

Maryland Division of Correction
Policy Management Audit Form

Appendix 4 to DOC.001.0001

Title & Directive #: Table of Contents for Publications: DOC.001.0001			Mark (C) for Compliance	Mark (D) for Deficient	Non-Compliance Corrective Action Plan Attached	Date to Re-Audit Compliance	Date to Re-Audit Non-Compliance
Facility: _____							
Date: _____ Auditor: _____							
Line Item Number	Directive Reference Numbers	Line Item Standard					
1	§.05.C.(1)	The facility policy or audit coordinator developed, compiled, or revised a table of contents quarterly listing correctional facility procedure publications by using Appendix 3, Facility Table of Contents Template.					
2	§.05.C.(2)	The facility policy or audit coordinator forwarded the table of contents quarterly to the director of OPDAM or designee.					
3	§.05.C.(3)	The facility policy or audit coordinator posted the table of contents quarterly to the appropriate correctional facility folder on the DOC headquarters "R" drive.					
4	§.05.C.(4)	Documentation supports that the facility policy or audit coordinator advised facility staff of the update to the table of contents.					
5	§.05.C.(5)	The facility policy or audit coordinator retained the table of contents in accordance with the DOC retention schedule.					
6	§.05.C.(6)-(7)	The facility policy or audit coordinator completed the Policy Management Audit Form, Appendix 4 (quarterly), forwarded a copy of Appendix 4 to the director, OPDAM and maintained each completed copy of Appendix 4 in the Policy Management Audit form binder.					

Distribution: Director, Office of Policy Development Analysis and Management
Policy Management Audit Form Manual