

NMAC 2001 Detention Standards  
Documents for Inspection

1. Current Staff Roster with schedules
2. Staff Training Records
3. Facility Policy and Procedure Manual
4. Most recent EID inspection report and certificate
5. Most recent Fire Marshal inspection report
6. Fire equipment inspection reports (previous 12 months)
7. Preventive Maintenance Plan
8. Emergency Plan
9. Monthly Fire Drills (previous 12 months)
10. Current Client Rosters
11. Meal schedule
12. Dietician approved menu
13. Dietician's license
14. Medical service contract
15. Sick call schedule
16. Client Grievances, if any (previous 12 months)
17. Program schedule (education, recreation, religious services, and visitation)
18. Pharmacy License
19. Incident reports (mechanical restraints, use of force) (previous 12 months)
20. Mental Health Services Provider
21. Client rules and regulations (if not in the policy and procedure manual)
22. Client orientation packet
23. Post Orders