I. DEFINITIONS

None.

II. POLICY and PROCEDURES

Annual program and security reviews shall be conducted to ensure that the practices and procedures of the Department of Corrections’ divisions are adequate and in compliance with the Department’s policies and procedures.

A. The review process shall be conducted at each adult correctional institution, Probation and Parole, the Division of Corrections Training, Correctional Industries and Central Office. The review shall consist of four distinct parts:

1. A review of departmental and institutional or division policies and procedures, post orders and written documentation to ensure that all policies and procedures are being followed and documentation is kept up-to-date.

2. An audit of all ACA accreditation files, including all mandatory standards, to ensure that the file documentation is accurate and up-to-date.

3. A physical inspection of all institutional and division areas to ensure that: institutional and division personnel are following policies, procedures and post orders; to review logs and other documentation on-site; and to review the general conditions of the institution or division.

4. A review for compliance with the Prison Rape Elimination (PREA) of 2003. The review shall include policies and the documentation the institution maintains to demonstrate compliance, a physical inspection of the institution, and interviews of a random sampling of staff and inmates with the interview using the interview questions established by the U.S. Department of Justice (DOJ) for PREA audits.
B. Scheduling of Institutional Reviews

1. Institutional and departmental reviews shall be scheduled by the Commissioner of the Department of Corrections or designee.

2. In an American Correctional Association (ACA) accreditation audit year, a mock audit shall take the place of this review and shall be scheduled approximately 120 days or less prior to the ACA audit date.

3. A PREA mock audit shall take the place of the PREA part of the program/security review in those years that the adult correctional institution is to undergo a PREA audit.

C. Composition of Inspection Review Teams

1. The team conducting the administrative, security and program reviews shall consist of a chairperson and additional members selected by the Commissioner or designee.

2. The team members conducting the review shall have knowledge of institutional or division operations and experience in the ACA accreditation process.

3. Additional members may be selected to monitor the audit process as a means of providing training for future review team members.

4. One team member shall be a PREA Compliance Manager, or an employee who is a certified PREA auditor, from another facility in those years when PREA standards are reviewed as part of the program/security review. This team member shall specifically focus on the PREA standards and shall conduct the interviews of a random selection of staff and inmates. The PREA review teams and process shall be managed through the KDOC PREA Coordinator and follow the final standards of the Prison Rape Elimination Act promulgated in 28 C.F.R. pt. 115.

D. Areas to be covered by the institutional review are listed on Attachment 1.

E. Administrative Instructions

1. The review team is expected to find each area of inspection in compliance or noncompliance resulting from their observations and findings. Generally, two to three full days shall be allocated for the program and security review.
2. The review team shall conduct an exit interview with staff designated by the Commissioner, Warden or Division Director.

3. The chairperson of the inspection review team shall be responsible for writing the report and submitting it to the Warden or Division Director within fifteen working days after completion of the review. A copy of the report shall be forwarded to the Commissioner, and appropriate Deputy Commissioner.

4. Upon receiving the completed report, the Warden or Division Director shall prepare a response within fifteen (15) working days and forward that response to the Commissioner. The response shall address each noncompliance finding including a plan of corrective action for each deficiency.
## AREAS OF REVIEW

1. Security Inspections  
2. Count Procedures  
3. Firearms Control  
4. Issuance and Use of Chemical Agents  
5. Contraband Control  
6. Key Control  
7. Post Orders  
8. Exit and Entry Procedures  
9. Armory  
10. Perimeter Lighting  
11. Perimeter Security  
12. Internal Lighting  
13. Emergency Plans  
14. Fire Safety  
15. Tool Control  
16. Hazardous Materials  
17. Cleanliness of Institution  
18. Institutional Physical Condition  
19. Food Services  
20. Health Services  
21. Psychological Services  
22. Social Services  
23. Visiting Procedures  
24. Religious Programs  
25. Recreation Program  
26. Volunteer Program  
27. Library Services  
28. Work Programs  
29. Correctional Industries  
30. Inmate Grievance  
31. Mail Procedures  
32. Classification  
33. Adjustment Committee Procedures  
34. Unit Management  
35. Special Management Unit  
36. Mental Health Programming  
37. Protective Custody Unit  
38. Administrative and Disciplinary Segregation  
39. Academic and Vocational Programs  
40. Staffing Levels  
41. Institutional Property Control  
42. Inmate Property Control  
43. Canteen Operations  
44. Staff Training  
45. Personnel Management  
46. Fiscal Management  
47. Offender Records  
48. Inmate Morale  
49. Staff Morale