

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Quarterly Management Inspections	PAGE <u>1</u> OF <u>2</u>
	NUMBER: 12-CTA-02
RULE/CODE REFERENCE:	SUPERSEDES: 12-CTA-02 dated 12/13/13
RELATED ACA STANDARDS: 2-CTA-3B-01	EFFECTIVE DATE: October 13, 2014
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish procedures for conducting regular quarterly inspections by executive staff in order to promote safe and secure operations of the Corrections Training Academy (CTA).

III. APPLICABILITY

This policy applies to all persons employed by and/or working at the Corrections Training Academy, particularly the CTA executive staff assigned duties as the quarterly management inspector.

IV. DEFINITIONS

Executive Staff – Those persons employed at CTA who serve on the executive staff of the Academy Superintendent.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that Corrections Training Academy staff shall conduct visual inspection of all areas of the Academy on a quarterly basis. The inspection shall include all Academy buildings (AT, Parkview, Beechwood, Briarwood, Oakwood, and CTAC), firing ranges and grounds. The inspection shall be conducted by a member of the CTA executive staff, who shall submit to the Superintendent and Assistant Superintendent a report detailing the inspection.

VI. PROCEDURES

- A. During the months of December, March, June and September, the Assistant Superintendent shall assign quarterly inspection duties to a member of the CTA Executive Staff.
- B. The CTA Quarterly Management Inspection Report training shall be conducted as part of CTA orientation by the Assistant Superintendent before duty keys are issued to the executive staff member who is assigned to conduct the quarterly inspection. The CTA Quarterly Management Inspection Report (DRC1896) shall be reviewed at that time.
- C. The quarterly inspection shall be conducted anytime during the assigned quarter in order to observe all food service operation meals (breakfast, lunch and dinner). Use of previous CTA Quarterly Management Inspection Reports (DRC1896), shall be used in order to determine if areas previous items identified in the most recent inspection were addressed. During the inspection, all areas of the Academy shall be inspected to include closets and storage space for the purpose of gathering feedback for improvement, repairs and necessary changes. The general condition of each area shall be noted. Any problem areas or concerns (safety issues, sanitation, security etc.) shall be detailed on the Corrections Training Academy Quarterly Management Inspection Report (DRC1896) indicating what the inspector observed and where.
- D. The Assistant Superintendent shall conduct quarterly management inspections of the arsenal, tool cages, and mechanical rooms. Attics shall be inspected quarterly by the CTA maintenance staff.
- E. Upon completion of the inspection, the Corrections Training Academy Quarterly Management Inspection Report (DRC1896), shall be forwarded to the Superintendent and the Assistant Superintendent. The Assistant Superintendent shall create a work order (DMH0108) for the CTA maintenance staff to use to address items identified within the Inspection Report.
- F. The Assistant Superintendent shall review the Corrections Training Academy Quarterly Management Inspection Report (DRC1896) for all outstanding issues and ensure they are resolved by the applicable areas in a timely manner.

Related Department Forms:

CTA Quarterly Management Inspection Report
Work Order Request

DRC1896
DMH0108