Critical	ORI#	INSPECTION ITEM
☑	**1.001**	Does local policy state confined service members retain the same rights and privileges as members in a duty status except those expressly or by implication taken away under the provisions of the UCMJ?

SECNAV M-1640.1 (1201.2) & (5101.3f)

☑	**1.002**	Does local policy state confined service members must not be subject to hazing, harassment, unauthorized exercises, restrictions, deprivations or demeaning treatment by staff?

SECNAV M-1640.1 (1202.2)

☐	**1.003**	Are any waivers authorized by BUPERS-00D?

SECNAV M-1640.1 (1302)

☐	**1.004**	Has the MCF incorporated the philosphy and elements of the military model and follow traditional protocols as practiced in a regular military unit?

BUPERSINST 1640.21C

☐	**1.005**	Does the MCF follow the title of address for prisoners within published correspondence and policy?

BUPERSINST 1640.21C

☑	**2.001**	Are there padded or dark cells? (Prohibited)

SECNAV M-1640.1 (2102.1)

Critical	ORI#	INSPECTION ITEM

☑ **2.002** Is direct supervision required and utilized in open-bay or pod-type berthing spaces?

SECNAV M-1640.1 (2102.2)

☐ **2.003** Is the MCF authorized to operate?

SECNAV M-1640.1 (2201)

☐ **2.004** Is PERS 00D approval obtained prior to construction and/or alteration of the MCF?

SECNAV M-1640.1 (2201.3)

☑ **2.005** Are gang release systems in place per policy?

SECNAV M-1640.1 (2204.1c(2))

☑ **2.006** Is the key to open the gate leading into the cell block area different from the one that opens the cells?

SECNAV M-1640.1 (2204.1c.(2)(a))

☐ **2.007** Are all cells equipped with a commode, sink and water fountain?

SECNAV M-1640.1 (2204.1c(3))

☑ **2.008** Do prisoners have access to required plumbing utilities?

SECNAV M-1640.1 (2204.1c(3))

☑ **2.009** Do open-bay or single-cell quarters meet established habitability standards?

SECNAV M-1640.1 (2204.2)

☐ **2.010** Are cells painted in light, neutral colors?

SECNAV M-1640.1 (2204.2a)

Critical	ORI#	INSPECTION ITEM

☑ **2.011** Are berthing areas/cells equipped with night lights?

SECNAV M-1640.1 (2204.2b)

☑ **2.012** Are noise levels within acceptable parameters?

SECNAV M-1640.1 (2204.2d)

☐ **2.013** Are day room spaces for prisoners adequate?

SECNAV M-1640.1 (2204.3b(3))

☑ **2.014** Are bi-annual ventilation and lighting surveys on file, conducted by Industrial Hygiene personnel?

SECNAV M-1640.1 (2204.4)

☐ **2.015** Does the control room meet construction standards?

SECNAV M-1640.1 (2205.1)

☐ **2.016** Are sally port gates controlled with two independently keyed or electrically controlled interlocking grilles or gates, with manual override?

SECNAV M-1640.1 (2205.2)

☐ **2.017** Are points of ingress and egress to and from the main area of the MCF controlled by a sally port gates?

SECNAV M-1640.1 (2205.2) & (4105)

☐ **2.018** Are fences at least 12 feet in height and designed to prevent escape over or under it? If laced with concertina or razor wire, do the blades exceed 2 1/2 inches in length?   If a double fencing system is utilized, is it designed so that if it is damaged one fence will not lean on the other?

SECNAV M-1640.1 (2205.3)

Critical	ORI#	INSPECTION ITEM

☐ **2.019** If gate houses are used, do they meet design standards?

SECNAV M-1640.1 (2205.6)

☑ **2.020** Does communications equipment meet requirements?

SECNAV M-1640.1 (2205.7)

☑ **2.021** Are duress alarms utilized for a rated capacity in excess of 50?

SECNAV M-1640.1 (2205.7a(2))

☑ **2.022** Are MCF telephones restricted from prisoner access?

SECNAV M-1640.1 (2205.7b)

☑ **2.023** Does fire construction/equipment meet standards?

SECNAV M-1640.1 (2205.8)

☑ **2.024** Are chemical fire extinguishers closely controlled in areas that prisoners have access?

SECNAV M-1640.1 (2205.8b(1))

☑ **2.025** Are fire drills being conducted on a regular basis?

SECNAV M-1640.1 (2205.8b(1)) & (4405.1h)

☐ **2.026** Is the MCF posted as a restricted area?

SECNAV M-1640.1 (2205.9)

☐ **2.027** Do classrooms meet construction standards?

SECNAV M-1640.1 (2206.1)

☐ **2.028** Do workshop and industry shops meets construction standards?

SECNAV M-1640.1 (2206.2)

☐ **2.029** Are visitors provided lockers to secure their personal effects?

SECNAV M-1640.1 (2206.4b)

☐ **2.030** Are outdoor recreation spaces for prisoners adequate?

SECNAV M-1640.1 (2206.5a)

☑ **2.031** Are supplies, which may be dangerous, stored adequately?

SECNAV M-1640.1 (2207.2) & (4306)

☑ **2.032** Is the armory/firearms vault outside the security perimeter?

SECNAV M-1640.1 (2207.4)

☐ **2.033** Is there a sally port arrangement for delivery of supplies and removal of garbage from the galley and scullery?

SECNAV M-1640.1 (2208.2b(3))

☑ **2.034** Are control procedures for medical supplies established?

SECNAV M-1640.1 (2208.3) & (10102)

☐ **2.035** Are prison-type combination locks operable by a key utilized for prisoner lockers?

SECNAV M-1640.1 (2209.10a)

☐ **2.036** Is compound lighting adequate?

SECNAV M-1640.1 (2209.1b)

Critical	ORI#	INSPECTION ITEM

☑ **2.037** Does the MCF have required emergency lighting equipment?

SECNAV M-1640.1 (2209.1c)

☑ **2.038** Are all electrical wall plates in living quarters security-type?

SECNAV M-1640.1 (2209.1e(2))

☑ **2.039** Are switches that control electrical systems located in secure areas that are accessible to staff only?

SECNAV M-1640.1 (2209.2)

☑ **2.040** Are electric lines in metal conduits with individual and collective switches accessible only by staff?

SECNAV M-1640.1 (2209.2b)

☑ **2.041** Are ventilation intakes and outlets in berthing areas a security-type and fastened with spanner or security screws?

SECNAV M-1640.1 (2209.3b)

☑ **2.042** Are exterior windows within the security perimeter the security-type?

SECNAV M-1640.1 (2209.4a)

☐ **2.043** Are shower heads flush-mounted, security-type?

SECNAV M-1640.1 (2209.5a(2))

☑ **2.044** Are floor drains secured with spanner or security screws?

SECNAV M-1640.1 (2209.5a(4))

☐ **2.045** Are operating valves non-removable or push-button types?

SECNAV M-1640.1 (2209.5a(4))

Critical	ORI#	INSPECTION ITEM

☐ **2.046** Do open-bay or dorm facilities provide 1 electric water cooler and 1 lavatory per 6 prisoners, 1 commode per 7 prisoners, and 1 shower and urinal per 10 prisoners?

SECNAV M-1640.1 (2209.5a(5))

☑ **2.047** Are cut off valves for water and sewage systems installed behind lockable doors or panels only accessible to staff?

SECNAV M-1640.1 (2209.5b)

☑ **2.048** Does the MCF maintain blueprints identifying locations of all utility controls that are accessible to designated staff members, but not prisoners?

SECNAV M-1640.1 (2209.6)

☐ **2.049** Is signage of uniform configuration and kept to a minimum?

SECNAV M-1640.1 (2209.9)

☑ **2.050** Do damaged security doors, gates, locks, alarms, lighting, and keys receive immediate attention by the NAVFAC or maintenance department?

SECNAV M-1640.1 (2301.2)

☑ **2.051** Are comprehensive inspections or tests being conducted and documented on all security, emergency, and firefighting equipment within required timelines?

SECNAV M-1640.1 (2302)

☐ **2.052** Are safety and operating instructions posted at each machine?

SECNAV M-1640.1 (2303)

☑ **3.001** Do assigned staff meet all selection criteria?

SECNAV M-1640.1 (3102)

Critical	ORI#	INSPECTION ITEM

☐ **3.002** Are duty personnel assigned to MCFs for normal tours of duty?

SECNAV M-1640.1 (3103.1)

☑ **3.003** Are transient personnel assigned to duty at the MCF?

SECNAV M-1640.1 (3103.1)

☐ **3.004** Does the MCF have a staff performance evaluation program?

SECNAV M-1640.1 (3104)

☐ **3.005** Is the Brig Officer appointed in writing?

SECNAV M-1640.1 (3201.2a)

☐ **3.006** Is the Brig Chaplain appointed in writing?

SECNAV M-1640.1 (3201.2c)

☐ **3.007** If not assigned to the MCF fulltime, is the Medical and Dental Officers assigned in writing by the CO of the medical or dental activity providing service to the MCF?

SECNAV M-1640.1 (3201.2e)

☐ **3.008** Is the funds/valuables custodian appointed in writing?

SECNAV M-1640.1 (3201.2g)

☐ **3.009** Are mail supervisor(s) appointed in writing?

SECNAV M-1640.1 (3201.2h)

☐ **3.010** Are correctional counselor's case loads managed not to exceed 40-prisoner caseload and evenly distributed per case manager or counselor?

SECNAV M-1640.1 (3201.2j)

Critical	ORI#	INSPECTION ITEM

☐ **3.011** Does the training supervisor or officer maintain training records with required content?

SECNAV M-1640.1 (3201.2k), (4206.2e), & (4309.3a)

☑ **3.012** Is food served to prisoners identical to that served on the mess deck or station dining facilities?

SECNAV M-1640.1 (3201.2v)

☐ **3.013** Is acceptance and use of voluntary services in compliance?

BUPERSINST 1640.31

☐ **3.013** Is the activity in compliance with the current organizational chart?

BUPERSINST 5400.9N

☐ **3.013** Are personnel assigned to outside watch bills or collateral assignments that involve law enforcement or legal functions or any other duties that may cause a conflict of interest?

SECNAV M-1640.1 (3203)

☐ **3.014** Does MCF training meet minimum ACA Adult Correctional Institutions standards (pre-service and in-service), Prisoner Rape Elimination Act standards, and Restricted Housing guiding principles?

SECNAV M-1640.1 (3501)

☐ **3.015** Does the MCF have a staff library to support professional development of staff members; with ready access to current literature in the corrections field?

SECNAV M-1640.1 (3507)

☑ **4.001** Does the control center direct, control and account for all prisoner movement?

SECNAV M-1640.1 (4101)

Critical	ORI#	INSPECTION ITEM

☑ **4.002** Are control center accountability records being maintained and updated in a timely manner?

SECNAV M-1640.1 (4102)

☑ **4.003** Is a minimum of three well organized counts being conducted daily?

SECNAV M-1640.1 (4103)

☑ **4.004** Are periodic bed checks of all prisoners being conducted at night?

SECNAV M-1640.1 (4103.1)

☑ **4.005** Does the control center verify prisoner accountability, by telephone, the presence of all overnight temporary absences during regularly scheduled counts?

SECNAV M-1640.1 (4103.5)

☐ **4.006** Are prisoner passes or electronic prisoner tracking systems (e.g., biometric) used in the MCF to control unescorted prisoner movements?

SECNAV M-1640.1 (4104.2)

☑ **4.007** Do Installation custody (IC) prisoners carry a DD 512 Installation/Minimum Custody Agreement, describing their status and limits of movement?

SECNAV M-1640.1 (4104.3)

☑ **4.008** Are security requirements and supervision levels adequate for the assigned custody of prisoners being met?

SECNAV M-1640.1 (4201.2)

☐ **4.009** Has selection criteria been met prior to placing prisoners in installation custody status?

SECNAV M-1640.1 (4201.2e(5))

Critical	ORI#	INSPECTION ITEM

☐ **4.010** Are installation custody prisoners signing a DD Form 512?

SECNAV M-1640.1 (4201.2e(5)(e))

☑ **4.011** Are all prisoners, except those specifically deemed serious management problems, assigned a MDI custody classification during the reception phase?

SECNAV M-1640.1 (4202.2)

☐ **4.012** Do quarters supervisors and work supervisors complete a prisoner evaluation (DD 2712) no less than monthly to show levels of performance on a continuing basis?

SECNAV M-1640.1 (4203.1)

☑ **4.013** Is the Restricted Housing Unit ran according to policy?

SECNAV M-1640.1 (4205.2)   **BUPERSINST 1640.24**

☑ **4.014** Are prisoners placed on suicide risk under continuous observation and is a logbook maintained by the staff observer?

SECNAV M-1640.1 (4205.2b(1)(c))

☑ **4.015** Does only a medical officer, psychiatrist, doctoral-level clinical psychologist, or doctoral-level clinical social worker with clinical practice determine when a prisoner is not suicidal prior to removing from suicide risk.

SECNAV M-1640.1 (4205.2b(1)(c)6))

☑ **4.016** Is assignment to the restricted housing unit used as a punishment?

SECNAV M-1640.1 (4205.3a)   **BUPERSINST 1640.24**

☑ **4.017** Are prisoners in the Restricted Housing Unit sighted at least once every 15 minutes by a staff member and visited daily by members of the programs staff and the brig officer or designee?

SECNAV M-1640.1 (4205.3c)

Critical	ORI#	INSPECTION ITEM

☑ **4.018** Are DD Form 509's maintained on prisoners in the restricted housing unit?

SECNAV M-1640.1 (4205.3c)

☐ **4.019** Is a review of segregated prisoners in place?

SECNAV M-1640.1 (4205.4) **BUPERSINST 1640.24**

☐ **4.020** Is a review of the status for prisoners in Disciplinary Segregation for more than 30 days reviewed and approved by the MCF CO?

SECNAV M-1640.1 (4205.4c(2))

☑ **4.021** Is management of mixed-gender prisoners and staff supervision of opposite prisoners per policy?

SECNAV M-1640.1 (4207)

☑ **4.022** Are personnel of the opposite sex assigned in areas where nudity routinely occurs?

SECNAV M-1640.1 (4207.4a)

☑ **4.023** Are searches of prisoners conducted by staff members of the same gender?

SECNAV M-1640.1 (4207.4f)

☑ **4.024** Are prisoners being strip-searched with same gender staff and witnesses?

SECNAV M-1640.1 (4207.4g)

☐ **4.025** Are visitors required to wear a visitor badges?

SECNAV M-1640.1 (4301.5)

☐ **4.026** Are items brought into the MCF, such as staff brief cases, purses, and carrying bags searched?

SECNAV M-1640.1 (4302.1a(2))

Critical	ORI#	INSPECTION ITEM

☐ **4.027** Do local regulations specify what articles are allowed to be in the possession of prisoners?

SECNAV M-1640.1 (4302.1a)

☐ **4.028** Is contraband reported properly?

SECNAV M-1640.1 (4302.1b)

☐ **4.029** Are prisoners being instructed that their persons, quarters and work area are subject to search?

SECNAV M-1640.1 (4302.2)

☑ **4.030** Are body cavity searches limited to medical personnel?

SECNAV M-1640.1 (4302.2a(3))

☐ **4.031** Are unscheduled searches of the MCF conducted?

SECNAV M-1640.1 (4302.2b)

☐ **4.032** Are visiting areas searched after all visits?

SECNAV M-1640.1 (4302.2b)

☑ **4.033** Does the key control system identify each key or ring of keys and give its location at all times?

SECNAV M-1640.1 (4303.1)

☑ **4.034** Does the MCF have three identical sets of keys?

SECNAV M-1640.1 (4303.2)

☑ **4.035** Are emergency keys readily identifiable and stored in such a way that provides accessibility in case of emergencies?

SECNAV M-1640.1 (4303.2a)

Critical	ORI#	INSPECTION ITEM

☑ **4.036**   Is a third set of keys maintained outside the MCF?

SECNAV M-1640.1 (4303.2c)

☑ **4.037**   Are key sets regularly rotated and documentation maintained?

SECNAV M-1640.1 (4303.3)

☐ **4.038**   Is a key custodian and an alternate key custodian appointed in writing by the brig officer to administer the key control program?

SECNAV M-1640.1 (4303.7)

☑ **4.039**   Does the MCF have a formal tool control plan that includes culinary, barber, and medical and dental instruments and supplies?

SECNAV M-1640.1 (4304)

☑ **4.040**   Are restricted and hazardous tools easily identifiable, used only under supervision and secured in a double-locked environment?

SECNAV M-1640.1 (4304.1)

☑ **4.041**   Are broken, damaged, or worn tools returned to the responsible supervisor for disposal and are all pieces and parts of a broken tool accounted for prior to disposal?

SECNAV M-1640.1 (4304.2j)

☐ **4.042**   Are reporting procedures for missing or lost tools established?

SECNAV M-1640.1 (4304.2k)

☑ **4.043**   Are vehicles entering and leaving the MCF checked?

SECNAV M-1640.1 (4305.1)

☐ **4.044**   Are arms lockers provided outside the security perimeter for armed visitors?

SECNAV M-1640.1 (4307.5)

Critical	ORI#	INSPECTION ITEM
☑	**4.045**	Are procedures for the use of chemical agents established?
	SECNAV M-1640.1 (4308)	
☑	**4.046**	Are local restraints used per policy?
	SECNAV M-1640.1 (4309)	
☑	**4.047**	Does the MCF use only authorized restraints?
	SECNAV M-1640.1 (4309.1b)	
☑	**4.048**	Is the use of therapeutic restraints only authorized by a medical officer?
	SECNAV M-1640.1 (4309.1f)	
☑	**4.049**	Does the MCF have required emergency bills?
	SECNAV M-1640.1 (4405)	
☐	**5.001**	Are prisoners given a copy of the rules governing prisoner conduct?
	SECNAV M-1640.1 (5101.4d)	
☐	**5.002**	Has a daily routine and schedule of special activities been published and made accessible to prisoners?
	SECNAV M-1640.1 (5101.4f)	
☑	**5.003**	When an alleged rules violation is reported, is an appropriate and independent investigation initiated within 24 hours of the time the violation is reported, and completed without reasonable delay?
	SECNAV M-1640.1 (5102.3c)	
☑	**5.004**	Is due process followed for disciplinary reports?
	SECNAV M-1640.1 (5102.3e)	

☐ **5.005** Does the disciplinary log contain the required information?

SECNAV M-1640.1 (5102.3e(11)(b))

☐ **5.006** Are D&A board members appointed in writing by the MCF commanding officer (CO) and composed of a chairperson (a senior MCF staff member holding the rank of at least E-6 or a federal civilian employee at level GS-7 or higher) and at least two other members without direct personal interest in a given incident?

SECNAV M-1640.1 (5102.3e(8)(a))

☑ **5.007** For Loss of privileges, are privileges subject to disciplinary action those related to the offense committed (e.g.; visits (if related to the violation), phone calls, television, computer, radio, movies, recreation, voluntary activities and programs, and special events)?

SECNAV M-1640.1 (5202.2)

☐ **5.008** Have extra duty hours been established?

SECNAV M-1640.1 (5202.3)

☐ **5.009** Are prisoners on disciplinary segregation permitted to receive mail and write letters?

SECNAV M-1640.1 (5202.5c)

☑ **6.001** Are core programs (recreation, individual/group counseling, work, incentives, life skills, and religious programs), Victim Impact Awareness, Substance abuse/drug and alcohol education, and crisis intervention offered?

SECNAV M-1640.1 (6201.2)

☑ **6.002** Is each prisoner assigned a counselor?

SECNAV M-1640.1 (6202.2a(1)) & (3201.2j)

☐ **6.003** Does individual correctional counseling commence with the initial interview, conducted the first working day after the prisoner enters into confinement, and occur at a minimum of one session every 2 weeks for 20-60 minutes, unless the prisoner's problems and needs require more frequent sessions?

SECNAV M-1640.1 (6202.2a(2))

Critical	ORI#	INSPECTION ITEM

☑ **6.004** Before release from confinement, are all qualifying prisoners receiving written notification of sex offender programs in the community to which they will be released?

SECNAV M-1640.1 (6202.2a(4))   **BUPERSINST 1640.25**

☐ **6.005** Is group counseling being conducted by qualified correctional counselors or qualified volunteers and is the group counseling properly documented?

SECNAV M-1640.1 (6202.2b(1))

☐ **6.006** If offered at a level I MCF, is formal-offense related therapy groups under the direction of a licensed, credentialed mental health professional?

SECNAV M-1640.1 (6202.2b(1))

☐ **6.007** Are group counseling techniques a part of the in-service training for each counselor, case manager, or discussion leader?

SECNAV M-1640.1 (6202.2b(3))

☑ **6.008** Are policy, procedures and practice in place that restricts prisoners from assignment to areas where they may have access to prisoner files?

SECNAV M-1640.1 (6202.3b(3))

☑ **6.009** Are prisoners required to perform prohibited work assignments?

SECNAV M-1640.1 (6202.3b)

☐ **6.010** Are pretrial prisoners properly employed?

SECNAV M-1640.1 (6202.3d)

☑ **6.012** Are pretrial prisoners differentiated from post-trial prisoners?

SECNAV M-1640.1 (6202.4b) & (4205.1b)

Critical	ORI#	INSPECTION ITEM

☑ **6.015** Does every prisoner receive required training during indoctrination and have training documented?

SECNAV M-1640.1 (6301)

☐ **6.016** Is a DD Form 2710, Prisoner Background Summary, completed on each prisoner during reception?

SECNAV M-1640.1 (6301.1)

☐ **6.017** Are prisoners informed as to what is expected of them and privileges they can earn?

SECNAV M-1640.1 (6301.1b)

☑ **6.018** Does the C&A board meet daily (except weekends and holidays) to review prisoner program plans and recommend changes in programs, custody, and housing assignments?

SECNAV M-1640.1 (6401.2)

☑ **6.019** Are eligible prisoners reviewed for clemency and parole and recommendations forwarded to the appropriate C&P Board?

SECNAV M-1640.1 (6402)   **DoDI 1325.07 (16)**

☐ **6.020** Is a pre-release program in effect to aid prisoners in reintegrating back into the community?

SECNAV M-1640.1 (6502)   **BUPERSINST 1640.25**

☐ **7.001** Are reports of officer confinement forwarded to BUPERS-00D?

SECNAV M-1640.1 (7103.2a(1))

☑ **7.002** Is each pretrial prisoner provided a rights advisement upon initial confinement?

SECNAV M-1640.1 (7202.1)

☑ **7.003** Is a DD 2329 Record of Trial by Summary Court-Martial, DD 2707-1 DoD Report of Result of Trial, or a Statement of Trial Results (SOTR) on file for each post-trial prisoner?

SECNAV M-1640.1 (7203.2)

Critical	ORI#	INSPECTION ITEM

☑ **7.004** Are prisoners examined by medical personnel prior to their confinement?

SECNAV M-1640.1 (7204)

☑ **7.005** If there is a break in confinement is a new confinement physical being conducted?

SECNAV M-1640.1 (7204.4)

☑ **7.006** Does the MCF provide timely notification to Initial Review Officers and facilitate IRO hearings?

SECNAV M-1640.1 (7206)   **MCM (2019 Edition) RCM 305**

☐ **7.007** Are procedures for command visits established?

SECNAV M-1640.1 (7207)

☐ **7.008** Are chaplains restricted from serving as the command visit representative?

SECNAV M-1640.1 (7207.2)

☑ **7.009** Are DD Form 2708's used for temporary release?

SECNAV M-1640.1 (7301.1)

☑ **7.010** Are prisoner escorts required to attend a training course prior to assuming duties as an escort?

SECNAV M-1640.1 (7301.4a)

☐ **7.011** Are qualified prisoner escorts issued a prisoner escort identification card?

SECNAV M-1640.1 (7301.4b)

☑ **7.012** Are DD Form 2718's used to effect final releases?

SECNAV M-1640.1 (7304.2)

Critical	ORI#	INSPECTION ITEM

☑ **7.013** Are prisoners released from confinement signing for a receipt of personal effects?

SECNAV M-1640.1 (7304.3j)

☑ **7.014** Are prisoner releases effected on the actual date of completion of confinement?

SECNAV M-1640.1 (7304.5)

☐ **8.001** Are records maintained to provide accurate, current, and readily available information on individual prisoners and on the corrections operation? Does local policy govern creation, use, maintenance, and disposition of records?

SECNAV M-1640.1 (8101.1)   **SECNAV M-5210.1, SSIC 1640**

☑ **8.002** Are prisoner records maintained on each prisoner?

SECNAV M-1640.1 (8103)

☐ **8.003** Does the medical log contain the required information?

SECNAV M-1640.1 (8104.2)

☐ **8.004** Does the visitor log contain the required information?

SECNAV M-1640.1 (8104.3)

☑ **8.005** Is privileged correspondence documented in the privileged correspondence log?

SECNAV M-1640.1 (8104.4)

☑ **8.006** Is a properly completed Confinement Order (DD Form 2707) for each prisoner on file?

SECNAV M-1640.1 (8105.2)

☐ **8.007** Are prisoners required to wear prisoner identification badges (locally produced)?

SECNAV M-1640.1 (8106.1)

Critical	ORI#	INSPECTION ITEM

☑ **8.008** Is the Corrections Management Information system (CORMIS) fully utilized by the MCF?

SECNAV M-1640.1 (8108)

☑ **8.009** Are serious incident reports used to notify the command and PERS 00D?

SECNAV M-1640.1 (8111)

☐ **8.010** Are prisoners restricted from having their armed forces ID card in their possession?

SECNAV M-1640.1 (8201.1)

☑ **8.011** Are procedures in place for the proper accounting of prisoner funds and valuables?

SECNAV M-1640.1 (8202)

☑ **8.012** Are funds and valuables and personal property of prisoners being inventoried/ transferred properly?

SECNAV M-1640.1 (8202) (8203) & (7401.3d(2)(a))

☐ **8.013** Is personal property stored and labeled properly?

SECNAV M-1640.1 (8203.3)

☐ **8.014** Are prisoners in a non-pay status provided health and comfort supplies as a gratuitous issue?

SECNAV M-1640.1 (8206.2c)

☑ **8.015** Are prisoners restricted from possessing glass or aerosol containers?

SECNAV M-1640.1 (8207.2)

☐ **8.016** Are clothing items required by prisoners published?

SECNAV M-1640.1 (8210)

☑ **8.017** Is loaned clothing properly cleaned and sterilized prior to reissue?

SECNAV M-1640.1 (8210.4)

☐ **8.018** Is the disapproval of visitors properly recorded and filed?

SECNAV M-1640.1 (8301.15b)

☐ **8.019** Are visiting rules posted at the entrance of the visiting area?

SECNAV M-1640.1 (8301.16a)

☐ **8.020** Are prisoners allowed to write and receive letters without numeric limits?

SECNAV M-1640.1 (8301.2b)

☐ **8.021** Have visiting periods been established and included in the plan-of-the-day?

SECNAV M-1640.1 (8301.2e)

☐ **8.022** Is written notice included in the prisoner rules and regulations advising them that all mail is subject to inspection?

SECNAV M-1640.1 (8301.4b)

☐ **8.023** Is rejected mail returned to the sender along with a written explanation providing specific basis for rejection?

SECNAV M-1640.1 (8301.5)

☑ **8.024** Is access to the prisoners mail box(s) restricted to the mail supervisor/clerk?

SECNAV M-1640.1 (8301.8)

☐ **8.025** Are prisoners restricted from receiving medications/drugs through the mail?

SECNAV M-1640.1 (8301.9)

Critical	ORI#	INSPECTION ITEM

☐ **8.026** Is a means of communication between prisoners and staff established?

SECNAV M-1640.1 (8303)

☐ **8.027** Is the Commanding Officer's mail box accessible to prisoners?

SECNAV M-1640.1 (8303.4)

☑ **8.028** Are fingerprint cards prepared and maintained properly?

SECNAV M-1640.1 (8306)

☐ **8.029** Are instructions and post orders written to describe how to perform the major functions of the MCF and each post? Is a complete standard operating procedures or instructions manual maintained in the control center and the MCF's admin department? Are individual post orders maintained at the specific post? Are post orders reviewed annually by policy?

SECNAV M-1640.1 (8307) & (3401)

☑ **8.030** Is a victim witness notification program established and does it meet requirements?

SECNAV M-1640.1 (8308)   **SECNAVINST 5800.11B**   **BUPERSINST 5800.3B**

☑ **8.031** Does the MCF's sex offender notification program meet requirements?

SECNAV M-1640.1 (8309)   **SECNAVINST 5800.14A**   **DODI 1325.07**

☑ **8.032** Does the MCF's DNA sample collection program meet requirements?

SECNAV M-1640.1 (8310)   **DODI 5505.14**

☑ **9.001** Is sentence computation per established procedures?

SECNAV M-1640.1 (9101)   **DoD 1325.7-M**

☐ **9.002** Is there established policy, procedures, and practice for a Sentence Computation Review Board?

SECNAV M-1640.1 (9101.2)

☐ **9.003** Is a formal ET and SAA board established and does it meet policy?

SECNAV M-1640.1 (9201.2)

☐ **9.004** Has an earned time program been established?

SECNAV M-1640.1 (9201.2c)

☐ **9.005** Is forfeiture of GCT/ EGT restricted to the brig officer?

SECNAV M-1640.1 (9401)

☑ **10.001** Are prisoners allowed sufficient time (20 minutes minimum) to eat and are they permitted to talk in a normal conversational tone to other prisoners seated at their table?

SECNAV M-1640.1 (10201.1)

☐ **10.002** Are laundry operations followed per policy?

SECNAV M-1640.1 (10203)

☐ **10.003** Are prisoner barbers trained or certified by qualified barbers?

SECNAV M-1640.1 (10204)

☐ **10.004** Are post-trial prisoners confined in the MCF subject the rules and regulations, to include standardized uniform, grooming, and hygiene standards of the MCF regardless of service affiliation?

SECNAV M-1640.1 (10205)

☐ **10.005** Are pretrial prisoners required to wear their hair in accordance with their service regulations?

SECNAV M-1640.1 (10205)

☐ **10.006** Are library services available to the prisoners?

SECNAV M-1640.1 (10206)

Total Standards: **206**   **Policy Standards:**   **124**

Critical Standards: **105**   **FAI Standards:**   **47**

Program Adequacy Standards: **35**