

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 05/06/1991	NUMBER 01.05.130
	SUBJECT FACILITY INSPECTION RESPONSE	
SUPERSEDES PD-DWA-21.08		AUTHORITY MCL 791.203; Administrative Rule 791.2205
ACA STANDARDS 3-4031; 3-4036; 3-4043; 3-4120; 3-4121; 3-4127; 3-4199; 3-4209; 3-4302; 3-4310; 3-4401; 3-4415		PAGE 1 OF 2

POLICY STATEMENT:

To establish uniform standards for response to facility inspections and ensure cited deficiencies are appropriately addressed.

RELATED POLICIES:

- 04.03.102 - Sanitation and Housekeeping
- 01.03.110 - Environmental and Waste Management Program
- 04.04.100 - Custody Security and Safety Systems (Exempt)
- 04.03.120 - Institution Fire Safety

FORMS USED:

- CRX-113 - Facility Inspection Response Report
- CAJ-154 - Monthly Facility Inspection Report

DEFINITIONS:

INSPECTION

An examination, assessment, review, evaluation or audit conducted by a qualified person which compares established standards with existing conditions and practices.

OUTSIDE INSPECTOR

An inspector who is not a member of the inspected facility staff such as a person from a different facility, Central Office or other governmental agency.

INTERNAL INSPECTOR

An inspector who is a member of the inspected facility staff.

POLICY:

FACILITY INSPECTION

- A. Facility inspections are normally intended to assess compliance with one or more of the following:
 1. Federal or state statutes.
 2. Department policy and procedure.
 3. Facility safety and security requirements.
 4. Facility housekeeping requirements.
 5. Corrective action for previously cited deficiencies.

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INSPECTION RESPONSE

- B. OUTSIDE - Written response to an inspection report (excluding court ordered inspections) produced by an outside inspector shall occur within 30 days of receipt of the report and be submitted on form (CRX-113) "Facility Inspection Response Report." The response shall identify corrective action already taken, proposed corrective action and anticipated completion dates. Rebuttal discussion offered for cited deficiencies shall be included. The response form together with copies of responses sent directly to the inspecting agency shall be forwarded to the appropriate Assistant Deputy Director, BCF or Regional Administrator, BFS and, when applicable, to the Deputy Director, MSI or Deputy Director, BHCS.
- C. Every 90 days thereafter, or until either all deficiencies have been corrected or a new inspection occurs the Warden, Center Supervisor or Administrator shall submit a follow-up report which addresses deficiencies not previously corrected and indicates the status of pending corrective action and provides revised estimates of completion dates. Inspection responses shall be signed by the Warden, Center Supervisor or Administrator as a verification of report accuracy.
- D. INTERNAL - The Warden, Center Supervisor or Administrator, when applicable, shall ensure form (CAJ-154), "Monthly Facility Inspection Report" is completed monthly and submitted to the appropriate Assistant Deputy Director, BCF or Area Manager, BFS. The report shall summarize conditions found during the required daily and weekly facility inspection.
- E. Facility procedures shall require at least monthly inspection of vacant buildings. Facilities of Security Levels II, III, IV, V and VI shall ensure inspection procedures require frequent inspection of locking devices, windows, bars, brakes, alarms, security equipment, perimeter security and electronic monitoring systems and include close visual scrutiny of basement, tunnel, attic and roof areas located next to outside walls or fences.

OPERATING PROCEDURE

- F. Within 60 days of its effective date procedures implementing this policy shall be developed and forwarded by the Warden to the appropriate Assistant Deputy Director, BCF and by the Regional Administrator to the Assistant Deputy Director, CRP, BFS.

RB:OPH:04/14/91