

## MTC / ASP-KINGMAN FACILITY DESCRIPTION

### ASP- KINGMAN FACILITY LEADERSHIP

#### Frank Shaw, MTC Complex Administrator, ASP-Kingman

- MTC Complex Administrator (equivalent to ADC Warden) 06/01/2015 to present
- MTC Warden, Wilkinson Cty (Mississippi) Corr. Center ? to May 2015
- Prior work history available from MTC

#### Hector Santiago, MTC Deputy Warden of Operations, ASP-Kingman

- MTC Deputy Warden of Operations early Jan 2012 to present
- MTC Warden, North Coast (Ohio) Corr. Facility 2009 to late 2011
- MTC Correctional Series 1995 to 2009

#### Pamala Rider, MTC Unit Warden (Hualapai), ASP-Kingman

- MTC Unit Warden (equivalent to ADC DW) early Nov 2011 to present
- ADC Correctional Series (resigned as DW) 11/04/1996 to 11/04/2011

#### Rick Sullivan, MTC Unit Warden (Cerbat), ASP-Kingman

- MTC Unit Warden (equivalent to ADC DW) 09/17/2011 to present
- ADC Correctional Series (retire as DW) 03/12/1990 to 09/16/2011
- ADC Contract Beds Bureau – ASP-Kingman Staffing History, 10/01/2010 to present

#### Correctional Administrator 3 (DW), Lead Monitor

- BARNES, BETTY A 03/01/2014 to present
- YOUNG, JAMES A 01/11/2014 to 02/28/2014
- YOUNG, JAMES A (full-time FMLA) 12/20/2013 to 01/10/2014 (22 days)
- YOUNG, JAMES A 10/29/2011 to 12/19/2013
- <vacant> 09/17/2011 to 10/28/2011 (42 days)
- SULLIVAN, RICKY W 09/04/2010 to 09/16/2011

#### Correctional Captain, Cerbat Unit

- DOMINGUEZ, ABEL 04/26/2014 to present
- GOSLIN, ERNESTINE K 03/01/2014 to 04/25/2014
- <vacant> 02/01/2014 to 02/28/2014 (28 days)
- VARLEY, DAVID A 10/15/2011 to 01/31/2014
- WEAVER, DARRIN J 02/21/2009 to 10/14/2011

#### Correctional Officer 3, Cerbat Unit

- ESTERLINE, BETTY J 08/27/2012 to present
- TAYLOR, BUDDY S 05/01/2010 to 08/26/2012

#### Correctional Captain, Hualapai Unit

- ARREDONDO, SAMUEL J 03/14/2015 to present
- <vacant> 06/28/2014 to 03/13/2015 (259 days)
- GOSLIN, ERNESTINE K 04/26/2014 to 06/27/2014
- DOMINGUEZ, ABEL 03/01/2014 to 04/25/2014
- GOSLIN, ERNESTINE K 03/31/2012 to 02/28/2014
- GREEN, JERI L 04/17/2010 to 03/30/2012

**Correctional Officer 3, Hualapai Unit**

- SCHAULIN, LEASURE B 12/20/2014 to present
- <vacant> 07/12/2014 to 12/19/2014 (161 days)
- DEDMON, HOLLY D 12/07/2013 to 07/11/2014
- <vacant> 11/09/2013 to 12/06/2013 (28 days)
- HINDS, CONNIE L 06/22/2013 to 11/08/2013
- TAYLOR, BUDDY S 08/27/2012 to 06/21/2013
- ESTERLINE, BETTY J 08/10/2012 to 08/26/2012
- <vacant> 05/12/2012 to 08/09/2012 (90 days)
- ANDERSON, MELISSA J 12/13/2008 to 05/11/2012

**Administrative Assistant 3, Complex**

- GOSLIN, ERNESTINE K 12/08/2014 to present
- <vacant> 10/15/2014 to 12/07/2014 (54 days)
- WILK, CINDY L (full-time FMLA) 07/10/2014 to 10/14/2014 (97days)
- WILK, CINDY L 07/08/2013 to 07/09/2014
- WILK, CINDY L (full-time FMLA) 03/04/2013 to 07/07/2013 (126 days)
- WILK, CINDY L 12/06/2010 to 03/03/2013 (new position)

## **ADC Contract Beds Bureau Monitoring Team Duties, per Contract AD9-010-A3**

2.5.1 Investigations of all alleged criminal activity involving Department of Corrections inmates assigned to the facility shall be conducted by representatives of the Department of Corrections Inspections and Investigations Bureau. The Department of Corrections Monitor shall be notified immediately by the facility operator of suspected inmate criminal activity. The Department of Corrections Monitor shall notify appropriate Department of Corrections authorities regarding the alleged activity

2.6.1 The Department of Corrections shall assign staff who shall monitor contract compliance and performance on a daily basis and coordinate all necessary activities relative to the facility operator and the Department of Corrections. These monitors shall report to the Regional Director of the Contract Beds Bureau. Each private facility shall be scheduled for an annual contract compliance review facilitated by the ADC Inspections Unit.

2.6.2 The Facility Operator shall provide accurate, complete and timely shift reports, staffing reports, and all other daily, monthly and annual reports necessary to monitor the contract; daily management team meetings shall be held and ADC monitoring staff shall attend. Information reports will be logged at the time they are written, and monitors shall receive a direct accounting for all information reports, Significant Incident Reports, Disciplinary Reports, and Inmate Grievances. Failure to comply with all reporting requirements constitutes an Event of Default.

2.6.3 The Facility Operator shall hold daily management team meetings and ADC monitoring staff shall attend.

2.6.4 Facility Monitor shall be physically located at the facility.

2.6.5 The facility operator shall provide Department of Corrections monitoring staff exclusive use of office space and equipment i.e. desks, chairs, file cabinets, printer, office supplies, computers (Computer equipment, to be updated as necessary to comply with the standards utilized by the Department of Corrections), etc., for a minimum of three (3) Department of Corrections staff.

2.6.5.1 Each Department of Corrections monitoring staff member shall be provided a minimum of 120 square feet of work space.

2.6.6 The facility operator shall provide Department of Corrections monitoring staff with telephones that have dedicated extension numbers for their exclusive use.

2.6.7 The facility operator shall provide a dedicated fax line for the exclusive use of the Department of Corrections monitoring staff.

2.6.8 The following activities shall be administered by Department of Corrections monitoring staff only:

2.6.8.1 Calculating inmate release and parole eligibility dates.

2.6.8.2 Calculating and awarding sentence credits.

2.6.8.3 Approving inmate Escorted Leave including, funeral trips and hospital bedside visits and work releases.

2.6.8.4 Approving the type of work inmates will perform and the wages or sentence credits inmates earn.

2.6.8.5 Determining the appropriate level of inmate supervision while engaged in any work assignment.

2.6.8.6 Granting, denying or revoking sentence credits, or placing an inmate in more restrictive custody or approving any disciplinary actions. Only the Department of Corrections shall authorize the imposition of disciplinary sanctions against an inmate for violation of the inmate Rules of Discipline.

2.6.8.7 Inmate Classification.

2.6.9 The Department of Corrections shall provide training to designated facility operator staff in the areas and for the time frames shown by *Attachment #2, Department of Corrections Technical Services Training Requirements*.

2.6.10 The Department of Corrections shall monitor the Offeror's compliance and performance with all Contract provisions and applicable policies and standards. Monitoring activities shall be conducted by Department of Corrections' staff in areas that include security operations, health services, mental health, substance abuse, food service, safety, sanitation, and finance. Additionally, during the term of the Contract, the Department of Corrections shall conduct security audits, inspections and searches in accordance with applicable Department of Corrections' policy.

2.6.11 Department of Corrections staff authorized by the Operations Director, Contract Beds Bureau shall have access to the facility, the inmates and records at any time, without prior notice to the facility operator.

2.6.12 The facility operator shall, via its assigned facility Warden, ensure monitoring of all service delivery, to include monitoring of subcontracted services. Such monitoring activities shall include documenting noted deficiencies and requiring timely corrective action to ensure service requirements specified by this Contract are met.

2.6.13 The Department of Corrections Health Services' staff shall routinely conduct on-site monitoring. The Department will provide reports of these site visits to the Contract Beds Bureau. Monitoring shall include policy compliance, access to care, NCCHC compliance and provisions of health care.

2.6.14 The Health Service Provider shall establish a Quality Improvement Committee comprised of employees to include a Health Administrator, a health provider, a dental provider, a nurse, a mental health provider and a medical records representative. The Committee shall provide a quarterly report to the Health Services Regional Operations Director (HSROD). The facility operator expressly acknowledges that Department activities do not relieve the facility operator of the responsibility for the delivery of health care to assigned inmates. Health care shall meet or exceed community standards at all times. Failure to maintain community standards for health care shall constitute an Event of Default. The Committee shall at least:

2.6.14.1 Review documented justification for the facility operator's referrals for outside medical consultations.

2.6.14.2 Review staffing patterns relating to inmate waiting times to be seen by health providers / dentists.

2.6.14.3 Make recommendations requiring changes, as appropriate.

2.6.14.4 Review standards of care, by reviewing as a committee 10% of the populations' medical records each quarter.

2.6.14.5 Review Health Services Compliance with ADC Health Services Treatment Guidelines and Published Corrective Action Plans as indicated.

2.6.15 Monitoring activities shall be conducted on a random and routine basis. The facility operations, program and support services, as well as records pertaining to this Contract may be included in monitoring activities.

2.6.15.1 Guidelines detailing criteria and scope of monitoring activities shall be provided to the facility operator. Subsequent changes to monitoring guidelines shall be provided to the facility operator at time of award.

2.6.15.2 The Department of Corrections shall have the right to reasonably prompt access to examine and receive copies of all records of the facility operator and / or Owner, the facility's operation, including financial books and records, maintenance records, and employee and inmate records generated by the facility operator and its subcontractors, or independent contractors, in connection with the performance of this Contract. The Department of Corrections requires written assurance from the facility operator and / or Owner, that such access shall be provided.

2.6.16 The results of compliance and performance monitoring / inspection activities conducted by the Department of Corrections shall be provided to the facility operator in writing by the Department of Corrections Monitor. If non-compliance issues are noted during a monitoring activity, the Department shall specifically identify each issue and its corrective action and timeline to satisfactorily resolve the deficiency. The facility operator shall respond within the specified time frame or indicate in writing to the Department of Corrections Monitor why compliance cannot be achieved within the specified time frame and offer an alternative action to meet the objective.

2.7.1 The Department of Corrections shall monitor the facility operator's performance to ensure compliance with all Contract provisions and applicable Written Instructions including compliance with Statutes, Administrative Rules and Department Orders.

2.9.10.4 Notwithstanding the requirements relative to mandated positions/posts, if a vacancy (ies) occurs in any position that impairs the effectiveness of service delivery or secure operation of the facility, the facility operator shall be required to fill the position immediately upon written notice from the Department of Corrections Monitor. Coverage shall be accommodated by qualified temporary or qualified overtime staff until the vacancy is filled. Failure to staff mandatory security positions shall result in the imposition of a monetary offset in the amount of the hourly wage of the position unfilled for the cumulative time such position was left vacant.

2.9.10.7 The facility operator's failure to fill a position that has remained vacant for longer than forty-five (45) days may constitute an Event of Default. An offset (reducing an invoice) for the costs associated with the position(s) / post(s) shall be imposed by the Department of Corrections in the amount of mean salary and full cost of benefits of the vacant position(s) for each day beyond the 45<sup>th</sup> day that the position remains vacant. The contractor shall provide the Department of Corrections Monitor with a current list of the salary and benefits for each of the Contractor's and subcontractor's staff positions. This list shall be updated annually or upon any adjustment to any position.

2.9.11.1.1 The completed background investigations shall be made available to the Department Monitor. The Department of Corrections shall approve all staff based on results of background investigations.

2.9.11.7 The Department of Corrections Monitor shall provide the facility operator with approval or disapproval of each name submitted based on NCIC / ACIC results.

2.9.11.8 If subsequent criminal information is obtained as a result of research relative to the fingerprint card, the Department of Public Safety shall advise the facility operator. The facility operator shall notify the Department Monitor of any individual whose fingerprint information has disclosed a history of criminal arrests and/or convictions.

2.9.13.10 During the term of the Contract and any renewals thereof, when changes occur to existing Department of Corrections Written Instructions, Administrative Rules, courses or curriculum, that are determined to be relevant to the operation of the facility, the Department of Corrections shall, via the Department of Corrections Monitor, notify the facility operator in writing. The Contractor may request exemptions to any Department of Corrections Written Order / Instruction or section thereof. Said exemption requests must be made in writing to the Department of Corrections Monitor and shall be approved or disapproved in writing by the Division Director, Offender Operations, or designee.

2.9.13.10.2 Requests initiated by the facility operator to change written procedures, post orders, or manuals previously approved by the Department of Corrections shall be directed to the Department of Corrections Monitor via the facility operator for approval or disapproval by the Operations Director Contract Beds Bureau, or designee. Each request shall be accompanied by written justification that details the reason for the desired change(s) and a description of the impact on the current operation if the change(s) is or is not authorized.

2.11.6 If the facility operator or an authorized subcontractor, desires to establish a new position(s) or reallocate an existing position, a Position Description shall be completed and submitted to the Department of Corrections Monitor along with a letter stating the reason for the proposed position(s).

2.11.6.1 The Department of Corrections Monitor shall forward such requests from the facility operator to the Operations Director, Contract Beds Bureau, or designee, for approval or disapproval.

2.11.12.1 The facility operator shall provide the Department of Corrections Monitor with the facility's in-service training plan by July 15<sup>th</sup> of each fiscal year. Any necessary training resulting from Department of Corrections policy change shall be incorporated into the Annual Training Plan at no cost to the Department of Corrections. The Annual Training Plan shall be submitted in the following format:

2.11.17.1 The Department of Corrections on-site Monitoring staff shall provide initial training to designated facility operator staff in the following inmate systems:

2.13.5.4 Dated menus are required to be published at least ten (10) days in advance and posted for the inmate population. All temporary changes to the standard menu must be submitted one week in advance for pre-approval by the Department of Corrections monitor. Weekly menu records of foods actually served with the portion size of each item listed must be kept on record in accordance with A.R.S. §35-214.

2.13.5.14 The completed evaluation shall be provided to the Department of Corrections Monitor.

2.13.5.17 If the facility operator does not exercise the above option and an annual evaluation supports the need for a cost decrease, the facility operator shall provide the Department of Corrections Monitor with a completed revised Fee Schedule and Budget Narrative.

2.13.5.17.2 The Department of Corrections Monitor shall forward the request and explanation to the Operations Director, Contract Beds Bureau, or designee for review.

2.13.10.1.3 The facility Warden shall provide immediate verbal notification to the Department of Corrections Monitor should a medical emergency occur.

2.13.11.3 The Department of Corrections Monitor shall approve the jobs that are developed as well as the inmates assigned to each week's assignments. Allocation of jobs shall be determined by skill level to ensure that each job is in compliance with Department of Corrections objectives regarding pay and work assignments.

2.13.11.4 After initial approval of jobs, wages and inmate placements, no changes shall be initiated by the facility operator without the prior written approval of the Department of Corrections Monitor.

2.13.11.7 The Department of Corrections Monitor may request additional information from the facility operator to verify on-site work programs are meeting the intent of A.R.S. §31-251.

2.13.2.2 The facility operator shall seek prospective community contractors and make such interest known to the Department of Corrections Monitor for Department of Corrections consideration.

2.13.13.5 Financial reports required by Department of Corrections Written Instructions shall be provided to the Department of Corrections Chief Financial Officer, Financial Services Bureau in compliance with established timeframes. A copy of each report shall be provided to the Department of Corrections Monitor.

2.13.13.7 On an annual basis, for the initial term of this Contract and any renewal thereof, the financial status of the W&B Fund shall be reviewed by the facility operator and the Department of Corrections Monitor to determine whether adequate funds are available to accommodate the purchase of recreational equipment and library resource center supplies and delete such expenses from the per diem rate. If it is mutually agreed that adequate monies are available within the W&B Fund to accommodate such expenses, the per diem rate shall be reduced to reflect the transfer of such expenses to the W&B Fund for the duration of the Contract term, to include renewals. Said mutual agreement shall be finalized by formal amendment signed by involved parties as coordinated by the Department of Corrections Contracts Administration Office when directed to do so by written notification from the Operations Director, Contract Beds Bureau.

2.14.3.1.6 The facility operator shall identify any inmate (s) who requires inpatient psychiatric hospitalization after assignment to the Contract Facility. The Facility operator shall advise the Department of Corrections Monitor who shall coordinate appropriate action with the Department of Corrections Mental Health Program Manager, Counseling and Treatment Services Administrator or designee.

2.16.1.7 The Facility operator shall submit original invoices and supporting detail to the Department of Corrections Monitor for verification. .

2.16.1.8 The Department of Corrections Monitor shall verify invoice information and forward to the Deputy Warden, Contract facilities, or designee, for payment. .

2.16.1.9 If a discrepancy occurs the Department of Corrections Monitor shall notify the Facility operator of said discrepancy immediately after reviewing the Facility operator's invoices and

supporting detail. The Facility operator and the Department of Corrections shall resolve the discrepancy by comparison and reconciliation of records.

2.16.1.12 Inmate time sheets shall be submitted to the Department of Corrections Monitor for verification of payroll charges prior to submittal to the Facility operator's inmate banking technician.

2.16.5.1 Invoices requesting reimbursement shall be submitted by the Facility operator to the Department of Corrections Monitor by the tenth (10th) workday of July, October, January, and April during the initial term of the Contract and any renewal terms. Each invoice shall indicate the following information relative to each inmate who received re-entry allowance: name of each inmate, Department of Corrections identification number, amount paid, purpose of payment (clothing or transportation), and date of discharge.

2.16.5.2 The Department of Corrections Monitor shall verify the invoiced information and submit the invoice to the Operations Director, Contract Beds Bureau, or designee, for authorization of payment.

2.17.1.1 The MSR shall be submitted to the Department of Corrections Monitor, or designee, in electronic format no later than the 10<sup>th</sup> calendar day of the month following the reporting period, or as requested by the Department of Corrections.

More Specific Duties of the ADC Monitoring Team not clearly specified above:

- Process all inmates disciplinary to include input of disciplinary information into AIMS and completion of Step 1 Appeals.
- Approve / deny all inmate applications to visit as well as review annual background checks for existing visitors.
- Responsible for the decision to place or remove an inmate from non-contact visitation status or loss of visitation privileges. Ensure notification letter is sent to both visitation and the inmate and that all AIMS comments are completed.
- Review and approve all inmate release authorizations.
- Final recommendation on all inmate requests for protective custody prior to the investigation being forwarded to the Central Officer Protective Custody Unit.
- Complete all classification actions; with a review of the inmate's institutional file, ensuring required entries are input into AIMS.
- Process all inmate requests for Reinstatement of Parole Class III and ERC's.
- Review and sign all inmate requests for Interrelation Communication with other inmates.
- Answer all inmate letters addressed to the monitoring team.
- Review and approve/deny sub-contractor clearances for access to the private prison.
- Review and reconcile billings prior to sending them to the Contract Beds Operations Director.
- Complete vacancy off-set letters after reviewing private prison staffing reports.
- Review daily private prison shift rosters.
- Review daily information reports.
- Review all inmate levels of supervision to ensure correct and in compliance with ADC policy.
- Complete monthly Green, Amber, Red (GAR) for each facility (Hualapai & Cerbat), entering specific findings and referenced policy.
- Approve all GAR finding corrective action plans submitted by private prison wardens.
- Make recommendation on all inmate compassionate leave requests for funerals / viewings.
- Tour the units a minimum of 10 hours per week; address any inmate issues brought to monitor attention by following up with responsible party.
- Completely monthly 703-1 Tour reports and reports (cover memo, disciplinary statistics and other reports as required).

- Attend private prison meetings (daily management briefing, weekly executive staff meetings, weekly complex detention review & intelligence meeting, weekly meeting with unit CPS to review detention, monthly inmate town hall meetings, weekly inmate orientation meeting).
- Complete work crew tours (Captain – monthly, DW – minimum once per quarter).
- Hospital tours for inmates admitted to ensure ADC policy is being followed regarding security / transportation of inmates.
- Take and respond to inmate family & friends phone calls. Investigate issues brought forth and provide response to the caller.
- Debrief with the private prison warden and Medical Monitoring Bureau staff upon conclusion of monthly medical inspections.

## MTC / ASP-KINGMAN FACILITY DESCRIPTION

### Kingman Physical Plant, Capacity, and Custody (as of 06/30/2015)

- **Cerbat Unit** 2,000 rated minimum-custody adult male general population beds; plus 80 special-use (detention) beds. Cerbat GP beds are dormitory style, 10 buildings with 200 beds per building.  
The Cerbat fencing is a single outer fence 12 feet high with no-climb, and one row of concertina wire at the top attached to the candy cane tops and three rows of concertina wire at the bottom.  
The Cerbat perimeter system is a Fiber Patrol FP1100X system that consists of one fiber optic cable attached to the fencing fabric. There is a single microwave sensor at the pedestrian sally port and two at the vehicle sally port.
- **Hualapai Unit** 1,400 rated and 108 temporary/emergency medium-custody adult male general population beds; plus 73 special-use (detention) beds. Hualapai GP beds are dormitory style, 5 buildings ranging from 236 to 354 beds per building.  
The Hualapai fencing consists of one outer perimeter fence that is 11 feet in height with no-climb and has one row of concertina razor wire attached to the candy cane tops, and three rows of concertina wire on the inner side at the bottom. The inner fence is 10 feet tall with no-climb and one row of concertina wire at the top and three rows at the bottom.  
The Hualapai perimeter system is the Omnitrax StarNet 1000 system with two underground cables: one 12 feet from the inner fence and a second cable 17 feet from the inner fence. There is a single microwave unit that covers the vehicle sally port and a lower and upper microwave system at the pedestrian sally port.
- **Complex** Administration building (to include maintenance and fleet service); central laundry (to include ACI JimGlo); warehouse building (to include training, key control, transportation, and mail & property); wastewater treatment plant; water storage tanks; complex traffic control w/ yardarm; perimeter fence w/ one static post.  
There are no fences or perimeter system at complex.