

NDOC FACILITY ENTRANCE SECURITY DETECTION AND CONTRABAND AUDIT ANALYSIS

Institutions	Ely State Prison	Florence McClure	High Desert State	Lovelock	Northern Nevada	Southern Nevada	Warm Springs
	Contraband Audit Date: TBD	Contraband Audit Date: TBD	X	Contraband Audit Date: TBD	Contraband Audit Date: TBD	Contraband Audit Date: TBD	Contraband Audit Date: TBD
1. The institution has Operational Procedures that are consistent with the Departmental Administrative Regulations regarding Control of Contraband, Security Practices and Searches.			X				
2. Operational Procedures are descriptive of the duties that are required for the detection of contraband, good security practices regarding: contraband, security practices at entrances and searches of vehicles and persons.			X				
3. Officers search and monitor all vehicular traffic and all person(s) entering and exiting the facility. (Indicate if the officer/officers were interviewed regarding their training for their post during the audit.)			X				
4. Officers posted at the entrances and Sally-port are rotated during shift bid to ensure that complacency does not erode good security practices. The duration of the officer at each post will be noted during the audit.			X				
5. Officers posted at the Sally-port maintain a log of all vehicles entering and departing from inside the secure perimeter of the facility. Does each entry in the log contain: Logging Officer's rank/full name, Driver's full name, Company represented, Destination of the products in the vehicle, Brief description of contents, Gross amount of contents, Expected schedule delivery date and time, Date/time in/out, Vehicle license number & issuing state, Name and contact information of the person responsible for the vehicle during the facility visit.							
6. Officers thoroughly search each vehicle entering and exiting the facility. The search includes inspection under the hood, under the vehicle, trunk, passenger cabin, glove box, tool box, truck bed and any other area where contraband or an inmate attempting escape may be concealed.			X				
7. The manifest for deliveries is checked against the items, containers, boxes for consistency between the manifest and the items being delivered.			X				
8. Officers are authorized to prevent the entry or exit of any vehicle or person that is suspected of introducing contraband into or out of the institution. Officers understand that they must contact their immediate supervisor if they stop or prevent a person or vehicle from entering or exiting the facility.			X				
9. Deliveries in boxes/containers are opened and inventoried by staff in the area/shop to ensure that contraband is not being concealed.			X				
10. Mail and packages coming through the US Mail are opened and inspected for contraband.			X				
11. The facility's perimeter and Sally-port officers will ensure that inmates remain within and that public access is denied without proper authorization.			X				
12. Written procedures govern searches of inmate housing units and other personal areas.			X				
13. Housing area searches occur at irregular times.			X				
14. Inmates in more contraband prone areas are searched more thoroughly? Such areas include Prison Industries, Maintenance and Vocational Shops.							
15. Inmates are searched as they are leaving work/assignment areas. Note whether officers or non-custody staff are conducting the searches and the type of search such as pat-down verses stripping the inmate to their underwear meaning shorts, t-shirts and socks.			X				
16. Inmate movement from one area to another area is controlled by staff.			X				
17. All staff brings authorized items into the institution in clear bags and containers.							
18. Staff are advised and informed not to bring cell-phones into the institution unless specifically authorized by the Warden.			X				
19. Contraband is documented and disciplinary action follows. The contraband is removed from the area. Dangerous contraband is secured and logged as evidence.		Contraband Audit Date: TBD	X	Contraband Audit Date: TBD	Contraband Audit Date: TBD	Contraband Audit Date: TBD	Contraband Audit Date: TBD
20. Living areas are constructed to facilitate continuous staff observation of cell or cell fronts, dayrooms, and recreation space, or the unit officer(s) make frequent inspections of these areas.			X				
21. The facility follows a written procedure for handling contraband. Staff inventories, holds, and reports it when necessary to the proper authority for further action - possible seizure/inventoried.			X				

The first thing I saw when I stepped out of the car was a bright, sunny day. The air was warm and smelled of fresh grass. I looked around and saw a large, open field with a few scattered trees in the distance. A small stream flowed through the middle of the field, and a few birds were flying in the sky. It was a beautiful scene, and I felt a sense of peace and tranquility. I had never seen anything like this before, and it was exactly what I needed.

I walked towards the stream, and the water felt so cool on my skin. I sat down on the grassy bank and watched the water flow. The sound of the water was soothing, and I felt my stress melting away. I had been so busy lately, and I needed this time to myself. I had never taken a break like this before, and it felt like I was finally catching up on sleep.

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HDSP Facility Entrances, Security, Detection and Control of Contraband November 29, 2017

This audit is to ensure that institution policy and procedures protects inmates, the public, and staff. Its primary focus is to enhance facility security and good order by identifying, detecting, controlling, documenting, and properly disposing of any and all contraband.

Components	Meets	Does Not Meet	N/A	Remarks
1. The institution has Operational Procedures that are consistent with the Departmental Administrative Regulations regarding Control of Contraband, Security Practices and Searches.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operational Procedures and Administrative Regulations are current and detailed pertaining to the institutional security practices.
2. Operational Procedures are descriptive of the duties that are required for the detection of contraband, good security practices regarding: contraband, security practices at entrances and searches of vehicles and persons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operational Procedures are descriptive in searching for prohibited items in various post assignments including, basic general security practices.
3. Officers search and monitor all vehicular traffic and all person(s) entering and exiting the facility. (Indicate if the officer/officers were interviewed regarding their training for their post during the audit.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, the Sally Port and Perimeter Officers were knowledgeable of their posts and were observed while searching vehicular traffic and minimum custody inmates upon entry and exit of the Institution through the Sally Port.
4. Officers posted at the entrances and Sally-port are rotated during shift bid to ensure that complacency does not erode good security practices. The duration of the officer at each post will be noted during the audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AW Howell stated that, "No employee can stay in the same Post for more than two years." They must then rotate to another position.
<p>5. Officers posted at the Sally-port maintain a log of all vehicles entering and departing from inside the secure perimeter of the facility. Does each entry in the log contain:</p> <ul style="list-style-type: none"> • The logging Officer's rank and full name. • The driver's full name • Name of the Company represented • Destination of the products in the vehicle (e.g., Culinary, Prison Industries, Vocational Shops) • Brief description of contents in the vehicle. • Gross amount of contents in the vehicle (e.g., 2 pallets of cooking flour) • Expected schedule of delivery date and time • Date and time in/out • Vehicle license number and issuing state • Name and contact information of the person responsible for the vehicle during the facility visit 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Each entry in the log contains: Agency, Company, License Number, Time In/Out, Driver, Remarks and Date.</p> <p>Needs to incorporate the Officer's rank and full name, exact destination, brief description of contents and amount.</p>

<p>6. Officers thoroughly search each vehicle entering and exiting the facility. The search includes inspection under the hood, under the vehicle, trunk, passenger cabin, glove box, tool box, truck bed and any other area where contraband or an inmate attempting escape may be concealed.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes, Sally Port Officer Morin was knowledgeable of his post and was observed while searching vehicular traffic and minimum custody inmates upon entry and exit of the Institution through the Sally Port. Officer Morin was observed inspecting underneath the hood, vehicle, inside the passenger cabin, glove box and other areas where contraband or an inmate attempting to escape may be concealed.</p>
<p>7. The manifest for deliveries is checked against the items, containers, boxes for consistency between the manifest and the items being delivered.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes, Deliveries are checked against the items, containers, boxes for consistency between the manifest and the items being delivered.</p> <p>All deliveries of large packages are made to the warehouse that is located outside the secure perimeter of the facility and they are inspected by staff in the warehouse prior to allowing entry into the facility.</p> <p>1) Deliveries are checked through the bill of lading. The bill of lading has a full description of billing and quantity of items being delivered.</p> <p>2) All packaging slips are also checked comparing to the bill of lading to assure accurate pricing and quantity of the shipment.</p> <p>3) All delivered shipments get logged into the Keefe system to assure accurate shipping quantity and pricing.</p> <p>4) All copies of bill of ladings and packaging slips get securely stored in file cabinets in the main warehouse office.</p>
<p>8. Officers are authorized to prevent the entry or exit of any vehicle or person that is suspected of introducing contraband into or out of the institution. Officers understand that they must contact their immediate supervisor if they stop or prevent a person or vehicle from entering or exiting the facility.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes, the vehicle is prevented from entering or exiting the institution and the officer's immediate supervisor is contacted for further instruction.</p>
<p>9. Deliveries in boxes/containers are opened and inventoried by staff in the area/shop to ensure that contraband is not being concealed in the boxes/containers.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cases do not get visually inspected however, all boxes that come in from FedEx and UPS do get visually inspected by managers only.</p>

10. Mail and packages coming through the US Mail are opened and inspected for contraband.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AR: 750.03 All incoming mail, including mail marked "Returned to Sender," will be opened for the inspection for contraband, unauthorized items, cash, coins, checks, and money orders are scanned by the mailroom staff.
11. The facility's perimeter and Sally-port officers will ensure that inmates remain within and that public access is denied without proper authorization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Perimeter and Sally-port officers ensure that inmates remain within the prison facility and that public access is denied without having proper authorization.
12. Written procedures govern searches of inmate housing units and other personal areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AR: 400.01 G. Correctional staff will conduct a visual inspection of all cells and other living quarters once each shift. A formalized report will be submitted to the Associate Wardens for each inspection or noted on the local post log shift report.
13. Housing area searches occur at irregular times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AR: 422.08 Inmate institutional living quarter searches will be conducted on periodic and random basis, as well as based on individual reasonable suspicion or probable cause.
14. Are inmates in more contraband prone areas searched more thoroughly? Such areas include Prison Industries, Maintenance Shops and Vocational Shops.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ol style="list-style-type: none"> 1) Inmates are picked up and dropped off from camp by free staff. 2) The Warehouse has nine workers from Three Lakes Valley Camp. Four workers go in the institution with free-staff to conduct deliveries and 5 stay to work in the warehouse. 3) Inmates going into the institution to conduct deliveries get a pat down search upon entering and exiting the Sally-port. Free staff does not get searched. There is no "thorough" search onsite at HDSP. Searches are done at the camp upon returning at the end of the inmate's work day.
15. Inmates are searched as they are leaving work/assignment areas. Note whether officers or non-custody staff are conducting the searches and the type of search such as pat-down verses stripping the inmate to their underwear meaning shorts, t-shirts and socks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmates working in Culinary and inmates who are partaking in visitation do get thoroughly strip searched only by officers posted in these designated areas.

16. Inmate movement from one area to another area is controlled by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Inmate movement from one area to another is controlled by staff.
17. All staff brings authorized items into the institution in clear bags and containers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>*No, only staff assigned to areas within the prison facility is authorized to bring items in clear bags and containers.</p> <p>While not prohibited by regulation, some staff are bringing in excessively large clear plastic containers that make a thorough visual inspection difficult.</p> <p>Free-staff that are working at the back of the institution i.e., Warehouse, Auto shop etc... are not required to bring in their lunch/beverages in the required approved clear PVC bag and containers due to they are not actually going inside of the institution. However, they still do interact directly with inmates.</p>
18. Staff are advised and informed not to bring cell-phones into the institution unless specifically authorized by the Warden.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes, Staff are informed not to bring cell phones into the institution unless specifically authorized by the Warden.</p> <p>1) AR 422.02 (2) Posted signs will be posted at each entrance onto facility grounds and at the entrance to the facility reception areas stating: ATTENTION: All persons and vehicles are subject to search. Firearms, weapons, drugs, and electronic devices, alcohol and tobacco prohibited.</p> <p>2) All staff is also advised of these policies during their initial and reoccurring training sessions throughout the year.</p>
19. Contraband is documented and disciplinary action follows. The contraband is removed from the area. Dangerous contraband is secured and logged as evidence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, the finding of Contraband is first reported to an immediate supervisor and then to CERT. The item is then documented by the officer and removed/secured and logged by CERT upon their arrival. This begins the Chain of Custody.

<p>20. Living areas are constructed to facilitate continuous staff observation of cell or cell fronts, dayrooms, and recreation space, or the unit officer(s) make frequent inspections of these areas.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1) OP: 422.01 (1) Searches of inmates, their cells, possessions and work assignment areas are vital to safety and security of the institution. Random searches will be made of the inmates and premises they occupy without harassing or agitating the inmates. 2) Warehouse and Auto shop also check all inventory and doors before days end.</p>
<p>21. The facility follows a written procedure for handling contraband. Staff inventories, holds, and reports it when necessary to the proper authority for further action – possible seizure/inventoried.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>OP:422.11 (14) All items of contraband stored and held as evidence for investigation and possible prosecution will receive special attention to ensure its preservation. Contraband items will not be disposed of until officially released by the Attorney General.</p>
<p>22. Contraband that is government property is retained as evidence for potential disciplinary action or criminal prosecution.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>OP:422.11 (14) All items of contraband stored and held as evidence for investigation and possible prosecution will receive special attention to ensure its preservation. Contraband items will not be disposed of until officially released by the Attorney General. OP: 711.01 (7) In the event unauthorized property/contraband is recovered, proper reports such as but not limited to Notice of Charges, Informative and evidence reports will be completed and submitted to the Core Services Associate Warden for proper handling.</p>
<p>23. Altered property is destroyed following documentation and using established procedures.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>OP: 711.02 (1) Any property not addressed within this procedure SHALL be considered unauthorized; in order to alleviate unnecessary definitions of unauthorized property. Inmate property shall not be altered from its original condition. Normal wear will be taken into consideration.</p>

<p>24. Before confiscating religious items, the Facility Administrator or designated investigator contacts a religious authority.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>OP: 711.02 (16) Religious materials as required by authorized religions. Approved religious items must be on the inmate's property card. OP: 810.07 All NDOC Religious Property Request Forms (DOC 3528) must be reviewed, approved/denied by the Core Services Associate Warden.</p>
<p>25. Hard contraband that is illegal (under criminal statutes) is retained and used for official use, e.g., training purposes.</p> <ul style="list-style-type: none"> • If yes, under specific circumstances and using specified written procedures. Hard contraband is secured when not in use. • Soft Contraband is mailed at the inmate's expense or destroyed. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>OP:422.11 (14) All items of contraband stored and held as evidence for investigation and possible prosecution will receive special attention to ensure its preservation. Contraband items will not be disposed of until officially released by the Attorney General. Inmates are given the option to mail out soft contraband. Inmates will communicate with the mail room officer to retain shipping boxes and the inmate must provide adequate shipping and handling expenses.</p>
<p>26. The facility has a comprehensive security inspection policy. The policy specifies:</p> <ul style="list-style-type: none"> • The Posts which must be inspected • Required inspection forms or logs • Frequency of inspections for each post • Guidelines for checking security features • Procedures for reporting, to the Warden, weak spots, in-consistencies, and other areas needing improvement 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>AR 403: Institution Security Inspections AR: 423: Institution/Facility Entrance Scanning Procedure AR 460: Security at Community Hospitals OP: 332.04 Notifications OP: 400: General Security Supervision OP: 403: Institutional Security Inspections OP 415: Daily Administrative Officer Inspection Tours OP: 123 Institutional Reports</p>
<p>27. Every officer is required to conduct a security check of his/her assigned area to ensure the integrity of the post. The results are logged.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>AR 422:10 Search and Seizure Standards Searches of compounds, perimeters, grounds, or any area owned or under the control of the department of corrections. OP 422: Institutional Search and Control of Contraband</p>
<p>28. Documentation of security inspections is kept on file.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>N/A</p>
<p>29. Procedures ensure that recurring problems and a failure to take corrective action are reported to the appropriate manager.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>AR: Divisional reporting AR: 304: Equal Employment Opportunity AR: 306: Employee Formal Grievance Procedure AR: 332: Employee Reporting Responsibilities</p>

<p>30. Tools being taken into the secure area of the facility are inspected and inventoried before entering and prior to departure.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>OP: 411: Tool Control The designated tool control coordinator is responsible for ensuring that all tools utilized within High Desert State Prison are stored in a safe, economical and secure manner. Auto shop tool log in/out is being conducted by an inmate. Log sheet was not legible and corrective whiteout was all over the sheet. Even though automobiles are searched by an officer at the vehicle sally-port the officer assigned to the vocational shops should be conducting spot searches.</p>
<p>31. Storage and supply rooms; walls, light and plumbing fixtures, electrical outlets, accesses, and drains, etc. undergo frequent unannounced searches. These searches are logged.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>AR: 400.01 G. Correctional staff will conduct a visual inspection of all cells and other living quarters once each shift. A formalized report will be submitted to the Associate Wardens for each inspection or noted on the local post log shift report.</p>
<p>32. Fence ties are checked regularly and any missing fence ties are logged and reported to maintenance and the Operations Associate Warden.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes, Fence ties are checked daily and missing fence ties are immediately reported to maintenance, an immediate supervisor and also logged into NOTIS.</p>
<p>33. Visitation areas receive frequent unscheduled inspections with emphasis on locating contraband that is concealed in bathrooms, under tables and chairs.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Officer before and after visiting sessions search all areas, items, and doors of the visiting room.</p>
<p>34. Unclothed body searches are conducted of all inmates leaving the visiting area.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>AR: 422.04 (1) Pat down, frisk, strip and visual body cavity searches of inmates and their property will be conducted by staff trained in conducting searches. Inmates do get unclothed body searched after every visiting session.</p>
<p>35. The Maintenance Supervisor ensures that any reported security problems with doors, gates, and/or fences are immediately repaired. If it cannot be repaired, an officer is posted to ensure that the safety and security of the institution is maintained.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes, Maintenance ensures that reported security issues with gates and/or fences are repaired immediately. If the issue cannot be repaired immediately and poses a serious risk to the security of the Institution, an officer is posted in the area to ensure that the security of the institution is maintained until the item can be repaired.</p>

**FACILITY SECURITY AND CONTROL AND
CONTRABAND**

89% Meets Standard

11% Does Not Meet Standard

Remarks: *(Record significant facts, observations, other sources used, etc.)*

Prison Industries: It was not clear whether Diamond Card bags and boxes are inspected prior to them being introduced into the facility for the prevention of additional contraband because they are searched by staff when they are opened once in the prison industries area.

- It is recommended that these boxes or containers be opened and inspected prior to entering the facility.

Warehouse: The warehouse is also being used for storage which could create a problem for effective searches of the area. Furniture and old kitchen equipment had parts that could be made into weapons. While these may be difficult to introduce into the main secure portion of the facility, they could pose a threat to staff working outside the secure perimeter and to the staff assigned to the camp.

- It is recommended that any furniture or equipment that cannot be used by the institution because they are broken, be removed from the warehouse.

Auto Shop: The Auto Shop is considered outside of the secure portion of the institution. There were tools, parts, open supply room doors, wooden pallets, and an out of service BBQ grill. Again, all this can be a potential hazard for a prison made weapon and or a hiding place for any kind of contraband. Inmates were given pat-searches upon leaving the various shops, making it too easy for inmates to introduce contraband into the secure portion of the facility.

- Due to inmate presence and minimal staff supervision these items should be removed or stored in a more secure fashion. The Auto Shop should implement procedures for logging in/out tools, equipment, and practice environmental neatness, along with securing supply room doors that are not being occupied during the work day.
- Inmates should be at the minimum be given on a surprise basis be given a more thorough search by having them remove their outer garments, shoes and socks and having the officer search their clothing for contraband.

Staff Entrance: Officers posted at the entrance at shift change are attempting to search the clear plastic containers that staff are using to bring in their lunches and other personal items to work. These containers are sometimes excessively large and the number of food containers appears to be excessive for a meal.

- It is recommended that a size limitation be placed on containers to make searches a little easier for officers posted at the staff entrance.

Deputy Director David Tristan; C/O Jason Duran C/O Matthew Hughes / Audit: 11/29/17 Report Typed: 12/01/17

Reviewer's Signature / Date