

CORRECTIVE ACTION PLAN

2.4.2018

Subject

Contraband in Facility

Prepared By

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Position

Compliance Director

Overview

Support staff has found miscellaneous prohibited items in garage, bathroom, and once in resident room. Intake policy and procedures need to be reviewed for effectiveness.

Current Steps

Ct escorted to property Inventory area.

Ct asked to change into robe. Staff searches clothes and property.

Ct and staff sign inventory sheet. Pictures taken of property.

Ct clothes are washed and dried.

Approved items returned to ct.

Change Needed? Corrective Action

Yes. Ct left unattended. Area shall be staged and ready for ct arrival. At no time shall ct be left unattended.

Yes. Poor lighting and cluttered area. Better lighting to be installed in ct inventory area. Also, area shall be free from unnecessary items.

No.

No.

No.

Materials Required:

- Purchase flood light on tripod from Home Depot.
- Install Shelves to make more room for inventory area.

Staff Responsible for Corrective Action Plan:

- Operations Director
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Additional Notes:

Corrective actions completed and approved by Program Director on 2/9/18