Office of the Corrections Ombudsperson

New Jersey State Correctional Facilities

Inspection Tool for General Population Housing Units

Sanitation of Shared Spaces, Personal Living Conditions, Fire Safety, Food Safety & Nutrition

The Inspection Tool

The inspection tool contains four sections: Sanitation and Shared Spaces, Personal Living Conditions, Fire Safety Measures, and Food Safety & Nutrition. The Ombudsperson's general population housing unit inspection tool is designed to establish a baseline for adult state correctional facilities minimum standards.

Inspection Standards

Inspection standards are adopted from New Jersey Administrative Code (NJAC), the American Correctional Association (ACA) best practices, written Department standards and policies, measures for assessing access points to loved ones and to the Department, and measures recognized as essential conditions of confinement. Based on the infrastructure needs of any given facility, standards may be slightly modified to account for reasonable and suitable alternatives the Department employs to achieve the standard as best as the facility's design may allow.

Scoring & Rating System

The inspection tool is facilitated in each general population living area[1] in the correctional facility. Each living area is scored. One point is awarded for each component within a single inspection standard. The maximum points possible per standard is five. For standards containing more than five component, each component is one-half a point. To determine the inspection rating, a percentage is calculated from the total points possible by the points awarded (shown below). For cell-to-cell observations, points are deducted when interviews and observations with incarcerated people confirm that 30% or more people were affected by the unmet standard.

Percentage	**Rating Defined**
90% - 100%	Meets criteria in standards
80% - 89%	Meets most criteria in standards
70% - 79%	Some criteria unmet
60% - 69%	Return inspection may be required
0% - 59%	Return inspected required

[1] For the purposes of the Office's inspection, general population "living areas" may be referred to by the Department as housing units, tiers, or wings within compounds, buildings or facilities. The terminology and physical structure of each correctional facility is unique. To adjust for these variances, the inspection tool is implemented in every independently operated living area. A living area or housing unit is determined by the Office as the living quarters (single, double, four-person cells, or dormitories) designated to communal or shared space for showers, kiosk and phones.

Overview of Correctional Facility

Occupancy and General Population Housing Units

Facility Name
Inspected general population housing units
Population Count (as of date of the inspection):
Operational Capacity:
Number of cells:
Number of single cells: Number of double cells:
Number of Decommissioned cells:
Reasons for closure of decommissioned cells:

**The population count, number of cells and decommissioned cells is based on the housing unit "live" counts provided by custody staff during the onsite inspection.*

Overall Inspection Rating for the Correctional Facility

Number of cell observations and interviews:
Overall Inspection rating:
Unmet & partially unmet standards:

Section 1: Sanitation of Shared Spaces and Access

	Standards	Points Possible	Points Awarded
1.1	Proof of most recent sanitary inspection conducted by the New Jersey Department of Health and documentation of pest control.	2.0 (per facility)	
1.2	All areas of the correctional facility shall be inspected for cleanliness at least weekly by a designated staff member(s) who shall submit a written report.	1.0 (per unit)	
1.3	Housekeeping schedules are maintained by staff and include the frequency and locations.	1.0 (per unit)	
1.4	Schedule for laundering clothes, linens, and blankets. Clothes and linens laundered once per week and blankets monthly.	3.0 (per unit)	
1.5	Cleaning supplies are made available to the incarcerated persons on the unit.	1.0 (per unit)	
1.6	Communal shower areas are clean[2] and there is one shower for every 16 incarcerated people (*based on the number of individuals out of cell during recreation periods.)*	2.0 (per unit)	
1.7	Working telephones are available on the housing unit and there is one phone for every 16 incarcerated people (*based on the number of individuals out of cell during recreation periods.*)	1.0 (per unit)	
1.8	Working kiosks are available on the housing unit and there is one kiosk for every 16 individuals (*based on the number of individuals out of cell during recreation periods.)*	1.0 (per unit)	
1.9	Paper remedy forms are accessible on the housing unit. 1. MR-007 Sick Call 2. IP Inquiry 3. IP Grievance 4. Property Claim 5. Law Library 6. Social Services 7. GTL Discrepancy 8. OCO RFA *(half-point awarded for each form)*	4.0 (per unit)	

[2] "Clean" or "Sanitary" for the Corrections Ombudsperson means no excessive grime, residue, or foreign materials to accumulate on floors, side walls, showers, ceilings or other exposed room surfaces. Shared indoor recreational spaces and showers are free of dirt, debris, leaking water, garbage, food particles, and sewage.

Section II: Personal Living Conditions: Cell-to-Cell Observations

Standards *Points are deducted when the OCO confirms 30% or more of interviewed individuals are affected by an unmet standard.*		Points Possible	**Points Awarded**
2.1	Cells have working toilets and sinks inside cells. Showers have hot and cold water.	3.0 (per unit)	
2.2	Incarcerated persons interviewed reported receipt of basic clothing, pillow, towel and bedding (sheets and blanket).	5.0 (per unit)	
2.3	Sufficient clean blankets to provide comfort under existing temperature conditions, as deemed appropriate by the facility Administrator, or designee.	1.0 (per unit)	
2.4	Each IP is provided secure container that may be used to store clothing.	1.0 (per unit)	
2.5	All incarcerated persons are issued a mattress that is fire retardant.	1.0 (per unit)	
2.6	All single occupancy cells shall contain a minimum of 35 square feet of unencumbered floor space.	1.0 (per single cell units)	
2.7	All multiple occupancy sleeping units shall contain a minimum of 25 square feet of unencumbered floor space per incarcerated person.	1.0 (per double cell units)	

Section III: Housing Unit Safety

Standards		Points Possible	Points Awarded
3.1	The institution is able to produce a fire emergency plan to include the safe evacuation of the incarcerated population.	1.0 (per facility)	
3.2	Two fire extinguishers with up to date inspection tags are available to the housing unit.	2.0 (per unit)	
3.3	The facility is up to date with documented fire inspections.	1.0 (per facility)	
3.4	Proof of staff training for First Aid, Automated external defibrillator (AED), and blood-borne pathogens	3.0 (per facility)	
3.5	A designated custody staff member is equipped with a 911 rescue tool on their person.	1.0 (per unit)	
3.6	Naloxone is stationed on the housing unit and within expiration.	1.0 (per unit)	
3.7	A First-Aid Box is located within the housing unit capable of addressing minor cuts, scrapes with antiseptic and bandage dressing.	1.0 (per unit)	
3.8	Automated external defibrillator (AED) located and/or accessible to the housing unit, documentation of service/test dates.	1.0 (per facility)	

Section IV: Food Safety and Nutrition

Standards		Points Possible	Points Awarded
4.1	Food temperatures are documented in the facility kitchen before transporting to housing units. (*Cold food is maintained at proper temperature, 41°F and hot food is maintained at the proper temperature, 135°F*.)	2.0 (per facility kitchen)	
4.2	A sanitary space shall be provided for group dining. Meals shall not be served in cells unless it is necessary for purposes of safety or security and only if a (1) small table, (2) shelf and (3) seating arrangement is provided.	3.0 (for each observable meal serve on the unit)	
4.3	All menus including (1) special diets are planned, dated and available for review at least one week in advance and (2) a file of tested recipes, (3) adjusted to prepare the number of meals appropriate to the size of the facility, should be maintained on the premises.	3.0 (per facility kitchen)	
4.4	Three meals shall be provided at regular meal times during each 24 hour period. Two of the three meals provided shall be hot meals unless an emergency situation precludes the serving of hot meals. No more than 14 hours shall elapse between the evening and breakfast meals.	5.0 (per facility)	
4.5	Documentation of weekly inspection of all food service areas and equipment is conducted and documentation of daily checks for refrigerator and water temperatures.	2.0 (per facility)	