State of Connecticut Department of Correction **ADMINISTRATIVE DIRECTIVE**	Directive Number 6.1	Effective Date 4/27/2020	Page 1 of 4
	Supersedes Tours and Inspections, dated 8/15/2014		
Approved By Commissioner Rollin Cook	Title Tours and Inspections		

1. Policy. Tours and inspections shall be conducted by staff throughout each facility and unit in order to enhance safety and security, encourage and facilitate communication among administrators, managers, supervisors, employees, inmates and the public.
2. Authority and Reference.
   a. Public Law 108-79, Prison Rape Elimination Act of 2003.
   b. 28 C.F.R. 115, Prison Rape Elimination Act National Standards.
   c. Connecticut General Statutes, Section 18-81.
   d. Administrative Directives 5.3, Life and Fire Safety; 5.4, Toxic Materials and Hazardous Communication Protocol; 6.2, Facility Post Orders and Logs; 6.12, Inmate Sexual Abuse/ Sexual Harassment Prevention and Intervention and 10.18, Food Services.
3. Definitions. For the purposes stated herein, the following definitions apply:
   a. Inspection. A thorough examination of a specific area of a correctional facility/unit to ensure appropriate levels of safety, security, order and sanitation.
   b. Mainline Observation. The practice of monitoring inmates during mass movement or assemblage (e.g., feeding, recreation, etc.).
   c. PREA. Prison Rape Elimination Act.
   d. Sexual Abuse. For the purposes of this directive, Sexual Abuse shall be defined in accordance with Administrative Directive 6.12, Inmate Sexual Abuse/Sexual Harassment Prevention and Intervention.
   e. Sexual Harassment. For the purposes of this directive, Sexual Harassment shall be defined in accordance with Administrative Directive 6.12 Inmate Sexual Abuse/Sexual Harassment Prevention and Intervention.
   f. Specialized Housing Unit. A housing unit or section of a housing unit used for the purposes of:
      i. restrictive housing,
      ii. medical/mental health,
      iii. orientation/intake, or
      iv. for any other specialized purpose designated by the Unit Administrator or higher authority.
   g. Tour. A random, systematic series of inspections in a correctional facility/unit designed to enhance the overall levels of safety, security, order and sanitation; along with the opportunity to communicate with staff and inmates and to reinforce rules and regulations.
   h. Facility/Unit Department Heads. Staff assigned to manage and/or oversee a specific area of the facility/unit. For the purposes of this Directive, a Facility/Unit Department Head shall be identified as a (n): Deputy Warden, Parole Supervisor, Institutional Religious Facilitator, Health Services Administrator, School Principal or Educational Administrator, Maintenance Supervisor, Food Services Supervisor, Commissary Manager, Warehouse Supervisor and any other designated personnel.
   i. Visit. A walk through of a specific area in a correctional facility/unit to provide staff presence and to observe the overall operation.
4. General Principles. Each facility/unit shall develop and implement unit directives which shall require tours, inspections, visits and contacts to:

a. monitor the general conditions and overall climate of the facility/unit;
b. evaluate adherence to policy;
c. inspect for safety, security and sanitation concerns;
d. enhance communication;
e. reinforce the rules, regulations and procedures of the facility/unit;
f. allow inmates to express their concerns to staff; and
g. deter and detect acts of sexual abuse/sexual harassment.
    i. Unit Administrators and Deputy Wardens shall be visible and accessible to staff within the facility/unit on a routine basis in order to communicate with line staff and supervisors.
    ii. Unit Administrators, Deputy Wardens, and Department Heads shall be visible within the facility/unit and readily available to the inmate population on a regular, informal basis.
    iii. Unit Administrators, Deputy Wardens, and Shift Commanders shall attend roll call on a regular basis.
    iv. Unit Administrators, Deputy Wardens, and Shift Commanders shall conduct mainline observation at least once per week. Other Department Heads shall conduct mainline observation as designated by the Unit Administrator.

5. Tours, Inspections and Visits. At a minimum, every hazardous duty employee shall conduct scheduled and unscheduled tours, inspections and/or visits. All tours, inspections and visits shall be performed in a random order to informally observe living and working conditions and to facilitate communication with staff and inmates. Each Unit Administrator shall designate those staff members required to conduct tours, inspections and visits. Employees shall verbally announce their presence upon entering a housing area designated for inmates of the opposite sex in accordance with Administrative Directive 6.12, Inmate Sexual Abuse/Sexual Harassment Prevention and Intervention. Such announcement shall be documented in the unit logbook.
    a. General Tours, Inspections and Visits. General facility/unit tours, inspections and visits shall be conducted as follows:
        i. District Administrators shall visit the facilities in their respective districts monthly and shall tour a different area of the facility/unit on each visit.
        ii. Unit Administrators and Deputy Wardens shall formally tour the entire facility/unit weekly except as enumerated in section 5(A) (3) of this Directive. The times and shifts which tours are conducted shall vary. At a minimum, the Unit Administrator shall tour the facility/unit once per month during second or third shift.
        iii. The Unit Administrators and Deputy Wardens at Cheshire CI, Corrigan-Radgowski CC, MacDougall-Walker CI, Osborn CI, Willard-Cybulski CI and York CI shall formally tour all housing units and main control centers at least once per week. All other areas of the facility/unit shall be toured at least once every two weeks.
        iv. Unit Managers shall tour their respective units daily in accordance with their established work schedule.
        v. Each area of a facility/unit shall be toured by a custody supervisor at least twice per shift. Supervisory tours shall be unannounced. Employees shall not alert other employees that supervisory tours are occurring unless such an announcement is related to legitimate operational functions of the facility. The Unit Administrator may designate specific areas of responsibility to individual supervisors.
        vi. Correction Officers shall tour general population housing units, to which they are assigned, at a minimum of every 30 minutes.
        vii. Counseling/program staff shall tour their assigned housing, work and program areas daily.
        viii. Food Service Supervisors shall, at least once per week, tour housing units in which food is served to observe food service and sanitation.

ix. School Principals or Educational Administrators shall visit individual classrooms and school areas on a weekly basis. Staff Chaplains shall visit all housing units at least once per week and upon request.
x. Maintenance Supervisors shall tour all areas of the facility/unit at least once per week.
xi. Plant Facility Engineers shall tour two (2) facilities per month.
xii. Warehouse supervisors shall tour their respective warehouses daily.
xiii. Commissary Managers shall tour their respective commissaries daily.

b. Specialized Housing Tours, Inspections and Visits. Tours, inspections and visits of all specialized housing units shall be conducted as follows:
i. District Administrators shall tour, at a minimum, every two months.
ii. Unit Administrators and Deputy Wardens shall, at a minimum, tour twice a week, to include all restrictive housing units, medical/mental health housing units, orientation/intake units and any other specialized housing unit designated by the Unit Administrator or higher authority.
iii. Special management inmates and inmates assigned to the facility's orientation/intake unit shall be personally observed by correctional staff at least every 15 minutes on an irregular schedule and on a more frequent basis for problematic inmates, unless otherwise determined by the Unit Administrator or higher authority.
iv. The respective Unit Manager and/or shift supervisor, shall tour specialized housing units daily.
v. Health Services medical personnel shall tour each specialized housing unit at least once per shift. For facilities without a 24-hour Health Services Unit, tours shall be conducted when Health Services personnel are on duty. The Correctional Hospital Nursing Supervisor or designee shall tour specialized housing units at least once per week.
vi. Behavioral Health Services personnel shall tour specialized housing units at least once weekly.
    1. For any facility that provides housing for MH4 inmates, Behavioral Health Services staff shall tour restrictive housing units' once daily when behavioral health services staff are on duty.
    2. Behavioral Health Services staff shall tour the identified housing unit for Phase 1 of Administrative Segregation at least once daily when behavioral health personnel are on duty.
vii. The Health Services Administrator or designee shall tour monthly, at a minimum, all Restrictive Housing Units, Medical/Mental Health Units and any other specialized housing units designated by the Unit Administrator or higher authority. All tours by Health Services personnel shall be documented in the appropriate station log in accordance with Section 6 of this Directive.
viii. Program staff assigned to a specialized unit, at a minimum, shall tour their respective specialized housing units daily and upon request.
ix. A Protestant, Catholic and Islamic Chaplain shall visit each specialized housing unit, at a minimum, once per week and upon request. The Native American Chaplain and Jewish Chaplain shall visit each specialized housing unit each week as time permits or upon request. The Native American Chaplain and Jewish Chaplain shall document in their Monthly Report if they did not make the weekly tour, and why.
x. Food Service Supervisors shall, at least once per week, tour specialized housing units in which food is served to observe food service and sanitation.

c. Direct Admission Facilities. The following facilities shall be designated as Direct Admission Facilities and shall maintain an orientation unit(s): Bridgeport CC; Corrigan-Radgowski CC; Hartford CC; Manson YI; New Haven CC; and York CI.

i. Orientation Unit Procedures. The following procedures shall be followed at each Direct Admission Facility:
   1. The Orientation Units shall be identified as specialized housing and shall require tours as noted in Section 5(B) of this Directive. Orientation Unit inmates shall be observed by correctional staff at least every 15 minutes on an irregular basis.
   2. Health Services personnel shall tour the Orientation Unit once each shift.
   3. Unit tours shall emphasize staff/inmate interaction and observation of inmates assigned to the unit.

d. Security Tours and Inspections. The Unit Administrator shall be responsible for the overall management of the facility/unit's security tours and physical/visual inspections. The facility/unit's Deputy Warden of Operations shall coordinate and ensure appropriate documentation of the tours and inspections. During these tours and inspections, staff shall be alert for changes in equipment or other features of the facility/unit, contraband, and any conditions that would constitute a safety or security hazard. Such tours and inspections shall normally be conducted each shift, unless otherwise stated by Department or facility/unit policy, and shall cover every area of the facility/unit, to include the perimeter and, at a minimum, the following:
   i. Locks and related hardware (i.e., hinges, security screws, etc.);
   ii. Doors and windows;
   iii. Bars and grillwork;
   iv. Gratings, manhole covers and hatch plates;
   v. Fences, fence hardware and fence wire;
   vi. Ventilators and tunnel accesses;
   vii. Perimeter walls; and,
   viii. Alarms, video surveillance equipment and other security equipment and features.

e. Safety Inspections. Safety inspections shall be continuous and shall be conducted in accordance with Administrative Directive 5.3, Life and Fire Safety.

f. Sanitation Tours and Inspections. Each facility/unit shall have a sanitation plan to ensure all areas of the facility/unit are maintained at the highest level of cleanliness. Sanitation tours and inspections shall be conducted in accordance with Administrative Directives 5.3, Life and Fire Safety; 5.4, Toxic Materials and Hazardous Communication Protocol; and 10.18, Food Services.

6. Documentation and Logbooks. Each tour, inspection and visit shall be documented in the appropriate station or facility log in accordance with Administrative Directive 6.2, Facility Post Orders and Logs. Each staff member conducting the tour, inspection or visit shall document the activity in the appropriate log. When documenting tours, inspections or visits, the Unit Administrator, and Deputy Warden shall record the log entry in green ink, managers and supervisors shall use red ink and line staff shall use blue or black ink.
   a. Upon completion of the daily tour, each shift supervisor or designee shall submit a daily written report to the Shift Commander, who shall review the reports for unusual or problem areas and ensure that such issues are addressed and forwarded through the chain of command, if appropriate. The shift supervisor shall also document in the facility log any notice of unusual or problem areas.
7. Communication with Inmates. The Unit Administrator shall ensure that information concerning a new policy, procedure or any other point of interest is communicated to the inmate population as appropriate. The Unit Administrator shall ensure that relevant support staff are available to inmates in program and recreation areas, and where possible, facility counselors are available in housing units. Staff shall maintain direct communications with inmates and make themselves available to answer questions and resolve problems.
8. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.