**Inspectors General Checklist**

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|  **MILITARY CORRECTIONAL FACILITIES 1640**  |
| This checklist applies to all commands and installations that operate military correctional facilities (MCFs).  |
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| **Functional Area Sponsor**: DC, I&L (LF) | **Name of Command** |
| **Subject Matter Expert:** CWO5 Dymora, karen.dymora@usmc.mil  | **Date** |
| (DSN) 664-4254 (COM) 703-604-4254 | **Inspector****Total Questions: 106** |
| **Revised**: 9 January 2024 | **Final Assessment****Discrepancies: Findings:**  |
| **Overall Comments:** Place Here  |
| Subsection 1 – MCF ADMINISTRATION  |
| 0101 | Is a medical/dental officer assigned to the MCF (if not, is a medical/dental officer appointed in writing by the CO of the medical/dental activity providing service to the MCF)?Reference: SECNAV M-1640.1, art 3201, par 2e |
|   | Comments  |
| 0102 | Are the required daily prisoner reports published (i.e., Daily Change Sheet, Daily Appointment Sheet, Quarters and Work Assignment)?Reference: SECNAV M-1640.1, art 4102, par 2c, d, f, g |
|  Result | Comments  |
| 0103 | Are prisoners assigned to the Restricted Housing Unit (RHU) approved by the MCF Brig Officer or designee?Reference: SECNAV M-1640.1, art 4205, par 2a |
|  Result | Comments  |
| 0104 | Is Corrections Management Information System (CORMIS) used as the primary method for documenting the reason for a prisoner’s placement and retention in an RH-reportable status? Reference: SECNAV M-1640.1, art 4206, par 2c |
|  Result | Comments  |
| 0105 | Does the approving authority (Brig Officer or designee for specific command-level actions) approve all authorized punishments? Reference: SECNAV M-1640.1, art 5101, par 2  |
|  Result | Comments  |
| 0106 | Are appeals of imposed disciplinary or management actions submitted within 15 calendar days and decided upon within 30 calendar days of receipt with the prisoner being notified in writing of the results?Reference: SECNAV M-1640.1, art 5102, par 3e(12)(b) |
|  Result | Comments  |
| 0107 | Are the administrative disciplinary and management actions of the MCF consistent with established policy (offenses receive only authorized disciplinary and management actions appropriate to the category of offense committed)?Reference: SECNAV M-1640.1, art 5202-5203 |
|  Result | Comments  |
| 0108 | Is a chaplain assigned to the MCF (if not, is a chaplain appointed in writing by the command chaplain to administer religious programs)?Reference: SECNAV M-1640.1, art 6202, par 6a |
| Result | Comments  |
| 0109 | Is a properly completed DD Form 2707 (Confinement Order) submitted at the time of confinement and maintained on file?Reference: SECNAV M-1640.1, art 7203, par 1 |
|  Result | Comments  |
| 0110 | Is a DD Form 2329 (Statement of Trial Results) signed by the Court-Martial Officer for a summary court-martial, or a DD Form 2707-1 (Department of Defense Report of Result of Trial) for a special or general court-martial submitted at the time of confinement and filed?Reference: SECNAV M-1640.1, art 7203, par 2  |
|  Result | Comments  |
| 0111 | Are pre-trial agreements filed when applicable?Reference: SECNAV M-1640.1, art 7203, par 3 |
|  Result | Comments  |
| 0112 | Is the Initial Review Officer (IRO) notified within 24-hours of initial confinement that a hearing needs to be completed within seven days of pre-trial confinement or an extension granted?Reference: SECNAV M-1640.1, art 7206, par 2, MCM 2019, R.C.M. 305(i)(2) |
|  Result | Comments  |
| 0113 | Is a DD Form 2708 (Receipt for Pretrial/Post-Trial Prisoner orDetained Person) completed for temporary release from the MCF?Reference: SECNAV M-1640.1, art 7301, par 1 |
|  Result | Comments  |
| 0114 | Are prisoner releases effected after all release-processing requirements are complete and on the actual date of completion of confinement?Reference: SECNAV M-1640.1, art 7304, par 1, 2 |
|  Result | Comments  |
| 0115 | Is CORMIS utilized to manage and enter individual prisoner confinement records?Reference: SECNAV M-1640.1, art 8108 |
|  Result | Comments  |
| 0116 | Are the required telephonic/voice and serious incident reports (naval message) submitted to DC I&L (LF)?Reference: SECNAV M-1640.1, art 8111, MCO 3504.2A  |
|  Result | Comments  |
| 0117 | Are procedures in place for the proper accounting of prisoner funds and valuables?Reference: SECNAV M-1640.1, art 8202, 8203, 8204, 8205, 8206, 8207, 8208, 8209 |
| Result | Comments  |
| 0118 | Are prisoners allowed to retain contact with their family and conduct personal affairs to the greatest extent possible, barring governmental prohibitions?Reference: SECNAV M-1640.1, art 8301 |
| Result | Comments  |
| 0119 | Is a Victim and Witness Program properly established?Reference: MCO 5800.14, SECNAV M-1640.1, art 8308 |
| Result | Comments  |
| 0120 | Are deoxyribonucleic acid (DNA) samples being extracted from prisoners with the approved kits, processed through the U.S. Army Criminal Investigation Laboratory (USACIL) and documented in the prisoner confinement record? Reference: DODI 5505.14, SECNAV M-1640.1, art 8310, par 3 |
| Result | Comments  |
| 0121 | Prior to release, are all sex offenders notified of treatment programs in the community to which they will be released?Reference: SECNAV M-1640.1, art 6202, par 2, a4 |
|  Result | Comments  |
| 0122 | Is a Sex Offender Registration and Notification Act (SORNA) file created and maintained separate from confinement record for each prisoner required to register as a sex offender.Reference: SECNAV M-1640.1, art 8103, par 3 |
| Result | Comments  |
| 0123 | At least five days prior to release of a prisoner convicted of a covered sex offense, at a general or special court-martial, is the MCF CO providing written notice of the release to the appropriate entities via a DD Form 2791 (Notice of Release/Acknowledgement of Convicted Sex Offender Registration Requirements)? Reference: DODI 1325.07, Enclosure 2, par 23 |
| Result | Comments  |
| 0124 | Are internal and external audits of prisoner funds and valuables being conducted?Reference: DOD Financial Management Regulation 7000.14-R, Vol 5, chap 3 and chap 27 |
| Result | Comments  |
| Subsection 2 – MCF PROGRAMS  |
| 0201 | Is a safety program established which includes: instructions to prisoners using tools, posting of safety regulations, and the utilization of Personal Protective Equipment (PPE)?Reference: SECNAV M-1640.1, art 2303, par 1 |
|  Result | Comments  |
| 0202 | Are medical staff the only personnel authorized to administer all medications to prisoners?Reference: SECNAV M-1640.1, art 3201, par 2e |
|  Result | Comments  |
| 0203 | Does the MCF administer a urinalysis-testing program for the prisoners?Reference: MCO 5300.174, Appendix B, par 1, C.2 |
|  Result | Comments  |
| 0204 | Is a prisoner program plan developed for each post-trial prisoner to identify and prioritize all required and recommended correctional programs?Reference: SECNAV M-1640.1, art 4203, par 2 |
| Result | Comments  |
| 0205 | Are prisoners stepped down to Prevention of Injury (POI) or placed back in appropriate quarters when they are no longer considered a suicide risk by medical officers, psychiatrists, doctoral-level clinical psychologists, or doctoral-level clinical social workers with clinical practice privileges?Reference: SECNAV M-1640.1, art 4205, par 2b(1)(c)6 |
|  Result | Comments  |
| 0206 | Are all prisoners in restrictive housing visited daily by members of the programs staff, the BO or designee, and a qualified health care official?Reference: SECNAV M-1640.1, art 4205, par 3b, c |
|  Result | Comments  |
| 0207 | Are prisoner status reviews conducted within 24-hours (including weekends and holidays) of being segregated for pending investigation?Reference: SECNAV M-1640.1, art 4205, par 4a |
|  Result | Comments  |
| 0208 | Is the status of each prisoner placed in the RHU by the Classification and Assignment (C&A) Board reviewed every seven days for the first 60 days and every 30 days thereafter?Reference: SECNAV M-1640.1, art 4205, par 4b |
|  Result | Comments  |
| 0209 | Are prisoners remaining in restrictive housing over 30 days interviewed by a credentialed mental health provider and documented on a written report?Reference: SECNAV M-1640.1, art 4205, par 4c(1) |
|  Result | Comments  |
| 0210 | Is the status of each prisoner in Disciplinary Segregation (DS) for more than 30 days reviewed and approved by the MCF CO?Reference: SECNAV M-1640.1, art 4205, par 4c(2) |
|  Result | Comments  |
| 0211 | Are prisoners in DS over 60 days provided the same program services and privileges as prisoners in Administrative Segregation (AS) (security/safety concerns permitting)?Reference: SECNAV M-1640.1, art 4205, par 4c(2) |
|  Result | Comments  |
| 0212 | Are prisoners informed during reception/orientation that they are subject to observation by staff, to include staff members of the opposite sex?Reference: SECNAV M-1640.1, art 4207, par 4b |
|  Result | Comments  |
| 0213 | Are prisoners on disciplinary segregation afforded the opportunity for two hours outside their cell daily, unless security and safety situations dictate, and the prisoner is in a restrictive housing reportable status?Reference: SECNAV M-1640.1, art 5202, par 5b |
|  Result | Comments  |
| 0214 | Are the minimal acceptable program requirements established according to the level of the military confinement facility?Reference: SECNAV M-1640.1, art 6201, 6202 |
|  Result | Comments  |
| 0215 | Are individual counseling’s conducted every two weeks for general population and every week for prisoners in Restrictive housing for at least 20 – 60 minutes per session and documented?Reference: SECNAV M-1640.1, art 6202, par 2a(2) |
|  Result | Comments  |
| 0216 | Are group counseling sessions conducted by correctional counselors or qualified volunteers?Reference: SECNAV M-1640.1, art 6202, par 2b(1) |
|  Result | Comments  |
| 0217 | Are formal group therapy sessions conducted weekly and under the direction of a licensed, credentialed mental health professional?Reference: SECNAV M-1640.1, art 6202, par 2b(2) |
|  Result | Comments  |
| 0218 | Is a work program established and administered appropriately?Reference: SECNAV M-1640.1, art 6202, par 3  |
|  Result | Comments  |
| 0219 | Is a DD Form 2710, (Inmate Background Summary), completed on each prisoner at the time of confinement?Reference: SECNAV M-1640.1, art 6301, par 1a |
|  Result | Comments  |
| 0220 | Are the minimum required topics covered during prisoner orientation (indoctrination)?Reference: SECNAV M-1640.1, art 6301, par 2 |
|  Result | Comments  |
| 0221 | Are prisoners allowed to appear before the C&A Board unless the prisoner waives the right or is precluded for security or other substantial reasons? Reference: SECNAV M-1640.1, art 6401, par 2 |
|  Result | Comments  |
| 0222 | Are all major boards established and administered appropriately?Reference: SECNAV M-1640.1, art 4204, par 1, art 5102, par 3e(8)(a), art 6402, par 3, art 8301, par 13b(3)(b), art 9201, par 2h(4) |
|  Result | Comments  |
| 0223 | Are procedures for command visits established and do they occur no less than bi-weekly?Reference: SECNAV M-1640.1, art 7207, par 2 |
| Result | Comments  |
| 0224 | Is a means provided to prisoners whereby they may communicate with staff members to request advice and assistance with their problems (DD Form 510 Request for Interview) made available for use without restriction?Reference: SECNAV M-1640.1, art 8303, par 1 |
| Result | Comments  |
| 0225 | Is there a MCF CO’s Mailbox installed in a centrally located area for individual communications for the immediate attention of the MCF CO?Reference: SECNAV M-1640.1, art 8303, par 4 |
| Result | Comments  |
| 0226 | Are medical health screenings and medical health appraisals conducted on all newly admitted prisoners?Reference: SECNAV M-1640.1, art 10101, par 1, 2 |
| Result | Comments  |
| 0227 | Does the military confinement facility have a written emergency medical plan?Reference: SECNAV M-1640.1, art 10101, par 6 |
| Result | Comments  |
| 0228 | Are mental health screenings and mental health appraisals conducted on all newly admitted prisoners and reviewed by a mental health provider?Reference: SECNAV M-1640.1, art 10110, par 2 |
| Result | Comments  |
| 0229 | Are prisoners screened within 24-hours of arrival for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior?Reference: SECNAV M-1640.1, art 10202, par 1 |
| Result | Comments  |
| 0230 | Are medical staff examining all prisoner dining facility workers prior to assignment and conducting periodic re-examinations to ensure freedom from diarrhea, skin infections, and other transmissible illnesses?Reference: SECNAV M-1640.1, art 10201, par 5a |
| Result | Comments  |
| 0231 | Does the MCF have adequate means to wash prisoner clothing, sheets, pillowcases, and blankets?Reference: SECNAV M-1640.1, art 10203 |
| Result | Comments  |
| Subsection 3 – CLEMENCY AND PAROLE  |
| 0301 | Are prisoners, whose sentence includes confinement for 12 months or more considered for mandatory clemency review or have they waived clemency review?Reference: SECNAV M-5815.1, ch 3, par 1a |
| Result | Comments  |
| 0302 | Is clemency review scheduled properly?Reference: SECNAV M-5815.1, ch 3, par 5 |
| Result | Comments  |
| 0303 | Are progress reports for clemency review completed with psychiatric/psychological evaluation for offenders convicted of sex offenses or other serious violent crimes whose unsuspended sentence to confinement includes 12 months or more?Reference: SECNAV M-5815.1, ch 3, par 9c (3) |
| Result | Comments  |
| 0304 | Are progress reports for parole review completed and include apsychiatrist, clinical psychologist, or clinical social worker summarizingthe impact of environmental factors on the offender with special emphasis on the environment to which the offender plans to return?Reference: SECNAV M-5815.1, ch 4 par 8 |
| Result | Comments  |
| 0305 | Is a DD Form 2715-3 (Inmate Restoration/Return Duty, Clemency and Parole Statement) executed in the presence of an appropriate witness?Reference: SECNAV M-5815.1, ch 3, par 3 |
| Result | Comments  |
| 0306 | Is the military confinement facility scheduling parole review hearings and forwarding results in time for the Naval Clemency and Parole Board (NC&PB) to consider initial parole requests within 30 days of the parole eligibility date or as soon as practicable after receipt of the request? Reference: SECNAV M-5815.1, ch 4, par 9a  |
| Result | Comments  |
| 0307 | Do prisoners who are granted Parole/Mandatory Supervised Release receive an explanation and provide written acceptance of the guidelines and conditions of supervision before release?Reference: SECNAV M-5815.1, ch 6, par 1c |
| Result | Comments  |
| 0308 | Is the schedule for submission of parole requests being met for prisoners who are eligible and desire to request parole?Reference: SECNAV M-5815.1, ch 4, par 5 |
| Result | Comments  |
| 0309 | Are prisoners whose unsuspended sentence or aggregate sentence to confinement for 12 months or more and an unsuspended discharge/dismissal considered for parole or waive parole review?Reference: SECNAV M-5815.1, ch 4, par 4a |
| Result | Comments  |
| 0310 | Is the disposition board conducting parole hearings appropriately? Reference: SECNAV M-5815.1, ch 4, par 7 |
| Result | Comments  |
| 0311 | Are parole release policy and procedures established and followed?Reference: SECNAV M-5815.1, ch 6, par 1 |
| Result | Comments  |
| 0312 | Is each prisoner, who is denied parole given the opportunity to request an appeal? Reference: SECNAV M-5815.1, ch 4, par 13 |
| Result | Comments  |
| 0313 | Are parole rescission proceedings established and followed?Reference: SECNAV M-5815.1, ch 4, par 14 |
| Result | Comments  |
| 0314 | Are prisoners explained the terms and conditions of Parole/Mandatory Supervised Release (MSR) and acknowledging utilizing DD Form 2716-1 (Certificate of Parole)?Reference: SECNAV M-5815.1, ch 4, par 16; ch 5, par 7a(1); and ch 6 par 1b, and par 1c |
| Result | Comments  |
| 0315 | Are military confinement facilities following the appropriate procedures when considering prisoners for MSR?Reference: DODI 1325.07, Enclosure 2, par 18a and 19; SECNAV M-5815.1, ch 5, par 3  |
| Result | Comments  |
| Subsection 4 – MCF OPERATIONS  |
| 0401 | Is the MCF used to support a detention capability?Reference: SECNAV M-1640.1, art 2101, par 1a |
|  Result | Comments  |
| 0402 | Is a gang release system in place and functional? Reference: SECNAV M-1640.1, art 2204 par 1c(2) |
|  Result | Comments  |
| 0403 | Are night-lights provided in all living quarters and not any brighter than the absolute minimum needed for visual control and supervision? Reference: SECNAV M-1640.1, art 2204, par 2b |
|  Result | Comments  |
| 0404 | Are lighting, temperature, sound and ventilation tests conducted triennially, documented by a qualified source or technician, with results maintained on file for 3 years?Reference: SECNAV M-1640.1, art 2204 par 4 |
|  Result | Comments  |
| 0405 | Is the control center designed and equipped to operate the MCFs security, life, safety, and communications systems? Reference: SECNAV M-1640.1, art 2205 par 1b, par 1c |
| Result | Comments  |
| 0406 | Is there an internal communication system at required locations (radio, telephone, or two-way intercom)?Reference: SECNAV M-1640.1, art 2205 par 7a(1) |
| Result | Comments  |
| 0407 | Is a body alarm, duress system, or radio required for staff (including unescorted volunteers) within the secured perimeter of the MCF?Reference: SECNAV M-1640.1, art 2205, par 7a(2) |
| Result | Comments  |
| 0408 | Is the MCF posted as a restricted area and include additional signage to indicate that photography, drones, and video/digital recording is prohibited?Reference: SECNAV M-1640.1, art 2205, par 9 |
| Result | Comments  |
| 0409 | Does the MCF have emergency lighting equipment (emergency generator and constant-charge batteries)?Reference: SECNAV M-1640.1, art 2209, par 1c |
|  Result | Comments  |
| 0410 | Are damaged security doors, gates, locks, alarms, lighting, and keys receiving immediate attention by public works/maintenance department?Reference: SECNAV M-1640.1, art 2301, par 2 |
|  Result | Comments  |
| 0411 | Are required daily, weekly, monthly, and quarterly inspections conducted by supervisory staff?Reference: SECNAV M-1640.1, art 2302, par 3a, b, c, d |
|  Result | Comments  |
| 0412 | Are Standard Operating Procedures and post orders established and current for the facility?Reference: SECNAV M-1640.1, art 3401, 8307 |
| Result | Comments  |
| 0413 | Is a prisoner accountability system established, that includes a minimum of three formal, scheduled counts?Reference: SECNAV M-1640.1, art 4102, par 2, art 4103, par 1 |
|  Result | Comments  |
| 0414 | Are suicide risk prisoners under continuous observation?Reference: SECNAV M-1640.1, art 4205, par 2b(1)(c)3 |
|  Result | Comments  |
| 0415 | Are staff restricted from being assigned duties that require supervision of prisoners of the opposite sex at times when nudity routinely occurs?Reference: SECNAV M-1640.1, art 4207, par 4a |
|  Result | Comments  |
| 0416 | Are all areas of the MCF thoroughly searched at random times and on an unscheduled basis? Reference: SECNAV M-1640.1, art 4302, par 2b |
|  Result | Comments  |
| 0417 | Are body cavity searches conducted by qualified medical personnel when authorized by the MCF CO or designee and documented?Reference: SECNAV M-1640.1, art 4302, par 2a(3) |
|  Result | Comments  |
| 0418 | Are three sets of keys maintained and stored in a lockable security container?Reference: SECNAV M-1640.1, art 4303, par 2 |
|  Result | Comments  |
| 0419 | Are keys drawn for use by staff members controlled with the use of a metal tag system, logbook, or PIN system?Reference: SECNAV M-1640.1, art 4303, par 4 |
|  Result | Comments  |
| 0420 | Does the MCF have a formal tool control program?Reference: SECNAV M-1640.1, art 4304 |
|  Result | Comments  |
| 0421 | Are all vehicles entering and leaving the MCF security perimeter searched?Reference: SECNAV M-1640.1, art 4305, par 1 |
|  Result | Comments  |
| 0422 | Are control procedures for flammable, toxic, and caustic materials established?Reference: SECNAV M-1640.1, art 4306, par 2 |
|  Result | Comments  |
| 0423 | If non-lethal weapons are authorized, are procedures for their use established?Reference: SECNAV M-1640.1, art 4307, par 4  |
|  Result | Comments  |
| 0424 | Are all instances requiring the use of force, to include the non-routine use of restraints fully documented with incident reports, use of force statements, voluntary statements (including medical), and an updated scars and marks forms submitted? Reference: SECNAV M-1640.1, art 4309, par 2f |
|  Result | Comments  |
| 0425 | Are the required emergency response bills present and reviewed annually?Reference: SECNAV M-1640.1, art 4405 |
|  Result | Comments  |
| 0426 | Is the fire bill coordinated with and approved by the installation fire department?Reference: SECNAV M-1640.1, art 4405, par 1i |
|  Result | Comments  |
| 0427 | Does the fire department conduct regular (at least quarterly) fire drills and checks of fire equipment to ensure its accessibility, and compliance with safety and fire prevention standards?Reference: SECNAV M-1640.1, art 2205, par 8b(1) |
|  Result | Comments  |
| 0428 | Is an appropriate and independent investigation initiated within 24 hours of the time violations (disciplinary report) are reported?Reference: SECNAV M-1640.1, art 5102, par 3c |
|  Result | Comments  |
| 0429 | Is the Disciplinary Log submitted weekly to the MCF CO for review, authentication, and signature?Reference: SECNAV M-1640.1, art 5102 par 3e,(11b2) |
|  Result | Comments  |
| 0430 | Are required logs maintained as secured and verifiable electronic logs or bound ledgers with sequentially numbered pages, and maintained in chronological order?Reference: SECNAV M-1640.1, art 8104 |
|  Result | Comments  |
| 0431 | Is a suicide prevention plan established and does it contain all necessary components that are approved by the local health authority and reviewed by the health care authority?Reference: SECNAV M-1640.1, art 10110, par 7 |
|  Result | Comments  |
| 0432 | Is the DC I&L (LF) involved in all stages to establish, construct, or alter MCFs and do they provide final approval on such projects?Reference: SECNAV M-1640.1, art 2202, par 1 |
|  Result | Comments  |
| Subsection 5 – TRAINING  |
| 0501 | Is a code of ethics/standards of conduct signed by each staff member prior to assuming duties in the facility and re-certified annually?Reference: SECNAV M-1640.1, art 3402 |
| Result | Comments  |
| 0502 | Do all full-time permanent personnel, regardless of billet assignment, complete pre-service training prior to assumption of duties?Reference: SECNAV M-1640.1, art 3503, par 1 |
| Result | Comments  |
| 0503 | Are part-time staff, contractors, and volunteers provided formal orientation appropriate to their assignment?Reference: SECNAV M-1640.1, art 3503, par 4 |
| Result | Comments  |
| 0504 | Are all staff required to attend regularly scheduled in-service training and is it documented appropriately?Reference: SECNAV M-1640.1, art 3505, par 1,2 |
| Result | Comments  |