

# **Introduction to Jail Inspections and Audits – JIA-101**

## **Tools to improve Accountability and Transparency**

May 7-9, 2019 - Phoenix, AZ

Presented by



### **Course Description:**

Learn the fundamentals of inspections and auditing of jail / detention facilities and enhance your skills and improve your effectiveness while adding value to your position and your organization. This course will provide you with fundamental inspections and audit techniques that have been successfully used to, **Satisfy accreditation** requirements; **Reduce liability** and operational **costs**, and significantly **Improve compliance** in jail / detention facilities.

### **JIA-101 Course objectives:**

Participants will develop a basic understanding of;

- The role and history of inspections / how to develop and implement an inspections unit/program
- Risks associated with: staffing, facilities, medical care, suicide, use of force, etc.
- Various audit guidelines / frameworks
- Generally accepted practices and the need for inspections / audits in correctional agencies
- Steps of the audit process
- How to write an audit plan, program, and report
- Audit vs. non-audit reports
- How to format reports
- Risk assessment model / Internal controls
- Basic statistical sampling methods

This class is for Jail / Detention Command staff / Officers and other professionals working for a jail / detention facility:

- With limited or no inspections or auditing experience.
- Responsible for business related-controls, compliance, and quality assurance activities.
- Interested in inspections and auditing

Sessions will include flash drive containing reports, audit plans and programs. All participants must bring a laptop with ac power cord and PowerPoint, Word and Excel programs. The laptop must have Internet WiFi capability.

**Classroom location:** National Law Enforcement Telecommunications System (NLETS) 1918 W. Whispering Wind Drive Phoenix, AZ 85085.

**Hotels: Courtyard by Marriott** at 2029 Whispering Wind Drive. Call 623-580-8844 and ask for government rate or register on-line at <https://www.marriott.com/hotels/travel/phxbc-courtyard-phoenix-north-happy-valley/?app=resvlink> (Both hotels ½ block from classroom)

**Residence Inn**, same location as Courtyard, and includes free breakfast.

<https://www.marriott.com/hotels/travel/phxrb-residence-inn-phoenix-north-happy-valley/>

**QUESTIONS / CONCERNS: Call:** Dan Olson

Phone: (602) 510-8481 **Email:** [dan@ldconsultingllc.com](mailto:dan@ldconsultingllc.com) **Web Site:** [LDConsultingllc.com](http://LDConsultingllc.com)

**COST: REGISTRATION:** 375.00

**CLASS STARTS AT 0800 HOURS ON TUESDAY 5/7/19 AND CONCLUDES ON THURSDAY 5/9/19 AT 1700 HOURS.**

**FOR MORE INFORMATION OR TO REGISTER ON LINE GO TO [HTTP://WWW.LDCONSULTINGLLC.COM/SCHEDULE](http://WWW.LDCONSULTINGLLC.COM/SCHEDULE)**

***Instructor Bios on back of flyer:***

## Instructors for this course.



Penny Bartley retired after nine years as the Executive Director of South Correctional Entity (SCORE Jail), in Des Moines, Washington. Penny created the initial proposal for SCORE, which was established in 2009, and is the only regional jail facility that is an independent government agency in the State of Washington. It provides jail services for seven member cities and numerous contract agencies in the metropolitan Seattle area. SCORE has a capacity of 802 inmates and handles more than 24,000 bookings per year. While she was Executive Director, SCORE became the first jail in Washington to receive accreditation through the Washington Association of Sheriffs and Police Chiefs (WASPC). SCORE also obtained accreditation through the National

Commission on Correctional Healthcare (NCCHC) and successfully completed an audit for compliance with PREA standards.

Prior to the creation of SCORE, Penny worked for the Renton, Washington, Police Department where she ran the divisions responsible for jail operations, and the records and evidence functions for 15 years. She was also the Public Information Officer for the Department. Her early career including working for police departments in Lynnwood and Normandy Park, Washington.

Penny has a Master's Degree in Justice Administration from University of Alaska Fairbanks and a Bachelor's Degree in Law and Justice from Central Washington University. She is a Certified Jail Manager (American Jail Association) and a Certified Corrections Executive (American Correctional Association). Penny has been a presenter and instructor at local, state, and national conferences on a variety of correctional topics including facility construction, operations, liability, and working with advocacy organizations in jail settings.



Ross Bartley retired as a sergeant from the Seattle Police Department after 31 years of service. During the last nine years of his career, he was assigned to the Audit, Policy and Research Section supervising policy development, audits and inspections, and research projects. Ross was also the Departments CALEA Accreditation Manager leading a successful effort for reaccreditation in 2010. When SPD entered into a Settlement Agreement with the Department of Justice in 2012, Ross' duties became focused solely on the audit function. During the last three years, he was assigned as the Acting Lieutenant in command of the Audit, Policy and Research Section. Ross has attended law

enforcement audit training conducted by the Los Angeles Police Department, completed the Law Enforcement Inspections and Auditing Certificate program (LEIAC), and has obtained DOJ certification as compliance auditor for the Prison Rape Elimination Act (PREA) standards.

Ross began his career in 1987 patrolling the Capitol Hill and Central District areas of SPD's East Precinct. Other career assignments include the Crime Analysis Unit, Sexual Assault and Child Abuse Unit, and the Training & Education Section where he supervised the post academy training for new officers, training programs for emergency vehicle operation, homeland security/terrorism, and other topics.

After raising four children and retiring from their careers in the Seattle area, Penny and Ross moved to their new home outside of Tucson, Arizona.

**Contact Information:** Dan Olson

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