



BUPERS-00D
Operational Readiness Inspection (ORI)
ORI Checklist
Navy MCF - Level II

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	1.001	Is the facility authorized to operate? SECNAVINST 1640.9 2101
<input type="checkbox"/>	1.002	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? SECNAVINST 1640.9 1201.2, 5101.3i
<input type="checkbox"/>	1.003	Does local policy state confined service members must not be subject to hazing, harassment, unauthorized exercises, restrictions, deprivations or demeaning treatment by staff? SECNAVINST 1640.9 1202.2
<input type="checkbox"/>	1.004	Are any waivers authorized by BUPERS-00D? SECNAV 1640.9 1302
<input type="checkbox"/>	1.005	Civilians, not subject to the UCMJ, are not confined without appropriate prior approval? SECNAVINST 1640.9C 7105 & 11203
<input type="checkbox"/>	2.001	Are electrical, water, and sewage cut off control valves located behind lockable doors/panels accessible only by staff members? SECNAVINST 1640.9C 2209.5.c(1) 2209.5a BUPERS 1640.22 Article 1640-020 107

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<input type="checkbox"/>	2.002	Does the control room meet construction standards? SECNAVINST 1640.9C 2205.1.a&b 4101.2&3 BUPERS 1640.22 Article 1640-020.103
<input type="checkbox"/>	2.003	Are wall and overhead plates throughout the facility equipped with security type screws? SECNAVINST 1640.9C 2209.1.e.(2) BUPERS 1640.22 Article 1640-020.107
<input type="checkbox"/>	2.004	Are visitors provided lockers to secure their personal effects? SECNAVINST 1640.9C 2206.4.b BUPERS 1640.22 Article 1640-080.301
<input type="checkbox"/>	2.005	Are ventilation intakes and outlets in berthing areas a security type and fastened with spanner or security screws? SECNAVINST 1640.9C 2209.3.b BUPERS 1640.22 Article 1640-020.107
<input type="checkbox"/>	2.006	Are switches that control electrical systems located in secure areas that are accessible to staff only? SECNAVINST 1640.9C 2209.2 BUPERS 1640.22 Article 1640-020.107
<input type="checkbox"/>	2.007	Are shower heads flush-mounted, security type? SECNAVINST 1640.9C 2204.1c(2)(d) BUPERS 1640.22 Article 1640-020.102
<input type="checkbox"/>	2.008	Are sally port gates controlled with two independently keyed or electrically controlled interlocking grilles or gates, with manual override? SECNAVINST 1640.9C 2205.2 BUPERS 1640.22Article 1640-020 103.
<input type="checkbox"/>	2.009	Is signage of uniform configuration and kept to a minimum? SECNAVINST 1640.9C 2209.9.a BUPERS 1640.22 Article 1640-020.107

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<input checked="" type="checkbox"/>	2.011	Does each cell or open-bay have both hot and cold water? SECNAVINST 1640.9C 2204.1.c.(2).(d) BUPERS 1640.22 Article 1640-020.102
<input type="checkbox"/>	2.012	Does emergency compound lighting illuminate the designated area of the security perimeter? SECNAVINST 1640.9C 2205.9.1.d.(1) BUPERS 1640.22 Article 1640-020.107
<input checked="" type="checkbox"/>	2.013	Does fire construction/equipment meet minimum standards? SECNAVINST 1640.9C 2205.9 BUPERS 1640.22 Article 1640-020.103
<input type="checkbox"/>	2.015	Is the control center combined with any other office or administrative space? SECNAVINST 1640.9C 2205.1.b BUPERS 1640.22 Article 1640-020.103
<input type="checkbox"/>	2.016	Does communications equipment meet minimum requirements? SECNAVINST 1640.9C 2205.8 BUPERS 1640.22 Article 1640-020.103
<input type="checkbox"/>	2.018	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? SECNAVINST 1640.9 2209.5.b.(5)
<input type="checkbox"/>	2.019	Fire department or command fire marshal shall conduct regular (at least quarterly) on-site fire drills and checks of equipment. SECNAVINST 1640.9C 2205.9.b.1 BUPERSINST 1640.22 1640-020 (103.8)
<input type="checkbox"/>	2.020	Do classrooms meet construction standards? SECNAVINST 1640.9C 2206.1 BUPERS 1640.22 Article 1640-020.104

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<input type="checkbox"/>	2.021	There shall be a bi-annual ventilation and lighting survey on file that is conducted by Industrial Hygiene personnel. SECNAVINST 1640.9C 2204.2d(3) BUPERSINST 1640.22 1640-020 (102.3)
<input type="checkbox"/>	2.022	Cells shall be equipped with a commode, sink and water fountain. SECNAVINST 1640.9C 2204.1c(2)(d) BUPERSINST 1640.22 1640-020 (102.3)
<input type="checkbox"/>	2.023	All manual locks securing cells shall be accessible by a single key, permitting the supervising staff member to release all occupants in a minimum amount of time in case of emergency. SECNAVINST 1640.9C 2204.1c(2)(a) BUPERSINST 1640.22 1640-020 (102.3)
<input type="checkbox"/>	2.024	For 6 or more contiguous cells a manual gang release system (or electric with manual back-up) shall be utilized to facilitate evacuation in the event of an emergency. SECNAVINST 1640.9C 2204.1c(2)(b) BUPERSINST 1640.22 1640-020 (102.3)
<input type="checkbox"/>	2.025	Fences shall be at least 12 feet in height and designed to prevent escape over or under it, if laced with concertina or razor wire the lacing shall not have blades that exceed 1 1/2 inches in length. If authorized, a double fencing system shall be designed so that, if damaged, one fence will not lean on the other. SECNAVINST 1640.9C 2205.3&4 BUPERS 1640.22 Article 1640-020.103
<input type="checkbox"/>	2.026	Does the facility maintain blueprints identifying locations of all utility controls that are accessible to designated staff members, but not prisoners? SECNAV 1640.9 2209.6
<input type="checkbox"/>	2.027	Do open-bay or single-cell quarters meet established habitability standards? SECNAVINST 1640.9C 2204.2.d BUPERS 1640.22 Article 1640-020.102

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<input type="checkbox"/>	2.028	Do workshop and industry shops meets construction standards? SECNAVINST 1640.9C 2206.2 BUPERS 1640.22 Article 1640-020.104
<input type="checkbox"/>	2.029	Are control procedures for medical supplies established? SECNAVINST 1640.9C 2208.3 & 4306.1 BUPERS 1640.22 Article 1640-020.106
<input type="checkbox"/>	2.030	If gate houses are used, do they meet design standards? SECNAVINST 1640.9C 2205.7 BUPERS 1640.22 Article 1640-020.103
<input type="checkbox"/>	2.031	Are outdoor recreation spaces for prisoners adequate? SECNAVINST 1640.9C 2206.5.b BUPERS 1640.22 Article 1640-020.104
<input type="checkbox"/>	2.032	Is the armory/firearms vault outside the security perimeter? SECNAVINST 1640.9C 2207.4 & 4307.5 BUPERS 1640.22 Article 1640-020.105
<input type="checkbox"/>	2.033	Are noise levels within existing parameters? SECNAVINST 1640.9C 2204.2.d.(3) BUPERS 1640.22 Article 1640-020.102
<input type="checkbox"/>	2.035	Are exterior windows within the security perimeter the security type? SECNAVINST 1640.9C 2209.4.a BUPERS 1640.22 Article 1640-020.107
<input type="checkbox"/>	2.036	Are electric lines in metal conduits with individual and collective switches accessible only by staff? SECNAVINST 1640.9C 2209.2.b BUPERS 1640.22 Article 1640-020.107
<input type="checkbox"/>	2.037	Are duress alarms utilized for a rated capacity in excess of 50? SECNAVINST 1640.9C 2205.8.a.(2) BUPERS 1640.22 Article 1640-020.103

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<input type="checkbox"/>	2.038	Are prison type combination locks operable by a key utilized for prisoner lockers? SECNAVINST 1640.9C 2209.10.b BUPERS 1640.22 Article 1640-020.107
<input type="checkbox"/>	2.039	Are day room spaces for prisoners adequate? SECNAVINST 1640.9C 2206.5.a BUPERS 1640.22 Article 1640-020.102
<input type="checkbox"/>	2.040	Are points of ingress and egress to and from the main area of the facility controlled by a sally port gates? SECNAVINST 1640.9C 2205.2, 4105.1 BUPERS 1640.22 Article 1640-020.103
<input type="checkbox"/>	2.041	Are cells painted in light colors? SECNAVINST 1640.9C 2204.1.d.(1) BUPERS 1640.22 Article 1640-020.102
<input type="checkbox"/>	2.043	Are facility telephones restricted from prisoner access? SECNAVINST 1640.9C 2205.8.b BUPERS 1640.22 Article 1640-020.103
<input type="checkbox"/>	2.044	Are berthing areas/cells equipped with night lights? SECNAVINST 1640.9C 2209.1.b BUPERS 1640.22 Article 1640-020.102
<input type="checkbox"/>	2.046	Are there padded or dark cells? (Prohibited) SECNAVINST 1640.9 2102.1
<input type="checkbox"/>	2.049	Are floor drains secured with spanner or security screws? SECNAVINST 1640.9C 2209.5.b.(4) BUPERS 1640.22 Article 1640-020.107
<input type="checkbox"/>	2.051	Is all labeling within prisoner berthing areas stenciled? SECNAVINST 1640.9C 2209.9c BUPERS 1640.22 Article 1640-020 107

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<input type="checkbox"/>	2.052	Is BUPERS 00D approval obtained prior to construction and/or alteration of the facility? SECNAVINST 1640.9C 2201.3.a BUPERS 1640.22 Article 1640-020.102
<input type="checkbox"/>	2.053	Is compound lighting adequate? SECNAVINST 1640.9C 2209.1.c BUPERS 1640.22 Article 1640-020.107
<input type="checkbox"/>	2.054	Is emergency lighting located in strategic places within the facility? SECNAVINST 1640.9C 2209.1.d.(2) BUPERS 1640.22 Article 1640-020.107
<input type="checkbox"/>	2.055	Is the facility posted as a restricted area? SECNAVINST 1640.9C 2205.10 BUPERS 1640.22 Article 1640-020.103
<input type="checkbox"/>	2.056	Are operating valves non-removable or push-button types? SECNAVINST 1640.9C 2209.5.b.(4) BUPERS 1640.22 Article 1640-020.107
<input type="checkbox"/>	2.057	Is the control center configured so entrance can be denied to unauthorized personnel? SECNAVINST 1640.9C 2205.1.b BUPERS 1640.22 Article 1640-020.103
<input type="checkbox"/>	2.058	Are prisoners provided a lockable place to secure their personal effects? SECNAVINST 1640.9C 2209.10.a BUPERS 1640.22 Article 1640-020.107
<input type="checkbox"/>	2.059	Is the key to open the gate leading into the cell block area different from the one that opens the cells? SECNAVINST 1640.9C 2204.1.c.(2).(a) BUPERS 1640.22 Article 1640-020.102
<input type="checkbox"/>	2.060	Is there a sally port arrangement for delivery of supplies and removal of garbage from the galley and scullery? SECNAVINST 1640.9C 2208.2.b.(3) BUPERS 1640.22 Article 1640-020.106

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<input type="checkbox"/>	2.061	Is there a single entrance into the control center outside the security area? SECNAVINST 1640.9C 2205.1.b BUPERS 1640.22 Article 1640-020.103
<input type="checkbox"/>	2.064	Are safety regulations posted at each machine? SECNAVINST 1640.9C 2303.1 BUPERSINST 1640.22 1640-020 203.1
<input type="checkbox"/>	2.065	Are comprehensive weekly (monthly for Holding cells) sanitation inspections made by members of the medical staff and documented? SECNAVINST 1640.9C 2304 & 12503.3 BUPERSINST 1640.22 1640-020 202.1
<input type="checkbox"/>	2.066	Do damaged security doors, gates, locks, alarms, lighting, and keys receive immediate attention by the NAVFAC or maintenance department? SECNAVINST 1640.9C 2301.2 BUPERS 1640.22 Article 1640-020.201
<input type="checkbox"/>	2.067	Does the facility receive a comprehensive and thorough inspection monthly by a qualified fire and safety officer for compliance with safety and fire prevention standards SECNAVINST 1640.9C 2302.5
<input type="checkbox"/>	2.068	Are comprehensive weekly inspection/tests being conducted and documented on all security, emergency, and firefighting equipment? SECNAVINST 1640.9C 2302.4 BUPERSINST 1640.22 1640-020 202.1.
<input type="checkbox"/>	3.001	Are muster sheets indicating the title of training provided, name of instructor, date, time training began and ended, signed by both the instructor and each attendee on file? SECNAVINST 1640.9C 3502 BUPERS 1640.22 Article 1640-030.401

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<input type="checkbox"/>	3.002	Is the Brig Chaplain appointed in writing? SECNAVINST 1640.9C 3201.2.d BUPERS 1640.22 Article 1640-030.201
<input type="checkbox"/>	3.003	Is the funds/valuables custodian appointed in writing? SECNAVINST 1640.9C 3201.2.g BUPERS 1640.22 Article 1640-030.201
<input type="checkbox"/>	3.004	Is the Brig Officer assigned as CDO, Security Officer, Discipline Officer, Legal Officer, JAG, or any other assignment that has the potential to be involved in the apprehension or prosecution of service members under the UCMJ? (Conflict of Interest). SECNAVINST 1640.9C 3205.1
<input type="checkbox"/>	3.005	Is the Brig Officer appointed in writing? SECNAVINST 1640.9C 3201.2.a.(1) BUPERS 1640.22 Article 1640-030.201
<input type="checkbox"/>	3.006	Is the medical officer appointed in writing? SECNAVINST 1640.9C 3201.2.e BUPERS 1640.22 Article 1640-030.201
<input type="checkbox"/>	3.007	Are individual training records maintained on each staff member and all training recorded? SECNAVINST 1640.9C 3202.3.c & 3502 BUPERS 1640.22 Article 1640-030.201
<input type="checkbox"/>	3.008	Are prisoners prohibited from inspecting or handling the mail? SECNAVINST 1640.9C 3202.4.d
<input type="checkbox"/>	3.009	Is staff in-service training being conducted? SECNAVINST 1640.9C 3502 & 12301.2 BUPERSINST 1640.22 1640-030 402

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<input type="checkbox"/>	3.010	Do assigned staff meet all selection criteria? SECNAVINST 1640.9C 3102 BUPERS 1640.22 Article 1640-030.101
<input type="checkbox"/>	3.011	Does the training programs meet minimum ACA Adult Correctional Institutions (ACI) standards (pre-service and in-service), PREA standards, and RH guiding principles? SECNAVINST 1640.9 3503.1
<input type="checkbox"/>	3.012	Does the facility have a pre-service training program? SECNAVINST 1640.9C 3502 BUPERS 1640.22 Article 1640-030.401
<input type="checkbox"/>	3.013	Are post orders published and distributed, and are staff members able to perform functions prior to assumption of post? SECNAVINST 1640.9C 3401, 8305, & 12106.3 BUPERS 1640.22 Article 1640-030.301
<input type="checkbox"/>	3.014	Are mail supervisor(s) appointed in writing? SECNAVINST 1640.9C 3201.2.h BUPERS 1640.22 Article 1640-030.201
<input type="checkbox"/>	3.015	Are correctional counselor's case loads kept to 40 prisoners or less? SECNAVINST 1640.9C 3202.3.b BUPERS 1640.22 Article 1640-030.201
<input type="checkbox"/>	3.016	Are berthing spaces supervised? SECNAVINST 1640.9C 3202.5.d BUPERS 1640.22 Article 1640-030.201
<input type="checkbox"/>	3.017	Are "other Service" personnel assigned to the facility completing prescribed training? SECNAVINST 1640.9C 3102.5 BUPERSINST 1640.22 1640-030 (401)

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 3.018 Does the facility have a staff performance evaluation program?

SECNAVINST 1640.9C 3105

 3.019 The brig shall have a staff library to support professional development of staff members; with ready access to current literature in the corrections field.

SECNAVINST 1640.9C 3506

BUPERSINST 1640.22 1640-030 (406)

 3.020 Are transient personnel assigned to duty at the facility?

SECNAVINST 1640.9C 3103.1

BUPERS 1640.22 Article 1640-030.102

 3.021 Are personnel of the opposite sex assigned in areas where nudity routinely occurs?

SECNAVINST 1640.9C 3102.4

BUPERS 1640.22 Article 1640-030.301

 3.022 Are facility personnel assigned normal tours of duty?

SECNAVINST 1640.9C 3103.1

BUPERS 1640.22 Article 1640-030.102

 3.025 Brigs shall have a Victim Witness Coordinator (VWC) who is appointed in writing by the Commanding Officer.

SECNAVINST 1640.9C 3202.3g

BUPERSINST 5800.3 Par 4d

 4.001 Is the facility log properly maintained?

SECNAVINST 1640.9C 4102.1.i

BUPERS 1640.22 Article 1640-040.102

 4.002 Are staff requirements being met when maximum custody prisoners are out of their cells?

SECNAVINST 1640.9C 4201.2.a.(4)

BUPERS 1640.22 Article 1640-040.202

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<input type="checkbox"/>	4.004	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. SECNAVINST 1640.9C 4205.5.d BUPERS 1640.22 Article 1640-040.302
<input type="checkbox"/>	4.006	Are prisoner records maintained on each prisoner? SECNAVINST 1640.9C 4203.4 BUPERS 1640.22 Article 1640-080.102
<input type="checkbox"/>	4.007	Dining facility cooking utensils shall be secured according to established procedures. SECNAVINST 1640.9C 2208.2b(2) BUPERSINST 1640.22 1640-040 (404.1)
<input type="checkbox"/>	4.008	Are security requirements for maximum custody prisoners being met when outside the security perimeter? SECNAVINST 1640.9C 4201.2.a.(5) BUPERS 1640.22 Article 1640-040.202
<input type="checkbox"/>	4.009	Are prisoners on admin seg or disciplinary seg observed by a staff member once every 15 minutes? SECNAVINST 1640.9C 4205.5.c BUPERS 1640.22 Article 1640-040.302
<input type="checkbox"/>	4.011	Are prisoners classified as suicide risk being placed under continuous observation? SECNAVINST 1640.9C 4205.5.c BUPERSINST 1640.22 1640-120 (201)
<input type="checkbox"/>	4.012	Are normal privileges restricted for prisoner assigned to the restricted housing unit? SECNAVINST 1640.9C 4205.1.b BUPERSINST 1640.22 1640-040 (302&
<input type="checkbox"/>	4.013	Has established criteria been met for placing prisoners in installation custody status? SECNAVINST 1640.9C 4201.2.e.(6) BUPERS 1640.22 Article 1640-040.202

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<input type="checkbox"/>	4.014	Is an out count record maintained? SECNAVINST 1640.9C 4102.1.e BUPERS 1640.22 Article 1640-040.102
<input type="checkbox"/>	4.015	Is the key control system rigidly enforced? SECNAVINST 1640.9C 4303.2 BUPERSINST 1640.22 1640-040 (403)
<input type="checkbox"/>	4.016	Is the control center maintaining a copy of the prisoner identification badge? SECNAVINST 1640.9C 4102.1.b BUPERS 1640.22 Article 1640-040.102
<input type="checkbox"/>	4.017	Are DD Form 509's maintained on prisoners in the restricted housing unit? SECNAVINST 1640.9C 4205.2 BUPERS 1640.22 Article 1640-040.302
<input type="checkbox"/>	4.018	Is a minimum of three accurate and well organized counts being conducted daily? SECNAVINST 1640.9C 4103.2 BUPERSINST 1640.22 1640-040 (103.1)
<input type="checkbox"/>	4.019	Has a hostage bill been published? SECNAVINST 1640.9C 4409 BUPERSINST 1640.22 1640-040 (505.
<input type="checkbox"/>	4.020	Mixed gender prisoner working parties shall not be authorized outside of the brig security perimeter without specific authority of the brig officer or designee. SECNAVINST 1640.9C BUPERSINST 1640.22 1640-110 (201.
<input type="checkbox"/>	4.021	Is a DD Form 2710, Prisoner Background Summary, completed on each prisoner at time of confinement? SECNAVINST 1640.9C 4203.2 BUPERS 1640.22 Article 1640-040.204

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<input type="checkbox"/>	4.022	Is the key log being maintained? SECNAVINST 1640.9C 4303.2 BUPERSINST 1640.22 1640-040 (403.
<input type="checkbox"/>	4.023	Is the metal tag system being used to issue keys? SECNAVINST 1640.9C 4303.2
<input type="checkbox"/>	4.024	Is the use of therapeutic restraints authorized by a medical officer? SECNAVINST 1640.9C 4309.2
<input type="checkbox"/>	4.025	Are chemical fire extinguishers closely controlled when required in areas that prisoners have access? SECNAVINST 1640.9C 4405.1a BUPERSINST 1640.22 1640-040 (505.1
<input type="checkbox"/>	4.026	Are emergency breathing devices (EBD'S) maintained in the control center? SECNAVINST 1640.9C 4405.1c BUPERSINST 1640.22 1640-020 (103.1
<input type="checkbox"/>	4.027	Is contraband reported properly? SECNAVINST 1640.9C 4302.1.c BUPERSINST 1640.22 1640-040 (402.1
<input type="checkbox"/>	4.028	Has a fire bill been published? SECNAVINST 1640.9C 4405.2.g BUPERSINST 1640.22 1640-040 (505.
<input type="checkbox"/>	4.029	Has an escape bill been published? SECNAVINST 1640.9C 4407 BUPERSINST 1640.22 1640-040 (505.
<input type="checkbox"/>	4.030	Has a natural disaster bill been published? SECNAVINST 1640.9C 4406 BUPERSINST 1640.22 1640-040 (505.

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<input type="checkbox"/>	4.032	Has a riot control bill been published?	
	SECNAVINST 1640.9C 4408		BUPERSINST 1640.22 1640-040 (505.
<input type="checkbox"/>	4.034	Is a tool control system in effect?	
	SECNAVINST 1640.9C 4304.1 & 4304.2		BUPERSINST 1640.22 1640-040 (404)
<input type="checkbox"/>	4.035	Is a third set of keys maintained outside the facility?	
	SECNAVINST 1640.9C 4303.1		BUPERSINST 1640.22 1640-040 (403.2
<input type="checkbox"/>	4.036	Is a duplicate (second) set of keys maintained?	
	SECNAVINST 1640.9C 4303.1		BUPERSINST 1640.22 1640-040 (403.2
<input type="checkbox"/>	4.037	Are regular fire drills being conducted?	
	SECNAVINST 1640.9C 4405.2.h		BUPERSINST 1640.22 1640-040 (505.
<input type="checkbox"/>	4.038	Accountability for all tools shall be conducted daily.	
	SECNAVINST 1640.9C 4304		BUPERSINST 1640.22 1640-040 (404.
<input type="checkbox"/>	4.039	Are body cavity searches being limited to medical personnel?	
	SECNAVINST 1640.9C 4302.2.a.(3)		BUPERSINST 1640.22 1640-040 (402.2
<input type="checkbox"/>	4.040	Are control procedures for poisons and other dangerous compounds established?	
	SECNAVINST 1640.9C 2208.3 & 4306.1		BUPERS 1640.22 Article 1640-020.106

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<input type="checkbox"/>	4.041	A key custodian and alternate key custodian shall be appointed in writing by the brig officer to administer the key control program. SECNAVINST 1640.9C 4303.1 BUPERSINST 1640.22 1640-040 (403.8)
<input type="checkbox"/>	4.042	Are damaged and broken tools accounted for and properly disposed of? SECNAVINST 1640.9C 4304.2.j BUPERSINST 1640.22 1640-040 (404.
<input type="checkbox"/>	4.043	Are designated kitchen utensils included in the tool control plan? SECNAVINST 1640.9C 4304.2g BUPERSINST 1640.22
<input type="checkbox"/>	4.045	Are hazardous tools being stored under lock and key? SECNAVINST 1640.9C 4304.2.h BUPERSINST 1640.22 1640-040 (404)
<input type="checkbox"/>	4.046	When both male and female prisoners are simultaneously confined in the facility, at least one male and one female staff member shall be on duty at all times and be positioned in a manner to support same gender supervision requirements. SECNAVINST 1640.9C 7103.2C BUPERSINST 1640.22 1640-110 (301.
<input type="checkbox"/>	4.047	A record of all tools shall be maintained and monitored, tracking each item from the time it enters the brig until the date it is removed from the brig. SECNAVINST 1640.9C 4304.2k BUPERSINST 1640.22 1640-040 (404.
<input type="checkbox"/>	4.048	All three key sets shall be inspected monthly for functionality, inventoried quarterly for accountability, and rotated semi-annually to ensure even wear. SECNAVINST 1640.9C 4303.1 BUPERSINST 1640.22 1640-040 (403.3)
<input type="checkbox"/>	4.049	Are hazardous tools being used only under the supervision of staff members? SECNAVINST 1640.9C 4304.2.e BUPERSINST 1640.22 1640-040 (404.

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4.051 Are instruments of restraint used as punishment?

SECNAVINST 1640.9C 4309.1

4.052 Are irritants properly stored?

SECNAVINST 1640.9C 4306.4

4.053 Are key sets regularly rotated and documentation maintained?

SECNAVINST 1640.9C 4303.1

BUPERSINST 1640.22 1640-040 (403.3)

4.054 Are keys readily accessible in emergency situations?

SECNAVINST 1640.9C 4303.2

BUPERSINST 1640.22 1640-040 (403.2)

4.055 Are keys stored in a lockable container?

SECNAVINST 1640.9C 4303.2

BUPERSINST 1640.22 1640-040 (403.4)

4.056 Restricted tools shall be easily identifiable, used only under supervision, and secured in a double-locked environment.

SECNAVINST 1640.9C 4304

BUPERSINST 1640.22 1640-040 (404.)

4.057 Is supervision of medium custody prisoners continuous?

SECNAVINST 1640.9C 4201.2.b & c(1)

BUPERSINST 1640.22 1640-040 (202.2)

4.058 The control center shall verify, by telephone, the presence of all overnight temporary absences (TAs) during regularly scheduled counts.

BUPERSINST 1640.22 1640-040 (103.2)

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<input type="checkbox"/>	4.061	The control center shall direct, control and account for all prisoner movement. SECNAVINST 1640.9C 4102.1 BUPERSINST 1640.22 1640-040 (101)
<input type="checkbox"/>	4.062	Is assignment to the restricted housing unit used as a punishment? SECNAVINST 1640.9C 4205.1.b BUPERS 1640.22 Article 1640-040.302
<input type="checkbox"/>	4.063	Is certification of the brig officer obtained for each thirty-day period a prisoner is retained in the restricted housing unit? SECNAVINST 1640.9C 4205.1.b BUPERSINST 1640.22 1640-040 (302.6)
<input type="checkbox"/>	4.064	Is minimum custody restricted to post-trial prisoners only? SECNAVINST 1640.9C 4202.2 BUPERS 1640.22 Article 1640-040.203
<input type="checkbox"/>	4.065	Are arms lockers provided outside the security perimeter for armed visitors? SECNAVINST 1640.9C 4307.5 BUPERSINST 1640.22 1640-040 (407.5)
<input type="checkbox"/>	4.066	Prisoner passes or electronic prisoner tracking systems (e.g., biometric) shall be used in brigs to control unescorted prisoner movements. SECNAVINST 1640.9C 4104.2 BUPERSINST 1640.22
<input type="checkbox"/>	4.067	Results of inspections and inventories, and verification of rotation of keys shall be documented and maintained on file for 3 years. SECNAVINST 1640.9C 4303.1 BUPERSINST 1640.22 1640-040 (403.3)
<input type="checkbox"/>	4.068	Is supervision of medium custody prisoners outside the facility immediate and continuous? SECNAVINST 1640.9C 4201.2.b & c(1) BUPERSINST 1640.22 1640-040 (202.2)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	4.069	Is supervision of minimum custody prisoners outside the facility constant? SECNAVINST 1640.9C 4201.2.d BUPERSINST 1640.22 1640-040 (202.4
<input type="checkbox"/>	4.070	Is the segregation of prisoners specifically approved by the brig officer? SECNAVINST 1640.9C 4205.1a BUPERSINST 1640.22 1640-040 (302.
<input type="checkbox"/>	4.071	Separation of pre-trial and post-trial prisoners shall be affected to the greatest extent possible (even if only within same living quarters). SECNAVINST 1640.9C 4206.2 BUPERSINST 1640.22 1640-040 (301)
<input type="checkbox"/>	4.072	Upon completion of indoctrination and evaluation, are prisoners transferred to general population? SECNAVINST 1640.9C 4206.1 BUPERSINST 1640.22 1640-040 (301)
<input type="checkbox"/>	4.073	Prisoners placed on suicide risk shall be under continuous observation and a logbook will be maintained by the staff observer. SECNAVINST 1640.9C 4205.2 BUPERSINST 1640.22 1640-040 (302.5
<input type="checkbox"/>	4.074	Items brought into the facility, such as staff brief cases, purses, and carrying bags shall be searched. BUPERSINST 1640.22 1640-040 (402.1b)
<input type="checkbox"/>	4.075	Are prisoners being instructed that their persons, quarters and work area are subject to search? SECNAVINST 1640.9C 4302.2 BUPERSINST 1640.22 1640-040 (402.
<input type="checkbox"/>	4.076	Is supervision of maximum custody prisoners immediate and continuous? SECNAVINST 1640.9C 4201.2.a.(1) BUPERS 1640.22 Article 1640-040.202

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	4.077	At no time shall commingled male and female prisoners be unsupervised without a staff member being directly present in the program or work/room immediate area. SECNAVINST 1640.9C BUPERSINST 1640.22 1640-110 (201.
<input type="checkbox"/>	4.078	Are locks and keys to fire escapes and emergency doors tested weekly? SECNAVINST 1640.9C 4303.1 BUPERSINST 1640.22 1640-040 (403.1
<input type="checkbox"/>	4.079	Establish policy for the proper application and use of restraining devices. SECNAVINST 1640.9C 4309 BUPERSINST 1640.22 1640-040 (409)
<input type="checkbox"/>	4.080	The use of four-point or five-point restraints shall be prohibited. SECNAVINST 1640.9C 4309 BUPERSINST 1640.22 1640-040 (409)
<input type="checkbox"/>	4.081	There shall be an accountability system established for sensitive security equipment (i.e., radios, restraints, black gear, and riot control gear). SECNAVINST 1640.9C 3202.5(a) BUPERSINST 1640.22 1640-030 (201.
<input type="checkbox"/>	4.082	A bomb threat bill shall be published. BUPERSINST 1640.22 1640-040 (505.
<input type="checkbox"/>	4.084	Are vehicles entering and leaving the brig checked? SECNAVINST 1640.9C 4305.1 BUPERSINST 1640.22 1640-040 (405.1
<input type="checkbox"/>	4.085	A tool log to include identification number of tool, name or personnel/prisoner in possession, date and time issued/returned, and the issuing personnel shall be maintained. SECNAVINST 1640.9C 4304.2.k BUPERSINST 1640.22 1640-040 (404.

Critical ORI# INSPECTION ITEM
 4.086 To the greatest extent possible, male and female prisoners shall not be assigned simultaneously in the same program/work areas.

SECNAVINST 1640.9C 4302.2a(2) **BUPERSINST 1640.22 1640-110 (201.**

 4.087 Is a prisoner accountability system established?

SECNAVINST 1640.9C 4102.1 **BUPERS 1640.22 Article 1640-040.102**

 4.088 Are installation custody prisoners signing a DD Form 512?

SECNAVINST 1640.9C 4201.2.e.(6) **BUPERS 1640.22 Article 1640-040.202**

 4.089 Upon completion of indoctrination and evaluation, detainees shall be moved to general population.

SECNAVINST 1640.9C 4206.1 **BUPERSINST 1640.22 1640-040 (301)**

 4.091 Being assigned special quarters shall not be used as a punitive measure, except for disciplinary segregation.

SECNAVINST 1640.9C 4205.1.b **BUPERSINST 1640.22 1640-040 (302.**

 4.092 Are visiting areas searched after all visits?

SECNAVINST 1640.9C 4302.2.b **BUPERSINST 1640.22 1640-040 (402.2**

 4.093 Are visitors required to wear a visitor badges?

SECNAVINST 1640.9C 4301.6 **BUPERSINST 1640.22 1640-040 (401.**

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

SECNAVINST 1640.9C 4302.1.a **BUPERSINST 1640.22 1640-080 (206)**

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	4.095	Does storage of narcotics and prescription medicines meet established criteria? SECNAVINST 1640.9C 4306.1 & 2208.3 BUPERSINST 1640.22 1640-020 (106.
<input type="checkbox"/>	4.096	Correctional staff shall not conduct opposite gender frisk-searches, except as necessary in the event of an emergency affecting facility safety and security. Such searches shall be documented with an incident/information report and notated in the brig log. SECNAVINST 1640.9C 4302.2a BUPERSINST 1640.22 1640-110 (301.6
<input type="checkbox"/>	4.097	Are control center accountability records being updated in a timely manner? SECNAVINST 1640.9C 4102 BUPERS 1640.22 Article 1640-040.102
<input type="checkbox"/>	4.098	Does the facility laundry have adequate security for cleaning supplies? SECNAVINST 1640.9C 4306.4 & 2208.6.a BUPERSINST 1640.22 1640-020 (106.
<input type="checkbox"/>	4.099	Are procedures for the storage of volatile liquids established? SECNAVINST 1640.9C 4306, 2207.2 & 12106.3 BUPERSINST 1640.22 1640-040 (406.2
<input type="checkbox"/>	4.100	Are procedures for the use of chemical agents established? SECNAVINST 1640.9C 4308.1 BUPERSINST 1640.22 1640-040 (408)
<input type="checkbox"/>	4.101	Are reporting procedures for missing or lost tools established? SECNAVINST 1640.9C 4304.2.i BUPERSINST 1640.22 1640-040 (404.
<input type="checkbox"/>	4.102	Are searches of prisoners conducted by staff members of the same gender? SECNAVINST 1640.9C 4302.2.a BUPERSINST 1640.22 1640-040 (402.2

Critical ORI# INSPECTION ITEM
 4.103 Are strip searches conducted with a witness present? Same gender supervision?

SECNAVINST 1640.9C 4302.2.a

 4.104 Prisoner utensils shall be inventoried after each meal and culinary tools shall be inventoried at least daily.

SECNAVINST 1640.9C 4304

BUPERSINST 1640.22 1640-040 (404.

 4.105 Are unscheduled searches of the facility conducted?

SECNAVINST 1640.9C 4302.1.b & 4302.2.b

BUPERSINST 1640.22 1640-040 (402.1

 4.106 Are newly confined prisoners being strip-searched with same gender staff with same gender witnesses?

SECNAVINST 1640.9C 4302.2.a.(2)

BUPERSINST 1640.22 1640-040 (402.2

 4.107 Are daily appointment sheets published and authenticated?

SECNAVINST 1640.9C 4102.1.g

BUPERS 1640.22 Article 1640-040.102

 4.108 Are daily change sheets published and authenticated?

SECNAVINST 1640.9C 4102.1.f

BUPERS 1640.22 Article 1640-040.102

 4.110 Are periodic bed checks of all prisoners being conducted at night?

SECNAVINST 1640.9C 4103.1

BUPERS 1640.22 Article 1640-040.103

 4.112 Are work assignment records maintained?

SECNAVINST 1640.9C 4102.1.d

BUPERS 1640.22 Article 1640-040.102

 4.114 Is a quarters assignment record being maintained?

SECNAVINST 1640.9C 4102.1.c

BUPERS 1640.22 Article 1640-040.102

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	4.115	Are surgical knives and hypodermic needles included in the tool control plan? SECNAVINST 1640.9C 4304.2.g BUPERSINST 1640.22 1640-040 (404.
<input type="checkbox"/>	4.116	Are procedures established to prevent the use of unauthorized restraining devices? SECNAVINST 1640.9C 4309 BUPERSINST 1640.22 1640-040 (409.2
<input type="checkbox"/>	5.001	Are prisoners on disciplinary segregation restricted from participating in recreational activities? SECNAVINST 1640.9C 5105.3e(1) BUPERSINST 1640.22 1640-050 (202.
<input type="checkbox"/>	5.003	Are prisoners given a copy of the rules governing prisoner conduct? SECNAVINST 1640.9C 5101.4.d BUPERSINST 1640.22 1640-050 (10
<input type="checkbox"/>	5.005	Policy, procedure, and practice ensures the D&A board is held within 7 working days of the formal notification of charges to the prisoner. BUPERSINST 1640.22 1640-050 (102.3
<input type="checkbox"/>	5.006	The D&A board findings are entered as "GUILTY", "ACQUITTED", or "DISMISSED" for each charge. SECNAVINST 1640.9C 5102.5d BUPERSINST 1640.22 1640-050 (102.3
<input type="checkbox"/>	5.007	Are prisoners required to wear their hair in accordance with their service regulations? SECNAVINST 1640.9C 5202 BUPERSINST 1640.22 1640-100 (205)
<input type="checkbox"/>	5.008	Is disciplinary segregation served in a single occupancy cell? SECNAVINST 1640.9C 5105.3.e.(1)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	5.009	Is DD Form 2714 being used to report offenses? SECNAVINST 1640.9C 5102.2.b BUPERSINST 1640.22 1640-050 (102.2)
<input type="checkbox"/>	5.010	Have extra duty hours been established? SECNAVINST 1640.9C 5105.3.c
<input type="checkbox"/>	5.011	A discipline and adjustment (D&A) board (minor and major, if two boards are established) shall be appointed in writing by the brig CO and shall be composed of a chairperson (a senior brig staff member) and at least two other members. SECNAVINST 1640.9C 5102.4 BUPERSINST 1640.22 1640-050 (102.3)
<input type="checkbox"/>	5.012	Are prisoners on disciplinary segregation permitted to receive mail and write letters? SECNAVINST 1640.9C 5105.3.e.(3) BUPERSINST 1640.22
<input type="checkbox"/>	5.014	Are adjudged prisoners required to wear the standardized prisoner uniform? SECNAVINST 1640.9C 5201.2
<input type="checkbox"/>	5.015	Are prisoners allowed to appear before disciplinary hearings? SECNAVINST 1640.9C 5102.5f BUPERSINST 1640.22 1640-050 (102.3)
<input type="checkbox"/>	5.016	Has a daily routine and schedule of special activities been published and made accessible to prisoners? SECNAVINST 1640.9C 5101.4.f BUPERSINST 1640.22 1640-050 (101.
<input type="checkbox"/>	5.017	When an alleged rules violation is reported, an appropriate and independent investigation shall begin within 24 hours of the time the violation is reported, and is completed without reasonable delay. SECNAVINST 1640.9C 5102.3.b BUPERSINST 1640.22 1640-050 (102.3)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	5.018	Are prisoners on disciplinary segregation visited daily by required personnel? SECNAVINST 1640.9C 5105.3.e.(7)
<input type="checkbox"/>	5.019	Are prisoners provided written notice of charges 24 hours prior to appearing before the D&A Board? SECNAVINST 1640.9C 5102.6.b BUPERSINST 1640.22 1640-050 (102.3)
<input type="checkbox"/>	5.020	Are prisoners serving LOP only restricted from those privileges relating to their misconduct? SECNAVINST 1640.9C 5105.3.b & 5101.3h
<input type="checkbox"/>	5.021	Does a record of the discipline and adjustment board hearings become a part of the prisoner's permanent records? SECNAVINST 1640.9C 5106.1 BUPERSINST 1640.22
<input type="checkbox"/>	6.001	Are prisoners properly informed of the procedures for waiving mandatory clemency review? SECNAVINST 5815.3J 410 NPC Ltr Ser 00D/059 18 Apr 12
<input type="checkbox"/>	6.002	Are prisoners, whose sentence as approved by the convening authority, includes confinement for at least 12 months considered for clemency or have they waived clemency review? SECNAVINST 5815.3J 401 DoDI 1325.07 17
<input type="checkbox"/>	6.003	Does the forwarding endorsement for the waiver of clemency review contain a certification of substance dependency? SECNAVINST 5815.3J 410.h
<input type="checkbox"/>	6.004	Is a copy of the court-martial order or convening authority's action forwarded with the waiver of clemency review to the C&PB? SECNAVINST 5815.3J 410.c

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	6.005	Are court-martial progress reports for clemency and/or parole review completed properly? SECNAVINST 5815.3J 407, 409, & 509 SECNAVINST 1640.9C 6304.4
<input type="checkbox"/>	6.007	Are prisoners eligible for parole who desire to request parole submitting their request with an adequate parole plan? SECNAVINST 5815.3J 506 & 505.e
<input type="checkbox"/>	6.008	Are prisoners eligible for parole executing a parole statement? SECNAVINST 5815.3J 505.a DoDI 1325.07
<input type="checkbox"/>	6.009	Are prisoners whose approved finding of guilty for an offense committed after August 15, 2001, and who is eligible for parole, with an approved sentence (or adjudged sentence, if the convening authority has not acted) to confinement is less than 3 years, reviewed by the MCF commander for MSR? DoDI 1325.07 19.c1
<input type="checkbox"/>	6.010	Is clemency review scheduled properly? SECNAVINST 5815.3J 403
<input type="checkbox"/>	6.011	Are parole release policy and procedures established and followed? SECNAVINST 5815.3J 517
<input type="checkbox"/>	6.012	Installation custody (IC) prisoners shall carry a DD 512 Installation/Minimum Custody Agreement, describing their status and limits of movement. SECNAVINST 1640.9C 8106 BUPERSINST 1640.22 1640-040 (104.3
<input type="checkbox"/>	6.013	Are post trial progress reports for clemency and parole being submitted properly? SECNAVINST 5815.3J 407, 409 & 509 SECNAVINST 1640.9C 6304.4

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	6.014	Is a system of incentives provided? SECNAVINST 1640.9C 6312 BUPERSINST 1640.22 1640-130 (101)
<input type="checkbox"/>	6.015	Does every prisoner receive required training during indoctrination and have training documented? SECNAVINST 1640.9C 6201.4 & 6201.6 BUPERSINST 1640.22 1640-060 (301.2)
<input type="checkbox"/>	6.016	Does the prisoner reception program include the required topics? SECNAVINST 1640.9C 6201 BUPERSINST 1640.22 1640-060 (301.
<input type="checkbox"/>	6.018	Is an initial custody classification of medium-in assigned to prisoners? SECNAVINST 1640.9C 6202
<input type="checkbox"/>	6.019	Are all individual prisoner program changes approved by the C&A Board and annotated in the prisoner's file? SECNAVINST 1640.9C 6303.6
<input type="checkbox"/>	6.020	Are group counseling techniques a part of the in service training for each counselor? SECNAVINST 1640.9C 6308.3 BUPERSINST 1640.22 1640-060 (103.
<input type="checkbox"/>	6.021	Are immediate changes in custody made an agenda item for the next C&A Board? SECNAVINST 1640.9C 6303.2 BUPERSINST 1640.22 1640-060 (104.
<input type="checkbox"/>	6.022	Are pretrial prisoners properly employed? SECNAVINST 1640.9C 6309.3 & 7103.1a
<input type="checkbox"/>	6.023	Are prisoners allowed to practice their religion? SECNAVINST 1640.9C 6316.2 BUPERSINST 1640.22 1640-060 (103.

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	6.024	Are prisoners required to perform prohibited work assignments? SECNAVINST 1640.9C 6309.2
<input type="checkbox"/>	6.025	Are Life Skills topics being provided? SECNAVINST 1640.9C 6313 BUPERSINST 1640.22 1640-060 (103.
<input type="checkbox"/>	6.027	Does individual counseling occur at least weekly (level I) and bi-weekly at (Level II) facilities? SECNAVINST 1640.9C 6307.2
<input type="checkbox"/>	6.028	Is the parole applicant given at least 30 days notice of the time, place and purpose of the parole hearing? SECNAVINST 5815.3J 508.a
<input type="checkbox"/>	6.029	Is a mandatory pre-release program in effect for all prisoners returning to civilian life? SECNAVINST 1640.9C 6401 BUPERSINST 1640.22 1640-060 (502)
<input type="checkbox"/>	6.030	Is each parole review scheduled properly and the results forwarded to the appropriate C&PB to arrive prior to the prisoner's eligibility date? SECNAVINST 5815.3J 507
<input type="checkbox"/>	6.031	Is the clemency waiver form executed in the presence of and witnessed by an officer certified under article 27b, UCMJ, or a GS-12 or above detailed for the purpose of advising the individual of the clemency options and their consequences? SECNAVINST 5815.3J 410.b NPC ltr Ser 00D/059 18 Apr 12
<input type="checkbox"/>	6.033	Are prisoners informed as to what is expected of them and privileges they can earn? SECNAVINST 1640.9C 6201.2 BUPERSINST 1640.22 1640-060 (301.

Critical ORI# INSPECTION ITEM
 6.034 A mandatory restoration program shall be established for prisoners returning to duty.

SECNAVINST 1640.9C 6311

BUPERSINST 1640.22 1640-060 (103)

 6.035 Is a classification and assignment board established?

SECNAVINST 1640.9C 6303.1 & 4204

BUPERSINST 1640.22 1640-040 (204.

 6.036 A general military or essential subjects training program shall be provided.

SECNAVINST 1640.9C 6321

BUPERSINST 1640.22 1640-060 (402)

 6.037 Is a recreation program provided?

SECNAVINST 1640.9C 6314.1

BUPERSINST 1640.22 1640-060 (103.

 6.038 Is the senior member of the classification board appointed by the brig officer?

SECNAVINST 1640.9C 6303.1 & 4204

BUPERSINST 1640.22 1640-040 (204.

 6.039 Is group counseling being conducted by correctional counselors or qualified volunteers?

SECNAVINST 1640.9C 6308

BUPERSINST 1640.22 1640-060 (103.

 6.040 Is formal group therapy being conducted under the direction of a professional?

SECNAVINST 1640.9C 6308.1

BUPERSINST 1640.22 1640-060 (103.

 6.041 Is each prisoner assigned a counselor?

SECNAVINST 1640.9C 6307.1

 6.042 Is an academic education program made available to all prisoners?

SECNAVINST 1640.9C 6310

BUPERSINST 1640.22 1640-060 (103.

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	6.043	Is each parole applicant given the opportunity to a personnel hearing before the disposition board? SECNAVINST 5815.3J 508.d
<input type="checkbox"/>	7.001	If there is a break in confinement is a new confinement physical being conducted? SECNAVINST 1640.9C 7205.3 BUPERSINST 1640.22 1640-070 (107.
<input type="checkbox"/>	7.002	Are DD Form 2708's used for temporary release? SECNAVINST 1640.9C 7301.1 BUPERSINST 1640.22 1640-070 (201.
<input type="checkbox"/>	7.003	Is the magistrate provided timely notification of pretrial confinements? SECNAVINST 1640.9C 7207.2 BUPERSINST 1640.22 1640-070 (109.2
<input type="checkbox"/>	7.004	Are DD Form 2718's used to effect final releases? SECNAVINST 1640.9C 7304.2 & 12202 BUPERSINST 1640.22 1640-070 (202)
<input type="checkbox"/>	7.005	Are procedures for command visits established? SECNAVINST 1640.9C 7208 BUPERSINST 1640.22 1640-070 (110)
<input type="checkbox"/>	7.006	Are funds and valuables of prisoners being inventoried/ transferred properly? SECNAVINST 1640.9C 7408.3, 8203, 11107, & 12107 BUPERSINST 1640.22
<input type="checkbox"/>	7.007	Are chaplains restricted from serving as the command visit representative? SECNAVINST 1640.9C 7208.3
<input type="checkbox"/>	7.008	Is a properly completed Confinement Order (DD Form 2707) for each prisoner on file? SECNAVINST 1640.9C 7102.2h, 7205.1, 4102.1a, 8103BUPERSINST 1640.22 1640-070 (107)

Critical ORI# INSPECTION ITEM
 7.009 Are reports of officer confinement forwarded to BUPERS-00D?

SECNAVINST 1640.9C 7103.2.b.(1)

 7.010 Is information regarding community treatment programs in the community into which a convicted sex offender is released made available to them upon release from confinement?

NPC ltr 1550 Ser 84B/096 of 12 Jun 02

 7.011 If a proper chain of custody utilizing DD 2708s cannot be established, is a new confinement physical required and conducted?

SECNAVINST 1640.9C 7205.3

BUPERSINST 1640.22 1640-070 (107.

 7.012 Are pre-release interviews/orientations being conducted?

SECNAVINST 1640.9C 7304.3

BUPERSINST 1640.22 1640-060 (502)

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

SECNAVINST 1640.9C 7304.4, 8204.4 & 12202

BUPERSINST 1640.22 1640-070 (202.

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

SECNAVINST 1640.9C 7406 & 7405.1

BUPERSINST 1640.22 1640-070 (303.1

 7.015 Are prisoners escorted to appointments outside the security perimeter?

SECNAVINST 1640.9C 7405.2

 7.016 Are prisoners under armed escort in restraining devices?

SECNAVINST 1640.9C 7405.4c

BUPERSINST 1640.22 1640-070 (304.

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	7.017	Are qualified prisoner escorts issued a prisoner escort identification card? SECNAVINST 1640.9C 7406 BUPERSINST 1640.22 1640-070 (303.
<input type="checkbox"/>	7.018	Personal property including funds and valuables of prisoners shall be inventoried (in the prisoner's presence) utilizing the prisoner inventory and receipt form (NAVPERS 1640/17) and transferred properly. SECNAVINST 1640.9C 7408.4 & 8203.2 BUPERSINST 1640.22 1640-080 (201.
<input type="checkbox"/>	7.019	Are all DNA samples are collected by qualified medical personnel using kits provided by USACIL and per accompanying instructions? BUPERSINST 1640.22 1640-080 (110.3) DODI 5505.14 of 27 May 2010 SECNAVNOTE 5800 6.e.(3)
<input type="checkbox"/>	7.020	New medical certification for confinement shall be conducted on prisoners returning from leave. SECNAVINST 1640.9C 7205.3 BUPERSINST 1640.22 1640-070 (107.
<input type="checkbox"/>	7.021	Is a copy of the Notification of Community Treatment Programs form for convicted sex offenders maintained in the prisoner file? NPC Itr 1550 Ser 84B/096 of 12 Jun 02
<input type="checkbox"/>	7.022	Are prisoner releases effected on the actual date of completion of confinement? SECNAVINST 1640.9C 7304.5d BUPERSINST 1640.22 1640-070 (202.
<input type="checkbox"/>	7.023	Are sex offender notifications within guidelines prior to the prisoner's release from confinement? DODI 1325.7 SECNAVINST 5800.14A 7.c.(5)
<input type="checkbox"/>	7.027	Is an initial review officer's hearing held within 7 days of pretrial confinement of an individual? SECNAVINST 1640.9c 7207 BUPERSINST 1640.22 1640-070 (109) MCM (2016 Edition) RCM 305

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	7.036	Are Correctional facilities ensuring the member's confinement record reflects a DNA sample has been collected and a data entry made into the Corrections Management Information System (CORMIS) database? BUPERSINST 1640.22 1640-080 (110.3f(2)) SECNAVNOTE 5800 6.e.(3)
<input type="checkbox"/>	7.037	Are Correctional facilities ensuring the member with a QMO conviction for whom a DNA sample has been collected is provided a card informing them if the conviction for each QMO is reversed during appellate review, the member may request USACIL expunge the BUPERSINST 1640.22 1640-080 (110.3g) SECNAVNOTE 5800 6.e.(5)
<input type="checkbox"/>	7.038	Is a sex offender notification and registration program established? DODI 1325.7 6.18.5 SECNAVINST 5800.14
<input type="checkbox"/>	8.001	Is rejected mail returned to the sender along with a written explanation providing specific basis for rejection? SECNAVINST 1640.9C 8301.5.c.(6) BUPERSINST 1640.22 1640-080 (301.
<input type="checkbox"/>	8.002	Is loaned clothing properly cleaned and sterilized prior to reissue? SECNAVINST 1640.9C 8213.5 BUPERSINST 1640.22 1640-080 (206.
<input type="checkbox"/>	8.003	Is personal property stored and labeled? SECNAVINST 1640.9C 8204.3 BUPERSINST 1640.22 1640-080 (202.
<input type="checkbox"/>	8.004	Are fingerprint cards prepared and maintained properly? SECNAVINST 1640.9C 8304 BUPERSINST 1640.22 1640-080 (107)
<input type="checkbox"/>	8.005	Are prisoners allowed to write and receive letters without numeric limits? SECNAVINST 1640.9C 8301.2b BUPERSINST 1640.22 1640-080 (301.

Critical ORI# INSPECTION ITEM
 8.006 Are prisoners restricted from receiving medications/drugs through the mail?

SECNAVINST 1640.9C 8301.9

BUPERSINST 1640.22 1640-080 (301.

 8.007 Is the disapproval of visitors properly recorded and filed?

SECNAVINST 1640.9C 8301.17.d

BUPERSINST 1640.22 1640-080 (301.

 8.009 Is a daily ledger maintained?

SECNAVINST 1640.9C 8203.5

BUPERSINST 1640.22 1640-080 (201.

 8.010 Is access to the drop safe limited to the custodian of personal funds?

SECNAVINST 1640.9C 8202

 8.011 Are proper procedures followed for the destruction of contraband?

SECNAVINST 1640.9C 4302 & 8301.5.e

BUPERSINST 1640.22 1640-040 (402)

 8.012 Are proper procedures for documentation and filing of prisoner request forms established?

SECNAVINST 1640.9C 8301.21.b

 8.013 Are standard operating procedures established?

SECNAVINST 1640.9C 8305

BUPERSINST 1640.22 1640-030 (301)

 8.014 Are visiting rules posted at the entrance of the visiting area?

SECNAVINST 1640.9C 8301.17.a

 8.015 Have visiting periods been established?

SECNAVINST 1640.9C 8301.2e

BUPERSINST 1640.22 1640-080 (301.

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	8.016	Is a means of communication between prisoners and staff established? SECNAVINST 1640.9C 8301.21.a & 8302 BUPERSINST 1640.22 1640-080 (301.
<input type="checkbox"/>	8.017	Is a victim witness notification program established? SECNAVINST 1640.9C 8307 SECNAVINST 5800.11A
<input type="checkbox"/>	8.018	Is access to the prisoners mail box(s) restricted to the mail supervisor/clerk? SECNAVINST 1640.9C 8301.8a BUPERSINST 1640.22 1640-080 (301.
<input type="checkbox"/>	8.019	Are prisoners restricted from having their armed forces ID card in their possession? SECNAVINST 1640.9C 8201 BUPERSINST 1640.22 1640-040 (104.
<input type="checkbox"/>	8.020	Is the Commanding Officer's mail box accessible to prisoners? SECNAVINST 1640.9C 8301.22 BUPERSINST 1640.22 1640-080 (301.
<input type="checkbox"/>	8.021	Are prisoners in a pay status required to obtain health and comfort items through charges to their pay account or personal funds? SECNAVINST 1640.9C 8207.1 BUPERSINST 1640.22 1640-080 (205.
<input type="checkbox"/>	8.022	Is written notice included in the prisoner rules and regulations advising them that all mail is subject to inspection? SECNAVINST 1640.9C 8301.4(b) BUPERSINST 1640.22 1640-080 (301.
<input type="checkbox"/>	8.023	Are internal and external auditing of prisoner funds and valuables being conducted? DOD Financial Management Regulation Chapter 3

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	8.033	A daily report of prisoners received and released is published. SECNAVINST 1640.9C 8114 BUPERSINST 1640.22 1640-010 (202.2)
<input type="checkbox"/>	8.034	Is prisoner mail subject to inspection? SECNAVINST 1640.9C 8301.4a & 8301.8.a BUPERSINST 1640.22 1640-080 (301.4)
<input type="checkbox"/>	8.035	Does the medical log contain the required information? SECNAVINST 1640.9C 8104.2 BUPERSINST 1640.22 1640-080 (103.
<input type="checkbox"/>	8.036	Storage disposition dead files and records are administered per the references. (Security of PII, destruction, or proper and timely transfer to the Federal Records Center). SECNAVINST 1640.9C 8103, 8111 BUPERSINST 1640.22 1640-080 (102)
<input type="checkbox"/>	8.037	Are follow-up reports including a copy of an informal or formal investigation submitted to BUPERS-00D? SECNAVINST 1640.9C 8112.2.d
<input type="checkbox"/>	8.038	Are four copies of the prisoner badge properly completed and maintained? SECNAVINST 1640.9C 8106.3 BUPERSINST 1640.22 1640-080 (104.2)
<input type="checkbox"/>	8.040	Are inspections of privileged correspondence documented in the privileged correspondence log? SECNAVINST 1640.9C 8104.4 & 8301.10b BUPERSINST 1640.22 1640-080 (103.
<input type="checkbox"/>	8.041	Are log books properly stored and maintained? SECNAVINST 1640.9C 8111.2 & 12501 BUPERSINST 1640.22 1640-080 (103.

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	8.042	Are logs maintained by the facility, bound ledgers with consecutively preprinted numbered pages? SECNAVINST 1640.9C 8104 & 12501 BUPERSINST 1640.22 1640-080 (103)
<input type="checkbox"/>	8.043	Are messages sent to BUPERS-00D for incidents/alleged incidents in the facility? SECNAVINST 1640.9C 8112.2.b
<input type="checkbox"/>	8.044	Are prisoners required to wear prisoner identification badges (locally produced)? SECNAVINST 1640.9C 8106 BUPERSINST 1640.22 1640-080 (104.2)
<input type="checkbox"/>	8.045	Policy, procedures and practice restricts prisoners from assignment where they have access to prisoner files. SECNAVINST 1640.9C 8101.2 BUPERSINST 1640.22 1640-060 (103.2)
<input type="checkbox"/>	8.046	Are quarters supervisors maintaining a copy of prisoner badges? SECNAVINST 1640.9C 8106.3 BUPERSINST 1640.22 1640-080 (104.2)
<input type="checkbox"/>	8.047	Are procedures in place for the proper accounting of prisoner funds and valuables? SECNAVINST 1640.9C 8203, 11107, 7408.3 BUPERSINST 1640.22 1640-080 (201)
<input type="checkbox"/>	8.048	Does the disciplinary log contain the required information? SECNAVINST 1640.9C 8104.5 BUPERSINST 1640.22 1640-080 (103.
<input type="checkbox"/>	8.049	Are prisoners restricted from possessing glass or aerosol containers? SECNAVINST 1640.9C 8211.2 BUPERSINST 1640.22 1640-080 (206.
<input type="checkbox"/>	8.050	Does the privileged correspondence log contain the required information? SECNAVINST 1640.9C 8104.4 BUPERSINST 1640.22 1640-080 (103.

Critical ORI# INSPECTION ITEM

 8.051 Does the visitor log contain the required information?

SECNAVINST 1640.9C 8104.3

BUPERSINST 1640.22 1640-080 (103.

 8.053 Is a results of trial signed by the court-martial trial counsel on file for each post-trial prisoner?

SECNAVINST 1640.9C 8105.2e, 7203, 7204

BUPERSINST 1640.22 1640-070 (106.2

 8.054 Is BUPERS-00D telephonically notified of serious incidents immediately after it is determined that a serious incident occurred?

SECNAVINST 1640.9C 8112.2.d

 8.056 Is strict control procedures established for the prisoner identification badges?

SECNAVINST 1640.9C 8106.4

BUPERSINST 1640.22 1640-080 (104.3

 8.057 Is the Corrections Management Information system (CORMIS) fully utilized by the facility?

SECNAVINST 1640.9C 8109

BUPERSINST 1640.22 1640-080 (106)

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 8.058 Are clothing items required by prisoners published?

SECNAVINST 1640.9C 8213.1a

 8.059 Are health and comfort items, clothing and other related items provided to prisoners in a non-pay status?

SECNAVINST 1640.9C 8209.2

BUPERSINST 1640.22 1640-080 (204.

 8.060 Are items and quantity of required health and comfort items for prisoners published?

SECNAVINST 1640.9C 8211.3c

BUPERSINST 1640.22 1640-080 (206.

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	9.004	Is sentence computation in accordance with established procedures?
	SECNAVINST 1640.9C 9101.1	BUPERSINST 1640.22 1640-090, 101.1 DoD 1325.7-M
<input type="checkbox"/>	9.005	Is forfeiture of GCT/ EGT restricted to the commanding officer?
	SECNAVINST 1640.9C 9401.1	
<input type="checkbox"/>	9.006	Establish policy, procedures, and practice for monthly earned time abatement opportunity in accordance with the references.
	SECNAVINST 1640.9C 9201, 9301, 9401, 9501	BUPERSINST 1640.22 1640-050 (101.2
<input type="checkbox"/>	9.008	The NAVPERS 1640/25 Earned Time and Special Acts Abatement Worksheet is completed and filed monthly for all prisoners eligible for ET.
	SECNAVINST 1640.9C 9201.2.h(4)&(5)	BUPERSINST 1640.22 1640-090
<input type="checkbox"/>	10.002	Are prisoner barbers trained or certified by qualified barbers?
	SECNAVINST 1640.9C 10203.2	BUPERSINST 1640.22 1640-100 (203.
<input type="checkbox"/>	10.003	Is food served to prisoners identical to that served on the mess deck or station dining facilities?
	SECNAVINST 1640.9C 3202.6d & 10201.1	BUPERSINST 1640.22 1640-100 (201.
<input type="checkbox"/>	10.004	Is bed linen and towels laundered on a weekly basis?
	SECNAVINST 1640.9C 10202	BUPERSINST 1640.22 1640-100 (205)
<input type="checkbox"/>	10.005	The Receiving and Release safe shall be checked every business day.
	BUPERSINST article 1640-160	

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	10.006	Daily audits of the daily ledger shall be conducted. SECNAVINST 1640.9C 8203.5
<input type="checkbox"/>	10.007	A bank ledger control sheet shall be maintained. DoD FMR Vol 5, Ch. 27 Paragraph 270203.F
<input type="checkbox"/>	10.008	Is sanitation of the dining facility monitored by medical personnel? SECNAVINST 1640.9C 10201.1 BUPERSINST 1640.22 1640-100 (201. NAVMED P5010-1
<input type="checkbox"/>	10.009	Is an adequate means of washing clothes provided to the prisoners? SECNAVINST 1640.9C 10202
<input type="checkbox"/>	10.010	A cash-on-hand ledger control sheet shall be maintained. DoD FMR Vol 5, Ch. 27 Paragraph 270202.A.3
<input type="checkbox"/>	10.011	Are prisoners permitted to talk during meals? SECNAVINST 1640.9C 10201.1 BUPERSINST 1640.22 1640-100 (201.
<input type="checkbox"/>	10.012	Are prisoners allowed approved reading material in their living quarters? SECNAVINST 1640.9C 10204.1 BUPERSINST 1640.22 1640-100 (204.1
<input type="checkbox"/>	10.013	Stale checks (checks over 12 months old) shall be being returned to the treasury per the reference to include subsequent a documented effort to affect payment after the check has become stale. DoD FMR Vol 5, Ch 27 Paragraph 270203 E.

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	10.014	Are library services available to the prisoners?
	SECNAVINST 1640.9C 10204.1	BUPERSINST 1640.22 1640-100 (204.
<input type="checkbox"/>	10.015	Are procedures established to ensure that only medical personnel administer controlled substances as medication?
	SECNAVINST 1640.9C 10102	BUPERSINST 1640.22 1640-100 (103.
<input type="checkbox"/>	10.016	DD Form 2674s shall be used to account for deposits and withdrawals.
	DoD FMR Vol 5, Ch. 27 Paragraph 270302	
<input type="checkbox"/>	10.017	At unannounced intervals, at least once during each calendar quarter, a cash verification team appointed by the commander verifies safekeeping deposits in the presence of the custodian. Include the results of the verification in the report of verification to the commander.
	DoD 7000.14-R, FMR, Vol 5, Ch 16, Para 160402.A of	
<input type="checkbox"/>	10.018	Are prisoners allowed sufficient time (20 minutes minimum) to eat?
	SECNAVINST 1640.9C 10201.1	BUPERSINST 1640.22 1640-100 (201.
<input type="checkbox"/>	10.019	Are staff members properly trained to supervise the laundry?
	SECNAVINST 1640.9C 10202	BUPERSINST 1640.22 1640-100 (205)
<input type="checkbox"/>	10.020	Do prisoners have access to legal material?
	SECNAVINST 1640.9C 10204.1	BUPERSINST 1640.22 1640-100 (204.
Total Standards:	363	Policy Standards: 0
Standards Considered Critical:	2	FAI Standards: 0
		Program Adequacy Standards: 0