Minutes
DSD Reform Implementation Team
10/5/2015, 3:00pm-5:00pm
Location: PAB Conference Room #604

Present:
- Stephanie O’Malley
- William Thomas
- Christopher M.A. Lujan
- Simon Crittle
- Shawn Smith
- Rob Davis (via phone)
- Michael Wright (via phone)
- Scott Martinez (via phone)
- Daelene Mix
- Michael Jackson
- Brendan Hanlon (via phone)
- Sheriff Elias Diggins

Agenda:
1. Approval of Minutes
2. Implementation Status Update
3. Discuss Implementation Plan Status
4. Discuss Implementation Master Plan
5. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the team meeting that was held on September 28, 2015, which were approved by the team with no changes. Stephanie O’Malley then informed the Implementation Team members that after a status update is provided for the Technology Action Team, the meeting would turn toward discussing the development of the Implementation Master Plan.

Technology Action Team
William Thomas reported that the Technology Action Team received feedback from Hillard Heintze for a majority of the implementation plans that had been previously submitted and the plans are now being revised. Mr. Thomas then relayed that the Action Team is working on identifying potential solutions for training all Denver Sheriff Department (DSD) staff in the use of PowerDMS. Mr. Thomas reported that the Action Team also met with staff at the Vehicle Impound Facility during the previous week and is also awaiting delivery of the 250TB storage solution, at which point the system will be architected and then brought online for use by DSD. Mr. Thomas then provided an update regarding the Telestaff implementation, indicating that the scheduling component is estimated to be completed by January 31, 2016 and specifying that County Jail Building 24 will serve as a pilot for use of the system.

Ms. O’Malley then provided the Implementation Team members with a suggested approach for framing the prioritization of recommendations for implementation with the goal of creating a master plan to guide the remainder of the Implementation Phase. The Implementation Team then utilized the remainder of the meeting to review all Action Team recommendations and identify those that will result in either a new or updated policy and/or will require training for DSD staff. The Action Team then discussed the training delivery methods currently employed by DSD for both pre-service and in-service training including classroom, scenario and other forms of training. The discussion also included the need to identify the capacity and resources available for training in 2016 to help inform the prioritization of
recommendations for implementation. Ms. O’Malley reiterated that the current exercise is necessary to help identify both short-term and long-term priorities, timing and time constraints and requested that Implementation Team members be prepared to continue the discussion during the next meeting.

Ms. O’Malley then relayed a request from the Training Action Team that the Implementation Team consider developing a master implementation plan to help address redundancies and timing of activities across the reform effort. The Implementation Team discussed potential methods for prioritizing and developing the requested plan, including budget considerations and Ms. O’Malley asked that members be prepared to discuss this request further during the next meeting.

**Action Items:**

1. Submit Implementation Plans developed to date – Ongoing

**Next Meeting:** October 12, 2015, 3:00pm – 5:00pm
   PAB Room #604