Training. The plan shall provide that all staff whose duties include classification, shall undergo at least four hours of training on the principles, procedures and instruments for classification assessments, housing assignments, reassessments and inmate needs.

**Staff who have not completed the required four hours of classification training are performing classification duties.**

Audit. The plan shall provide that an annual, internal audit shall be conducted on the classification system. Audit records shall be maintained for Commission review.

**An annual audit of the classification system was not conducted and audit records were not available for Commission review.**

Documentation of physical exercise and physical recreation shall be maintained for Commission review. Each inmate shall be allowed one hour of supervised physical exercise or physical recreation at least three days per week.

**During the review it was noted that documentation provided failed to show that inmates are allowed one hour of supervised recreation at least three days per week.**

Michael Gravitt, TCJS Inspector