



STATE OF NEW JERSEY
DEPARTMENT OF CORRECTIONS

MUNICIPAL DETENTION **SAMPLE** INSPECTION REPORT

Revised 2.15.18

INSPECTION AUTHORITY

N.J.S.A. 30:1-15

GARY M. LANIGAN
COMMISSIONER

Division of Programs and Community Services
OFFICE OF COUNTY SERVICES
Municipal Inspections Unit

Disclaimer

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All request for rule exemptions should be sent via US mailed to:

NJDOC
Office of County Services
c/o Stokes Building 3rd floor
PO Box 863
Trenton, NJ 08625-0863
Attn: Rule Exemption Unit

- All request for rule exemptions shall be sent in one packet. We prefer not to receive them as individual correspondences. This will further delay the process.
- Please include a cover letter that cites the item(s) of non-compliance being addressed.
- If you are enclosing a copy of a policy as evidence of compliance to a previously cited non-compliant standard, the page of the policy should be referenced and the explanation highlighted in the policy for ease of location.



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DEPARTMENT OF CORRECTIONS

MUNICIPAL DETENTION **SAMPLE** INSPECTION REPORT

INSPECTION AUTHORITY

N.J.S.A. 30:1-15

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COMMISSIONER

Division of Programs and Community Services
OFFICE OF COUNTY SERVICES
Municipal Inspections Unit

DATE: _____

COUNTY: _____

INSPECTION YEAR: _____

CHIEF: _____

MUNICIPALITY: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

CHIEF'S EMAIL: _____

MAYOR: Hon. *Include email* _____

OTHER OFFICIALS TO BE COPIED:

Include email of each official _____

Include person who hosted visit, unless told otherwise by the PD _____

TOWNSHIP NAME POLICE DEPARTMENT –

STATISTICAL INFORMATION*

Number of Cells:

Male: _____
Female: _____
Holding Rooms _____
Total: _____

Decommissioned Cells **: _____

Number of Persons Detained:

Month January Year _____ To Month December Year _____
Male: 0
Female: 0

Number of Detainees Held Over 24 Hours:

Male: 0
Female: 0

Average Time of Residence: Approximate hours: 0
Use range if PD provides a range

Escapes During Inspection Period: 0

Attempted Escapes During Inspection Period: 0

Suicides During Inspection Period: 0

Attempted Suicides During Inspection Period: 0

Deaths in Custody During Inspection Period: 0

*If any of above items are not zero during the inspection period (calendar year 2015), add note below as *** on whether NJDOC has been notified, and date of incident. Ask to see a copy of report, do not take a copy*

* Provided by the Police Department

** Decommissioned Cells – *list number and type, verify it is actually not used, note whether there is letter from chief attesting to decommissioning (not necessary to take a copy)*

TOWNSHIP NAME POLICE DEPARTMENT -

10A:34-2.3 CODES, REGULATIONS AND LAWS				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(c)	All municipal detention facilities shall be in compliance with the New Jersey Uniform Fire Code, NJAC 5:70, in all aspects of fire safety. Documentation: <i>Note Fire Certificate (Issuing entity, issue date, expiration date). If detention area is compliant, but other areas of the building are not (and there is no current Fire Certificate for the entire building), mark “compliant” and note the details here</i>	<input type="checkbox"/>	<input type="checkbox"/>	

For all construction-related items (walls, thicknesses, materials, etc.), the following types of documentation are acceptable to determine compliance:

- Engineering, architecture, construction, or building inspection formal documentation that substantiates the details of construction*
- A letter from NJ-DOC stating that the construction was approved by DOC as compliant*

Generally worded letters or written statements about the construction meeting requirements are not sufficient.

Compliance in a previous report is not sufficient. DOC may have had access to other documentation.

Inspection is to be based on review of actual construction documentation, or certification only.

Marking “Compliant” indicates that the item has been verified in the construction documentation.

ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
	<i>A cell is intended for single occupancy and longer detention. A holding room can house multiple detainees, is larger, and typically has a bench / benches instead of a bunk, it is intended to be used for shorter detention durations. All construction standards for walls, floor, ceiling, front are those in item (c). PD not required to have a cell</i>			
(a)	Cells provide for single occupancy.	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Cell walls are constructed of 6-inch reinforced concrete OR eight-inch concrete block filled with cement containing vertical reinforcement rods every 12-inches OR prefabricated steel, having a minimum 3/16” steel plate, provided that a professional engineer licensed in the State of New Jersey shall stamp and sign the cell drawing submitted attesting to the integrity and constructability of the modular cells. Documentation: <i>Note the specifics of the documents viewed. Or indicate “no construction documentation available”</i> Observation: <i>Material of cell walls</i>	<input type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(d)	<p>Cell ceilings are constructed of pre-cast concrete slabs, reinforced concrete, or prefabricated steel, which meets the criteria set forth in c) above.</p> <p>Documentation: <i>Note the specifics of the documents viewed. Or indicate “no construction documentation available”</i></p> <p>Observation: <i>Material of cell ceilings</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	<p>Cell floors are constructed of terrazzo, sealed concrete or prefabricated steel, which meets the criteria set forth in c) above, and are sloped to a drain outside of the cell.</p> <p>Documentation: <i>Note the specifics of the documents viewed. Or indicate “no construction documentation available”</i></p> <p>Observation: <i>Material of cell floors</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(f)	<p>Cell fronts are constructed of six-inch reinforced concrete or eight-inch concrete block filled with cement containing vertical reinforcement rods every 12 inches or prefabricated steel, which meets the criteria set forth in (c) above.</p> <p>Documentation: <i>Note the specifics of the documents viewed. Or indicate “no construction documentation available”</i></p> <p>Observation: <i>Material of cell fronts</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(g) 1	<p>Cell doors are security type hollow core metal (minimum 12 gauge) steel.</p> <p>Documentation: <i>Note the specifics of the documents viewed. Or indicate “no construction documentation available”</i></p> <p>Observation: <i>Material of door</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(g) 2	<p>Cell doors slide or swing into the cell corridor.</p> <p>Observation: <i>Note which type</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(g) 3	<p>Cell doors contain a standard food pass/cuff port and pull-type safety door handle.</p> <p><i>Food pass/cuff port: Has an opening large enough to pass a food tray and for a typical adult to place both hands and wrists through. Opening should be small enough to preclude escape. It may have a door/cover or not. Report to DOC any openings that appear abnormally large, or small.</i></p> <p><i>Door handles in all standards: can't be used to hang oneself, or present risk of injury.</i></p> <p><i>Consider location for determination of handle acceptability (cell vs. cell corridor, unused door)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(g) 4	Security type hollow-core metal doors contain an observation port of security glass at least nine-sixteenths inch thick or security type Lexan (polycarbonate) at least one-half inch thick. <i>Lexan = Polycarbonate</i> Documentation: <i>Note the specifics of the documents viewed. Or indicate "No construction documentation available"</i> Observation: <i>Material of observation port (glass or clear plastic). Difficult to visually discern polycarbonate (Lexan) from polymethyl methacrylate (Lucite, Plexiglas)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(g) 5	Doors are secured with detention type locks (preferably lever tumbler with paracentric keyway) with independent dead bolts. <i>Deadbolt is not applicable to sliding doors. Assess compliance based on presence of detention type locks and ability to properly secure door when locked</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(h)	All windows in the cellblock area are approved security type (a tool resistant type steel frame with nine-sixteenths inch security glazing or one-half inch security type Lexan (polycarbonate)). Documentation: <i>Note the specifics of the documents viewed. Or indicate "No construction documentation available"</i> Observation: <i>Material of observation port (glass or clear plastic)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(i)	Each cell is numbered or lettered for proper identification. Observation: <i>Note numbering system used for male and female cells. Note whether cells are used interchangeably for either male or female detainees</i>	<input type="checkbox"/>	<input type="checkbox"/>	

10A:34-2.6 CELL EQUIPMENT				
ITEMS	10A:34-2.5 CELL SPECIFICATIONS	COMP	NON-COMP	LAST INSP
(a) 1	Each cell contains a steel bunk firmly affixed to the wall, floor or both, or a raised platform bunk. Observation: <i>Note which type and how affixed, if possible to determine</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(a) 2	When sliding barred doors are utilized, the bunk is located no closer than 12-inches from the doors. Observation: <i>Note distance from barred door, or that door swings out (N/A)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

10A:34-2.6 CELL EQUIPMENT				
ITEMS	10A:34-2.5 CELL SPECIFICATIONS	COMP	NON-COMP	LAST INSP
(b) 1	Bunks or platforms are topped with hardwood at least two-inches thick or an approved fire retardant mattress. Observation: <i>Note which type</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 2	Approved fire retardant mattresses are provided for detainees confined overnight in those cells that have bunks or raised platforms topped with hardwood. <i>Mattresses only required if detainees are confined overnight.</i> Documentation: <i>Note fire certificate if approved by State, county or local fire officials. If manufacturer's tag on mattress, note.</i> Comment: <i>Note whether detainees are held overnight</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Each cell is equipped with a detention type toilet and lavatory with drinking font preferably of stainless steel construction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(d)	Sanitary units are serviced via a chase located outside the cell and equipped with a shutoff valve. Observation: <i>Indicate number of chases and general location (in cell corridor, in adjacent room, behind cells)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	All cell equipment is secured with tamper resistant fasteners. <i>Any screw that cannot be removed with a standard slotted or Phillips head screw driver. Hex-head bolts, rivets, welded construction are acceptable and meet the intent</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(f)	Approved security type light fixtures affording a minimum of 20 foot candle illumination are provided for each cell. <i>Reasonable measures have been taken to protect and tamper-proof the lighting (housing, lens, frame, screws)</i> Observation: <i>note illumination level in foot candles (FC) in all cases. If different in different cells, indicate which are which</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(g)	Ventilation grilles used inside cell shall be rated for maximum-security use. <i>Metal grill, sturdy, with air passages small enough and spaced in such a way as to reasonably make it extremely difficult to thread a shoestring though them. Could be tight mesh of heavy wire, perforated metal or similar.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

10A:34-2.7 HOLDING ROOMS				
<i>Apply same construction and documentation standards as used for cells.</i>				
<i>PD not required to have a Holding Room</i>				

TOWNSHIP NAME POLICE DEPARTMENT -

ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(a)	Holding rooms have a minimum of 100 square feet of floor space with eight-foot high ceilings. <i>If none, add notation "No holding room" to first instance of a Holding Room standard on each subsequent page.</i> Observation: <i>Note approximate size of holding room</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 1	Holding room walls are constructed of 6-inch reinforced concrete OR 8-inch concrete block filled with cement containing vertical reinforcement rods every 12-inches OR prefabricated steel, having a minimum 3/16" steel plate, provided that a professional engineer licensed in the State of New Jersey shall stamp and sign the cell drawing submitted attesting to the integrity and constructability of the modular cells. Documentation: Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 2	Holding room ceilings are constructed of pre-cast concrete slabs, reinforced concrete, or prefabricated steel, which meets the criteria set forth in (c) above. Documentation: Observation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(b) 3	Holding room floors are constructed of terrazzo, sealed concrete or prefabricated steel, which meets the criteria set forth in (c) above, and are sloped to a drain outside of the holding room. Documentation: Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 4	Holding room fronts are constructed of six-inch reinforced concrete or eight-inch concrete block filled with cement containing vertical reinforcement rods every 12 inches or prefabricated steel, which meets the criteria set forth in (c) above. Documentation: Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 5	Holding room doors are security type hollow-core metal (minimum 12 gauge) steel. Documentation: Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 6	Holding room doors slide or swing into the cell corridor. Observation: Cell doors	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 7	Holding room doors contain a standard food pass/cuff port and safety handle.	<input type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

10A:34-2.7 HOLDING ROOMS				
<i>Apply same construction and documentation standards as used for cells. PD not required to have a Holding Room</i>				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(b) 8	Security type hollow-core metal doors contain an observation port of security glass at least nine-sixteenths inch thick or security type Lexan (polycarbonate) at least one-half inch thick. <i>If no Holding Room, write that here (first standard on new page)</i> Documentation: Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 9	Doors are secured with detention type locks (preferably lever tumbler with paracentric keyway) with independent dead bolts. <i>Deadbolt is not applicable to sliding doors. Assess compliance based on presence of detention type locks and ability to properly secure door when locked</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(b) 10	All windows in the holding room area are approved security type (a tool resistant type steel frame with nine-sixteenths inch security glazing or one-half inch security-type Lexan (polycarbonate)). Documentation: Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 11	Each holding room is numbered or lettered for proper identification. Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 12	Each holding room contains a steel bench firmly affixed to the floor, wall or both, OR a raised concrete platform. Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 13	Each holding room is equipped with a detention type combination sanitary unit.	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 14	Sanitary units are serviced via a chase located outside the holding room and equipped with a shutoff valve. Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 15	All holding room equipment is secured with tamper resistant fasteners.	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 16	Approved security type light fixtures affording a minimum of 20 foot candle illumination are provided for each holding room. Observation:	<input type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

10A:34-2.7 HOLDING ROOMS				
<i>Apply same construction and documentation standards as used for cells. PD not required to have a Holding Room</i>				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(c)	The hardwood topping on the steel bench OR concrete platform shall be firmly affixed.	<input type="checkbox"/>	<input type="checkbox"/>	

10A:34-2.8 CELL CORRIDORS				
<i>Apply same construction and documentation standards as used for cells. Cell corridor is one that is only used for access to cells and no other purpose. There may be more than one, if so make note of it. Same standards apply to holding room corridors. PD not required to have a cell corridor or holding cell corridor.</i>				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(a)	Cell corridors are at least four and one-half feet in width. Observation: <i>Corridor width</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Security type light fixtures secured with tamper-resistant fasteners, and affording a minimum of 20 foot candle illumination are provided. Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(c) 1	Corridor windows are of 9/16 inch security glazing OR ½ inch security-type Lexan (polycarbonate). Documentation: Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(c) 2	Corridor windows which can be opened are covered with security screening. Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	Corridor floors are constructed of terrazzo OR sealed concrete and slope to a floor drain secured with a cover held in place by tamper-resistant fasteners. Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	Exterior cell corridor walls are constructed of six inch reinforced concrete OR eight inch concrete block filled with cement containing vertical reinforcement rods every 12 inches Documentation: Observation:	<input type="checkbox"/>	<input type="checkbox"/>	
(f)	Hinged type cell corridor doors swing outward. Observation:	<input type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

(g)	<p>Cell corridor ceilings in new OR renovated municipal detention facility shall be constructed of pre-cast concrete slabs or reinforced concrete.</p> <p>Documentation:</p> <p>Observation:</p>	<input type="checkbox"/>	<input type="checkbox"/>	
(h)	<p>Cell corridor doors are constructed of solid wood OR security-type hollow core metal of 12-gauge steel.</p> <p>Documentation:</p> <p>Observation:</p>	<input type="checkbox"/>	<input type="checkbox"/>	
(i) 1	<p>Hollow core metal OR wood doors contain a vision port of nine-sixteenths inch security glass OR one-half inch security type Lexan (polycarbonate).</p> <p>Documentation:</p> <p>Observation:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(i) 2	<p>Pull-type safety handles are provided where necessary.</p> <p><i>“Where necessary” is defined by the Police Department and is based on risk, location, use of the door, and operational conditions</i></p> <p>Observation: <i>If there are no “pull-type safety handles”, note “not deemed necessary by PD, based on conditions and PD practices”</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(j)	<p>An emergency panic button, not accessible to detainees, shall be provided.</p> <p><i>This is always a requirement, even if no dedicated cell corridor. Should be in a location near the cells or holding rooms</i></p> <p>Documentation:</p> <p>Observation: <i>Note whether Panic alarm is tested and operational</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(k)	<p>Access to a cordless OR cell phone OR a telephone jack shall be provided in the cell corridor. <i>Note whether phone access is provided in cell corridor. If no cell corridor, mark N/A and describe location.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(l)	<p>A water outlet for cleaning of the cellblock area is installed in the cell corridor.</p> <p><i>If no cell corridor, mark as N/A. If not in cell corridor mark NC</i></p> <p>Observation: <i>If no cell corridor, note location of water outlet if accessible nearby. If there is a cell corridor, note location of water outlet if accessible nearby simply mark as compliant.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

10A:34-2.9 SALLYPORT				
<i>A sallyport is a requirement. If none, mark NC in item (a), then mark (b) items as N/A</i>				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(a)	A vehicle sallyport area or designated sallyport area shall be provided for the transfer of prisoners to and from the municipal detention facility. <i>Vehicle, or pedestrian, sallyport</i> Observation: <i>If none, indicate whether a dedicated detainee entrance is used</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	The vehicle sallyport or sallyport area is in close proximity to the detention area.	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 1	The sallyport contains interlocking doors. Observation: <i>Note whether tested and operational</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 2	The sallyport contains audio and video communication. Observation: <i>Note whether tested and operational</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) 3	The sallyport contains an emergency alarm button. Observation: <i>Note whether tested and operational</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	A weapons locker is provided in the sallyport entrance area or in a location convenient to the detainee entrance. <i>Weapon locker is a requirement, whether in sallyport or elsewhere</i> Observation: <i>Note location(s) of Weapon lockers. Mark compliant if location is appropriate relative to detainee entrance/ sallyport and layout of facility</i>	<input type="checkbox"/>	<input type="checkbox"/>	

10A:34-2.10 SANITATION				
<i>These items required even if no cell or holding room</i>				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP

TOWNSHIP NAME POLICE DEPARTMENT -

10A:34-2.10 SANITATION				
<i>These items required even if no cell or holding room</i>				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(a)	The detention facility has developed written procedures for the control of vermin and pests. Documentation: <i>policy or procedure reference</i> Observation: <i>details (name, address, license) of service provider. Receipt/certificate of last service. If handled internally, note how.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	The detention facility has developed written procedures which require daily sanitation inspections of all detention areas. Documentation: <i>policy or procedure reference</i> Observation: <i>Review of Daily Sanitation Check Sheet or log</i>	<input type="checkbox"/>	<input type="checkbox"/>	

10A:34-3.1 SECURITY AND KEY CONTROL				
<i>Applies to cells and holding rooms</i>				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(a)	A security inspection of the cellblock area is conducted weekly and a written report submitted to the administrator or officer in charge of security. Documentation: Observation: <i>Review weekly security report</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Cells, cellblock and sallyport areas are not used as storage areas. Documentation: <i>list policy if one exists. Written policy is not required</i> Observation: <i>Observe that procedures follow policy</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Weapons are prohibited within the security perimeter of the cellblock area. Documentation: Observation: <i>Note whether weapons locker(s) provided, and where. Observe that procedure follows policy</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(d) 1	A key control system, which provides an accurate accounting of the location and possession of each key, is used. <i>The key requirements apply where cells and holding rooms exist. N/A if there are no cells or holding rooms. If there is only one key for all locks, note that fact and mark this as N/A</i> Documentation: <i>policy or procedure reference</i> Observation: <i>Keys checked</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(d) 2	All keys are numbered. Documentation: Observation: <i>Keys checked, note numbering OR a labeling system</i>	<input type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

<p align="center">10A:34-3.1 SECURITY AND KEY CONTROL</p> <p align="center"><i>Applies to cells and holding rooms</i></p>				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(d) 3	At least one duplicate key is available for each lock. The duplicate key(s) shall be maintained in an area accessible to staff at all times. Documentation: <i>policy or procedure reference</i> Observation: <i>View keys and note location of duplicates</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	A written escape procedure has been developed to be followed in the event of an escape. Documentation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

10A:34-3.2 SEARCH OF DETAINEES				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(a)	Each detainee is thoroughly searched prior to placement in a cell. <i>Applies to cells and holding rooms</i> Documentation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

10A:34-3.3 PAT SEARCH				
<i>All search sections are required even if no cell or holding room</i>				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(a)	A pat search <u>shall</u> be conducted while the detainee is fully clothed. A pat search includes both the touching of the detainee’s body through clothing, including hair, dentures, etc., and a thorough examination into pockets, cuffs, seams, etc., and all personal property in the detainee’s possession. Documentation: <i>Note whether consistent with Attorney General Guidelines</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Pat searches of detainees may be conducted at any time where conditions indicate a need for such searches. Documentation: <i>Note whether consistent with Attorney General Guidelines</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	In addition to the foregoing routine searches, a pat search may be conducted at any time when there is a reasonably clear indication that the detainee is carrying contraband. Documentation: <i>Note whether consistent with Attorney General Guidelines</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	Pat searches may be conducted by either male or female custody staff members upon male inmates. Except in exigent circumstances, pat searches shall only be conducted by female custody staff members upon female inmates. Additionally, it would require the appropriate documentation of such searches which shall include an explanation of the exigent circumstance that existed at the time of the search. Documentation: <i>Note whether consistent with Attorney General Guidelines</i>	<input type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

	10A:34-3.4 STRIP SEARCH OF A PERSON(S) WHO HAS BEEN DETAINED OR ARRESTED FOR COMMISSION OF AN OFFENSE OTHER THAN A CRIME			
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
	Documentation: Comment: <i>Note whether consistent with Attorney General Guidelines</i>	<input type="checkbox"/>	<input type="checkbox"/>	

	10A:34-3.5 STRIP SEARCHES OF A PERSON(S) LAWFULLY CONFINED IN MUNICIPAL DETENTION FACILITY WHO IS CHARGED WITH COMMITTING A CRIME			
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
	Documentation: Comment: <i>Note whether consistent with Attorney General Guidelines</i>	<input type="checkbox"/>	<input type="checkbox"/>	

	10A:34-3.6 BODY CAVITY SEARCHES OF A PERSON(S) WHO HAS BEEN DETAINED OR ARRESTED FOR COMMISSION OF AN OFFENSE OTHER THAN A CRIME			
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
	Documentation: Comment: <i>Note whether consistent with Attorney General Guidelines</i>	<input type="checkbox"/>	<input type="checkbox"/>	

	10A:34-3.7 BODY CAVITY SEARCHES OF A PERSON(S) LAWFULLY CONFINED IN A MUNICIPAL DETENTION FACILITY WHO IS CHARGED WITH COMMITTING A CRIME			
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
	Documentation: Comment: <i>Note whether consistent with Attorney General Guidelines</i>	<input type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

10A:34-3.8 REPORTS REGARDING STRIP OR BODY CAVITY SEARCHES				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
	Documentation: Comment: <i>Note whether consistent with Attorney General Guidelines</i>	<input type="checkbox"/>	<input type="checkbox"/>	

10A:34-3.9 USE OF SCANNING/TESTING DEVICES <i>PD not required to have these</i>				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
	Searches of detainees, areas of and objects by the use of scanning/testing devices may be done routinely and randomly where necessary for security purposes. Scanning/testing devices may be, are not limited to, a walk-through devices or a hand held device. Documentation: Comment: <i>Note whether used and location of devices. If not used, mark N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>	

10A:34-3.10 MONITORING SYSTEMS				
ITEM S	STANDARDS FOR FACILITY	Yes	No	
(a) 1	The Commissioner or designee shall determine the need for an audio and/or video system to monitor detainees based upon the design of the detention area. This facility has a need for an audio monitoring system. The facility has a need for a video monitoring system.		X X	
	Comment: <i>Support your recommendation as to why a system is required. Is the holding cell/area located where the PD has face to face view of detainees? Or is the location not within the direct line of sight of the officer?</i>			

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10A:34-3.10 MONITORING SYSTEMS				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(a) 2	This facility has an audio monitoring system. Observation: <i>If recommended-Verify that it is operational. If not recommended mark "NA"</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(a) 3	This facility has a video monitoring system. Observation: <i>If recommended-Verify that it is operational. If not recommended mark "NA"</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	The monitoring system shall <i>remain activated at all times</i> that detainees are present due to the added measure of safety and security it provides. The monitoring system shall not be used as a substitute for physical cell checks of detainees. Documentation: <i>If recommended-Verify that it is operational. If not recommended mark "NA"</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	If video is used for surveillance of the cells, care shall be taken that there is no intrusion of privacy in the area around the sanitary unit. Documentation: <i>policy or procedure reference</i> Observation: <i>Confirm that actual video coverage ensures privacy and note here. N/A if no cell or holding room</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	If a determination is made that audio and video monitoring of the cell(s) is required, and is either not installed OR not functioning as designed, face-to-face monitoring of the detainees shall be required, as set forth in N.J.A.C. 10A:34. <i>This standard applies to both cells and holding rooms. Face to face is defined as being within direct line of sight. N/A if no cell or holding room</i> Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	

10A:34-3.11 CANINE SEARCHES				
<i>*PD not required to have these. But if they do...</i>				
	All detainees and their possessions and all municipal detention facilities, areas, objects and properties may be subject to <i>searches by a canine team(s), specially trained</i> to discover and indicate to the handler(s) the presences of various substances and materials. Documentation: Comment: <i>Note whether they are used. If the canines are not the PD's, note who provides them for searches. If not used at all, mark N/A and not "not used"</i>	<input type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

<p align="center">10A:34-4.1 SUPERVISION AND CARE OF DETAINEES</p> <p align="center"><i>This section applies to detainee areas, cells and holding rooms</i></p>				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(a) 1	<p>Staff assigned to supervise detainees receives training in the supervision and care of detainees.</p> <p>Documentation: <i>PD Training letter signed by chief or training officer, dated; or sign-in sheet for training completion with dates, names, topic. If outside training, note course, who provided, topics covered, date.</i></p> <p>Observation: <i>If training date is quite far in the past (over 3 years), DOC will later follow-up and recommend refresher</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(a) 2	<p>Special training is provided for the supervision and care of detainees of the opposite gender.</p> <p>Documentation: <i>PD Training letter signed by chief or training officer, dated; or sign-in sheet for training completion with dates, names, topic. If outside training, note course, who provided, topics covered, date..</i></p> <p>Observation: <i>If training date is quite far in the past (over 3 years), DOC will later follow-up and recommend refresher</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	<p>Physical cell checks of detainees are made every 30-minutes.</p> <p>Documentation: <i>Applies to both cells and holding rooms</i></p> <p>Observation: <i>Spot-check Cell Block Log (N/A if no cell or holding room)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	<p>Closer surveillance, which includes cell checks at least every 15 minutes, shall be made for detainees who are: <i>this applies in all cases, regardless of cells or not</i></p> <ol style="list-style-type: none"> 1. A security risk; 2. A suicide risk; 3. Demonstrating unusual or bizarre behavior; and/or 4. Exhibiting signs of mental illness. <p>Documentation:</p> <p>Observation: <i>Spot-check (name actual department form). Should be a policy that speaks to detainees with these type of concerns.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	<p>A record of the physical cell checks is maintained.</p> <p><i>This item and d1-d6 apply to cells and holding rooms. If no cells or holding rooms, items d1-d6 are N/A</i></p> <p>Documentation: <i>policy or procedure reference</i></p> <p>Observation: <i>Spot-check (name actual department form)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(d) 1	<p>The record contains the detainee's full name.</p> <p>Documentation: <i>policy or procedure reference</i></p> <p>Observation: <i>Spot-check (name actual department form)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(d) 2	<p>The record contains the gender of the detainee.</p> <p>Documentation: <i>policy or procedure reference</i></p> <p>Observation: <i>Spot-check (name actual department form)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

10A:34-4.1 SUPERVISION AND CARE OF DETAINEES				
<i>This section applies to detainee areas, cells and holding rooms</i>				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(d) 3	The record contains the date and time the detainee was initially placed in a cell. Documentation: <i>policy or procedure reference</i> Observation: <i>Spot-check (name actual department form)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(d) 4	The record contains the date and time the detainee was released. Documentation: <i>policy or procedure reference</i> Observation: <i>Spot-check (name actual department form)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(d) 5	The record contains the date and time of each physical cell check. Documentation: <i>policy or procedure reference</i> Observation: <i>Spot-check (name actual department form)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(d) 6	The record contains the signature of the staff member conducting physical cell checks. Documentation: Observation: <i>Spot check logs/forms (name actual department form)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	Detainees who become injured or who become ill while in custody shall be seen by appropriate medical personnel without delay. A record of the date and time of the medical visit shall be maintained. Seriously ill or injured detainees shall be transported immediately to the nearest hospital. Documentation: Observation: <i>Note which hospital is used</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(f)	Special medication is provided to detainees if the need is verified by a physician. Documentation: Observation: <i>Spot-check (name actual department form)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(g)	Detainees confined during regular meal periods are provided with a meal. Documentation: Observation: <i>Spot-check (name actual department form)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(h)	Telephone calls are permitted for the purpose of, but not limited to, notifying relatives, obtaining legal representation, and posting bail. Documentation: Observation: <i>Spot-check (name actual department form)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

10A:34-4.2 HOUSING OF DETAINEES				
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TOWNSHIP NAME POLICE DEPARTMENT -

ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
	<p>Male and female detainees are separated by sight and sound from each other.</p> <p>Documentation: Observation: <i>note how this is accomplished. Spot check logs, interview staff, etc. to validate</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

TOWNSHIP NAME POLICE DEPARTMENT -

10A:34-4.3 SUICIDE PREVENTION AND CONTROL				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(a)	Each municipal detention facility shall develop written policies and internal management procedures to govern the identification, placement, and monitoring of the detainees who are deemed to be at risk for suicide. These policies and procedures shall include, but not limited to: 1. Evaluation procedures at admission Documentation: Observation: <i>Review and spot check (name actual department form)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Close observation procedures for those deemed at risk; and Documentation: Observation: <i>Conduct an in-person check every 15 minutes instead of every 30 minutes, or use face to face (line of sight) monitoring</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Procedures for handling attempts to commit suicide. Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	
	4. The location of the emergency rescue tool. An emergency rescue tool shall be made available to the custody member(s) working in the cellblock or holding room area. Documentation: Observation: <i>"Rescue tool observed" and note location</i>	<input type="checkbox"/>	<input type="checkbox"/>	

10A:34-4.4 REPORTING DEATHS				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP

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10A:34-4.4 REPORTING DEATHS				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(a)	<p>Written Policy and Procedures requires that at the death of a detainee, notification is to be given by the Chief of Police to the Director, Office of Community Programs and Outreach Services, Department of Corrections, within three working days.</p> <p><i>Deaths to be reported are ones that occur while in custody until turned over to other authority, or released</i></p> <p>Documentation:</p> <p>Comment: <i>If no deaths, note “No deaths reported”. Otherwise note date and whether notification was made to NJDOC within three days. Not necessary to take a copy of notification</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	<p>Written Policy and Procedures requires that following the notification in (a) above and within two weeks, a written report shall be submitted by the Chief of Police to the Director, Office of Community Programs and Outreach Services, Department of Corrections, that shall contain, at a minimum, the following information:</p> <p>Comment: <i>If no deaths, note “No deaths reported”. If a death occurred, review the report for compliance with the items in sections 1-6 below. Item (b) is C or NC based on existence of policy, it is never N/A</i></p> <p>Documentation: <i>List relevant policy sections. Policy is required for all items under 4.4 (b). If no policy, mark as NC. If there was a death reported within two weeks, review report for compliance with the policy and assess items 1-6 as C or NC. If not reported within two weeks, mark (b) as NC. Not necessary to take a copy of the report</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>1. Detainee's name, age and sex</p> <p>Documentation</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>2. Date and time of admission into the cell or holding room</p> <p>Documentation:</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>3. Reason for placement in cell or holding room</p> <p>Documentation:</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>4. Logbook entries noting the times of each physical cell check</p> <p>Documentation:</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>5. Circumstances surrounding the death</p> <p>Documentation:</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>6. Findings of the investigating custody staff member</p> <p>Documentation:</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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10A:34-4.5 PROTECTION FROM ABUSE				
ITEMS	STANDARDS FOR FACILITY	COMP	NON-COMP	LAST INSP
(a)	<p>All persons detained, arrested, or lawfully confined to a municipal detention facility shall be protected by municipal detention facility staff from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.</p> <p>Documentation: <i>Look for specific procedures that implement this. Needs to be more than just a policy statement</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	<p>In accordance with the Federal Prison Rape Elimination Act of 2003 (PREA), 42 U.S.C. 15601 et seq., a zero tolerance for the incidence of sexual assault shall be maintained at municipal detention facilities.</p> <p>Documentation: <i>There needs to be a policy for zero tolerance for sexual assault/abuse.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	<p>Appropriate disciplinary action shall be taken against facility staff who engage in abusive behavior and, when necessary, these cases will be referred to county prosecutor. [4.5 (c) standard added]</p> <p>Documentation: <i>Look for specific procedures that implement this. Needs to be more than just a policy statement.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

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ADDITIONAL COMMENTS

Do not use this space for general comments about the department or conditions. Any information that needs to be brought to DOC attention is to be written in a separate email, not included in the report.

Items that would be noted here include lengthy references to construction documentation (for example: blueprints, NJDOC letter dealing with construction or exemption letters)

Exit Interview With: *Rank*

Insert inspector signature

Inspected by: **(Ronin Security Solutions)**

Notes for guidelines and instructions:

Overall Guidelines:

- Provide a note for items that are NC or N/A. Not needed for multiple items under one N/A heading (like each standard under Holding Room if there is not one)

- Marking Compliant or Non-Compliant signifies that the inspector has fully assessed elements and considerations necessary to make that assessment

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