

## Supervisor's Meeting

11/4/2014 09:00-10:41

In Attendance: Captain Winckler, ADW Fredrick, Warden Rider, Sergeants Bauthues, Richart, Lusk, Davis, Grandstaff, Dennis, Neeley and Ortega, Lieutenants Jones, Fagan, Wilson and Johnston, and CPS Rydgren.

Self audit results distributed for review. Audit starts November 17, 2014.

Discussed movement of Sergeants to the Yard; Each Sergeant was assigned a Dorm and are responsible for everything in that Housing Unit but will continue to make rounds to all other Housing Units. Spend more time inside the Housing Units, walk with the Floor Officers. Special attention to bathrooms, they are being neglected. Follow-up is lacking. Be accessible to staff and inmates.

Have Schedules to Captain Winckler by Friday (Nov.14<sup>th</sup>) for the 16<sup>th</sup> thru the audit.

Main Control paperwork needs to be checked on rounds daily.

Staff is not to loiter in Medical.

Make use of the approximate 140 inmates on Extra Duty to clean the Yard. Inmates should be working am to pm. Start with scrubbing the buildings and sidewalks. Monitor the inmates, and only sign/pay for actual hours worked. Why give them a pass on a ticket you wrote? Supervisors need to take an active role. Unit is receiving GARS and negative comments on 703, Unit Sanitation. Porters need to be supervised. Tell them when to work, if they don't want to, get rid of them. Graveyard Porters are not being supervised by other shifts, leave them to the Graveyard Shift to call out and monitor. Extra chemicals are being fond so cleaning is obviously not being done.

704 needs to start at the Housing Unit do not leave it up to Set A and B. Grooming Compliance needs to be addressed ID's, hair, shirts not tucked in, hats on backwards on the recreation field, homemade pouches, etc.

Searches are required 2 times a quarter for every housing unit. Quarterly Searches account for one. A system for random searches is being built by Corporate in ODS but Sgt. Ortega is generating it in the mean time. Unit Search Form and Unit Search Log must be completed on each search and logged on the Control Log. This is not being done consistently. More communication is needed between the Officer doing the search and Control Officer logging them. Come up with a plan. When a bunk is vacated or a new inmate brought in, the bunk must be searched, these need to be logged also. Staff performing pat searches on the Yard, need to call Yard Control to log them. Log the IR# when positive results are found on pat or housing unit searches.

Use the Briefing Sheet in phone briefings. Give any info to Ms. Gregory to post on the Briefing Sheet. Note on Shift Reports what is covered in the phone briefings.

## Supervisors Meeting

03/14/2014

10:00-12:00

In Attendance: Captain Winckler, Warden Rider, ADW Fredrick, Lt.'s Johnston, Sweeney, Fagan, Baze, King and Wilson, Sgt.'s Bauthues, Dennis, Lusk, Neeley, Smith, Bussart, Ortega and Grandstaff.

Warden Rider opens meeting with appreciation to Supervisors for their work.

Feedback needed weekly concerning problems with work orders.

1. Let staff do the paperwork
2. New work order program- print screen will not print

Make sure DOC s on notifications lists, lists need to be updated. Also add T. Thompson and Mr. Lucas.

HR is working on making FMLA notifications sooner.

Two hours on duty should reset bubble.

New shift assignments start Monday. Lt. Fagan- Days, Lt. Wilson- Swings, Lt. Johnston- Graves and Lt. Baze- Relief. Sgt.'s will be changing in the next 3 weeks.

Captain recognizes staff as doing a great job and "we are killing them with overtime". Start doing a better job of recognizing this on EPLs individually. Try to personalize EPLs and take time when talking to staff. Get to know your staff.

**Confidentiality:** for HIPPA reasons we cannot post reasons for call offs.

Be mindful who is listening and where you are discussing staff.

**ICS:** get a camera to the ICS, no matter what. Documentation is a must. Drills also, complete all paperwork as if it was an actual event. Fill out every block, every time.

**GAR:** you receive these from the Warden. Make it a daily routine to follow up. We have a new Monitor. Cover all GAR finding in phone briefings.

**Kitchen register keys** will be taken of the officers key rings and put back on the Sergeant's. Sergeants will balance the numbers with Canteen. Canteen will try to put it on us and Sergeants are better to step up and deal with Canteen. Show why there is a difference with names, not just "staff". Annotate dirty trays etc.

**Mental Health Watches:** Times must be staggered. Supervisors rounds every 4 hours. Only Mental Health Watches use Observation Records. Other watches use Correctional Service Log.

**Compliance:** Captain observed the last few days staff is doing a good job, Supervisors need to pull inmates and send them back for compliance. Blacks hold 90% of the shaving waivers but all inmates need to be noticed. Enforce shaving waivers, write tickets. No exotic hair styles. Hats front only. It is up to the inmates to be in compliance with the waivers.

**Pat Downs:** Get back to more random pat searches. Do all races random.

IR's and 805 packets need to be thorough. Please put if the inmate is being threatened and name of person in the IR, not just on the statement. Need details on IR's for security devices, e.g. door #'s.

Emergency contacts for inmates admitted to the hospital must be notified within an hour per policy. If the Chaplain is not here, Shift Commander must do it and document on the IR and SIR. Only use what is on the AiMS DT04 or visitation DT01. The attempt is what is important. If it is not a valid number it is the inmate's fault.

Check on staff sitting on a dying inmate at the hospital to see if they are handling it ok.

Transport Reports and Movement Reports must be complete. Examples were distributed for reference.

Travel Order numbers are in a book in accountability. Use next available number and complete all lines.

Meeting concluded.