

SALT LAKE COUNTY SHERIFF'S OFFICE COMBINED LEADERSHIP MEETING



Date: November 1, 2017

Time: 0800 Hours

Present:

| | |
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| Undersheriff Scott Carver | Lieutenant Shanda Gonzalez |
| Chief Pam Lofgreen | Lieutenant Dave Hall |
| Chief Kevin Harris | Lieutenant Corey Kiddle |
| Chief Justin Hoyal | Lieutenant Brent Dietrich |
| Captain Ron Adams | Lieutenant Rick Morse |
| Captain Matt Dumont | Lieutenant Dave Sperry |
| Captain Rebecca Greene | Lieutenant Kathy Berrett |
| Captain Jeremy Martinez | Sergeant Kevin Hunter, PIO |
| Captain Mike Schultz | Carita Lucey, HR |
| Captain Jaren Tame | Rob Ballard, RN, Nursing Supervisor |
| Richard Bell, Health Authority | Carrie Hackworth, Fiscal |
| Lieutenant Heather Beasley | Lincoln Homer, Fiscal |
| Lieutenant Gary Beers | Lannie Chapman, DA |
| Lieutenant Bart Bennett | Charlotte Halverson, CAB |
| Lieutenant JR Burbidge | Dave Scharffs, CAB |
| Lieutenant Javier Gonzalez | Sherry McConkey, Executive Secretary |
| Lieutenant Mike Deniro | Sarah Humphries, Office Coordinator |
| Lieutenant Kari Huth | |
| Lieutenant Aaron Torres | |

Undersheriff Carver

- *Budget* –
 - We have requested around \$15-16 million for next year. The county only brings in \$8 million in new revenue next year. We have prioritized compensation as our number one budget request, and the opening of Oxbow would be number two.
 - The mayor's budget has proposed a 2.5% increase in pay on the civilian side. Sworn would be different because of our step plan. Carrie Hackworth added that based on funding, it will allow all sworn to get a merit increase on their merit date.
 - We will be keeping our 9, 11, and 13 steps for deputies, but we will start hiring at the 11 step to help with recruitment. Which will put us ahead of the prison's starting pay with an approximate starting amount of \$19.23. Any deputies that are currently below that starting amount would be increased to that amount. This is not final yet.
 - The Sheriff requested enough money to increase PSO's two grades to only one step below corrections, but we didn't get the funding for that. The Sheriff is looking at requesting some additional funding from the council to try to do part of that.
 - Sheriff Carver explained that things could change, and once it's finalized a message will go out.
 - The Sheriff will be doing a presentation to the council on November 7th on trying to get money back for things that the mayor's budget eliminated.

- Carita Lucey explained that the county is also looking at compression. It was recommended that we be given \$1.7 million for 2017, and approximately \$2.5-6 million is being recommended for 2018. There has been some glitches in the process to get the \$1.7 for this year spent. Money is continuing to be dedicated to the compression problem. We committed in 2018 that we would do an analysis on the sworn side on compression.
- *Contracting –*
 - We were given contracting dollars for a two year time period. The second year of the funding is being requested to pull from contracting and put into Oxbow. We hope to maintain good relationships with all of the counties we contracted with. We will work with the DOC to see if we can backfill their beds to keep these counties beds filled.
 - Kudos to everyone who has been working so hard on this. It's highlighted to effectiveness, efficiency, and professionalism of our staff.
 - Chief Lofgreen added a thank you to Lt. Shanda Gonzalez for sending out a letter to all of our partnering counties to mitigate some of the issues that could arise. Lt. Gonzalez added that all of the partners have been grateful for our partnership, and they were all pleased with the proposed July 1st end date.

Chief Lofgreen

- *Employees of the Month* need to be to Lt. Shanda Gonzalez by the 9th of each month.
- *Watch Command observations –*
 - Youth services is busy. We're having a lot of runaways.
 - Jail – Captain Schultz was impressed with a nurse that took charge of an incident and ensured the safety of her co-workers. Also, make sure you're doing work orders for facility issues that occur on your shift.
- *Operation Rio Grande –*
 - The operation is still going on. We still have weekly meetings on the progress of the operation.
 - Thank you to Lt. Hall and Lt. Shanda Gonzalez and the others involved in putting the assessments together. Right now we are focusing on the assessment piece. November 9th will be the next round of assessments taking place in A Pod. Sgt. Lonnie Harris and Deputy Anderson will be in charge of running that session as Lt. Hall will be out of the office. We are still undecided on a December date due to not knowing whether there will be bed availability by that time.
 - Health Services staff has been asked to provide seven days of medication when these prisoners are released. We are going to send them with their blister pack of what they have left. If we cannot arrange in time for medications to be sent with the person we will arrange for a prescription to be sent with them.
 - We'll be meeting with the DPS on creating a "Top 10" list of people that we don't OCR. The DA has asked for no OCR's on 25 people. That is going to put them over their 300 count, but we will work with them the best we can.
 - The SPLD crew has been out cleaning up in the Rio Grande area. Everyone was very impressed with the quality of the work that our prisoners are putting into cleaning up the area.
- *Schedule –*
 - Chief Lofgreen will be out of the office the seven days before Thanksgiving, back in town on the 23rd, and back to the office on Monday, November 27th.

Chief Harris

- *Halloween Party –*
 - Thank you for all of the time and effort that went into the Halloween Party this year. The families that come really enjoy and appreciate the event.
- *Budget –*
 - The Chiefs and Sheriff go to bat for each division to receive as much of the funds they request.
 - We are taking most of the money in the county due to our size and needs.
- *CCC –*
 - The Community Corrections Center has been put on hold for a bit. The Sheriff needs to evaluate the direction of the project.

- The money for the project also will not be available for an estimated three to five years so putting it on hold is a good idea for now.
- *Oxbow Opening* –
 - Due to the CCC being put on hold, the Sheriff has asked Chief Harris to head the opening of Oxbow.
 - He'll be putting together a committee to work with him on this. We'll be developing project management timelines, hiring/HR component, facility component, and training components. As you get calls to participate in these projects please be open to helping out.
- *Thank You* –
 - Thanks to the HR Unit, specifically Lee Wilstead. If you haven't looked at the SharePoint and Smart sheet that are being created, it is a great tool. It looks like this is the direction we're moving as an organization. Lt. Sperry added that they may be some issues accessing SharePoint if you do not have Windows 365.

Chief Hoyal

- *Halloween Party* –
 - Media Services put a lot of work into this party. Thank you to everyone else that also helped and participated the effort is commendable. We had even more people come this year than last year. It was a success.
- *Veteran's Day Parade* –
 - There will be a Veteran's Day Parade in Magna on November 11th. We'd love having anyone that would like to come and participate.

Captain Martinez

- *Calendar* –
 - Thank you to Sarah Humphries for her work on the 2018 calendar.
- *Oxbow* –
 - He will be meeting with County Facilities to determine a timeline for the opening of Oxbow in regards to the maintenance that needs to happen.
 - Thank you to Carrie Hackworth for helping with any questions about the Oxbow opening.
 - We'll also be reorganizing the warehouse at Oxbow to prepare for the opening.
- *Kitchen Complaints* –
 - Thank you to Captain Dumont and his team for their help with the kitchen complaint issues. We've had a lot of complaints about the kitchen. We've been discussing the issues with Ray Anady who is the Aramark kitchen manager. We're working very hard on resolving the issue.
 - At Oxbow we've changed the juice jugs so they should not leak. We've also purchased 20 new Cambros for the ADC.
- *Commissary* –
 - We've been having issues with commissary ordering. There is an issue in the scanning process. Lt. Dietrich is working on this issue with IT and Keefe.

Richard Bell

- *Hepatitis A Vaccinations* –
 - On November 17th and 19th, the Health Department will be coming in to do more Hep A vaccinations on prisoners. Information fliers have been distributed to the units.
- *EMT's* –
 - We've hired four EMT's. They start soon, and you will most likely see them in the Booking area.
- *Craig Thompson* –
 - Open House will be on Saturday at the Mountain Dell Golf Course from 1300-1600.

Captain Adams

- *Laundry* –
 - Tonya Lee was nominated for Employee of the Month for single-handedly running the Laundry for a few days with no interruptions in service. She did a heroic effort in keeping things operating.
 - We've hired two new Laundry Supervisors, and are currently fully staffed in the area.
 - Thank you to Lee Wilstead and HR for getting all of our other hiring done.

- *PC Process* –
 - We still don't have a "go-live" date. It could still be several weeks away.

Lt. Torres

- *Hepatitis A Vaccinations* –
 - Lt. Torres asked if there would be a 6 month booster Hepatitis A vaccination done by the county again. Rob Ballard added that there most likely would not, but you can get your booster in 6 months from any pharmacy or provider or the Health Department. Richard Bell said that we can reach out to the Health Department to see if it's possible if they could come back in 6 months for employees.
- *Eccles and Center for Fine Arts* –
 - We just had our one year anniversary with Eccles. We've had a really successful year.
 - We're still working with Center for Fine Arts and trying to manage with the resources that we have.
- *Government Center* –
 - We've been working with the Government Center to update their emergency plans with some of the Mayor's policy.
 - The desk remodel is also complete in the North Building.
- *Vice President Biden* –
 - He will be coming on Monday, November 6. PSO's will be handling all of the security for that. He will be speaking at Abravanel Hall.

Lt. Huth

- *Judges* –
 - We are losing some judges. They are retiring and moving around. We will be shuffling some resources around at Matheson and West Jordan Court Houses.
 - Shout out to Citizen's Academy who came up to Matheson for a Situational Awareness class.
- *Thank You* –
 - Danie Bills has been amazing to work with. Whenever you call her she's right there on the spot.

Carrie Hackworth

- *New Assistant Fiscal Manager* –
 - Carrie introduced Lincoln Homer as the new Assistant Fiscal Manager of the Fiscal Division. He will be assisting with purchasing and budgeting, but he will also be managing the Prisoner Funds Unit at the Jail. Lincoln expressed that he has done accounting work is whole life. He just came from Davis County where he was for 7 ½ years. He's always enjoyed working with law enforcement, and is glad to be here with Salt Lake County.
- *Pat Hall* –
 - She is retiring after 30 years of service to the county. Her retirement party will be held at the SOB on November 15 from 1300-1500.
 - We currently have a county-wide recruitment out to fill her position.
 - To avoid an interruption of service with Pat leaving, please have your staff enter and approve time daily.
- *End of Year Purchasing Deadline* –
 - The purchasing deadline is December 6 this year. If you have any questions or need more real-time budget information let Fiscal know and they can provide that.

Lt. Hall

- *Overtime* –
 - We have about 6500 hours in Housing and about 8000 hours in the Bureau that we're trying to fill per month with voluntary sign-ups.
 - We've been having problem with Supervisors not turning in their overtime tracking for their employees. It is important to get this to the Overtime Committee by the 20th of each month to avoid your staff being mandatorily assigned overtime if they've already met the 24 hour threshold.

- We met with Duane Anjewierden and Danie Bills on creating a Smart sheet that can help us track and sign-up overtime. We are hoping to have this in place by December 1st for the January overtime sign-ups. This will give deputies a centralized, web-based location that they can sign up for their overtime.

Captain Dumont

- *Housing Division Office Coordinator Position* –
 - Portia Hein starts on November 1st as the new Housing Division Office Coordinator. We're very excited to have her in the division.
 - Sincere thanks to Sarah Humphries for covering two positions for the last ten months, and by all accounts has done an incredible job making sure all the divisions have what they need to operate. On behalf of the division and the bureau, thank you for stepping up and filling in for so long.
- *Overtime* –
 - We're at about 49 open slots in Housing. We've been able to manage due to some deputies taking more than the required four hours. We are now starting to see more unfilled overtime slots in Housing.
 - We are looking to up the required number of hours to eight hours in a 30 day period. If you do more than 24 hours of overtime, you cannot be mandated. We'll update the overtime notice and send it out.
- *Competency Restoration Unit* –
 - We've been running the unit for about a month now. Unfortunately, we experienced our first incident with a deputy being assaulted. The deputy is beyond appreciative that everyone has been reaching out, and we look forward to having him back soon.
- *The Other Side Academy* –
 - They are coming in to do their presentation and assessments on November 16th. They have a program similar to Life Skills, but it's a two year long program.
- *CTO* –
 - We have 18 in CTO right now that started on 10/12. We are looking forward to getting them in the mix to take some pressure off of some of the staff.
- *Holiday Breakfast* –
 - Last year the holiday breakfast was a big success. We are looking to do this bureau-wide this year. Everyone in the room was supportive of the idea. Sarah Humphries will head the coordination of the breakfast.

Lt. Sperry

- *Oxbow Kiosks* –
 - The new kiosks for the expansion to the other two pods have arrived. We are hoping to have them on the bottom floor of the unit.
- *Commissary Problem* –
 - Thank you to Lt. Dietrich for his help in getting to the bottom of the commissary issue. We think we've narrowed it down to the actual Scantron system.
- *PC Process* –
 - Lt. Sperry just got access to the system, and soon it will be available to the rest of the organization. For the enforcement side, this process accelerates the need for the two separate ORI's.

Lt. Beers

- *Calendars* –
 - Send an e-mail to Lt. Beers by November 15th with your division's requests, and we will shoot for a distribution date of December 1st. We will be doing the same sizes as previous years, 8x11 and 11x17.
- *New Key Software* –
 - We have purchased a new key software to track all of our keys. We will be doing an audit in the future.

Lt. Beasley

- *Competency Restoration Unit* –

- The deputy assault was the first and only incident in the unit. We think that speaks volumes to how our staff and the State Hospital staff is running the unit. They are doing an amazing job, and we've heard nothing but great things.
- After 30 days of the unit being open, we already have three prisoners that are being recommended as competent.
- We've started to bring in prisoners from other counties as well.

Captain Tame

- *ISP* –
 - We continue to trend up with referrals. We are close to meeting our goal of 280 with our recent expansion.
 - Amy Winder-Newton from the County Council has requested information on the ISP model so she can present it to another county.
- *K-9* –
 - The K-9 that we originally selected was not up-to-par with his drive after a few weeks of training. We have swapped him out for our new K-9, "Bruno", who seems to be doing much better.

Lt. J. Gonzalez

- *Watch Command* –
 - Lt. Gonzalez recognized the night supervisors for working together with covering staffing in different areas that are short. They do so without complaint or being asked.
- *Handcuffs* –
 - We have purchased \$1500 in handcuffs already this year, and it seems that they keep going missing. Supervisors and staff have said that when prisoners are transported they are not getting their handcuffs back. We are looking to find a better way for each deputy to keep their original handcuffs.
- *Exposure Protocol* –
 - Lt. Gonzalez wanted to recognize Deputy Morley for maintaining his composure after an exposure incident.
 - UHP had failed to tell us about the prisoner previously spitting on one of their troopers, which could have helped us protect ourselves better. Chief Lofgreen will reach out about the issue.
 - There were some issues with the blood draw protocol with the form not being able to be found. It is located through a link on the Bloodborne Exposures Policy.
 - There were also issues with the new provider rejecting the blood we had drawn. These issues will be worked out through Jeff Rowley.
- *Brady/Giglio Training* –
 - There will be forthcoming training about the changes to Brady/Giglio.

Lt. S. Gonzalez

- *Contracted Beds* –
 - We are currently at 286, you may see the number dip over the next few days because we are having trouble finding sentenced prisoners to send to our partners that are further away.
 - Thank you to the Prisoner Relocation Team for their hard work in finding these prisoners and all they do.
 - Thank you to Sgt. Sauter for covering for Sgt. Luke while he was on vacation.
 - Thank you to Oxbow for the willingness to help with the transports. Their staff has been amazing.
 - Thank you to Lt. Bennett and his Transportation team for their efforts as well. Sgt. Waldron has done a great job.
- *Employees of the Month & Distributions* –
 - With Carol retiring, please send your Employee of the Month nominations to Lt. S. Gonzalez by the 9th. She will get this information over to Lt. Beers by the 10th for award notifications.
 - If you have any information that needs to be sent out to the distribution list, please send to Lt. S. Gonzalez.

Rob Ballard

- *Hepatitis A Vaccinations* –
 - The Health Department will be sending in staff to work in Booking to offer Hepatitis A vaccinations to the arrestees. We're still working out some issues, but this will be an on-going thing that you'll see for a while.
- *EMT's* –
 - They will be wearing the same uniform as the nurses, but their shirt will indicate EMT instead of RN.

Lannie Chapman

- *General Information* –
 - Covering for Liam right now while he's out with a new baby.
 - Things are going well.
 - We're working on some contracts, and updating the Health Services Policy.

Captain Schultz

- *VMS* –
 - We are loving the new system. Encourage your supervisors to use the video system.
 - A review of the policy is being done to determine who can access and view the video.

Captain Greene

- *Sheep Program* –
 - Captain Greene recognized Sgt. Martin, Jen Mars, and Joshua Murphy as Employees of the Month for their work on the sheep program. They did the research and developed our relationship with Wheeler Farm.
 - The heard will be going back soon for wintering.
 - There will be more information forthcoming about walking in the pond area, and not feeding the sheep.
- *Winter Market* –
 - Thanks to Joshua Murphy for initiating this event participation, and coming up with the idea of hoop houses to increase our winter crops.
 - The market will be starting on November 11th.
 - The market will be weekly so both squads at Oxbow will be able to participate.
- *Life Skills* –
 - We started Life Skills again, and will be having a graduation on November 16th.
- *Hepatitis A Vaccinations* –
 - We are helping out with the vaccinations by incentivizing the prisoners with candy bars to get the vaccine. We hope this will help provide a safer environment for our staff. We're happy to be involved.

Sgt. Hunter

- *Halloween Party* –
 - Thank you for the support we received for the Halloween Party. Specifically the Processing Division sent some people over on Friday to run some of the events. Lt. Beers' crew that helped with set-up and take-down. And the SPLD crew as well. Also, everyone that showed up to show their support.
- *Shop with a Cop* –
 - The Shop with a Cop program has been amazing. We're over \$31,000 raised that will go to help a lot of kids out. The comradery that we've seen has been incredible.
- *Blood Drive* –
 - There will be another Red Cross Blood Drive taking place on November 29th. Please encourage staff to sign-up for that event.

Dave Scharffs

- *Halloween Party* –
 - Thank you for allowing us to be involved in the Halloween party this year. We appreciate it.

Lt. Burbidge

- *CTO* –
 - We have 18 going through CTO right now. There are no performance issues so far, and everything is going well.

Carita Lucey

- *Recruitment* –
 - We are actively recruiting right now for new deputies.
 - Thank you to Media Services (particularly Danie Bills and Jared Richardson) for their help in updating our fliers, creating a video, and helping with social media.
 - Please encourage your staff to refer people. They are our greatest asset when it comes to recruiting.

Lt. Deniro

- *Thank You* –
 - Lt. Deniro wanted to thank Internal Affairs for all of the hard work they've been doing.

Lt. Morse

- *SPLD* –
 - We are having a hard time keeping our SPLD prisoner numbers high due to the current prisoner population.
 - We've had to adjust some of our work crews, so bear with us while he adjust.
- *ISP* –
 - We have been getting rave reviews from all of our partners about how great the ISP program is doing.
 - They have been doing warrant pick-ups for people that are non-compliant with the program.
- *Disorder Management Training* –
 - M/CIRT just completed their Disorder Management Training for the year. It was very successful.
 - Thank you to the Processing Division for clearing out a unit to make this training possible.

Lt. Bennett

- *Control* –
 - We're doing a pilot program with giving the Control Room Operators headsets to wear. We're hoping this will prove to be more efficient, but it may take some getting used to. Please be patient with us.
- *Operation Santa* –
 - The Transportation team is once again participating in the Operation Santa this year in conjunction with the Midvale Rotary Club. If anyone would like to participate we would love the volunteers. It will be on Saturday, December 2nd.

**Next Meeting 12-06-17 @ 0800 Hours
SOB Command Staff Room**