housing units checking for health and hygiene problems, maintenance issues, security issues and the overall condition of the facility.

At least three times per pay period, the shift watch commander is responsible for conducting an inspection of housing and operational areas. The watch commander shall perform the inspection twice on the (5) five, with at least (1) one day in between checks, and once on any day of the two on. The inspection shall be conducted in the form of a safety check paying attention to health and hygiene problems, maintenance issues, security issues and the overall condition of the facility to include all staff work areas, common areas used for access in, out and around their facility i.e. (walkways/stairs/elevators).

The designated security/housing sergeant is responsible for conducting an inspection of housing and operational areas. The sergeant shall perform the inspection once per shift. The inspection shall be conducted in the form of a safety check. The sergeant should verify that maintenance requests and other requests for upkeep and repair have been properly documented. He/she should also take other action as necessary to ensure adequate levels of security, supervision, cleanliness of cells/common areas and quality of care are being met.

During these safety checks, supervisors should walk with deputies and utilize this time for mentorship and leadership. In addition, supervisors shall inspect all staff work areas, common areas used for access in and out of facilities i.e. (walkways/stairs/elevators).

- II. The results of these inspections, as completed by all levels of supervision, shall be entered in JIMS in the appropriate housing unit(s) area activity log, using the JIMS dropdown selection SUPV INSPECTION. Any unusual occurrences should be reported to the appropriate administrator, and to the facility commander. On a weekly basis, the facility commander shall review JIMS entries related to facility inspections by supervisory staff and follow up on areas of concern.