



**DEPARTMENT OF CORRECTIONS  
POLICIES AND PROCEDURES**

Policy No.: DOC 3.2.4 <b>3.2.13</b>	Subject: <b>SAFETY INSPECTIONS</b>
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 4
Section 2: Safety and Emergency Procedures	Revision Date: April 15, 1997
Signature: /s/ by Director Day 4/14/97 (revised)	Effective Date: April 1, 1997

**I. POLICY:**

It is the policy of the Department of Corrections to comply with all applicable regulations, statutes and standards regarding environmental and health issues by providing regular inspections. These inspections are to be conducted on a scheduled basis by internal and independent auditors. It is required that documentation of all inspections and audits be maintained to ensure that facilities comply with applicable federal, state, and local life safety and related requirements.

**II. AUTHORITY:**

[53-1-203, MCA.](#) Powers and Duties of Department of Corrections

**III. DEFINITIONS:**

**Independent Inspections** are those inspections conducted by non-Departmental federal, state and local agencies.

**Internal Inspections** are those inspections conducted by Department staff on an ongoing basis.

**IV. PROCEDURES:**

**A. Independent Inspection Program**

1. Independent inspections and audits may be conducted by local, state and federal agencies to determine if facility practices comply with all applicable statutes, standards and rules. Findings of these inspections will be reported to the program/facility administrator and the Director of the Department.

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2. The facility/program administrator is responsible for responding to all non-compliance findings with a corrective action plan. Copies of the corrective action plan will be provided to the agency responsible for the audit/inspection and to the Director of the Department.
3. The facility/program administrator shall review progress made in corrective action plans and report these findings to the appropriate audit/inspection agency and to the Director.

**B. Internal Inspection Program**

Regular internal inspections are required to ensure compliance with Department policies as well as state and local codes. These inspections shall be coordinated by the facility/program Safety Officer. Internal safety inspections are intended to ensure the following:

1. All areas will be clean and orderly and in compliance with applicable life safety and fire standards;
2. Lighting, ventilation and heating equipment is functioning properly;
3. All equipment, tools, and security devices perform properly;
4. All plumbing equipment including toilet, bathing, washing, and laundry facilities are operating properly;
5. Food service equipment and sanitary conditions comply with required standards.

**C. Records**

The facility/program Safety Officer is responsible for the maintenance of records and reports pertaining to safety inspections including, but not limited to:

1. Records of all plans, drills and inspections;
2. Approval of all emergency plans which require local inspection and records of these inspections;
3. Investigatory and follow-up reports on all fires and accidents;
4. Certification that the facility's water supply is in compliance with applicable local codes and state statutes;
5. Documentation that water and sewage systems have been approved by the appropriate regulating agencies;

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6. Records of all inspections of food preparation areas which have been conducted by local or state health agencies;
7. Fire Safety compliance reports.

**D. Daily Inspections**

1. All facility/program areas and life safety equipment will receive daily visual inspection by designated staff.
2. Operational policies and procedures will establish daily inspection requirements as well as the manner in which corrective action is taken.

**E. Monthly Inspections**

1. Policy shall require that all fire extinguishers be inspected monthly.
2. Reports of inspections and drills shall be maintained by the Safety Officer or designee who will review and report any deficiencies to the appropriate administrator.
3. Monthly inspections of other life safety areas and/or equipment will be established in policy developed by each program/facility.

**F. Quarterly Inspections**

1. A quarterly review will be conducted covering the location, purpose, and function of each piece of emergency or life safety equipment.
2. Fire alarm systems will be tested at least quarterly.
3. Fire drills will be conducted quarterly in all areas housing offenders.
4. Reports of drills and inspections will be maintained by the Safety Officer who will review and report any deficiencies to the appropriate administrator.

**G. Annual Review Requirements**

1. Annual inspections should be conducted by independent parties to ensure and document compliance with all applicable laws and regulations related to fire safety, sanitation, and health, including adequacy and operation of the fire alarm and smoke detection systems.

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The purpose of this inspection will be to examine compliance with applicable laws and regulations and identify problem areas which need to be addressed.

2. Following the inspection and receipt of reports, every effort will be made to correct deficiencies noted in the report at the earliest possible date. When corrections are complete, the Safety Officer will notify the inspector, who will revisit the facility. Deficiencies that cannot be remedied within current resources will be referred to the Management Team for further consideration and action.

**V. CLOSING:**

Questions concerning this policy shall be directed to your immediate supervisor.