

SALT LAKE COUNTY SHERIFF'S OFFICE COMBINED LEADERSHIP MEETING



Date: January 3, 2018

Time: 0800 Hours

Present:

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| Sheriff Rosie Rivera | Lieutenant Corey Kiddle |
| Undersheriff Scott Carver | Lieutenant Brent Dietrich |
| Chief Kevin Harris | Lieutenant Karen Werner |
| Chief Jason Mazuran | Lieutenant Dave Sperry |
| Chief Matt Dumont | Sergeant Nick Warrick |
| Captain Ron Adams | Deputy Bethan Barsic |
| Captain Rebecca Greene | Deputy David Rohde |
| Captain Jeremy Martinez | Deputy Mark Hintze |
| Captain Jaren Tame | K-9 Deputy Bruno |
| Richard Bell, Health Authority | Jimmie Long, MH Director |
| Lieutenant Aaron Torres | Rob Ballard, RN, Nursing Supervisor |
| Lieutenant Richard Morse | Carrie Hackworth, Fiscal |
| Lieutenant Gary Beers | Lincoln Homer, Fiscal |
| Lieutenant Shanda Gonzalez | Liam Keogh, DA |
| Lieutenant Bart Bennett | Lannie Chapman, DA |
| Lieutenant JR Burbidge | Charlotte Halverson, CAB |
| Lieutenant Javier Gonzalez | Dave Scharffs, CAB |
| Lieutenant Mike Deniro | Sherry McConkey, Executive Secretary |
| Lieutenant Kari Huth | Hillary Davis, Administrative Assistant |
| Lieutenant Kathy Berrett | Sarah Humphries, Office Coordinator |

Sheriff Rivera

- *Corrections Bureau Holiday Party* –
 - Thank you for everything you did for your employees for the holidays. The breakfast was great. It's important that we do things like that because our people are important.
- *2018 Goals* –
 - *Oxbow* –
 - The opening of Oxbow will be one of our biggest challenges this year. We have good plans set for it, but the challenge will be hiring. Help with recruiting is welcome. A lot of agencies and the prison will be hiring at the same time as well. We need to make sure we value our staff.
 - *Star Card* –
 - The current uniform allowance doesn't seem to be enough to cover the uniform requirements of our staff. We will be looking at other counties, and doing some research to see what can be done about this issue. We can't compare our uniform allowance to UPD's because they are an entirely different agency, and they are governed by the board, not the county council for funds.
 - There is currently no allowance for dry cleaning. It is only for purchasing at Skaggs. There are some dry cleaners that do offer law enforcement discounts.

- *Community Policing* –
 - We want to continue with this concept of knowing who we have in the jail. Also, seeing if we can work with other agencies to reduce the numbers of who is coming to jail, and determining if there are any other ways we can help them. We are on a good path right now with treatment, but there are no beds available. We are working on the mental health issue as well. We have to understand what people's needs are when they come to the facility to find the best possible route for them.
- Promotions –
 - We will be having some promotions coming up, but other than that there won't be many changes. Chief Dumont has provided a proposal with how to change the top command, and we'll be talking about that this year to see where we can go with that.
 - The promotions ceremony that we hold every May is getting large. We have been looking at doing something different. If you have any suggestions of
- *Pay* –
 - We will be working on pay this year as well. There are some issues such as compression between the jail and some of the new hires. We're going to start looking at these things more.
 - The civilian side will be looked at as well. We are having trouble recruiting civilians right now.

Deputy Hintze

- *K-9 Deputy Bruno* –
 - Bruno is the Sheriff's Office new K-9, and his handler is Deputy Mark Hintze.
 - He is 20 months old, so he is still a puppy. His obedience is still lacking because of his high drive, and his young age. Due to his high drive he is still a little weary of people.
 - Bruno is a mix between the German Shepherd and Belgian Malinois. His features are mostly German Shepherd, but he does have the drive of the Belgian Malinois.
 - Deputy Hintze and Bruno were drug certified back in December 2017. Eight of the nine searches were completed without stopping. He struggled with one area so further training was done, and he went back and scored one-hundred percent.
 - In mid to late January, Deputy Hintze expects they will start integrating into the jail. Practice searches inside the jail have been successful.
 - Deputy Hintze and Bruno were called out by Utah Highway Patrol on a traffic stop on the side of I-80. Bruno did a search and recovered 112 pounds of marijuana.

Undersheriff Carver

- *Legislative Session* –
 - This will be starting on January 22nd.
 - We are hoping that the retirement problems we have between tier I and tier II get worked on. Everyone in the URS system is interested in getting that changed, but it is a huge uphill battle because of the costs associated with it. The Sheriffs Association, The Chiefs of Police Association, courts, everybody are interested in getting something changed.
 - There will be other things that will come up that will cause tweaks to various laws that we enforce.
 - We have been promised that the funding for Oxbow will go through, but you never know until the final passage.
 - We'd like to change the funding on court security from a surcharge in funds/fees to a general fund revenue flow. We would be less likely to suffer ups and downs. We have been down for the last few years, which has impacted the Protective Services Bureau by five bodies. So we are hoping to get that changed.
 - If anyone hears of anything or are interested in anything we can show you how to track it and monitor it. You can even contact your legislatures and weigh in on the issues.
 - Everyone is invited to a class about the legislative process. It is important for our leadership to be involved, especially if you are going to be future leaders of the organization.

Chief Dumont

- *Holidays* –

- We hope everyone had great holidays, and were able to spend time with their families.
- *Challenging Year* –
 - We have a challenging year ahead of us. We have a lot of people that are outside of our organization that are very interested and concerned with the things we're doing. We need to make sure we're attending to those stakeholders as well as running the most safe, effective jail that we can is a challenge.
 - Chief Dumont will be reaching out to rely on the expertise of everyone.
 - We need to make sure we're getting our staff involved as well, especially sergeants. We need to start preparing them to take on these leadership roles. We want to make sure we're leaving the organization in good, capable hands. It's on us to make sure that our staff are getting developed.
- *Watch Command* –
 - We are bringing a full-time Watch Commander back.
 - This change will be effective January 11th, and Lt. JR Burbidge will be the new full-time Watch Commander.
 - At this time we will still maintain the four on, four off schedule. This will cut the load in half for everyone else.
 - The main reason for reinstating a full-time Watch Commander is to ensure we are having a consistent leadership presence on our afternoon/graveyard shifts. Staff have mentioned that it's been challenging to have a new Watch Commander every few nights. It is still valuable to have everyone take shifts, but having the consistent presence is valuable as well.
 - The new schedule will be coming out later today.
 - Captain Tame reported from his last Watch Command rotation that graveyard staff is doing great covering where needed and helping each other out.
- *JPAC* –
 - Thank you to Lt. Gary Beers for serving for four years as the Chair of the Jail Policy Advisory Committee.
 - Our new Chair will be Lt. Bart Bennett. Lt. Bennett will bring a different perspective, and fresh ways of looking at things.
- *Star Card* –
 - You can currently start purchasing off of the Star Card, but you need your photo ID until you have your physical card.
 - Sheriff Rivera commented that we probably won't ever go back to giving employees money on their checks. The public perception of that isn't very good.
 - We'll be working more of these processes and issues out in the coming weeks.
 - Please provide FAQ's to Chief Kevin Harris.

Chief Mazuran

- *Thank You* –
 - Thank you to the Undersheriff for his efforts with the courts. It's quite dramatic to see expenditure versus revenues. There's a huge disparity.
- *Colorado Sheriff's Deputy Funeral* –
 - We'd like to send a few deputies to represent the Salt Lake County at the funeral. There is a group leaving on Thursday. The uniform will be the current Class A.

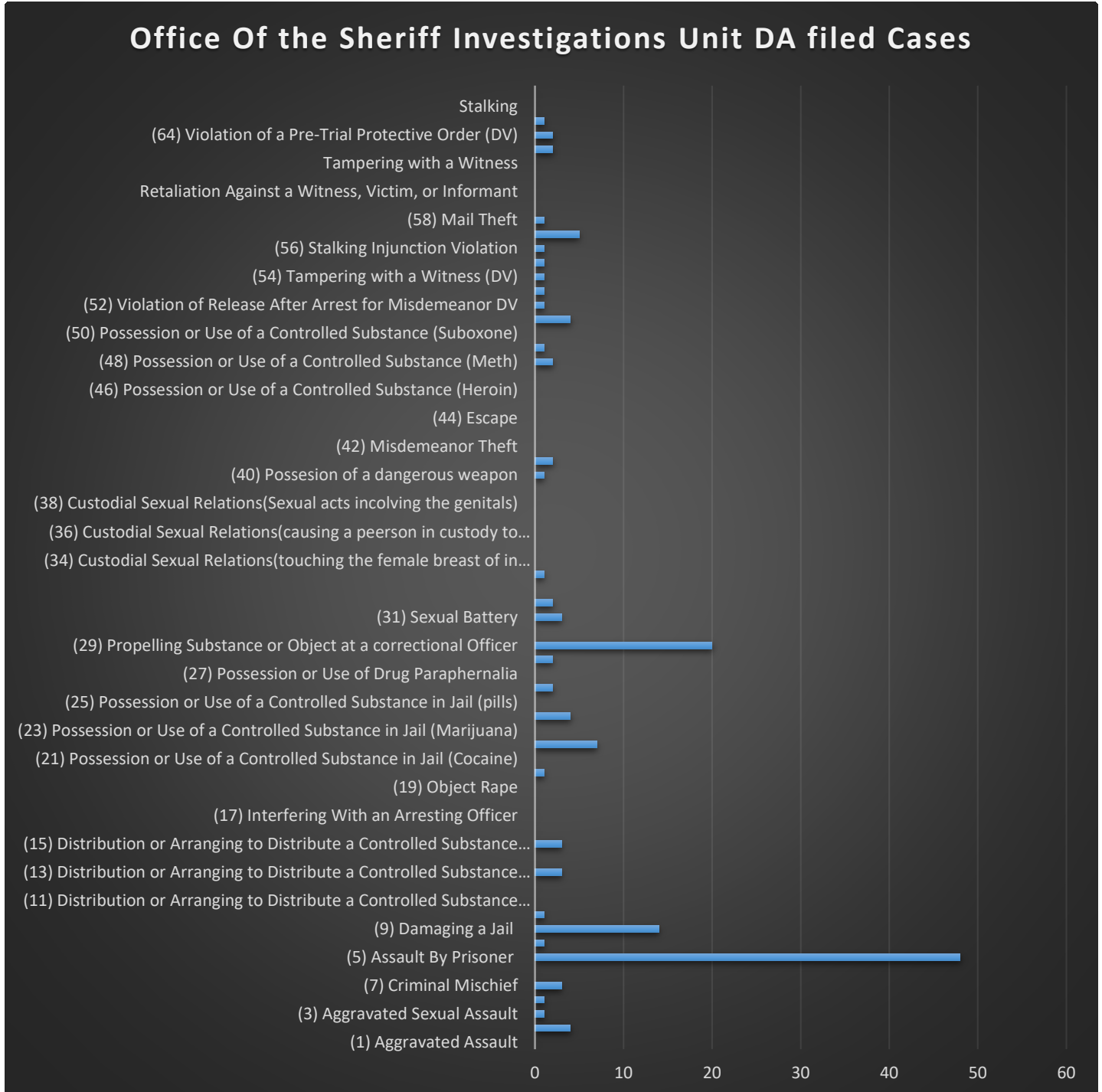
Chief Harris

- *Oxbow* –
 - One of the boilers at Oxbow caught on fire. Chief Harris would like to thank Captain Martinez, Lt. Beers, Ed Gagon, and facilities for getting on top of that quickly.
 - Chief Harris is working closely with Captains Martinez and Tame on what items need to be accomplished before Oxbow can be reopened. He will share the SmartSheet with the Division Commanders. There is still a lot that needs to be completed. Send any ideas you have to Chief Harris.

Investigations Unit (Sgt. Warrick, Deputies Rohde and Barsic)

- *Reports* –

- Reports are not approved by supervisors. We hope to implement a process to have a requirement in place for sergeants/supervisors to review and approve reports.
- A lot of the Investigation Unit's time is spent sending reports back to deputies to fix. Questions that are important to the investigation are not being entered into the reports. Training hasn't seemed very effective. Captain Adams suggested cue cards to help people remember the proper steps and information needed.
- *Investigation cases for 2017 –*
 - Over 1600 Cases



- *Sexual Assaults –*
 - One of the things to remember with these cases, it is not the medical staff's responsibility to offer an exam when the case meets the criteria. It is the sworn staff's responsibility. We need to make sure it's being asked. It needs to be documented that the exam was offered to the victim.
 - Medical staff will provide immediate first aid if needed, but that's as far as they will go.

- *Officer Involved In-Custody Death Protocol* –
 - Booking sheet, WT logs (deputy, supervisor, & WC), and intake information on prisoner need to be in initial packet. The information of what documents were provided and who they were given to needs to be documented in report. Lt. Finocchio also needs a copy for his book.
 - If a deputy is directly involved, they need to be kept until the Investigator releases them.

Critical Incident Checklist

- 1 Make scene safe
- 2 Handle the Emergency
- 3 Begin Crime scene log
 - Ensure Protocol has been invoked**
 - 4 Secure the Crime scene or scenes
 - 5 Pull case number
 - 6 Notify Dispatch and ask for Forensic Unit
 - 7 Hold Primary Staff involved
 - Interviewed or cleared to leave by Investigation Team
 - 8 Notify UPD / Sheriff Office Investigations Unit
- Give the following Information:**
 - Full Name
 - Date of Birth
 - Sheriff Office Number
 - Brief Description of incident
 - Location Occurred
 - Location of Victim (Hospital Name / on site)
 - Suspects if any
 - Injuries observed
 - Use of Force if any and what type
 - Officer Directly involved?
- 9 **Prepare the following initial Packet: (Qty 3)**
 - Booking Sheet
 - Court Liaison Information
 - Housing unit Log
 - Pod Sergeant Log
 - Watch Command Log
- 10 Give Packets to Investigation Team upon arrival
- 11 Assist Investigation Team as requested
- 12 Document all information in reports
 - Document what information was given in report
 - Review reports for accuracy

Employees of the Month/Recognition

- *Housing* – Sgt. Bill Harris and Deputy Dave Nelson were acknowledged by Lt. Werner for their involvement in an in-custody death in Health Services. Sgt. Harris provided a concise, well-coordinated Incident Command.

Captain Greene also recognized Sgt. Janessa Visser for her efforts in taking on a project to help out other staff members around the holidays. Six families were able to receive help just from the help of Sgt. Visser and our staff.

- *Support* – Captain Martinez shared a recognition for Clarence Pollard by Lt. Beers. Clarence volunteered to help in the Control Room with their staffing shortages, but also was able to complete all of his other assigned work as well. He is always working to resolve issues, his performance is exemplary, and he is a great asset to the division. This is noticed by all of his supervisors and peers.
- *Programs* – Captain Tame shared a recognition from Sgt. Chris Hansen for Deputy Kirk Orgill. Deputy Orgill discovered a coffee bag while conducting searches that contained “hooch”. Deputy Orgill pays attention to detail and always does thorough searches.
- *Processing* – Lt. Deniro recognized IS Liaison (Deputies Dopita & Heath, and Lt. Sperry) for their continued work in maintaining the computers, photo, and fingerprint machines in the Processing area. They also took on additional duties in December integrating two new systems that affected the area.
- *Health Services* – Supervisor Riley Peterson nominated nurse Pat Knight for offering helpful suggestions for changes and fixes to the new electronic health record system. Pat has also been helping other nurses and co-workers learn and better use the new system. Pat has chosen to be part of the solution, rather than complain about the difficult transition.
- *Security* – Captain Adams shared nominations for Deputies Wong and Curtis. Deputy Curtis was able to deescalate a very volatile prisoner that could have easily turned into a forced-cell entry.

Deputy Wong was able to coax a mentally ill prisoner into giving up contraband she was attempting to smuggle into the facility without any issues.

- *Protective Services – Judicial Protection Division* – Lt. Huth recognized Deputy Aloma Uhi for helping some citizens get to the right people to access the area they needed.
- *Protective Services – Facilities Protection Division* – Lt. Torres shared a recognition from one of their art’s administrators for Sherida Holgate. They went out of their way to point out what an awesome job she does parking busses, which can be stressful. She does a fantastic job. She also participated, and did a great job in three separate evacuation drills.
- *Fiscal* – Carrie Hackworth wanted to thank Greg Bennett for getting last minute requisitions done for December, and getting projections and everything encumbered for what we expect to come in January.

Sarah Humphries

- *Thank You* –
 - Sarah wanted to thank everyone that contributed, came, and helped with the holiday party. She appreciated all of the help that was given.

Captain Martinez

- *Holiday Party* –
 - Sarah, Amanda, Portia, Jodi, and everyone else involved in the holiday party did an amazing job.
- *Oxbow Boiler* –

- We had a boiler at Oxbow go out this week, which means we don't have a redundancy for heat. We're confident the other boiler can handle it. We got the bid to repair the damaged boiler, and the work should be started on it as soon as possible. We recently received the inspection reports on the boilers that are good through 2019.
- *Office Space* –
 - Office Space is at a premium right now. We'll be going through and evaluating the process, and different areas. Thank you to Chief Harris for his help with this.
- *Mice* –
 - We've had reports of mice at the SOB and the ADC. We will get mouse traps put out upon request. At the SOB, Jon Fassett needs to be contacted for the traps.
 - Work areas that have been turned into breakrooms can cause mice due to not being properly cleaned and maintained. Please make sure these areas are kept clean, otherwise, we may have to only allow food and other items in designated areas.

Lt. Sperry

- *Thank You* –
 - Thank you to everyone that helped get IS through the end of the year.
- *OMS* –
 - IS is aware of the issue surrounding certificates in OMS. They are working to get the issue resolved, until then, please plan accordingly. They will get it resolved as soon as possible.

Lt. Torres

- *Thank You* –
 - Thank you for the two positions at Youth Services. We've heard nothing but positive about them. Things are improving there with those two additional positions. These positions will allow us to have two full-time deputies during afternoon shift, which is the busiest time at that facility.

Lt. Bennett

- *Control Room Headsets* –
 - The Control Room Operators will be using headsets for the next two weeks as a test to see if they improve processes. If anyone sees anything better or worse, please contact Lt. Bennett.

Lt. Werner

- *Thank You* –
 - Lt. Werner would like to thank everyone for their support through all of these years. She believes this is her last Bureau meeting.

Carrie Hackworth

- *Payroll Coordinator* –
 - Codee Holmes has joined the Fiscal Division. She has been working with the Department of Public Works, but also formerly worked for the Sheriff's Office in Prisoner Funds at the ADC.
- *Small Cost Purchasing* –
 - The new small cost purchasing limit is \$3,500 per transaction now effective January 1. Anything over that needs to get quotes and/or bids. An updated requisition form will be coming out as well with that change.
- *PeopleSoft Combo Codes* –
 - Carrie will be sending out new combo codes for timecards in 2018.

Lt. Kari Huth

- *Thank You* –
 - Lt. Huth would like to thank Anita Church for getting her historical transportation numbers for the courts at a moment's notice.

- Thank you as well to Carrie Hackworth and her staff for their work on the Star Card. Marci Woodward helped put together the RFP. Thank you to them.
- Thank you to the Undersheriff for working on funding for court security.

Lannie Chapman

- *Health Services Unit Policy* –
 - Legal is almost done revising the Health Services Unit Policy so we believe with the next NCCHC inspection we will pass with flying colors, no doubt.

Captain Tame

- *Oxbow Boiler* –
 - They are monitoring the boilers for any issues. Any issues caught in the early stages could help us get a jump-start on getting the issue resolved. Great job Captain Martinez and his staff for redirecting some heat.
- *Oxbow Opening* –
 - Captain Tame walked around with Chief Harris to evaluate what needs to be done for the opening of the remaining pods at Oxbow. He will be delegating and disseminating tasks and information as they are needed and come available.

Captain Adams

- *Thank You* –
 - Thank you to everyone for all of their participation in the holidays in things that were done for staff.
- *Security* –
 - Working on learning a new (old-previously worked) division. There has been a lot of change and innovation since the last time he was in Security, and it is great.

Lt. Kiddle

- *Service Project* –
 - Stephine Shepard and several others put together a service project to collect and donate gently used clothing to Rescue Haven and the YWCA. The amounts donated far exceeded the amount expected. There were 57 commissary sized boxes of clothing donated by staff members. The YWCA even had to turn some of our boxes away because they were so overwhelmed and fully stocked with clothing now.

Lt. S. Gonzalez

- *ORG Assessments* –
 - The next ORG Assessment day is scheduled for January 18. You may see an influx of visitors in the jail that are performing the assessments. We will need some extra staffing for that day.

Lt. J. Gonzalez

- *PSA 11* –
 - Pre-Service Academy graduates on January 11 at the Multi-Cultural Center.

Captain Greene

- *Thank You* –
 - Thank you to the Housing Lieutenants for their help and support in keeping Housing moving along while she's learning this new division.
 - A special thank you to Lt. Burbidge for his work in the CTO program. It is a continuously changing process, and he has really improved the program.

Rob Ballard

- *NCCHC Survey* –

- The survey will take place January 31 through February 2. They will be randomly interviewing staff and prisoners. So please be prepared for that if you are asked.

Richard Bell

- *Thank You* –
 - Thank you to Lannie for all of her work on the Health Services Policy updates.

Lt. Dietrich

- *Pillow for Prisoners Program* –
 - On December 25, there were over 400 pillows delivered to the female prisoners that were donated by the Sweet Sisters organization. The program was a success, and the gratitude on the prisoner's faces when

Lt. Burbidge

- **CTO** –
 - Previous classes were broken into groups. This time we are going to try to send a CTO board member with them to help keep them on task and where they're supposed to be. We are hoping this will make things more effective.
 - We are hoping to keep the board members more engaged with different activities regarding new hires so they are more vested. Helping out HR with job fairs, background interviews, background investigations, etc. We are hoping to keep them more engaged, happier, and provide some leadership skills.

**Next Meeting February 7, 2018 @ 0800 Hours
SOB Command Staff Room**