

From: Nashla Salas [REDACTED]
Subject: Re: Seeking your suggestions on resources for SFSD Inspector General
Date: Apr 25, 2023 at 4:03 PM
To: Jayson Wechter [REDACTED]

NS

Hi Jayson,

I am sorry for the late response. I was out of the country for the last two weeks and just returned this weekend. Been catching up with work. Please see my recommendations below. This is the ideal wish list, plus some questions.

Golden Key Access

- Ability to enter jails at any time without prior notification
- Ability to walk all areas of the jails (both escorted and unescorted). Staff should tour often
- Ability to have confidential conversations with incarcerated individuals and staff
- Ability to speak with staff at all levels (sheriff, deputies, jail administrators, line staff etc)

Investigate Complaints

- Access to all department directives, policies, memos etc(all public and non public ones). Ideally the IG should be on the email distribution for any new policies and / or updates to existing updates.
- access to all and any camera system footage. Ideally the IG will have their own log in and should be able to access the system at any time. Not sure if there is body worn camera, but if there is, access to the body worn camera systems as well.
- access to the grievance system. The IG should be able to log into the grievance system (if electronic) and have the authority to look up individual grievances as well as, run aggregate reports about grievances received. This will give the IG access to all grievances received, the dispositions, any appeals.
- access to all administrative data (without having to FOIL), including daily population counts- this should include daily counts broken out by facility, housing unit type etc. the IG should be able to log into any and all electronic systems used by the sheriff office related to custody management. Should have the ability to view incarcerated individuals classification information, separation information, infraction information (and adjudication process), unusual incidents (ideally the IG will be on the distribution email list for unusual incidents so they can get alerts about incidents occurring in real time)

IG office needs

- OIG office complaint system
- Hotline (this line should be available to all incarcerated individuals and should not be recorded)
- Staff to answer calls
- Adequate staffing to investigate, audit, tour facilities daily
 - What is the budget? The legislation says the IG can have 1 investigator for every 100 sworn SFSD employee.
- Research staff
- Privilege mail status

Death Investigations

- Access to all camera systems
- Access to OME report
- Access to internal investigation (investigation division for sheriff department)
- Access to the deceased medical records
- Access to the deceased incarceration history
- Access to phone call recordings

I don't have experience with recommending discipline or creating a UOF policy. Is this more on the police side? I have certainly reviewed UOF policy in corrections and seen data related to UOF and investigation on UOF.

Hope this helps.

Please feel free to reach out if you need clarity on anything.

Best
Nashla

On Fri, Apr 14, 2023 at 5:59 PM Jayson Wechter <jayson@well.com> wrote:

Hi Nashla,

I have attached the legislation creating the OIG and the IG job announcement.

I'd like to have the document as soon as you can get it, but no later than April 28, so it can be forwarded to other Oversight Board members before our May 5 meeting.

If you can think of other oversight practitioners with experience regarding jail oversight who might be willing to offer information and advice, please forward my request to them.

Thank you!

Jayson Wechter