

Assessing Jail Operations

NEW SHERIFFS SCHOOL
SEPTEMBER 2018

Assessing Jail Operations

Describe the importance, benefits, and steps for implementing an internal jail assessment process.

Apply a six step internal assessment process for a jail function.

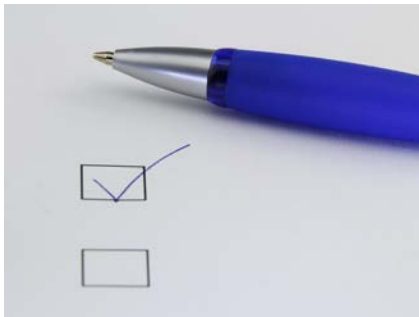
Internal Assessment

- Jail standards
- Risk management
- Policy and procedure
- Staffing
- Inmate behavior management
- Fire, safety, and sanitation



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Benefits of an Ongoing Internal Assessment Process



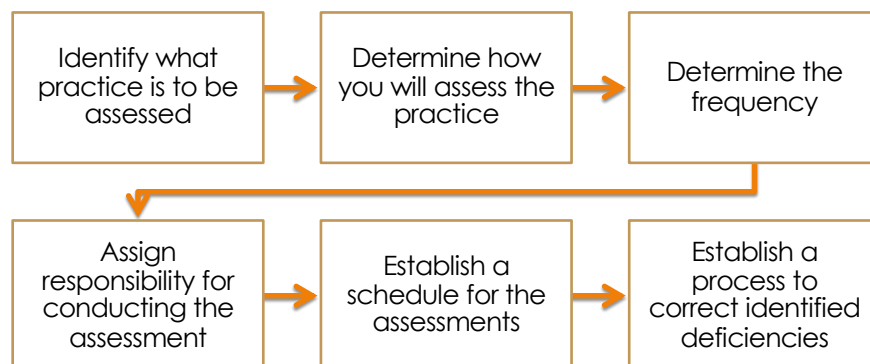
- Monitor compliance with standards and legal requirements
- Monitor staff compliance with policy and procedure
- Determine if we are meeting our goals
- Identify areas needing change

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Assign Someone to Coordinate Program

- Ensure reviews are completed and corrective action taken when necessary
- Track issues, concerns, and trends
- Provide information on issues requiring immediate attention
- Provide information for strategic or budget planning efforts

Six Step Internal Assessment Process



Assess Processes and Outcomes

Assessing Processes:

- Have we established effective practices and are we implementing the practices?

Assessing Outcomes:

- How well are our processes working – are they making a difference?

Step 1: Identify the
Practice to be
Assessed



Security

- ▶ For each function, identify the specific activities that need to be monitored
- ▶ Example: Security

What security practices and/or activities should we monitor?

Practices to be Assessed

*"FACILITIES SHALL PROVIDE AN INMATE GRIEVANCE PROCEDURE TO ALL INMATES. THE GRIEVANCE PROCEDURE MUST INCLUDE AT LEAST ONE (1) LEVEL OF APPEAL."
MINIMUM JAIL STANDARD
1400-01.05(12)*

What practices should be in place to address this standard?

Practices to be Assessed

- ▶ *“Facilities shall provide an inmate grievance procedure to all inmates. The grievance procedure must include at least one (1) level of appeal.” Minimum Jail Standard 1400-01.05(12)*
- ▶ What is the practice that should be in place?

Practices to be Assessed

- ▶ *“Facilities shall provide an inmate grievance procedure to all inmates. The grievance procedure must include at least one (1) level of appeal.” Minimum Jail Standard 1400-01.05(12)*
- ▶ If that practice is in place and being adhered to, what would your expected outcome be (what should be occurring as a result of this practice)?

Practices to be Assessed

- ▶ *“Facilities shall provide an inmate grievance procedure to all inmates. The grievance procedure must include at least one (1) level of appeal.” Minimum Jail Standard 1400-01.05(12)*
- ▶ List what policies and procedures, training, handbooks, inspection checklists, etc., should be in place to meet this practice.

Identify Practices to be Assessed

What practice should be in place?

What would your expected outcome be (what should be occurring as a result of this practice?)

What policy and procedures, training, handbooks, inspection checklists, etc., must be in place to meet this practice.

Step 2: How will you assess practices?

Review

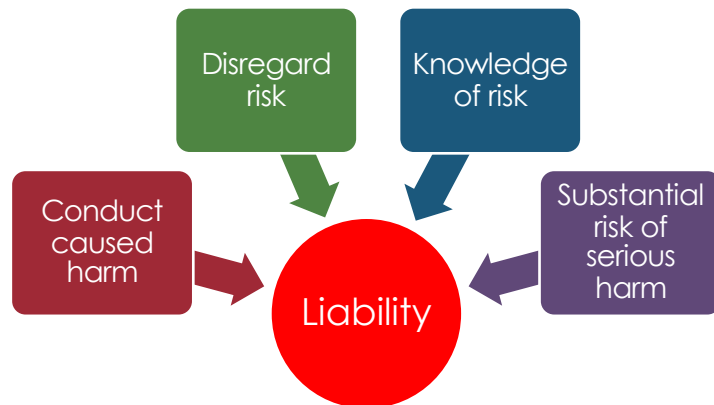
Audit

Inspect

Observe

Interview


Starr v. Baca,
Supervisor
Responsibility –
The Standard



Step 2: How will you assess practices?

Review Audit Inspect

Observe Interview




The slide features a dark grey header with the text "Step 2: How will you assess practices?". Below the header, five colored boxes are arranged in two rows. The top row contains "Review" (red), "Audit" (blue), and "Inspect" (green). The bottom row contains "Observe" (purple) and "Interview" (tan). The word "Audit" is underlined. In the bottom right corner, there is a logo for "County Technical Assistance Service, INSTITUTE FOR PUBLIC SERVICE" with an orange square above the text.

Step 2: How will you assess practices?

Review Audit Inspect

Observe Interview




This slide is identical in layout to the one above, but the underlining is on the word "Inspect" in the green box. The logo in the bottom right corner is also identical.

Step 2: How will you assess practices?

Review Audit Inspect

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Step 2: How will you assess practices?

Review Audit Inspect

Observe Interview



This slide is identical to the one above, but the underlining is on the word "Interview" in the bottom row instead of "Observe". The logo in the bottom right corner is the same as in the first slide.

Step 3 - Determine Frequency of the Reviews

Daily Weekly Monthly Quarterly Semi-Annually Annually



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Frequency May be Determined by Standards

TCI 1400-1-.07(10)

Facilities shall develop a written policy and procedure to require that firearms, chemical agents, and related security and emergency equipment inventoried and tested at least quarterly to determine the condition and expiration dates. This written policy and procedure shall provide for regular inspection of ABC type fire extinguishers, smoke detectors, and other detection and suppression systems.

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Frequency May be Determined by Standards

Annually

- Policies & procedures
- Review a written and graphic evacuation plan

Quarterly

- Fire drills for all staff members on every shift

Weekly

- Inspection of all security facilities
- Facility administrator or designee shall visit the facility's living and activity areas

Daily

- Sanitation and safety inspections
- Inspect all food service areas

Coding System

Each review and/or activity should be coded to denote frequency, along with a unique identifier.

D = Daily
W = Weekly
M = Monthly
Q = Quarterly
S = Semiannually
A = Annually

W15 = Stoves shall be equipped with operable hooded exhaust systems and the filters kept clean (TCI 1400-1-10(16))?

Step 4: Assign Responsibility for Conducting the Assessment

The reviewer may have:

- Administrative responsibility
- Special qualifications
- Staff development

Meal preparation and diets

Inmate discipline

Classification

Staff training

Emergency plans

Maintenance

Management of pharmaceuticals

Evacuation plan

Policies and procedures

Master Assignment List

- Include all review assignments, coded by frequency
- Indicate how the assigned individual must document completion of the review
 - Daily
 - D1: Shift Supervisor = Sign Off
 - D2: Secretary = Sign Off
 - D3: Cook = Sign Off
 - Weekly
 - W1: Shift Supervisor = Sign Off & Checklist
 - W2: Maintenance = Sign Off
 - W3: Nurse = Sign Off & Checklist

Coding System

Each review and/or activity should be coded to denote frequency, along with a unique identifier.

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Example:

W15 = Are stoves equipped with operable hooded exhaust systems and the filters kept clean (TCI 1400-1-10(15))?



Master Calendar

Assessment Checklist Master Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 D1-7 W1-3 M1, 5-9, 10, 14 Q15, 23	2 D1-7 W6-7 M12	3 D1-7 W4,9 Q9	4 D1-7 W5,8,11	5 D1-7	6 D1,4-7
7 D1,4-7 W10	8 D1-7 W1-3 M3,11 Q5	9 D1-7 W6-7 Q4	10 D1-7 W4,9 Q1,16	11 D1-7 W5,8,11 Q8	12 D1-7	13 D1,4-7
14 D1,4-7 W10	15 D1-7 W1-3 Q11,20	16 D1-7 W6-7	17 D1-7 W4,9 Q3,10,17	18 D1-7 W5,8,11 Q13	19 D1-7	20 D1,4-7
21 D1,4-7 W10	22 D1-7 W1-3	23 D1-7 W6-7	24 D1-7 W4,9 Q18	25 D1-7 W5,6,11	26 D1-7 A21	27 D1,4-7
28 D1,4-7 W10	29 D1-7 W1-3 A-23	30 D1-7 W6-7 A4,5,10	31 D1-7 W4,9 M2,4 Q-2			



Step 5: Establish a Schedule for the Reviews

Review day-to-day operations

Scheduling reviews allows you to:

- ▶ Hold assigned staff accountable for completing the reviews
- ▶ Stagger the reviews of the course of the week/month/year

Assigned staff are responsible for:

- ▶ Getting the reviews completed
- ▶ Documenting the results of the reviews
- ▶ Initiating whatever corrective action may be appropriate to the situation

Step 6: Establish a Process to Correct Identified Deficiencies

Develop a corrective action plan that includes:

- ✓ Description of the deficiency
- ✓ Description of the measures necessary to correct it
- ✓ Persons responsible for completing corrective measures
- ✓ Expected completion date

Assessing Jail Operations

Develop a system to review jail operations on an ongoing basis to:

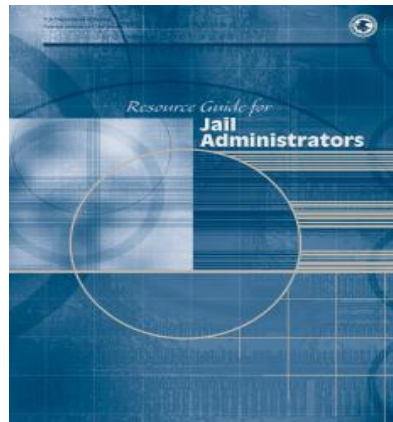
- Assess compliance with standards and legal requirements
- Assess the degree to which policies and procedures are being followed
- Detect potential problems before they become major concerns
- Track the jail's progress on key performance indicators

maintain control over your jail's operation and be able to address issues before they become major problems

The Jail Leadership

What is your role in the jail
assessment process?

Resource Guide for Jail Administrators



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Assessing Jail Operations –
It's an ongoing process!

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