

## HEALTH INSPECTION CHECKLIST INSTRUCTIONS

Authority for annual health inspections is in Health and Safety Code (HSC) § 101045. Items in the attached checklist are in the Title 15 of the California Code of Regulations (CCR), "Minimum Standards for Juvenile Facilities" or "Minimum Standards for Local Detention Facilities" (adult facilities) and HSC Division 104, Part 7, Chapter 4, Sections 1-8, California Retail Food Code (CalCode). CalCode requirements are incorporated in Title 15 regulations by the rulemaking process of the Administrative Procedures Act. Code references follow the regulation on each checklist.

**There are three separate inspection checklists. Use the appropriate format for each facility, as different regulations apply in each type of facility:**

- (1) Juvenile Halls, Special Purpose Juvenile Halls and Camps;
- (2) Adult Type I, II, III and IV Facilities; and,
- (3) Adult Court and Temporary Holding Facilities.

For juvenile facilities, the term "camp" includes "a juvenile camp, ranch, forestry camp or boot camp established in accordance with WIC § 880 [Title 15 § 1302].

**Each checklist is divided into three sections: environmental, nutritional and medical/mental health.** All sections are required for a complete health inspection. Checklists are an inspection tool and the regulation is typically not quoted in its entirety. To fully understand what is required, it is necessary to read the entire regulation, together with associated BSCC guidelines. Although its use is optional, the environmental health section includes an attachment related to CalCode, which may be useful to environmental health inspectors when assessing compliance with those requirements.

**The applicability of a regulation to an individual facility is determined by that facility's operation.** If the operation includes performing a function addressed by regulation, then the regulation applies, in total or in part. See Title 15 guidelines discussion for the adult § 1010 or juvenile § 1310 (Applicability.) Columns in the checklist identify compliance as "Yes," "No" or "N/A" (not applicable). When inspectors assess environmental, nutritional or medical/mental health areas and "check" a column to indicate that a facility is out of compliance with all or part of a regulation, or indicate that all or part of a regulation is not applicable, a brief explanation is required in the comments section. This explanation is critical. It assists both the BSCC and facility staff in understanding the rationale for the decision and highlights what needs correction. **Policies and procedures must be written and implemented to be in compliance.**

Local health officers may elect to assess areas that are not covered by the inspection checklists. If this is done, the additional issues must be clearly delineated on a separate sheet to maintain their distinction from the BSCC Title 15 checklist. For information purposes, this additional sheet should be attached and distributed with the checklist. Checklists and regulations are available on the BSCC website ([http://www.bscc.ca.gov/s\\_fsoresources](http://www.bscc.ca.gov/s_fsoresources)).

Please contact the BSCC Field Representative assigned to your county at the number below or through e-mail access on the web site. As specified in HSC § 101045, copies of the entire inspection report must be forwarded to the designated facility administrator and to the BSCC by mail or email at:

Board of State and Community Corrections  
**Attn: Compliance Monitor Analyst**  
2590 Venture Oaks Way, Ste 200, Sacramento, CA 95833  
Phone: 916-445-5073; Email: [analyst@bscc.ca.gov](mailto:analyst@bscc.ca.gov)