



Georgia

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OFFICE OF INVESTIGATIONS & COMPLIANCE

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September 28, 2011

Clayton Tatum, Warden
Hays State Prison
777 Underwood Road
Trion, GA 30753

Warden Tatum,

This is an Executive Summary of the Comprehensive Audit conducted at Hays State Prison on September 27 and September 28, 2011.

The audit examined Security Operations, Personnel Services, Risk Reduction Services, Business Processes, Engineering, Care & Custody, PREA, Medical Services and Mental Health. The audit included compliance with Standard Operating Procedures (SOP) and Best Practices that have been approved by Division Directors. During the audit, the team reviewed logs, records, and conducted interviews of staff and inmates. As each functional area team completed their audit, you received a copy of the audit worksheets that contained detailed findings of each area audited.

I would like to thank the staff of Hays State Prison for the cooperation and commitment displayed during the conduct of this audit.

The following are the findings from each audit area:

Human Resources:

Strength: The personnel staff has a great tracking system in place.

Findings: There were no critical findings in this area.

Staff Survey Results: One hundred (100) surveys were requested and One hundred-forty (140) surveys were completed. The staff of Hays State Prison rated **Supervisor and Teamwork** as the two (2) main contributors to morale. **Job Security and Work**

Recommendation: (IVA01-0001 I, 4) Prisoners requesting clothing must complete a Prisoner Clothing Request Form (Attachment #18) and submit the form to the Prisoner Supply Personnel.

Items being replaced should accompany the Prisoner Clothing Request Form or have signed verification that the item is lost or stolen. Replacements are on a one-for-one basis only. This includes all items. Prisoner Supply Personnel should inspect all items and determine the legitimacy of the request.

If replacement is warranted, the CARES system will generate a pull sheet and labels. No items are to be issued without a pull sheet and the necessary CARES labeling.

Verification of lost or stolen item(s) should be performed by an inspection of the prisoner's living area by second shift security personnel. Security personnel should sign the Prisoner Clothing Request form verifying the items were lost. This form should be returned to the Prisoner Supply Personnel before the item is replaced. All "lost in laundry" clothing request should be replaced with used only. If no used is available, the item(s) should be backordered and issued when used is received.

Recommendation: (IVA01-0001 VI, I, 4) Personal Hygiene Items should be replaced only when the prisoner has demonstrated that he/she needs the item. There should be a one for one replacement procedure in place at the local level. For example to receive a tube of toothpaste the prisoner should provide the previously issued tube, empty, to the Control Room Officer.

Corrective Action: Will have a callout for hygiene items and will exchange one item for one item. We will also have an officer escort an inmate to take up laundry. Training is scheduled for assistance with inmate clothing.

The overall score for Care and Custody was **Eighty-one (81%) percent.**

Engineering:

Strength: The maintenance staff performs multiple projects while maintaining preventive maintenance and keeping work orders up to date.

Finding: Locks and Locking Controls -- The locks in the inmate housing area could be easily defeated.

Recommendation: Directive 8/10/2010 Locks, Doors and door Frames Items -- Preventive Maintenance Audits)

The following will be failures on security doors:

1. Actual locks (mechanical and electrical) not working
- 2. Door position switches not working
3. Trash, debris or foreign objects in lock latch pockets and lock latch bolts

4. Rags, towels, etc. being hung or signs (rubbing of paint off door frames) of being hung on top of doors by inmates or staff causing hinge and lock misalignments
5. Bent hinges and hinge butt plates
6. Any other issues that causes lock and door security failures
7. Dormitories' cell door windows covered with paper, cardboard, etc. with the exception of authorized window flap covers.

Corrective Action: We have repaired what locks we were able to repair. The Regional Engineer has been notified.

The overall score for Engineering was **Eighty-five (85%) percent.**