ATTENDEES
Neal Berlin, CSC Commission President (via phone)    Felisa Urdiales, CSC Senior HR Data Analyst
Anna Flores, CSC Commissioner                        Susan Billotte, CSC HR Technician II
Joseph G. Sandoval, Commissioner                     Patricia Montanez, CSC ASA IV
Larry D. Trujillo, CSC Commissioner                   Anthony Norman, DPD Recruitment
Earl E. Peterson, CSC Executive Director              Chris Avitia, DPD Recruitment
Antoinette Torres-Janke, Human Resources Manager      Eric Knutson, DPD Administration

1. APPROVAL OF MINUTES

Earl Peterson called the meeting to order at 9:30 am. Commissioner Sandoval moved to approve the minutes of November 2, 2017 with a date correction; Anthony Norman seconded the motion. The motion carried.

In memory of Jeff Wilson, Earl requested a moment of silence. He thanked members of DPD and recruiters for attending Jeff’s memorial; in addition, he thanked Commissioner Sandoval for his thoughtful and eloquent email tribute. Commissioner Berlin requested that Commissioner Sandoval’s email be read into the minutes of the January 25, 2018 Civil Service Commission meeting.

2. PROMOTIONAL, LATERAL & ENTRY-LEVEL UPDATES

PROMOTIONAL

Antoinette distributed the schedule for the upcoming Police Lieutenant Exam.

LATERAL & ENTRY-LEVEL

Felisa updated everyone about entry-level processing:
- (10) applicants are cleared and ready for final job offers for the next academy.
- (5) applicants are deferred from the last pool.
- (48) files are in background status or still being processed from last pool.
- (30) files were reviewed/voted by the Commissioners on January 11, 2018.
- (30) files will be reviewed/voted by the Commissioners on January 25, 2018.

Felisa noted that Lt. MacDonald has decided to test a new procedure in the interview process; effective with the next round of interviews, the panel will include (1) civilian member of the community.

Felisa added that there is no lateral academy currently in process. Lateral applicants will be notified that they’re being considered for the entry-level academy; lateral pay will be considered only after completion of the entry-level academy. Earl noted that lateral pay, and a reduction of required patrol experience, are being reviewed. However, a Charter change would be required.
3. **APPLICANT SELECTION & NON-SELECTION, ACADEMY & FTO ISSUES**

Earl reported that during the applicant selection process, integrity is still a big issue. Eric Knutson noted that DPD conducts sessions two times a week, which detail the application/screening/testing process. These sessions stress the importance of forthrightness and no drug use. Chris Avitia added that during these sessions, attendees are made aware of some of the uncomfortable/unpleasant situations police officers encounter. He stated one example of what they're told: “If you can't handle child abuse cases, this job is not for you.”

Eric Knutson reported that DPD has the lowest academy “wash out” rate, compared to neighboring departments/agencies (17% for Denver vs. 30%-50% for Aurora). He credited the extensive CSC/DPD screening process for this level of success.

4. **DIVERSITY/RECRUITMENT UPDATES**

Anthony Norman reported that DPD orientation sessions are helping increase diversity recruitment. He noted that Internet marketing, and targeted advertising via ZipRecruiter to 20 diverse zip codes was yielding positive results. He added that advertising in movie theatres and on radio, had not been successful.

5. **OPEN DISCUSSION**

Earl reported that he and Chief Murray had recently attended a sub-committee meeting about the new DPD “Use of Force” policy. Commissioner Sandoval asked if the new policy would result in more disciplinary appeals. In response, Eric Knutson explained that a mandatory one-week training was being instituted for police officers, that considers more that just the legal aspects and liabilities of “use of force;” it focuses on time, distance, and cover, as an alternative to force in confrontational situations. Commissioner Trujillo asked if copies of the new policy were distributed to all DPD police officers, and if they were required to sign it in acknowledgement of reading it. Knutson verified that it was distributed to/signed by all officers.

6. **SET NEXT MEETING DATE**

Thursday, April 19, 2018 at 9:30 am in the Denver Post Building, 7th Floor, Room 761.

The meeting was adjourned at 10:15 am.

If there are questions regarding issues discussed in this PEDRC meeting or in any other PEDRC meeting, please feel free to contact CSC Executive Director Earl Peterson or any of the HR Professionals at (720) 913-3371.

*PEDRC: An informal committee of representatives from Police employee groups, Police administration and the Commission. Sponsored by the Commission, its purpose is to provide a vehicle to foster two-way communication on matters related to promotional and entry-level examinations, diversity and other areas of interest to members of the Classified Service. Attendance is open to any member of the Classified Service.