

HEALTH INSPECTION CHECKLIST INSTRUCTIONS

The authority for local annual health inspections is outlined in Health and Safety Code (HSC) § 101045. Regulations in the attached checklist are located in 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 to 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, boot camp, or other facility 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 and 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 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 deemed compliant.**

Local health officers may elect to assess areas not covered by the inspection checklists. If additional areas are assessed, they should be outlined on a separate document to maintain the distinction from the BSCC Title 15 checklist. Additional documents should be attached and distributed with the checklist for information purposes. Regulations and local health inspection checklists are available on the BSCC website (https://www.bscc.ca.gov/s_fsources/).

If you have any questions, please contact the BSCC Field Representative assigned to your county. The Field Representative assignment list is available on the BSCC website under Other Useful Links (https://www.bscc.ca.gov/s_facilitiesstandardsoperations/).

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: FSO Inspection Report Analyst**
2590 Venture Oaks Way, Suite 200, Sacramento, CA 95833
Phone: 916-445-5073; Email: analyst@bscc.ca.gov