

SALT LAKE COUNTY SHERIFF'S OFFICE COMBINED LEADERSHIP MEETING



Date: December 6, 2017

Time: 0830 Hours

Present:

Undersheriff Scott Carver	Lieutenant Dave Hall
Chief Pam Lofgreen	Lieutenant Corey Kiddle
Chief Kevin Harris	Lieutenant Brent Dietrich
Chief Jason Mazuran	Lieutenant Karen Werner
Chief Matt Dumont	Lieutenant Dave Sperry
Captain Ron Adams	Sergeant Cam Johnson
Captain Rebecca Greene	Sergeant Jason Miller
Captain Jeremy Martinez	Sergeant Kevin Hunter, PIO
Captain Mike Schultz	Carita Lucey, HR
Captain Jaren Tame	Lee Wilstead, HR
Richard Bell, Health Authority	Jimmie Long, MH Director
Lieutenant Heather Beasley	Rob Ballard, RN, Nursing Supervisor
Lieutenant Gary Beers	Carrie Hackworth, Fiscal
Lieutenant Shanda Gonzalez	Lincoln Homer, Fiscal
Lieutenant Bart Bennett	Liam Keogh, DA
Lieutenant JR Burbidge	Lannie Chapman, DA
Lieutenant Javier Gonzalez	Charlotte Halverson, CAB
Lieutenant Mike Deniro	Jerry Blackburn, CAB
Lieutenant Kari Huth	Sherry McConkey, Executive Secretary
Lieutenant Kathy Berrett	Sarah Humphries, Office Coordinator

Sgt. Cam Johnson & Sgt. Jason Miller

- *Overtime Committee Presentation* –
 - The Overtime Tracking Committee consists of Sgt. Cam Johnson, Sgt. Jason Miller, Sgt. Janessa Visser, and Lt. Dave Hall. They have been working with Danie Bills and Lt. Dwayne Anjewierden on creating a SmartSheet to help alleviate some of the overtime issues the Bureau has been facing.
 - The committee's goal is to have all deputies be able to sign up for overtime using the SmartSheet, which can be accessed from any electronic device with internet access. This will help alleviate some of the deputies' frustrations with having to track down overtime throughout the facility. There have been a few issues as far as real time information, etc. that are causing some hiccups in the process.
 - UPD uses PowerDETAILS. The committee's goal down the road is to eventually get a program like PowerDETAILS to manage overtime. It does have some capabilities that SmartSheet does not have, but you have to pay a monthly fee for it.
 - There are currently no weapons certified positions on the SmartSheet, but the committee is hoping this will be added in a couple months. The rest of the areas in the facility are on the sheet at this time.
 - Right now Sergeants are required to send in documentation that all of their deputies have done their mandatory four hours of overtime. With SmartSheet, once a Sergeant enters the deputy's name on the list of those that have completed their four hours that month, their name will have a yellow circle next

to it. If the deputy has done more than 24 hours, a green dot will appear next to their name indicating they are exempt from being mandatorily assigned.

- Clicking on a pod in the SmartSheet will open up the available shifts for that area. The shifts highlighted in red are the shifts that are mandatory to be filled.
- The SmartSheet will help make tracking data easier for the committee to see who has done overtime, available overtime per month, overtime that has been completed in each area during that month, etc.
- Until the real time issue is worked out, Sergeant's will still post their overtime in the breakroom and then enter the information into the SmartSheet. Once the real time issue is fixed, deputies will then have access to sign up for overtime through SmartSheet rather than in the breakroom.
- Sgt. Visser has put together a PowerPoint presentation that will be sent out to help explain how to use the SmartSheet. The committee is hoping to "go-live" with this in time for February 2018 overtime. The PowerPoint presentation should be sent out in the next week or two.
- Chief Harris added that he's heard deputies voice their concerns over Oxbow opening, and that they may be forced to work excessive amounts of overtime. We don't know how many deputies we will hire by then, and we won't put anyone at risk. Once Oxbow opens, Captains on down will be required to work overtime as well.
- Captain Martinez asked about Civilian overtime and if it was possible to add that. Sgt. Johnson explained that it may be better to have Sworn and Civilian separated for tracking purposes.
- Chief Dumont added a thank you to the committee members for all of their hard work with overtime tracking and putting the SmartSheet together.

Chief Dumont

- *Corrections Bureau Holiday Party* –
 - We'd like the command staff to come and help cook and engage with staff to show them how much we appreciate them.
 - The location will be announced soon due to power issues being evaluated.
 - The date will be December 14, 2017. There will be three times in order to serve all three shifts (Day Shift 1000-1200, Afternoon Shift 1600-1800, and Graveyard Shift 0030-0230 on the 15th).
 - Voluntary donations for the food is appreciated. Please get those funds to Sarah Humphries.
- *Major Incidents* –
 - Sgt. Kevin Hunter needs to be kept informed about any major incidents that occur, such as: PREA's, staff assaults, suicide attempts, etc. He will most likely be the person that is contacted first about the incident by those outside the organization.
- *Civilian Performance Appraisals* –
 - The performance appraisals are due to Sarah Humphries by December 28th at 1700. She will get them to County HR by December 29th at 1700.
 - Raises are effective January 1, 2018, and will show up on their January 22nd paycheck. If appraisals do not make it to Sarah by December 28th, the raise will be delayed. It will be retroactive.
- *Watch Commander* –
 - We are transitioning back to having a full-time Watch Commander.
 - It will help provide us with a more consistent presence for our graveyard employees. And also takes some pressure off of the other command staff to let us focus on staff engagement.
 - Operations are important, but the people we work with are the most important. Make sure you are taking opportunities to get out and engage with your staff and visit with them.
 - If anyone has an interest in working the Watch Command position, please let Chief Dumont know.
- *Seven Day Pay Cycle* –
 - Command will be moving to a seven day pay cycle.
 - FLSA employees can accrue up to 80 hours. Once you reach 80 hours it stops accruing. You will enter your time for the week (it needs to be at least 40 hours). If you put in 50 hours, for example, it will put 10 hours in your comp bank. The next week, if you were to use the 10 hours you would put comp time as your TRC code.
 - This will make sure all of our FLSA employees are on the same comp plan (this helps make sworn and civilian exempt employees congruent).

- This will also help us transition to the bi-weekly payroll that will occur in July of 2018.
- The comp bank carries over indefinitely, but it does not get paid out.
- *Thank You –*
 - We have some pretty significant challenges that the Corrections Bureau will be facing, and Chief Dumont appreciates the level of expertise shown by the command staff in the room.
 - Thank you to everyone who has been schooling Chief Dumont on all of the intricate processes that he needs to know. He asks for patience over the next little bit while he learns this new position.

Chief Mazuran

- *Sheriff's Office Mascot –*
 - It will be great to have a mascot for public relations and events. Our mascot can go out and represent part of our organization. Kids love them.
 - The creation of the mascot should be completed around the 18th or 19th of December.
 - Names were submitted by staff members. We want to make sure the name represents us well because it will be our mascot's name for years to come.
 - Two people will be chosen to be in the costume of the mascot throughout the year.
 - No certain rank was decided for the mascot.
 - Five names are due to Lindsey Moseley by December 8th at 1700.

Captain Martinez

- *Calendars –*
 - The Sheriff's Office calendars are done. Lt. Beers will distribute the calendars for the jail to each commander, and they can distribute to their area.
- *Watch Command Log –*
 - There has been some miscommunication on the logs about the actual problem that is going on with doors. There should be dates, times, door numbers, and what is happening in the log so a report can be run to diagnose the problem further.
 - Instead of writing "doors not working", please dig deeper into the problem and find out what the actual issue is. Problems can range from breaker issues, etc.
 - If doors are showing unsecure but are secure, the log should accurately reflect that instead of saying that doors are popping open. If a door is not secure in the middle of the night, please reach out about that issue instead of leaving it.
- *Lockdowns for Software Updates –*
 - The frequency in the lockdowns due to software updates to the system are starting to become second nature to not only our staff, but also our volunteers. They are becoming desensitized to it.
 - With the prior system, we would lose control of cameras and doors. With the new system, we only update one control panel at a time so we never lose control of anything. Once control is updated, Deputy Dopita moves from pod to pod, unit to unit doing updates.
 - There's no further rationale to continue doing lockdowns and impeding prisoner's time out and the function of the jail. We are comfortable pushing software updates without locking down as long as Control has control of the cameras/doors, and deputies have key control.
- *SOB HVAC Renovation –*
 - Captain Martinez is meeting on the renovation project of the HVAC system at the SOB. It will impact all those that work at the SOB, but it will be in a phased plan. They've asked Security to do the screenings on the construction workers that will be doing the project.
- *Oxbow –*
 - We just had the fire inspection and our insurance inspection. Everything went well.
 - We show there is about \$59,000 left in the spend-down budget. We need to ensure that facilities has taken money out for the kitchen repairs (wall and floor).
- *Work Order System –*
 - Weekly Captain Martinez goes through the work order system (POB) to ensure that work orders are being done correctly. He may be reaching out to whoever wrote the ticket to see if the problem was

resolved. Please respond so the ticket can either be closed or reassigned. Some things may also be denied or cancelled due to cost. Timelines and reminders will be established.

- *Thank You* –
 - Thank you to Lt. Dietrich, Lt. Beers, Lt. Sperry, and Sarah Humphries for keeping him hopping.

Captain Greene

- *Transition to Housing* –
 - Thank you to Lt's Beasley, Hall, Werner, and Burbidge for making her feel welcome in Housing.
- *Schedule* –
 - Captain Greene will be out of the office all next week because she will be at the firing range getting qualified to have her weapon back.

Lee Wilstead

- *SharePoint* –
 - The intention of the SharePoint site is to essentially replace the I Drive.
 - SharePoint keeps a version history of different documents that are uploaded as long as the document uploaded has the same name as the previous document.
 - Multiple people can open documents at the same time.
 - Access to different areas can be restricted, if needed, in real time.
 - Current forms are always available in SharePoint as they are directly linked to the county website.
 - SharePoint is cloud based, but it's on the county servers so we don't have to worry about HR data being accessed by people outside of our organization.
 - Changes can be viewed immediately by other users when updates are made.
 - Forms on the SharePoint include, but are not limited to: FMLA, Workers Comp, etc.
 - Resignation and New Hire Database are also there for Lieutenants and Captains to view.
 - HR will be working with Training to see if a training can be done to teach people how to view and use the SharePoint from the time they are hired, forward.
 - Lee has created a step-by-step tutorial to show people how to use the SharePoint. It will be sent out.
 - Please encourage your staff to start using the SharePoint when they are in need of forms or information.
 - The login is your county username and password.
 - If there is any information or documents you feel should be added to the SharePoint, please let Lee know.
 - This is available to all Sheriff's Office employees. A link to the SharePoint can be found at <http://www.sheriffnet.org/>.
 - We may start removing items from the I Drive, and putting a link to the SharePoint so employees will start getting used to going through SharePoint.
 - Lee's next project will be converting personnel files to electronic format.

Chief Lofgreen

- *Retirement* –
 - The Chief is very excited about retirement. She is happy, but sad at the same time because this is the most incredible group of people she's ever had the opportunity to work with. Everyone is remarkable and she's so grateful for the support. All of the lessons she's learned from the Sheriff's Office she will take to wherever she goes next.

Carrie Hackworth

- *PeopleSoft* –
 - As we enter year-end, please make sure your employees are entering their time daily, and your supervisors are approving time daily.
- *Mileage Reimbursement* –
 - Anyone who has mileage they need to be reimbursed for needs to submit those by December 20th.

Lt. Beers

- Oxbow Updates –
 - They have started the roof and should also be cutting the doors on December 6th. As long as it's warm enough they will continue with the roof.

Lt. Kiddle

- *Probable Cause Statement Process* –
 - The new process through BCI just launched on December 1st. There have been a few hiccups since the launch. The issues are:
 - AP&P because the State now controls that probable cause statement, AP&P cannot get the information to submit their warrants for 72 hour holds. As of right now, AP&P will not be able to submit any 72 hour holds until the PC's become available on the Exchange. This is being worked on through BCI.
 - Court clerks are having a problem filing certain things now because we are no longer sending them PC statements. The information we previously gave them helped them create bail sets, etc. Bail is now taking longer in some cases due to this issue.
 - Judges are now automatically being assigned in BCI when the arresting officer selects a court. This has led to a couple people being released that probably shouldn't have because the assigned judge was out of the country. Notifications were attempted with other judges, but because one judge was already assigned to the case none of the other judges could get in and accept the PC statement. Twenty-four hours later, the PC timed out and the prisoner had to be released. This is only happening with Justice Courts.
 - The US Marshals no longer have access to do PC statements. So when they do task forces they have to find someone else to do them for them.
 - Arresting agencies have done a great job coming in and getting the charges entered.
 - If PC statements are getting close to timing out, Court Liaison clerks are calling the court to ensure a judge gets in and accepts the PC in order to validate it. This is all being documented in a spreadsheet.
 - The District Courts have been great to work with, but the Justice Courts are still struggling with the process.
 - Pre-Trial was previously able to access PC statements in OMS, which is how they were able to approve people for pre-trial services. Lt. Sperry helped create a process to how we can put the PC in OMS for pre-trial to view, which BCI has authorized. This enables them to do their jobs. Only Processing and Pre-Trial groups are able to view these PC statements.
 - Lt. Kiddle has assembled a small group of clerks to work on this particular piece, and they have been amazing work through this before it is pushed to the larger group. This helps us be able to make small tweaks before everyone gets access to it.

Richard Bell

- *Electronic Health Record Conversion* –
 - We are currently in the middle of our electronic health record conversion. This will drastically change the way we deliver health care. We are going paperless.
 - Our go-live date for Sapphire should be around December 11th. We will have representatives from Sapphire here to help with the transition.
 - Richard wanted to give a shout out to Lt. Sperry for all of his great work on the project, and Riley Petersen as well.
- *Significant Exposure Protocol* –
 - A few of us met with Work Med to discuss the blood draw protocol for significant exposures. We will come out with some more specific guidelines to clarify what the processes are when this type of event occurs.

Captain Schultz

- *Processing Transition* –
 - Thank you to Captain Adams, Lt. Kiddle, and Lt. Deniro for their help in transitioning him into Processing. This a huge learning curve, but a great learning experience.

Captain Tame

- *Programs Transition* –
 - Captain Tame expressed that he is having a great time learning a new division. Thanks to Captain Greene and Lt. Berrett for showing him around.
- *Watch Command* –
 - Captain Tame will be starting Watch Command on Sunday through Wednesday. And adjusting the remainder of the week.

Lt. J. Gonzalez

- *PSA 19* –
 - Six cadets failed their SFO cert test on Friday. Their makeup is today, December 6th. Our current count is 29 cadets. Everyone passed the PT test yesterday.

Lt. S. Gonzalez

- *Transfer Requests* –
 - Lt. S. Gonzalez is working with Danie Bills and Sgt. Laughlin on a SmartSheet to track transfer requests. We are hoping to get that on-line the first of January so we can be paperless with that process. It will give the division commanders real-time access to who is next in their transfer queue.

Lt. Bennett

- *Operation Santa* –
 - We participated in Operation Santa on Saturday, December 2nd. We transported 101 individuals. There were mascots, Disney characters, etc. It was a touching moment.
- *High School Tours* –
 - We would like more participation with giving the high school tours.
 - Lt. S. Gonzalez requested a list of each of the areas that they should cover on a tour.

Lt. Burbidge

- *Thank You* –
 - Lt. Burbidge wanted to thank Lannie Chapman and Carita Lucey for all of their help lately.

Sgt. Hunter

- *Shopping with Siren* –
 - December 9th is Shopping with Siren this year. It is at CR Hamilton Park in Riverton at 0700.
 - We were able to qualify all of the families that were nominated. That's about 120 kids and 22 families.
 - We encourage your staff to be there. It really makes a difference to the kids.

Carita Lucey

- *Sworn Recruitment* –
 - We had 178 apply for this last recruitment. Unfortunately, we only had 65 attend the two PT tests we held.
 - We have another PT Test being held December 19th. We are hoping to get another 15 out of that group for a total of 80 going through backgrounds.
 - We are hoping to get 40 deputies hired from that group. We have 26 open positions right now.
 - The Salt Lake City Council approved the hiring of 50 more officers for Salt Lake City Police Department. So we think we may lose quite a few of our deputies that are looking to go to the road.
 - The recruitment has reopened.
 - Sgt. Laughlin has done a great job at recruiting.
 - We are full with PSO's, but we will have a register for anyone that only wants to hire on with PSO.
 - Keep encouraging your staff to refer people they know.

Employees of the Month/Recognition

- Please send all recognitions to Lt. Shanda Gonzalez by Friday, December 15th.
- *Housing* –
 - Deputy Bonnie Loving – Deputy Loving noticed that a prisoner had an odd demeanor. She investigated further and discovered he had taken all of the medication in his blister packs, and had planned to go to sleep and not wake up. He was sent out the hospital, and is doing well. Kudos to her for being so observant and saving a life.
- *Support* –
 - Oscar Macias – Oscar was given a four hour coin for always being a diligent worker. He works hard day in and day out.
 - James Drury & Craig Kelsey – James and Craig were nominated for learning and teaching, respectively, the welding that is done in the Central Plant. Together they welded a shovel onto the four-wheeler so they could be more efficient with snow removal this winter.
- *Programs* –
 - Richard Clifton – Kathy Kunkel nominated Richard for modifying his schedule and stepping up to help out the Assessment Team.
- *Processing* –
 - Karen Brambila – Karen contacted the courts regarding a prisoner's cases that she felt seemed odd. It came back that the wrong name was on the warrant, and the person was released.
- *Health Services* –
 - Vickie Herrera – Vickie was recognized for giving extraordinary care to a prisoner that arrived and needed 100% care from Summit County. She jumped right in without hesitation to get everything set up. She did it with a smile on her face, and always does her job enthusiastically without complaint.
 - Robert Wimmer and Debi Free – Robert and Debi have really worked hard on the Health Services multi-disciplinary team.
- *Security* –
 - Deputy Claudine Lovell – Deputy Lovell was nominated by Deputy Saenz for her willingness to always jump in and help with female searches when M/CIRT is short staffed. This was echoed by her sergeant and Lt. Kari Huth.
- *Protective Services – Judicial Protection Division* –
 - Deputy Ryan Curley – Deputy Curley took over a call for a protective order violation. He took statements and ended up arresting the violator. He also received a thank you letter from a victim that he had walked side-by-side through protective order violations and child custody issues. She said in her letter that he is the only one who has taken her seriously.
- *Human Resources* –
 - Lee Wilstead – Carita wanted to recognize and thank Lee for all the work he has done with the SharePoint and moving documents to electronic format.
- *Corrections Bureau* –
 - Chief Pam Lofgreen – Undersheriff Carver wanted to recognize Chief Lofgreen for all the great work that she has done for us. We wish her the best of luck, and know that she will leave a great void here.

**Next Meeting 01-03-18 @ 0800 Hours
SOB Command Staff Room**