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PLEADINGS VII

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FILED IN THE
UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII

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IN THE UNITED STATES DISTRICT COURT

FOR THE DISTRICT OF HAWAII

AGNES SPEAR, et al.,)	Civil No. 84-1104
individually and on behalf of)	
all other persons similarly)	IMPLEMENTATION PLANS
situated,)	SUBMITTED TO THE COURT FOR
)	APPROVAL AND INCORPORATION
Plaintiffs,)	INTO THE CONSENT DECREE;
)	CERTIFICATE OF SERVICE
vs.)	
)	
GEORGE ARIYOSHI, et al.,)	
)	
Defendants.)	

IMPLEMENTATION PLANS SUBMITTED TO
THE COURT FOR APPROVAL AND
INCORPORATION INTO THE CONSENT DECREE

Spear v. Waihee



PC-HI-0001-0004

MEDICAL AND MENTAL HEALTH PANEL PLAN

INTRODUCTION

The Medical and Mental Health Panel consisted of Mark Abe, Corrections Division Representative, Ronald Shansky, M.D., of Illinois Department of Corrections, Armond Start, M.D., of Texas Department of Corrections.

In consultation with Nadine Bruce, M.D., of the Hawaii Medical Association and Harold Hall, Ph.D., of the Hawaii Psychological Association, the Panel evaluated the medical and mental health needs at the Oahu Community Correctional Center (OCCC) and the Women's Community Correctional Center (WCCC) during the period of July 30, through August 1, 1985. Corrections Division staff included in fact finding and deliberations were: Edwin Shimoda, Oahu Center Administrator; Deanna Espinas, Acting Support Services Administrator; Dr. Goldman and Dr. Cooper of the Department of Health; Leilani Mashima, RPN, OCCC; Winona Kauwe, RPN, WCCC; Anthony Commendador, Program Planning Office; and Bruce Bikle, Consent Decree Coordinator.

AREAS OF CONCERN

The panel concentrated their evaluation efforts on the following areas of concern as directed by the Consent Decree:

- A. Personnel Coverage:
 - 1. Physician Coverage
 - 2. Dental Coverage
 - 3. Mental Health Coverage
 - 4. Nursing Coverage
- B. Emergency Care;
- C. Training of Medical Staff and Correctional Officer staff as to Medical and Mental Health Related areas;
- D. Development of Policies, Procedures and Protocols;
- E. Medication Distribution and Pharmacy Services;
- F. Medical and Mental Health Admissions Screening;
- G. Provision of Physical Examinations;
- H. Provision of Special Therapeutic Diets and Coverage by a Dietician;
- I. Medical Records and Sufficient Records Personnel;
- J. Housing, Assessment, and Treatment of Mentally Disturbed and Suicidal Inmates; and
- K. Sick call system and follow-up procedures to ensure routine access to Medical Care.

PLANS

A. Personnel Coverage

1. Physician Coverage

An objective of this Plan is to bring medical care services at OCCC and the WCCC up to a minimum standard and insure adequate physician coverage. To this end:

- a. OCCC will provide at least two (2) half time Physician positions, totaling 40 hours per week of onsite service by Jan. 1, 1986.
- b. Beginning January 1, 1986, the WCCC will increase its Internist care to two (2) visits per week, and OB/GYN care to one (1) visit every two weeks.
- c. A licensed physician will assume the administrative duties and responsibilities as the Medical Director of the OCCC and WCCC immediately. OCCC has a budgeted Physician I position, rated at SR-31, with a salary of \$32,388 per year. The Corrections Division agrees that a salary of \$60,000 per year is necessary to attract a qualified physician with correctional medical director or other appropriate experience for this responsibility. Therefore, the panel will require that OCCC:
 - (1) Recruit for this position on a contract for services basis, instead of a civil service basis; and
 - (2) Provide an additional \$27,612 in fee-for-service funds in its budget.

- d. The responsibility of the health authority includes arranging for all levels of health care and assuring quality and assessability of all health services provided to inmates. In addition, this position will be required to develop and/or modify existing written policies and procedures, arrange for and coordinate the services of outside consultants, make final medical judgments, coordinate the services provided by the Department of Health, assure quality of medical services to the Women's Facility and respond to questions from the Attorney General's Office regarding suits against the OCCC Medical Unit and to the Ombudsman's Office regarding inquiry and/or complaints about medical services. This position will also be available in responding to emergencies.

2. Dental Coverage

An objective of this Plan is to ensure adequacy in meeting minimum essential dental needs of inmates at OCCC and WCCC. To this end:

- a. All sentenced felons received at OCCC and the WCCC will receive dental screening within 14 days of arrival at the facility. This is in accordance with relevant professional standards.
- b. A full time Dental Hygienist will be hired by OCCC by to conduct dental screening and examination and provide other dental hygiene services at OCCC by March 1, 1986.
- c. The Dental Hygienist will prioritize the oral pathology of the inmates. This will allow the dentist to concentrate on treatment of more complicated dental problems.

- d. Within 45 days of admission to the facility, detainees, inmates, misdemeanants and probational felons will be provided with a routine dental examination by the dentist, and will be provided necessary treatment, not limited to extractions, to prevent deterioration of the inmate's health.
- e. By March 1, 1986, the dental unit at OCCC will be expanded to accommodate the additional staff and ensure adequacy in meeting essential dental needs of the inmates. The adjacent room requires remodeling to the extent to which a fully equipped dental chair can be operational by March 1, 1986.
- f. By March 1, 1986, the OCCC will provide 40 hours per week of Dentist services.
- g. Dental Services for females will be provided at the youth facility such that the waiting time for routine service will not exceed 30 days.

3. Mental Health Coverage

The panel agrees to the definition of "treatment" as conventional standards of individual or group therapy with the goals to prevent deterioration of an individual's mental illness; to maintain the individual's mental health; and to enhance the individual's ability to function and manage his illness within the prison environment. A specific treatment plan will be required for all inmates identified as having a mental health problem. The "team approach" concept is recommended whereby a Mental Health Specialist shall coordinate

and carry-out the treatment plan prescribed by the team (psychiatrist, psychologist, ACO, physician, etc.). To this end:

- a. The present psychiatrist service hours at OCCC and WCCC will be increased to 60 hours per week immediately, and to 80 hours per week by July 1, 1986. At least 8 hours per week of psychiatric services will be provided at WCCC.
- b. Psychologist services at OCCC will be increased to 80 hours by July 1, 1986; Psychologist services at WCCC will be increased to 16 hours per week by July 1, 1986.
- c. Further, the State agrees to provide funds in amount of \$250,000 by July 1, 1986 to be used for the provision of mental health services to the inmate populations of OCCC and WCCC. The Corrections Division and the Courts and Corrections Team of the Department of Health will provide the Panel with a plan detailing the expenditures of these funds and the provision of continued mental health programming and treatment by the first inspection of the panel or April 30, 1986, whichever comes first. This expenditure plan and provisions for continued mental health services and treatment when approved by the Panel will be incorporated and made a part of the medical and mental health plan.
- d. Until such time as the Detention Unit at WCCC is remodeled to the specifications of the Corrections and Medical and Mental Health Panels, all psychiatric patient-inmates at WCCC, who

are in need of hospital care at Hawaii State Hospital (HSH), will be transferred within the limits of the laws and admission policies of HSH.

Provisions will be made between HSH and WCCC mental health staff to ensure the continuity of treatment of psychiatric patient-inmates of both facilities. The Courts and Corrections Branch will prepare a report prior to the first inspection of the Panel on the transfer and treatment of patient-inmates between HSH and WCCC.

4. Nursing Coverage

The State agrees that a facility of the size of OCCC requires a proper infirmary with 24-hour skilled nursing coverage for these inmates requiring close medical supervision. The basic criteria used is based on the inmates' right to health care services comparable in quality to those available to the general community of the State in which the facility is located. The Panel defines skilled nursing/infirmary care as in-patient bed care by or under the supervision of a registered professional nurse for an illness or diagnosis which requires limited observation and/or management and does not warrant admission to a licensed hospital. Currently, OCCC has four (4) authorized Registered Professional Nurse III positions with one of the RPN's having administrative experience to function as the Director of Nursing. The WCCC provides 12-hour coverage, from 6:00 a.m. to 6:00 p.m. daily. This requires the

Medical Unit to dispense evening medication (9:00 p.m. to 11:00 p.m.) at 6:00 p.m. The Panel finds that the nursing coverage at these facilities is inadequate. Therefore:

- a. A separate job description for the Director of Nursing at OCCC will be written by January 1, 1986.
- b. At OCCC two (2) additional Registered Professional Nurses will be provided to increase the skilled nursing/infirmarary care coverage from 16 hours to 24 hours per day, seven days a week beginning January 1, 1986. A .5 RPN position will be added by January 1, 1986, and an additional 1.5 RPN position will be added by July 1, 1986.
- c. The Women's Facility requires the capability to operate its Medical Unit on a 16 hour schedule, 7 days a week, to ensure that morning, afternoon, and evening medication are dispensed at proper times, and to assure adequate professional coverage. One (1) Registered Professional Nurse and one (1) Licensed Practical Nurse will be provided as of January 1, 1986 and an additional Licensed Practical Nurse to allow provisions for 16 hour medical coverage by the Medical Unit beginning July 1, 1986.

B. Emergency Care

According to the American Medical Association (AMA) Standards, "Emergency Medical and Dental care is care for acute illness or an unexpected health need that cannot be deferred until the next scheduled sick call or clinic."

It is probable that initial care will begin in the facility, therefore, it is essential that facility staff is aware of what they should do in the event of life-threatening conditions. The State will make available emergency medical and dental care on a twenty-four hour basis in accordance with plan approved by the panel by January 1, 1986 which includes:

1. Arrangements for the emergency evacuation of the inmate from the facility;
2. Use of an emergency vehicle;
3. On-site nursing coverage at OCCC 24 hours a day, 7 days per week, and 16 hours a day, 7 days a week at WCCC;
4. Arrangement for emergency on-call physician and dentist services when the facility physician and dentist are not available;
5. By March 1, 1986 at least one person per shift within sight or sound of the inmates shall have training in first-aid and basic cardio-pulmonary resuscitation and by July 1, 1987 all personnel with routine inmate contact receiving said training; and
6. In addition, the following objectives were required by the panel:
 - a. To purchase and implement a "crash-cart", advance cardiac life support system by January 1, 1986;
 - b. To ensure that the medical personnel receive the appropriate training in the use of the "crash-cart" system;
 - c. To further investigate and possibly negotiate with a specific hospital a contract for emergency care services, and to have

available within this contract an internist, and a surgeon for consultation in needed in-patient hospital and emergency care services;

- d. To develop a system of regular emergency drills for the medical staff, i.e. emergency drill and disaster drill; and
- e. To ensure that on-going training in CPR and advance levels of first-aid are available to all personnel with inmate contact.

C. Training

The Panel finds that the staffs of OCCC and WCCC need to be trained in Medical and Mental Health related areas. To this end:

- 1. All staff at OCCC and WCCC who have routine contact with inmates will be trained annually in cardio-pulmonary resuscitation (CPR) and first aid by July 1, 1987. The facility physician shall coordinate this training with the Corrections Resource Development Office (CRDO) as well as the advanced levels of Basic Life Support.
- 2. As mentioned previously in the report, upon implementation of the "crash-cart" advance cardiac life support system by January 1, 1986, the appropriate (medical and correctional) staff will be trained in its use.
- 3. An on-going "in-service" training program will be required for all medical staff at a minimum of 40 hours per year. This training will include:
 - a. The basic recognition/identification of mental health problems of inmates;

- b. The recognition of the side effects of psychotropic medications;
and
- c. A system for regular emergency drill for the medical staff,
such as a disaster drill, and crisis intervention.

D. Development of Policies and Procedures and Protocols

The OCCC and WCCC shall complete a medical manual by July 1, 1986 or within 3 months of the hiring of a medical director, whichever comes first, and shall include written policies and procedures approved by the responsible health authority, the facility administrator and Corrections Division Administrator. The American Medical Association (AMA) Standards will be used as a guideline. Each policy and procedure of the Health care delivery system shall be reviewed annually by the health authority and facility administrator and revised as necessary. The written standard operating practice and procedures shall include but not limited to the following:

- 1. The use of the infirmary
 - a. Levels of care i.e. inmates referred in, and referred out
 - b. Nursing care
 - c. Physician care i.e. rounds
 - d. Who to house
 - e. Mental Health uses
 - f. Medical records
- 2. Dental screening, hygiene, examination and treatment
 - a. Prioritization of oral pathology based on evaluation

- b. Sentenced felons
- c. Non-sentenced inmates
- d. Review of the month by nurse clinician
- 3. Detoxification Procedures
- 4. Sick call
 - a. System of timely access and triage
 - b. The nurse shall be restricted from treatment of an inmate for the same complaint a maximum of two (2) times without physician examination of the inmates.
- 5. Internal Auditing or Quality Assurance System of regular review by a multi-disciplinary committee.
- 6. Medical Records
 - a. System of review by a physician
 - b. System of filing i.e. chronological
 - c. System of standardization
- 7. Special Inmate Needs
 - a. Handicap and housing access
- 8. Use of Medical Consultants
 - a. Need for a pre-arrange meeting in contract development
 - b. System for the use of a referral and response form
- 9. Psychotropic Medication

System of regular review (a minimum of 30 days) to include records review and examination of inmates.

10. Suicide Housing

- a. Suicide watch, i.e. log system
- b. Use of restraints
- c. Crisis intervention programs
- d. Screen/assessment open admission
- e. Psychiatrist/psychologist regular review

11. Admissions Screening

- a. Medical health screening
- b. Mental health screening
- c. Dental health screening

12. Physical Exams

- a. Annual exams for those inmates over 40
- b. Biannual exams for those inmates less than 40

13. A Clearly Defined AIDS Program and Policies for Employees and Inmates

E. Medication Distribution and Pharmacy Services

The panel agreed with OCCC and WCCC plans to adhere to regulations established by the State board of Pharmacy and Department of Health regarding medications. In addition, the panel concurred with OCCC's efforts to contract the pharmacy services with a private vendor or have an alternative system in place that serves both OCCC and WCCC by December 1, 1985. As a part of the contract, OCCC is requesting the following pharmacy services:

- 1. The vendor shall store such medications that are routinely dispensed at their location separated from vendor's regular inventory;

2. Emergency needs will be met with pre-packaged starter doses of mutually agreed upon most commonly used medications;
3. The vendor will provide completed documentation of all professional review activities required as will be outlined in the facility's policies and procedures manual;
4. The vendor will make recommendations for upgrading patient care through the medication distribution system as needed;
5. The vendor (pharmacist) will serve as a member of the facility's Pharmaceutical Services Committee and attend all required meetings thereof;
6. The vendor (pharmacist) will maintain licenses to practice pharmacy in the State of Hawaii. The vendor will maintain all standards and applicable state and federal laws governing pharmaceutical operations. The vendor will develop and maintain the facility formulary;
7. The vendor will provide in-service training programs, will orient, instruct and consult with OCCC medical staff;
8. The vendor will assist in the destruction of unused controlled substances, as prescribed by law. The vendor will also recommend procedures for dispensing of controlled substance. Develop regular and perpetual inventory controls and security rules for the pharmacy operation at OCCC to ensure availability of necessary drugs and to protect against the loss of pharmacy supplies. To assist the facility in conducting audits of medications and syringes;

9. The vendor will assist in establishing policies and procedures to control the distribution and administration of drugs and pharmaceutical supplies. The vendor will also instruct and supervise the medical staff in proper documentation of medications, etc;
10. The vendor will provide a monthly drug regimen review of each patient serviced in the facility. Also, provide drug interaction information and follow-up with physician and medical staff on individual inmate with drugs prescribed;
11. The vendor will make cost-effective purchasing recommendations for medications, i.e. generic brands, and supplies;
12. The vendor will provide on-site services as required by the facility. The vendor shall provide pick-up and delivery service at least twice a day. In addition, the vendor shall provide on-call and emergency services after business hours, on weekends and holidays;
13. A formulary will be established and signed by the Medical Director;
14. A pharmacy and therapeutics committee will be formed to monitor drug usage and reactions; and
15. A system for documentation in the medical record of drug administration or patient refusal to accept medication.

F. Medical and Mental Health Admission Screening

The Corrections Division agrees that admission screening at OCCC and WCCC adhere to the American Medical Association (AMA) Standards. This requires:

1. Screening shall be performed by health trained or qualified health care personnel on all inmates, including transfers, upon arrival

at the facility using the form approved by the health authority.

If the admission screening process indicates a need for emergency treatment, the inmate will immediately be transferred to the emergency room of a hospital.

2. At a minimum the admission screening shall include the items listed below.

- a. History of:

- (1) Current illness and health problems including mental, dental and communicable diseases;
- (2) Medications taken and special health requirements;
- (3) Use of alcohol and other drugs, including types, methods, amounts, frequency, date or time of last use and a history of problems which may have occurred after ceasing use (e.g., convulsions);
- (4) Other health problems, as designated by the responsible physician, including mental illness; and
- (5) For females, a history of gynecological problems and pregnancies.

- b. Observations of:

- (1) Behavior, which includes state of consciousness, mental status, appearance, conduct, tremors and sweating;
- (2) Body deformities and ease of movement; and
- (3) Condition of skin, including trauma markings, bruises, lesions, jaundice, rashes and infestations and needle marks or other indications of drug abuse.

c. Disposition such as:

- (1) Referral to an appropriate health care service on an emergency basis;
- (2) Placement in the general inmate population and later referral to an appropriate health care service; and
- (3) Placement in the general inmate population.

G. Health Appraisals (Physical Examinations)

The Panel finds that with its two (2) half-time Physician I positions, OCCC can only provide physician care for daily sick calls, emergencies and infirmary visitations. Currently, OCCC has a backlog of over 200 inmates who require a health appraisal. In order to meet minimum essential health needs and insure adequacy in health appraisals:

1. A nurse clinician will assume responsibility for health appraisals at OCCC beginning January 1, 1986.
2. A second nurse clinician will be provided beginning July 1, 1986, to conduct health appraisals at OCCC and WCCC.
3. Beginning January 1, 1986, health appraisals will be completed within 14 days of an inmate's arrival at OCCC.
4. Beginning July 1, 1986, health appraisals will be completed within 14 days of an inmate's arrival at WCCC.
5. Health appraisals will include the following:
 - a. Review of the earlier admission screening.
 - b. Collection of additional data to complete the medical, dental and psychiatric histories.

- c. Laboratory and/or diagnostic tests to detect communicable disease, including venereal diseases and tuberculosis.
- d. Recording of height, weight, pulse, blood pressure and temperature.
- e. Other tests and examinations as appropriate.
- f. Medical examination (including gynecological assessment of females to include gynecological cultures and pap smears) with comments about mental and dental status.
- g. Review of results of the medical examination by a physician.
- h. Initiation of therapy when appropriate.

H. Provision of Special Therapeutic Diets and Coverage by a Dietician

The Panel has found the dietician coverage at OCCC to be inadequate to meet minimum essential needs of the inmates. The current practice is that the Medical Unit informs the Food Services Unit that an inmate requires a special diet for a particular reason. The Food Services Manager interprets the information to what he feels is appropriate and prepares the food accordingly. In this instances the Panel feels that the Food Services Manager is not qualified to interpret the physician's orders for special diets. To remedy this, OCCC will provide one (1) full-time Dietician position or contract dietician services beginning July 1, 1986, to ensure adequacy of special medical and dental diets according to the orders of the treating physician and/or dentist. This position will also ensure an adequate diet involving the four basic food groups based on the American Medical Association (AMA) Recommended

Dietary Allowances, is provided to all inmates. This position will have responsibility for dietetic services for both OCCC and WCCC.

I. Medical Records

The Panel found the records and medical records personnel at OCCC to be below minimum health standards according to both the American Medical Association (AMA), and the American Correctional Association (ACA).

In order to ensure adequacy in this area, the OCCC will provide one (1) full-time Accredited Records Technician and one (1) full-time Records Clerk-Typist position beginning January 1, 1986. The Accredited Records Technician should possess an appropriate degree and be considered a professional position. This position will have quality assurance responsibilities. This position will be responsible in developing and implementing a medical records system, developing and implementing policies and procedures relating to the maintenance of accurate medical records and ensure uniformity of records, forms and content throughout the correctional system. The Records Clerk-Typist will assist the technician in maintaining the files. All medical records will be converted to a professional format by March 1, 1986.

J. Housing, Assessment, and Treatment of Mentally Disturbed and Suicidal Inmates

The OCCC is currently operating with inadequate procedures for identifying and assessing mentally disturbed inmates at intake. There also appears to be a marked inability to respond effectively and efficiently to inmates' exhibiting symptoms of mental disturbance in intake phases.

On June 1985, the Corrections Division applied for a technical assistance grant (85AP-309) through the National Institute of Corrections (NIC) for the identification, assessment and treatment of mentally disturbed inmates at OCCC. It is the intention of the Corrections Division to expand and improve program services for all mentally disturbed inmates at OCCC and WCCC. Corrections Division was informed that the grant application is under review by NIC and a response will be forthcoming. As an interim plan, the Panel accepts the items listed below.

1. The continued use of Corridor B in the old cell block provided that the following conditions are adhered to by January 1, 1986:
 - a. The maximum capacity of Corridor B is reduced to 28 inmates;
 - b. The maximum cell capacity is kept to two (2) inmates;
 - c. The maximum stay is reduced to two (2) weeks;
 - d. Trained medical staff conducts the screening of each inmate admitted to Corridor B;
 - e. The mental health staff reviews and exams the inmate within 24 hours of admission, excluding weekends and holidays;
 - f. The outside recreation time is increased to two (2) hours a day;
 - g. Acutely ill inmates will be transferred to one of the other mental health housing areas;
 - h. This housing area is to be used for those inmates characterized as "street people" i.e., "burned-out schizophrenic," etc. and will not house those with mental illness that would result in predatory behavior.

- i. Until January 1, 1986, mental health professionals (psychologists and psychiatrists) must visit this unit at least twice weekly. By January 1, 1986, the mental health staff shall make daily rounds in Corridor B.
2. Modules 7 and 8 will be converted to primary psychiatric units with a total capacity of 48 inmates (24 per module). The medical unit shall be responsible for the admission and discharge of inmates in these modules.
3. By January 1, 1986, one (1) floor of the Holding Unit shall be converted to a psychiatric unit with the capacity of 12 single cells and a small day room area. The medical unit shall be responsible for the admission and discharge of this psychiatric unit with the following conditions adhered to by January 1, 1986:
 - a. The unit shall be painted and made less sensory depriving;
 - b. Trained and licensed medical staff conducts the screening of each inmate admitted to this unit and makes daily rounds on the unit;
 - c. The criteria for placement in this unit will normally be restricted to psychiatric inmates with behavior management problems, i.e., acting-out, assaultive, etc;
 - d. The mental health staff reviews and examines each inmate within 24 hours of admission, excluding weekends and holidays;
 - e. The facility physician shall review "sick-calls" once a week;
 - f. The inmates in this unit shall have the same access to other services as the general inmate population i.e., law library;

- g. The inmates shall be provided two (2) hours of outside recreation time per day;
 - h. Mental Health Training be provided to all staff (see training);
 - i. By January 1, 1986, the mental health staff shall make daily rounds in this unit; and
 - j. No more than one inmate per cell.
4. The infirmary shall reserve six (6) beds for those psychiatric inmates who requires observation and monitoring by a trained medical professional.
 5. The Medical Unit shall develop policy and procedures for these psychiatric housing units by January 1, 1986.
- K. Sick Call System and Follow-up Procedures to Ensure Routine Access to Medical Care
- The plan calls for a written policy and defined procedures requiring that sick call is conducted by a physician and/or qualified/licensed health personnel. If an inmate's custody status precludes attendance at sick call, arrangements are made to provide sick call services in the place of the inmate's housing (this is in accordance with the American Medical Association Standards).
- The job descriptions of all positions as well as policies and procedures for each of the clinical areas must be approved by the panel by January 1, 1986.

Approved:

Marky-Abe 12/26/85
Mark Abe, Member Date

R. Shansky MD 12-16-85
Ronald Shansky, M.D., Member Date

Armond Start M.D. 12-21-85
Armond Start, M.D., Member Date

PLAN: CORRECTIONS PANEL

INTRODUCTION

The Corrections Panel was established as a part of the Consent Decree entered into between the State of Hawaii and the National Prison Project of the American Civil Liberties Union (ACLU) on behalf of prisoners at the Oahu Community Correctional Center (OCCC) and the Hawaii Women's Correctional Facility (HWCF) in the case of Spear v. Ariyoshi. Since the filing of the Consent Decree, the HWCF has been renamed the Women's Community Correctional Center (WCCC). The Decree mandates that the Panel shall develop a plan to ensure adequacy in the following areas: Security Staffing and Training, Classification and Inmate Activities. The parties agreed upon two experts, Mr. Jiro Enomoto and Mr. Patrick McManus, to be appointed to the Panel along with a representative of the Hawaii Corrections Division. Mr. Theodore Sakai, Corrections Division Administrator, serves as the third member.

The Decree also charged the Panel with setting a housing limit for WCCC, and with the review of plans for the continued use of the Detention Unit at WCCC. Prior to the convening of the Panel, several issues were raised between counsel for the defendants and for the plaintiffs in Spear. It was agreed that the Corrections Panel would resolve these issues and they are addressed below in this Plan. The issues involved a maximum capacity for a second unit at Laumaka (OCCC), and an interim plan to deal with the problem of OCCC inmates who do not desire to attend recreation and have been required to spend the recreation period locked in their cells in the Modules at OCCC.

The Corrections Panel met from Friday, July 26, 1985 through Monday, July 29, 1985. Present at the meetings were the Panel members as well as Edwin Shimoda, OCCC Administrator; Mark Abe, WCCC Administrator; Major Fred Ragasa, Chief of Security at OCCC; Deanna Espinas, OCCC Acting Support Services Administrator; Miles Murakami, Acting Program Control Administrator at OCCC; Anthony Commendador, Program Planner for the Corrections Division; and Bruce Bikle, Consent Decree Coordinator, Corrections Division.

I. Staff Training

A. Plan Development

1. Staff training is one of the most vital functions of a correctional program. Currently a plan is being drafted by the Corrections Resource Development Office (CRDO) for corrections training.

2. A plan for the training of staff at OCCC and WCCC with an implementation schedule including objectives and timetables shall be completed and submitted to the Corrections Panel by December 15, 1985 and, subject to the Panel's review and approval, shall thereafter be incorporated herein by reference and implemented as required under the approved implementation schedule. The plan shall include requirements for designated mandatory pre-service and in-service training in all areas of correctional operations with emphasis on supervisory and management training.

B. Training Officer Position

1. There is a need at OCCC and WCCC for training officers to monitor in-service and qualification training for staff. The Corrections Division has decided to locate the training officer position at CRDO rather than at OCCC and WCCC, as the monitoring activity is needed at all State corrections facilities.

2. OCCC and WCCC shall each designate a person to monitor training activities at their respective facility by November 1, 1985. The training officer position at CRDO will be filled by September 15, 1986. The training officer and the facility designated personnel shall file reports with the Panel prior to the semiannual inspections.

C. Training relief officers

1. There is a need for training relief officers to allow line officers and staff to attend in-service and qualification training.

2. Pursuant to the completion of a staffing analysis (see Section IIA below), the Corrections Division shall seek funding for and hire the requisite number of relief officers to provide adequate coverage for security staff while they attend training at OCCC and WCCC. The relief officers shall be employed no later than December 1, 1986.

II. Staff Coverage

A. Plan Development

1. The Corrections Panel recognizes that one fundamental problem in staffing patterns at OCCC has been brought on by both overcrowding and retrofitting of the facility to accommodate both numbers and kinds of inmates. Before any realistic staff development can be done, a thorough analysis of staffing needs is necessary. The Corrections Division has initiated a request with the National Institute of Corrections (NIC) for a staffing analysis at OCCC both in its current configuration as well as after the completion of the Halawa Medium Security Facility (HMSF).

2. A complete security staff study and analysis for OCCC with an implementation schedule shall be completed and submitted to the Corrections Panel by January 1, 1986 and, subject to the Panel's review and approval, shall thereafter be incorporated herein by reference and implemented as required under the approved implementation schedule.

B. Recruitment Activities

1. The Corrections Division has been involved in improving recruitment activities in conjunction with the Department of Personnel Services (DPS). Continued work in this area, combined with the increased emphasis on training activities, is necessary.

2. The Corrections Division shall prepare a plan to improve employee recruitment and retention in conjunction with DPS. This plan shall be submitted to the Corrections Panel by February 1, 1986, and, subject to the Panel's review and approval, shall thereafter be incorporated herein by reference and implemented.

III. Classification

A. Plan Development

1. a. The Hawaii Corrections system is currently using a modified felon classification system developed by the U. S. Bureau of Prisons. Frequent staff complaints about the inappropriateness of this system to the Hawaii system have been raised. The Corrections Division received a grant the NIC to study the classification needs of the system. Based on the results of the study, the Division created a committee which has been developing a new classification scheme for sentenced inmates. The committee has produced

a first draft of the new instrument. Following testing, the new instrument shall be in use by January 1, 1986.

b. The current pre-trial classification system is a hybrid of the federal classification system. Due to the overcrowding and lack of flexibility of the OCCC cellblock, the classification system has not responded to management needs. An ad hoc group of OCCC and Intake Service Center staff have worked on the pre-trial classification issue and developed a list of hazard codes that would be used to provide management information to determine housing and program needs of pre-trial detainees. The Division is also continuing work on the pre-trial issue and anticipates sending a team to the National Corrections Academy course on Jail Classification.

2. A complete classification plan for OCCC and WCCC pre-trial detainees and sentenced inmates shall be completed and submitted to the Corrections Panel by February 1, 1986 and, subject to the Panel's review and approval, shall be incorporated herein by reference and implemented no later than April 30, 1986, unless such final implementation deadline is otherwise modified by the Panel. The plan shall include means by which inmate housing, security requirements, and program needs will be made consistent with classification outcomes.

B. Intake Unit at WCCC

1. The Corrections Panel believes that as a separate facility WCCC should have its own intake/receiving unit that includes photo, identification, property processing and storage and classification. This work is currently being done in Module 5 at OCCC and WCCC. Problems have been cited where documentation and paperwork were not present when needed, etc. Photo, fingerprinting, document and legal paper files, property storage and classification

will be conducted at WCCC. Technical fingerprint classification, FBI notification, etc., will continue to be done at OCCC as will medical intake of WCCC inmates.

2. An intake unit shall be established and operational at WCCC by October 1, 1986.

IV. Inmate Activity

A. Plan Development

1. The Corrections Panel is concerned about the lack of meaningful inmate activity at OCCC and WCCC for both pre-trial and sentenced inmates. It is recognized that a major contributing problem in this is the severe overcrowding at these facilities. The Panel is hopeful that the increase of activity will be made much easier when the new HMSF is occupied in 1987.

2. By January 1, 1986, in consultation with the Corrections Panel, the Corrections Division shall obtain professional technical assistance and, by June 1, 1986, shall develop and submit to the Panel with a full implementation schedule a plan for the provision of jobs, educational programming, vocational training and other meaningful activities for all inmates at OCCC and WCCC. The plan shall be subject to the review and approval of the Panel, and upon approval, shall be incorporated herein by reference and implemented according to the approved implementation schedule. The plan shall set out methods and specific objectives in order to increase the number of jobs, educational, and vocational programming slots and other activities for inmates at OCCC and WCCC and shall set forth quantifiable objectives including the number of hours of daily activities to be provided for each inmate in the

respective categories of inmates--e.g., sentenced, pre-trial, etc., at both facilities.

B. Volunteer Activities

1. The Corrections Panel and Corrections Division recognize the benefits of an effective community volunteer program in a correctional facility. OCCC currently has a number of volunteers working with inmates. This program is hampered by the lack of facility coordination as the traditional mechanism has been to use individual unit managers for this function. This has led to a lack of coordination and a duplication of effort. The Panel recognizes a need for a coordinator at the branch level. WCCC also has a volunteer program, but the size of the facility is not currently at a level that demands a full-time coordinator. The current staffing of the volunteer program is only one full-time coordinator at the Division office with limited secretarial support.

2. By September 1, 1986, a volunteer coordinator shall be employed and shall provide services for OCCC. By November 1, 1985, a volunteer coordinator shall be designated and shall provide services at WCCC.

V. Intake Population

A. Plan Development

1. It is clear that the overcrowding conditions at OCCC and WCCC result from a lack of bed space and the fact that often the Corrections Division has little or no control over the intake or release of new inmates into and out of the corrections system. The problem is, in short, a statewide

problem. Within Corrections Division, an initial effort to monitor and disperse the inmate population has been put into effect in order to reach the reduction of population to 1,270 at OCCC by October 1, 1985. In order to allow for the normal turnover of inmates and to meet compliance with the terms of the Consent Decree, the operating capacity at OCCC shall be 1,206.

2. By February 1, 1986, a plan for the further reduction of population at OCCC and WCCC shall be completed and submitted to the Corrections Panel, and subject to their approval, incorporated herein by reference and implemented. This plan shall include policies and procedures to monitor the population at OCCC and WCCC and timetables and action to be taken to reduce the population, including mechanisms to create alternatives to incarceration where appropriate.

3. The Corrections Division shall also explore other alternatives for reduction of the population with the Hawaii Paroling Authority (HPA) and the various Hawaii State courts as appropriate to reduce the population pressures on OCCC and WCCC. To this end, several members of the Governor's Task Force on Prison Overcrowding have attended training on managing prison overcrowding sponsored by the NIC.

B. Laumaka II

1. The Corrections Panel, pursuant to a request by the parties, establishes herein a housing capacity for Laumaka II at OCCC. Laumaka I houses furlough status inmates and, pursuant to ¶II B(5) of the Consent Decree, the capacity there is set at 15 inmates. Laumaka II currently houses weekend and intermittent recess inmates, many of whom are serving time for the offense of driving under the influence of alcohol.

2. On July 27, 1985, the Corrections Panel visited Laumaka II. Laumaka II has 4-bedroom areas and 2-program areas. The measurements of the areas are:

Bedroom	1	14 x 17 ft.	238 sq. ft.
	2	16 ½ x 11 ft.	181
	3	10 x 11 ft.	110
	4	8 x 10 ft.	80
Program	1	17 x 35	595
	2	12 x 9	108
			<hr/>
			1,312 sq. ft.

Restroom facilities are in 2 bathrooms.

Bathroom	1	2 toilets 2 sinks 1 shower
Bathroom	2	1 toilet 1 sink 1 shower

3. Based on the square footage and facilities in the unit and on the fact that inmates are confined to Laumaka II for only 48 hours, the Corrections Panel has set a capacity limit for 27 inmates, subject to the following conditions:

a. Laumaka II shall be used only for weekend or intermittent prisoners who shall stay for no more than 48 hours.

b. Any other use of Laumaka II as a housing unit shall be subject to the approval of the Corrections Panel.

4. Given the additional weekend use of Laumaka II the total OCCC capacity may be adjusted upward but only to the extent that such an adjustment reflects inmates actually confined at Laumaka II for 48 hours or less.

C. WCCC Capacity

1. The Consent Decree entered into between plaintiffs and defendants in Spear v. Ariyoshi ordered the Corrections Panel to establish the capacity of the WCCC.

2. As of December 15, 1985, the population of WCCC shall not exceed 119. In order to allow for the normal turnover of inmates and to meet compliance with the terms of the Consent Decree, the operating capacity of WCCC shall be 113.

3. The population, as a rule, shall be disbursed as follows: Hookipa-51; Interim Facility-48; and Maluhia Cottage-20. The Detention Unit shall not be considered as part of the facility capacity and, when used, shall only be used as provided pursuant to ¶III F of the Consent Decree.

VI. Use of Two Units

A. Block A (old cellblock) at OCCC

1. The Corrections Panel has reviewed both the building and current use of the old cellblock known as Block A. The Panel has found that the building is old, is in disrepair and is overcrowded. The Consent Decree has placed a capacity of 226 inmates in Block A as of December, 1987. (See ¶II B(1) of the Consent Decree.) The Decree further orders that Block A may be used only if brought in compliance with the American Correctional Association (ACA) and American Public Health Association (APHA) standards. (See ¶II E of the Consent Decree.) In August, 1985, the Corrections Division retained a consultant firm to study alternatives for Block A. The study included the options of rehabilitation to meet standards in both dormitory

and single-cell configuration as well as costs to demolish and replace Block A in either single-cell or dormitory configuration. The Panel finds the need for the capacity that the cellblock provides and is concerned by the continued use of the building after renovation, as it is extremely staff inefficient and difficult to manage. The Panel strongly recommends that Block A be demolished and that a "jail" facility be built to replace it. Due to transportation and movement considerations, the Panel would recommend that this new "jail" facility be built in close proximity to the courts as a separate facility. In the event that this is not feasible, a separate building should be built as a "jail" facility at the OCCC location. The State will provide the Corrections Panel with a plan for the use or replacement of Block A prior to the first inspection or April 30, 1986, whichever comes first.

2. Planning for construction or renovation shall be conducted in consultation with the Corrections and Environmental Panels.

B. Detention Unit at WCCC

1. Pursuant to ¶II (F) of the Consent Decree, the Corrections Panel was charged with the review of the Detention Unit at WCCC for 48-hour "time-out" usage. This review was to be done in conjunction with the Medical and Mental Health Panel. The current configuration of the Detention Unit is unacceptable to the Corrections Panel. The cells are 36 square feet making the use of a bed impossible. The full metal doors and small windows constitute sensory deprivation in the opinion of the Panel. The Panel also strongly objects to the wooden door that separates the Detention Unit officer from the unit itself. The Panel reviewed tentative plans submitted by the WCCC Administrator which would include the reduction of a number of cells to provide

larger cells, the increasing of window sizes, and the elimination or alteration of the solid doors.

2. The Panels shall allow the use of the Detention Unit for continued time out (48-hour housing) pending submission of the renovation plans for the Detention Unit. The plans for renovation, subject to approval of the Panel, shall be submitted to the Panels by January 1, 1986, and the renovation shall be completed by April 1, 1986.

VII. Corrections Operations

A. Temporary Recreation Arrangement at OCCC

1. Due to staff shortages in the modules at OCCC, there is a problem concerning what happens with inmates who chose not to go to the recreation field during scheduled recreation time. The Panel, anticipating the addition of staff to the modules by December, 1985, has agreed upon an interim measure to alleviate this problem.

2. During scheduled recreation times of individual housing units in the modules, inmates who are not medically prohibited from going to the recreation field or yard shall be given the choice of going to recreation or taking a voluntary "lockdown" when staffing levels in the housing unit leaves only one Corrections Officer in the unit. Nothing in this statement is intended to require any inmate's participation in recreational activities. Nevertheless, he is required to be present at the assigned yard or field or be voluntarily locked down.

3. In such cases, where lockdowns are necessary, the officer in the housing unit shall file a report with the Corrections Division

Administrator via the chain of command outlining the situation, number of inmates involved and justification for the action. These reports shall be available to Panel members upon their request.

4. The use of the lockdown during recreation, described in VII A(2) above, relates only to inmates housed in the modules and remains in effect only until January 1, 1986, when sufficient staff shall be available at OCCC to eliminate the problem, unless such deadline is otherwise modified for only a temporary period by the Panel.

B. Management Information System

1. During the course of its examination of procedures, records, inmate accounts, scheduling, training rosters, etc., the Corrections Panel concluded that the creation of a Management Information System at OCCC is crucial to safe and orderly operations. The need for a system-wide management system is quite clear. To that end, the Corrections Division has established a task force to explore the needs for a Corrections Division Management Information System.

2. By April 15, 1986, a report of the task force shall be submitted to the Corrections Division Administrator. By January 1, 1988, a Division Management Information System shall be established and implemented.

C. Inmate Grievances

1. The current Corrections Division Grievance Procedures are recognized by the Corrections Panel as a system that is adequate in design, but is hampered by the inability of OCCC and the Corrections Division to respond to grievances in a timely manner.

2. A grievance officer or coordinator shall be appointed to monitor and ensure the efficient operation of the grievance procedure. The grievance officer shall assume the responsibilities of the position by September 30, 1986.

D. Policies and Procedures

1. Both WCCC and OCCC lack a complete and comprehensive set of policies and procedures for a safe and reasonable corrections operation.

2. By June 30, 1986, a complete set of operational policies and procedures for OCCC and WCCC shall be submitted to the Corrections Panel and, upon their review and approval, shall be implemented at the facilities.

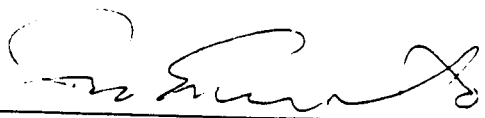
VIII. Monitoring

A. Reports

1. In order to ensure timely implementation of the Consent Decree and this Plan, defendants shall prepare and provide to the Corrections Panel by July 15 and January 15 of each year a report summarizing the status of compliance regarding each provision of this Plan and the Consent Decree along with the steps which have been taken to accomplish the requirements and problems which exist with respect to achieving compliance with the required provisions.

2. Such reports shall supplement the required October and April monitoring visits made annually by the Panel.

3. Reassessment and modification of the Corrections Plan (if necessary) shall be a part of the semiannual inspection process.

Approved:  _____
Jiro Enomoto, Member Date

Patrick D. McManus 11/5/85
Patrick McManus, Member Date

Theodore Sakai _____
Theodore Sakai, Member Date

ENVIRONMENTAL HEALTH AND SAFETY AND FOOD SERVICE PLAN

INTRODUCTION

The Environmental Health and Safety and Food Service Panel consists of Mr. Ward Duel, Correctional Consultant; Mr. Charles Furuya, Planner at the Corrections Resource Development Office; and Dr. Jerrold Michael, Dean, School of Public Health, University of Hawaii.

The Panel met on September 12-14, 1985, at both the Oahu Community Correctional Center (OCCC) and the Women's Community Correctional Center (WCCC).

Corrections Division staff involved with the fact finding and deliberations included: Mr. Edwin Shimoda, Oahu Center Administrator; Mr. Mark Abe, Women's Center Administrator; Ms. Deanna Espinas, Acting Support Services Administrator, OCCC; Mr. John Meidell, Institutional Facilities Superintendent, OCCC; Lt. William Pate, WCCC; Mr. Miles Murakami, Acting Program Control Administrator, OCCC; Mr. Lawrence Postell, Food Services Manager, OCCC; Mr. Robert Gordon, Food Services Manager, Hawaii Youth Correctional Facility (HYCF); and Mr. Bruce Bikle, Consent Decree Coordinator.

I. Environmental Health and Safety

A. General Concerns and Action

1. The provisions of the Food Service and Environmental Health and Safety plan apply equally to both the Oahu Community Correctional Center (OCCC) and the Women's Community Correctional Center (WCCC), except where provisions are specific to only one facility.
2. The Panel also recognizes the work and plans of the Corrections and Medical and Mental Health Panels and reserves the option of amending this plan as appropriate to respond to changes and conditions at OCCC and WCCC.
3. The Panel is aware that the provisions of the Consent Decree allow for the double celling of inmates at OCCC, the Panel is particularly concerned over the triple celling of some units in the modules and finds practices such as a mattress on the floor as unacceptable from an environmental and health standard. Ideally, single cells should house only one inmate except in times of emergency.
4. At the conclusion of the Spear case, or October 1, 1988 whichever comes first, OCCC and the WCCC will provide showers, toilets and lavatories, ventilation and lighting in conformance with the Commission on Accreditation for Corrections standards.
5. The Detention Unit at WCCC, as constructed, is not acceptable to the Panel. The Panel agrees with the Corrections and Medical

Panels that a review of plans and design of the Detention Unit facilities is necessary and is prepared to offer whatever assistance it can to the proposed reconstruction of these cells.

6. The Panel is concerned by the lack of day room spaces in the old Cellblock A at OCCC. The Panel understands that planning is underway to either renovate the Cellblock or to demolish the building and replace it with a building that meets the Accreditation Commission standards. If the Corrections Division should decide to retain the old building, good faith efforts must be made to provide adequate day room space to inmates confined in that building. All inmates, except those in disciplinary segregation shall have access to day room space that conforms with Commission on Correctional Accreditation standards by the conclusion of the Spear case or October 1, 1988, whichever comes first.
7. By the conclusion of the Spear case or October 1, 1988, whichever comes first, each cell or housing unit at OCCC and WCCC must contain at a minimum the following:
 - a. a toilet;
 - b. a lavatory with hot and cold running water;
 - c. a bunk;
 - d. a desk or writing surface;
 - e. a chair or stool;

- f. a locker or other fireproof storage unit;
 - g. natural light;
 - h. artificial light that is both individually and centrally controlled and provides at least 20 footcandles at desk level and personal grooming areas--in modules rooms with more than one inmate, 20 footcandles of light at the head of the bed for reading;
 - i. ventilation that provides at least 10 cubic feet of filtered recirculated or fresh air per minute;
 - j. provisions will be made for the immediate installation of lights in the holding unit to bring dayroom lighting up to 20 footcandles, measured at night. The Panel will review lighting requirements for the holding unit on its first inspection; and
 - k. every inmate shall be provided with a sanitary mattress, at least two sheets, one blanket, a pillow and pillow case. Linens will be washed at least once per week and arrangements made for the routine cleaning of pillows, mattresses and blankets. No mattress will be reissued to another inmate until it is sanitized. All blankets and linen items will be cleaned prior to issue.
8. The Panel is concerned over the effects of triple celling in the interim of the Spear case and with the provisions of the Decree that allows triple celling in certain areas. When

as an interim measure, a mattress must be placed on the floor, the Panel requires that each mattress used on the floor is to be provided with a mattress cover and/or a pad or mat to separate the mattress from the floor. The mat may be as simple as a goza "beach mat." Planning for this need is to begin immediately and the mattresses are to be provided with covers and/or mats by February 1, 1986.

9. All inmates are to be provided with clothing that is properly cleaned, fitted and suitable to climate, durable, economical and easily launderable and presentable.
10. Sufficient clean clothes will be provided to enable inmates to change underwear and socks daily and other clothes 3 times per week. Additional clothes must be provided for work and recreation when necessary.
11. The immediate need is to provide indigent inmates and workline personnel with adequate clothing. All inmates will be issued clothing by the conclusion of the case or October 1, 1988, whenever comes first.
12. When all inmates have been issued State issue clothing, a policy shall be promulgated that will prohibit the personal washing of clothes by inmates in the various housing units. The only exception to this restriction may be the hand washing of women's undergarments.
13. The Corrections Division will initiate a staffing analysis of the maintenance repair and services units of OCCC and WCCC.

The areas to be covered include: Electrical, Plumbing, Air Conditioning, Preventative Maintenance, Laundry, Stores and Supplies, Janitorial, Mechanical and Groundskeeping.

The staffing analysis will review current authorized staffing, vacancies, position descriptions, salaries, classification, and workload. The analysis will take into account the maximization of the use of properly classified and trained inmate workers where appropriate. Further, the analysis will pay particular attention to the requirements of the Environmental Health and Safety and Food Services Plan as it impacts the work of these units.

The Corrections Division will present a staffing plan and implementation schedule to the panel by July 1, 1986. The plan, when approved by the panel, will be incorporated into the Environmental Plan.

14. The Corrections Division will conduct or retain a consultant to conduct a full study of the following areas at OCCC:

- a. Electrical services
- b. Plumbing
- c. Hot water - production and delivery.

This study will identify current problems and provide a report outlining the scope of work that needs to be completed to bring electrical and plumbing and hot water services to appropriate standards and the requirements of this plan. This

report will include both a starting and completion date for any work necessary. This report, including scope of work and initiation and completion dates, will be presented to the Panel prior to its April 1986 inspection.

B. Laundry

1. The OCCC and WCCC laundry operation shall immediately secure proper equipment and institute procedures that provide for the separation of clean and dirty clothes and provide the appropriate places for the sorting and folding of laundry. The Panel will inspect the progress in this area on its first inspection trip. The goal is laundry washed at least at 160° Fahrenheit for 22 minutes or longer.

C. Personal Hygiene

1. Effective immediately, each inmate shall be provided with an adequate amount of necessary personal hygiene items and two clean towels which are exchanged once a week. Hygiene items to be issued include: toothbrush, toothpaste or powder, a comb or brush, and wash soap. Female prisoners shall also be issued necessary feminine hygiene supplies. All inmate housing areas shall maintain an adequate supply of toilet paper which shall be readily available to inmates. Razors, when used by more than one inmate, will be sanitized in conform-

ance with Health Department regulations prior to reissue to another inmate. The Panel recognizes that the Inmate Store sells a number of personal hygiene items. Inmates may choose to buy these at their expense for personal reasons.

2. The Panel also recognizes that some inmates are entitled to inmate compensation or have workline compensation. Policies and procedures may provide for these inmates to purchase their own hygiene supplies. All inmates not receiving compensation will be issued hygiene supplies.
3. Each inmate will be allowed to shower daily. By October 1, 1988, hot running water to a temperature of $110^{\circ} \pm 5^{\circ}$ Fahrenheit shall be continuously supplied to showers and lavatories. In the meantime, good faith efforts will be made to meet these temperatures. Maximum security or segregated inmates will be given adequate time for a shower daily. All new inmates will be given a thorough shower including any necessary treatment for head lice and vermin. In living units where sanitary fixtures are shared, there shall be no more than 8 inmates per toilet, 6 inmates per lavatory and 8 inmates per shower. There may be 15 inmates per shower, if the inmates have access to the showers for 12 hours a day. In male units, urinals may be substituted for up to half the required number of toilets.
4. All barber tools used at intake or in housing units will be sanitized in compliance with Hawaii Department of Health rules.

D. Housekeeping and Sanitary Inspections

1. A written routine housekeeping procedure shall be promulgated at OCCC and WCCC by February 1, 1986 which includes the following:
 - a. the areas to be cleaned;
 - b. instructions for cleaning said areas;
 - c. frequency of cleaning said areas;
 - d. specific person or persons assigned to supervise the cleaning of each area; and
 - e. the procedure for the procurement and maintenance of housekeeping equipment and supplies.
2. A daily inspection shall be made of all areas in the facility for general cleanliness, deficiencies in plumbing, ventilation, electrical service, locks and gates, all fire and safety devices, and any other preventative maintenance needs. The procedures setting up this inspection routine will specify a reporting form which will be filled out by the inspecting officer or supervisor and forwarded to the next level of command where they shall be reviewed, initialled and dated. Inspection forms will be filed and be made available to the Panel or any compliance monitor assigned by the Corrections Division.
3. Cleaning activities in residency units will be under the supervision of residency staff. Public areas will be thoroughly cleaned daily to include the cleaning and sanitation of shared

restrooms, showers and food service areas. Inspections will be made daily and reports will be filed in a central location after the unit manager has reviewed and initialed the inspection reports.

4. All cleaning activities shall be supervised at all times by assigned civilian or custody staff. Said staff will be available to instruct inmate workers and inspect work when completed.
5. A written checklist will be utilized for the daily inspections of all areas. This checklist will be completely filled out by the assigned staff member. The employee will sign and date the checklist certifying the inspection and noting any safety or maintenance concerns. The checklist will be countersigned by the person at the next level of authority.
6. The sanitarian and/or the Compliance Monitor shall make independent inspections of the living units. They will compare their findings with the daily inspection findings and advise the Administrator and the Panel if the daily reports reflect the actual conditions of the unit(s). The Corrections Division will request an inspection by competent authorities on safety and health areas within the two facilities. This inspection should be of a courtesy nature but should be adversarial with regard to looking for potential problems in Health and Safety areas. The Panel expects this inspection to be completed

by February 15, 1986 and a copy of the inspection report(s) and remedial action report(s) shall be given to the Panel prior to its first inspection.

E. Staffing

1. A qualified Public Health Sanitarian familiar with health and safety standards will oversee health and sanitation conditions at OCCC and WCCC. Said Sanitarian shall be assigned full-time and will be provided with a place to work (desk, chair, file cabinet, telephone) at OCCC and access to all parts of OCCC and WCCC. The Sanitarian will work on a part time basis at the WCCC and will report directly to the Administrator of each facility on matters of concern and the need for remedial action.
2. It is anticipated by the Panel that this position will be detached from the Department of Health to work on this project until the conclusion of the case or whenever the Panel has determined that these full-time services are no longer necessary.

F. Facility

1. Screens will be maintained on all operable windows. Should the Cellblock A building be used after October, 1988, screens will be placed on all dormitory windows and gates. Windowpanes will be maintained.
2. All structural defects will be cured that permit rodents and vermin to enter any area of the facility. An effective perform-

ance based pest control contract will be contracted for that provides for the following features:

- a. Elimination of current infestations;
- b. Prevention of re-infestation;
- c. Regular checks and application of control agents;
- d. On-call service when vermin are seen; and
- e. The maintenance of a clean, harborage free facility.

The pest control contract will be effected by the first inspection of the Panel. The Division will report on the progress of necessary work to prevent vermin from entering the facility by the first inspection.

3. A comprehensive written policy and procedure on a preventive maintenance program and supporting manual will be implemented. Elements of this plan will include an inventory of all equipment and systems with a schedule for regular inspections and maintenance of said equipment and systems which includes maintenance requirements to the manufacturer's specifications. The manual will specifically state the employees responsible for executing the plan and specific measures to be taken in maintaining each machine of system. These persons will be adequately trained in these duties. Staff assigned to the preventative maintenance role will have this task as their primary duty at the facility. Said personnel will receive adequate secretarial or clerical assistance to allow them to do their work

efficiently. There shall be a developed recordkeeping system that will, as a minimum, keep a current inventory of equipment, a schedule for inspection and routine servicing and a record that these inspections and routine servicing were done. These preventive maintenance Policy and Procedure Programs will be implemented by the Fall 1986 inspection by the Panel. These checklists and certifications of service or repair will be forwarded to the appropriate supervisor for review and filing. Files will be made available to the appropriate Corrections Division employees, State inspectors, and the Panel.

4. An adequate inventory of spare parts normally needed shall be maintained to prevent unnecessary delays in repairs.
5. No cross connections will exist between potable and non-potable or waste water systems. Work will begin immediately to correct any cross connection problems. A report shall be filed with the Panel prior to its first inspection noting work completed.
6. All applicable Hawaii plumbing, ventilation and electrical code standards will be adhered to at OCCC and WCCC. Applicable is defined as the same standards as required by commercial buildings and institutions and shall not include exceptions that may be made for State owned and operated buildings. In no case shall plumbing, ventilation and electrical facilities be less than the American Public Health Association (APHA) and the American Correctional Association (ACA) standards required in Section IV-D of the Spear Consent Decree.

7. The ventilation at OCCC and WCCC must be balanced to distribution and temperature. Specifically:

- a. The ventilation systems at B Block at OCCC has had extensive work that is noted by the Panel. The Panel will include B Block ventilation at its first inspection and determine if and what additional work will be needed.
- b. OCCC must make good faith efforts on air flow balance problems in the modules. A record shall be made of all work done to restore the air handling system to proper operation. A written report will be made to the Panel in 3 months, and update prior to the first inspection by the Panel. Unit Officers must make a minimum of once-a-week checks to ensure that inmates are not compromising the ventilation system. OCCC shall place high priority on ventilation and air conditioning concerns in its preventative maintenance program. OCCC must secure the services of competent personnel to maintain air handling equipment. Multiple occupancy cells in modules must be provided with ventilation that produces 50 cubic feet of air per inmate per minute.
- c. If the State decides to utilize Cellblock A after August 1, 1988, the State will prepare a plan to provide the dormitories in Cellblock A with sufficient ventilation to meet ACA standards. The plan, when approved by the Panel, will be incorporated as a part of this plan.

- d. The duct work at the OCCC Holding Unit must be restored to functional condition. Following the repair of the duct work, the air handling must be balanced. Supervisors in the Holding Unit will inspect the ventilation system at least once-per-week to ensure the system has not been compromised by the inmates. An inspection, at least monthly, will be conducted to ensure the system is operating to ACA standards on ventilation.
 - e. Cellblock A--The ventilation system in the corridors needs to be restored to the best functioning state possible.
 - f. WCCC--Humidity and mold in shower spaces indicates a problem. The Women's Facility Administrator will address the problem, and report to the Panel at its first inspection.
 - g. The air quality in the modules has improved with the installation of ceiling exhaust fans. The Panel will reassess the air quality after the air conditioning system is balanced.
8. OCCC and WCCC are to make good faith efforts to resolve the ventilation problems noted above. Both facilities will file a report noting progress, work performed and problems encountered and alternatives (if any) prior to the first inspection of the Panel. The Panel will review the proposed work and

if acceptable, establish a time table and incorporate the proposed work and time into the plan.

G. Fire Safety

1. Regardless of the existence of heat activated alarm and sprinkler systems, each living unit will be provided with a functioning smoke and fume sensory alarm. Such alarms must be installed prior to the end of the Spear case or October 1, 1988, whichever comes first.
2. The Corrections Division will make arrangements for a thorough and comprehensive inspection of OCCC and WCCC by the City and County Fire Marshal. This inspection is to be completed by February 1, 1986. A written report shall be prepared noting deficiencies and corrective actions. A copy of this report will be provided to the Panel prior to its first inspection. Similar reports will be prepared and submitted to the Panel prior to each inspection.
3. By October 1, 1988, both OCCC and WCCC will comply with the 1985 edition of the National Fire Prevention Association (NFPA), particularly those sections relating to Correctional facilities. The Panel will use the 1985 NFPA code as the basis for the evaluation of compliance with the requirements for fire safety.
4. There shall be written procedures that provide for in-house inspections of OCCC and WCCC that include, but are not limited to:

- a. The title person or persons assigned to conduct these inspections.
 - b. The monthly testing or checking of all fire alarms, smoke, heat and fume alarms, fire extinguishing systems.
 - c. A monthly test of all locking systems necessary to release inmates and staff in the event of a fire.
 - d. A procedure and forms for the recording of these inspections and provisions for review of these inspection reports by facility supervisors and where necessary the Panel and the Consent Decree Coordinator.
5. OCCC and WCCC will promulgate a fire and emergency evacuation plan that will include:
- a. Safe, secure holding areas for evacuated inmates and inclement weather alternatives for all living units.
 - b. A plan for evacuation including a section in every post order that lists responsibilities and recommended actions in the event of a fire or emergency.
 - c. The training of both staff and inmates on fire procedures and evacuation routes. New staff and inmates assigned to each housing unit will be required to read (or have read to them) these procedures.
 - d. Inmates who have physical disabilities will be housed in units that facilitate their evacuation under emergency circumstances.

- e. The training of all OCCC and WCCC staff to effectively respond to emergencies.
- f. Provisions for fire drills, both dry runs and actual evacuation of inmates. Fire drills will be conducted on all watches. Written reports on fire safety inspections and drills will be filed and submitted to the Panel prior to its inspections.

H. Safety

- 1. All OCCC and WCCC staff who work directly with inmates will receive training in crisis intervention. At least one staff member in each living unit on all watches will be trained in first aid and cardio pulmonary resuscitation. Each living unit will be provided with a first aid kit that is readily accessible to duty staff. A plan for the necessary training will be submitted to the Panel by its first inspection.
- 2. OCCC and WCCC will assure that all living units are checked by staff at least once every hour after "lights out" and that these checks will monitor the safety and welfare of the most difficult to see inmates. These checks will be noted in the unit log books. This procedure will be in place by February 1, 1986.
- 3. All exposed electrical wiring shall be eliminated by February 1, 1986. Other unsafe conditions will be eliminated.
- 4. All extension and appliance cords will meet National Electric Code (NEC) standards regardless of where they are used in

the facilities. Repairs to electric cords and appliances shall meet the same requirements. Corrections of deficiencies or replacements will be made by February 1, 1986. Multiple outlet extension cords shall not be attached to a single receptacle or outlet.

5. Immediately, all chemicals, solvents and solutions will be stored in containers that are clearly marked. Dangerous and poisonous chemicals will be in protected storage. Cautions, directions, antidotes and emergency procedures for each chemical or agent will be posted at the place of storage and be readily available to living unit and medical staff. The use of recycled food or drinking containers shall be allowed only if the food or drink label is totally removed and the container is clearly labeled noting the new contents. Within a year, the use of recycled food and/or drink containers will be phased out and replaced with containers compatible with the product and its use.
6. Mattresses shall be constructed with fire retardant covers, large quantities of clothing, and combustible materials will be stored in vertical or foot lockers. The use of cardboard boxes for storage of clothing or other combustible materials in the living units shall be discontinued. The practice of storing combustible materials above lockers or of storing materials or hanging blankets off top bunks will be discontinued.

7. Living unit inspections will note and make arrangements for either safe storage or removal of large quantities of newspapers and other combustible items from cells, corridors, dormitories and units.
8. No flammable items will be stored in the living units except for one week's supply of cleaners and solvents that are to be stored in fire safe locked metal lockers under staff supervision.

II. Food Service

A. Nutritionist/Dietician

1. The Corrections Division shall make arrangements for an American Dietetic Association Registered Nutritionist/Dietician to come to the Oahu Community Correctional Center (OCCC) and the Women's Community Correctional Center (WCCC) at least quarterly to examine the food being served, examine documents on food served, including the temperatures at which food was served, take appropriate actions as necessary and consult with the food service staff of each facility as necessary to determine whether the food being served is nutritionally adequate, sanitary and satisfactorily palatable. These reports will be submitted to the Environmental and Food Services Panel prior to scheduled inspections. The services of a nutritionist should begin no later than February 1, 1986.
2. While at OCCC and WCCC, the nutritionist shall meet with the persons responsible for the food service operations, the Administrators responsible for support services and the Consent Decree Coordinator to discuss issues concerning the service of food to inmates. Specifically, the nutritionist will review the appropriateness and nutritional adequacy of food given to persons on special diets, and confer with inmates and medical staff on special diets when appropriate. The nutritionist should also work with the respective food service staffs to

conduct educational programs to assure the maintenance of food quality in the areas of nutrition and palatability while it is being held for service in a heated container.

3. Inmates who have medical needs for special diets will be provided with the diet prescribed by the physician or other authorized medical personnel. An immediate system shall be developed that will provide for the notification of the food service manager of prescribed diets, and conversely, notification of the Medical Unit by the food service unit when an inmate is unable or refuses to eat a prescribed diet. Special diets shall be reviewed on a timely basis by the food service and medical staffs.
4. A procedure will be established and made available to all inmates that informs them as to how they might request a special diet. This procedure will set out why and when special diets are prescribed, and how an inmate may request a special diet. The procedures will also include provisions for the monitoring of the receipt by the inmate(s) of special diets ordered by the Medical Unit or other authorized person.

B. Food Temperatures

1. OCCC and WCCC officials and food service units shall maintain food to be served warm at temperatures of at least 140 degrees Fahrenheit until food is actually given to the inmate to eat. Food to be served cold shall be maintained a temperature no

higher than 45 degrees Fahrenheit until actually served.

In no event shall the required temperature requirements be unmet for over one hour's duration until October 1, 1986 at which time these standards will be met in all feeding operations, including in cell feeding in segregation areas, etc.

In the meantime, Corrections officials shall make good faith efforts to meet this standard within six months and provide the panel with a report on progress made and problems encountered by the first inspection by the Panel.

2. Leftover foods are to be dated and maintained in adequate refrigerated spaces until reserved. The one hour restriction on temperatures applies to both the original serving time as well as subsequent servings. It is the responsibility of Corrections officials to discard any and all food that cannot be adequately stored and safely reserved. The use of microwave ovens for the reheating of stored chilled food is highly recommended.
3. OCCC and WCCC shall proceed immediately to secure the necessary equipment to accomplish the requirement of proper temperatures for food served. Particular emphasis needs to be paid to the problems of WCCC and the OCCC Annex. The purchase of food delivery trucks that would enable the delivery of food at proper temperatures is one practical solution to the problem.

4. Records shall be maintained on a daily basis that include:
 - a. Completion of preparation time and time of last serving for each menu item.
 - b. Storage temperatures of prepared foods.
 - c. Temperatures of each food item served at the end of the serving period.

Special emphasis shall be paid to foods identified as potentially hazardous as defined by the USFDA Food Service Sanitation Manual (1976 edition, FDA Number 78-2081).

5. Temperature readings shall also be taken and recorded of refrigeration and freezer units daily. These records will be dated and signed by the person recording the temperatures. These records will be available to the Nutritionist, Consent Decree Coordinator and the Panel.
6. Readings will be taken by the first person opening the units in the morning and again immediately after completion of the preparation of the noon meal.
7. The following temperatures must be maintained in all food refrigeration units:
 - a. Chillers - 36-37° F. or less;
 - b. Holding - 45° F. or less; and
 - c. Freezers - 0° F. or below.
8. All refrigeration units shall be equipped with operating indicator thermometers, measuring the inside temperature of each unit.

9. The Corrections Division shall submit to the Panel no later than March 1, 1986, a report detailing work completed to comply with the temperature requirements of food served and stored at each facility.

C. Dishwashing

1. All dishwashing operations at OCCC and WCCC shall maintain a final rinse water temperature of 180 degrees Fahrenheit for washing of items that will be reused by any inmate. A daily log will be kept of dishwashing temperature, particularly the final rinse temperatures.
2. In mechanical dishwashing operations using hot water, the equipment must raise the temperature of the surface of items washed to at least 160 degrees Fahrenheit. All hand dishwashing operations shall meet the provisions of the Food Service Sanitation Manual, 1976 edition, section 5-103.
3. When chemical sanitizing rinses are used, adequate drying racks shall be provided, and no utensil shall be used by another inmate until it has completely air dried. To this end, Correctional officials shall provide sufficient utensils and dishes for each inmate in modules and smaller units using hand dishwashing operations.
4. The Panel strongly recommends that dishwashing at OCCC be done in a central area with the pre-rinse and scraping of dishes done in the modules.

5. Also of concern is the practice of returning slop and garbage to the main kitchen for the Hawaii Youth Correctional Facility (HYCF) Pig raising operations. If slop is to be returned to the main kitchen for holding, it is to be transported back to the kitchen in clean, insect tight containers.

D. Food Service Sanitation

1. OCCC and the WCCC shall install and maintain sneeze guards on all food service lines at both facilities.
2. By April 1, 1988 all food service and dining areas including in-unit and other detached feeding areas shall meet Hawaii minimum food service sanitation standards as to the cleanliness, lighting, ventilation, freedom from vermin, seating and tables, and separation from commodes. Each feeding area will be equipped to provide a palatable serving environment and service area and provide for the adequate sanitation of the areas. Equipment must be of such size and design so it can be operated to comply with the USFDA Food Service Sanitation Manual (1976 edition) standards.
3. The physical structure of the food service preparation and storage areas will be rodent and insect proofed. It is recognized that these provisions, even when done in good faith, do not guarantee that no rodent or insect will ever enter a food service area. All windows and doors will be screened, or equipped so as to prevent the entry of insects and animals

into food service areas. The exterior of the premises must be maintained in such a manner as to deny rodent harborages, and the storage of material and garbage that attracts insect and rodent pests is to be done in closed containers and provisions made for its speedy removal from the facility. At OCCC the practice of keeping slop for the HYCF piggery may be continued, but the storage receptacles must be cleaned on a routine basis and the covers for such receptacles must be in operable condition. Damaged, or otherwise non-insect tight containers will be discarded. The Corrections Division will be required to begin the cleaning of the slop cans by February 1, 1986, and also be required to remove trash and refuse from the areas around the food service units by February 1, 1986. Yard storage of equipment and supplies shall be done in a manner that denies harborage to rodents.

4. Also of special concern is the situation at A Block. The Corrections Division has released a contract to provide for major renovation to the Cellblock Dining area. This work shall be completed by June 30, 1986. Screens have already been installed on the dining room windows and air screens installed on the doors. The practice of turning off the air screens is only acceptable if screening is also placed on the front and back doors of the dining room. Corridor C of Cellblock A is used for in-cell feeding. For this practice

to continue, the Corridor will have to be screened and an effective insect eradication program will have to be initiated. Sanitation shall meet dining area standards. It is expected that aside from specific dates noted in this section, that other work necessary will be completed prior to the Panel's first inspection, or April 30, 1986, whichever comes first. By the first inspection or April 30, 1986, the Corrections Division shall provide the Panel with a plan and timetable for the renovation of the Cellblock dining area according to USFDA Food Service Sanitation Manual specifications, or the replacement of the dining area.

5. A program of routine daily housekeeping and effective roach and rodent extermination program designed to prevent and eradicate roaches and rodents shall be carried out. It is essential that OCCC and WCCC initiate agreements to provide performance based vermin control contracts with the following features:
 - a. Elimination of current infestations;
 - b. Prevention of re-infestation;
 - c. Regular checks and application of control agents;
 - d. On-call service when vermin are seen; and
 - e. The maintenance of a clean, harborage free facility.
6. Hand washing facilities properly equipped with hot and cold running water, soap and towels, conveniently located, shall be provided in all food service areas and in restrooms used by food service workers.

7. No cross connections between the potable water supply and the waste water system will be permitted in any food service area. Hoses, when used in the food service areas, will not be allowed on the floor, in floor openings, drains, or open containers. Of particular concern is the practice at OCCC of allowing hoses to lie on the floor and of those same hoses being used to fill cooking equipment with water. The installation of hose reels seems prudent. The keeping of hoses off the floor is a management responsibility which shall be assumed immediately.
8. All food service preparation, service, security and inspection personnel, (inmate and staff) shall comply with State food service regulations for food handlers. All food service workers will have a tuberculin test as necessary and will wear necessary head covering, etc. Planning for this program is to begin by January 1986. The OCCC kitchen, WCCC food service unit, and the staff of the Cellblock dining areas shall be in compliance with this section by February 1, 1986, and the module and Annex food service staff by February 15, 1986.
9. All food service workers (both staff and inmate) shall be provided with clean uniform clothing whenever they come into contact with food. Policies and Procedures shall mandate that all food service workers are required to wash their hands with hot soap and water prior to starting their work assignments

and after smoking and after use of the rest rooms. All workers and other personnel in the food service areas shall be required to wear hats or hair nets. Hand washing, hat and clean clothing requirements will be adhered to by February 1, 1986 . The Corrections Division will present a plan to the Panel by the first inspection to provide food service uniforms to all workers. The plan for uniforming food service workers shall be submitted to the Panel for approval, and when approved, it shall be included in the Food Service Plan by reference.

E. Preventive Maintenance

1. A written preventative maintenance program for the cleaning and maintenance of all food preparation and service equipment shall be utilized. This program is to include the daily inspection by the food service managers or sanitarian of all equipment as well as all food service areas for operational and sanitary compliance with standards.
2. All equipment bought for use in food service areas will be to National Sanitation Foundation (NSF) design specifications or equal. Substandard equipment will be phased out as soon as practical, but in no event after July 1, 1988. All equipment in the food service units shall be installed and maintained to NSF specifications.

F. Staffing

1. The Corrections Division will initiate a staffing analysis of the food service units to provide expert guidance as to

the appropriate staffing levels for the OCCC and WCCC food service units. The staffing analysis will take into account the needs for not only the preparation and delivery of clean, wholesome food, but also the necessary supervision, monitoring and self inspection functions that are necessary to perform this function and comply with the intent of this plan. The analysis is to take into account the maximization of the use of properly trained inmate workers and to recognize that there will be no direct supervision of inmate workers by other inmates. The staffing analysis should be completed by April 1986. The State will present a staffing plan and time tables for implementation to the Panel by the first inspection. This plan, when approved, will be incorporated into the Food Service Plan.

G. Inspections

1. A routine daily cleaning program for all food service operation areas and equipment with specific duties assigned to specific personnel will be utilized. The Supervisor of the cleaning personnel will submit a daily self-inspection report which will note conditions, problems, needed maintenance, and a statement as to its accuracy. The reports will be signed and submitted to the supervisor. Such reports shall be kept on file and be available for the Panel inspections. Supervisory and compliance monitoring officials of the facilities and

the Corrections Division will also make inspections and review inspection files. Such persons will also file written reports for use by the Panel.

2. The Corrections Division shall make arrangements for an immediate inspection of the food service units at OCCC and WCCC by the State Department of Health. The Division will also make arrangements for quarterly follow-up inspections for the first year of this plan and at least semi-annual inspections after that date. The written inspection reports will be forwarded to the Panel for review. These inspections are to include all food related work stations including those in the kitchen, the living units, and the storage areas regardless of whether they are staffed by inmates or paid staff. The Corrections Division Compliance Coordinator shall be present at these inspections and shall file a report with the Facility Administrator and the Division Administrator on the results of the inspection and follow-up actions necessary. The Division will request these inspections immediately, inspection will start as soon as possible, but in no event later than February 1, 1986.
3. The Corrections Division shall promulgate Policies and Procedures to ensure that all food service operations meet all applicable food service, health, sanitation and safety codes of the State of Hawaii. Continual good faith efforts on the

part of the Corrections Division and OCCC and WCCC will be made to comply with these regulations and progress reports will be filed with the Panel prior to each inspection.

H. Training

1. The Corrections Division shall present a plan to the Panel at the first inspection to adequately train all food service workers at OCCC and WCCC. This training shall include at a minimum, the following components:

- a. Safety in Food Service Operations
- b. Principles of safe food handling and reasons for safe food handling
- c. Principles of Food Service Sanitation
- d. Personal Hygiene
- e. Time and temperature concerns in food service

Further, supervisory personnel will receive training in staff supervision, self inspection, recordkeeping and reporting.

The training plan, which shall be submitted for the Panel's approval, by April 1986, shall be incorporated and made a part of the plan. All staff shall be trained by November 30, 1986 and periodically thereafter.

I. Storage

1. Adequate dry bulk food supply storage will be provided for all kitchens that insure quality of food stored. Storage areas must be well lighted and ventilated and do not provide harborage to vermin.

2. Policies and Procedures will provide for the separation of inappropriate items such as cleansers, poisons, etc.
3. The practice of storing chemicals and solvents in discarded juice containers will be discontinued unless labels for the original product have been removed and the containers are clearly marked "Poison" and/or "Flammable" in red. By November 30, 1986, the institution will provide for storage of such products only in their original container or a container expressly designed for the storage of chemicals, solvents, etc. Such containers shall be properly labeled.
4. All food supplies delivered by vendors or suppliers to facility kitchens will be checked and inspected by designated individuals to assure that the proper items, quantity and quality, are received and being properly paid for, as well as to reject food supply items which do not meet the standards of temperature, quality and quantity units. Food will be accepted only from approved sources, except that food produced by the Corrections Division or other governmental agencies, may be used provided it is subjected to the same inspection and standards of similar foods from regular commercial sources. Said designated individuals shall be trained to conduct proper subsistence supply receipt inspection procedures as to sanitation, quantity and quality.

APPROVED:

Ward Duel
Ward Duel, Member

5/15
Date

Charles S. Furuya
Charles Furuya, Member

1/2/86
Date

Jerrold M. Michael Sc.D., Dr. P.H.
Dr. Jerrold Michael, Member

12/31/85
Date