



COUNTY OF ALLEGHENY

SHERIFF'S OFFICE

111 COURTHOUSE • 436 GRANT STREET
PITTSBURGH, PENNSYLVANIA 15219 - 2496
PHONE (412) 350-4700 • FAX (412) 350-5854


MEMBER



WILLIAM P. MULLEN
SHERIFF

KEVIN M. KRAUS
CHIEF DEPUTY

TO: ALL PERSONNEL

FROM: WILLIAM P. MULLEN, SHERIFF 

DATE: MONDAY, MARCH 8, 2021 NUMBER: S-21-063

SUBJECT: EMPLOYEE OF THE MONTH – MARCH 2021

I am pleased to acknowledge the selection of **Deputy Sheriff Kayla Hutchison** as Employee of the Month for March 2021.

Supervisors state that, in her over seven years with the Sheriff's Office, Deputy Hutchison has consistently demonstrated purpose and professionalism in the completion of her duties, especially within the Family Court Division. Assigned to the Family Court bullpen, Deputy Hutchison is described as diligent, proficient and devoted in her work carrying out every-day functions, as well as, managing special assignments.

At the beginning of every shift, Deputy Hutchison is responsible for conducting a thorough inspection of the Family Court bullpen, documenting the status of available safety and emergency equipment, the need for repairs and any potential safety issues. Deputy Hutchison ensures this paperwork is completed in a well-organized manner and in compliance with accreditation guidelines and standards. Not only does Deputy Hutchison take the initiative to review standard forms to eliminate unnecessary paperwork, she also devised a document explaining the daily operations and responsibilities of the bullpen to ensure all functions are handled in the appropriate and consistent manner.

Supervisors further describe Deputy Hutchison as instrumental in the management of prisoners, specifically as they relate to the handling of inmates during COVID-19. Deputy Hutchison works very well with domestic relations officers, hearing officers and prisoners to make sure telephone hearings are handled efficiently and correctly. **Most significant is Deputy Hutchison's recent performance in preventing a critical incident from occurring in the bullpen, when she noticed a prisoner standing on a toilet, behind the glass block. When Deputy Hutchison and fellow Deputies entered the cell, the prisoner had his hand up near the ceiling tile, which had been detached. The prisoner admitted to feelings of depression and he was removed from the cell to maintain his personal safety.**

Most recently, Deputy Hutchison has contributed to efforts to return inmate property that has been left in the bullpen for extensive periods of time. With all duties, Deputy Hutchison strives to perform to the greatest extent of her abilities as a representative of the Allegheny County Sheriff's Office.

In recognition of her work, Deputy Hutchison will be granted one full day off work, as long as no overtime is incurred. Please join me in congratulating Deputy Hutchison on a job well done!