

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
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Title			
ADULT OFFENDER CLASSIFICATION			

XIV. MONITORING AND AUDITING:

A. Purpose

The purpose of Classification Monitoring and Auditing is to provide a process for regular and consistent review of a facility's adherence to this policy and administrative procedure and the individual facility's operational procedures.

Classification Monitoring/Auditing process provides for:

1. Collection of adequate and accurate information to review management of classification system.
2. Evaluation of collected information.
3. Short and long-term planning and justification for resources allocated to classification.
4. Mechanism to advise of inequities and deficiencies in classification in order that revision may be recommended and implemented.
5. Management tool to evaluate the necessary support services needed for classification system.
6. Mechanism to determine effectiveness of classification system in terms of:
 - a. Consistency
 - b. Department of Correction policy and procedure
 - c. Discretionary abuses
 - d. Legal requirements
 - e. Objectivity
 - f. Staff accountability

B. Procedure

Auditing is the Department's annual evaluation of the operation of each facility. The audit reviews each facility's procedures to ensure compliance with this policy and administrative procedure and reviews daily operations to ensure compliance with the Department's procedures.

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1. The assigned Classification Analyst shall participate as a collateral auditor for the Program Review Division in an annual review of applicable standards in relation to the facility's accreditation status with the American Correctional Association (ACA).
2. The audit shall consist of the following:
 - a. Review of all applicable ACA standards for compliance; and,
 - b. Completion of the Program Review Summary form as provided by the Program Review Division.