



SHERIFF DENITA R. BALL

JAIL INSPECTION WEEKLY REPORT

TO: Denita R. Ball, Sheriff
Daniel Hughes, Chief Deputy
Molly J. Zillig, Chief Legal and Compliance Officer
Joshua Briggs, Director
William Duckert, Captain
James Novotny, Captain

FROM: Colin Briggs, Captain

DATE: July 27, 2023

SUBJECT: Schlage Report Weekly 7/23-7/29/2023

Housing Unit Audits Completed:

- 7/23/2023: 5A
- 7/24/2023: 5D
- 7/25/2023: 5C
- 7/26/2023: 5B
- 7/27/2023: 5D-Random (Third Shift)
- 7/27/2023: 4C

Compliance / Deficiencies:

- Schlage Audit:
 1. Pod 5A:
 - Upper tier: 2nd shift inspections were 17 of 16 required
 - Lower tier: 2nd shift inspections were 17 of 16 required

34 of 32 required: 100%

2. Pod 5D:

- Upper tier: 2nd shift inspections were 18 of 16 required
- Lower tier: 2nd shift inspections were 15 of 16 required

33 of 32 required: 103%

3. Pod 5C:

- Upper tier: 2nd shift inspections were 15 of 16 required
- Lower tier: 2nd shift inspections were 13 of 16 required

28 of 32 required: Shakedown was conducted for this day which took place from 1600hours to 1800 hours with cleanup from 1800hours to 1830 hours. Noted in daily report.

4. Pod 5B:

- Upper tier: 2nd shift inspections were 17 of 16 required
- Lower tier: 2nd shift inspections were 15 of 16 required

32 of 32 required: 100.0%

5. Pod 5D Random (Third Shift)

- Upper tier: 3rd shift inspections were 16 of 16 required
- Lower tier: 3rd shift inspections were 16 of 16 required

32 of 32 required: 100.0%

6. Pod 4C:

- Upper tier: 3rd shift inspections were 17 of 16 required
- Lower tier: 3rd shift inspections were 17 of 16 required

34 of 32 required: 106.0%

- CMS Log: This week was reflective of training new officers who are still learning entries to CMS/RMS and procedures for Inspections. **Officers are showing improvement in documenting begin/end times for inspections as well as documented observations. Consistency is what is lacking. There will be a short period of mentoring, before referring for discipline with new officers, unless they are purposely failing to follow guidance/orders.**
- Pod Video: All pod video reflective of CMS Log and Schlage audit.
Additional Notes:

1. Officers have been showing improvement in procedural concepts of performing Occupant Safety Checks/Inspections. Again, consistency is lacking with new officers. Once final policy is out in Lexipol, consistency may gain some traction.
2. Still waiting for updated policy to post to LEXIPOL.

Corrective Actions: No corrective for this period. Discussions and mentoring only to build upon compliance with inspection procedures, especially with new staff.

Roll Call Briefings: Reviewing procedures with second shift staff.

Mentoring:

Mentoring that has taken place with new officers. Check-ins also conducted after mentoring sessions.

Check-ins with floor control and assigned officers to discuss procedural matters and give brief on what is working/ what is not and how to resolve (through verbal or demonstrative means).

Other Notes: NONE



SHERIFF DENITA R. BALL

JAIL INSPECTION DAILY REPORT

TO: Denita R. Ball, Sheriff
Daniel Hughes, Chief Deputy
Molly J. Zillig, Chief Legal and Compliance Officer
Joshua Briggs, Director
William Duckert, Captain
James Novotny, Captain

FROM: Colin Briggs, Captain

DATE: 07/27/2023

SUBJECT: Schlage Report- POD 4C July 26, 2023, 1400-2200 hours

1400- On Duty

Officers assigned by shift and number of rounds completed per Transactions Door Report-Schlage Report

2nd shift: Howard, Brionna	09
O'Neal, Angel	07
Proeber, Joel	18
Total:	34

Second shift inspection requirement for this housing unit is 32 rounds (16 upper/16 lower) from 1400-2200.

Transaction Doors Report Audit Review:

- Upper tier: 2nd shift inspections was 17 of 16 required = 106%
- Lower tier: 2nd shift inspections was 17 of 16 required = 106%
- Total complete is 34 of 32 = 106%
- All inspection rounds completed were 45 minutes apart or less

CMS Log Review:

- **17 of the (34) 17/17 total inspection rounds documented (CMS).** It should be noted that CMS logs do not reflect upper and lower tiers. The log reflects a single round for the entire POD whereas, the Schlage report distinguishes between the main level and the Mezz level. Schlage report total is **34 (17/17).**
- **Documentation:** Documentation is inconsistent with what has been covered at rollcall (begin/completed/observations). **This is also likely to mid-shifters not receiving information going out at roll calls concerning inspections. Also seeing inconsistencies due day shifters not receiving same info as 2nd and third shift when conducting OT on these shifts.**

Pod Video Review:

Pod video review shows quality of inspections for this date are adequate but still need improvement from newer officers.

MCJ Daily Brief Review:

Daily brief incidents did not play a factor for this housing unit as it pertains to inspections being completed on time.

Referral Recommendations: None for this date.

Follow-Up- Roll Call training on CMS/RMS entries, covered Schlage report and presented the report to staff at roll call. Reminder of procedural process.

Continue mentoring and coaching.