Minutes
DSD Reform Implementation Team
10/12/2015, 3:00pm-5:00pm
Location: PAB Conference Room #604

Present:
• Stephanie O’Malley
• Mike Jackson
• Daelene Mix
• Christopher M.A. Lujan
• Al LaCabe
• Rob Davis (via phone)
• Marcia Thompson (via phone)
• Nick Mitchell (via phone)
• Sheriff Elias Diggins (via phone)
• William Thomas
• Shawn Smith

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

Discussion:
The meeting opened with a review of the minutes from the team meeting that was held on October 5, 2015, which were approved by the team with no changes.

Human Resources Action Team
Christopher M.A. Lujan reported that the Human Resources Action Team will be submitting implementation plans for recommendations 6.1 thru 6.11 along with a business plan to address other considerations related to recruitment. Mr. Lujan indicated that with the submission of these plans he believed the Action Team does not have any remaining plans due.

Use of Force and Internal Affairs Action Team
Al LaCabe reported that the Use of Force and Internal Affairs Action Team advanced another batch of implementation plans for review by OIR group and is working on the remaining implementation plans for recommendations assigned to the Action Team. Mr. LaCabe then relayed that a draft Use of Force Policy has been developed and is currently being refined to ensure appropriate case law and best practices from other jurisdictions are included within the policy. Mr. LaCabe also reported that the Action Team is drafting a revised Discipline Matrix and has already developed a draft “Mission, Vision and Values” for consideration by the Denver Sheriff Department. Rob Davis then offered to connect Mr. LaCabe with the Seattle Police Department to gather additional information pertaining to their new Use of Force Policy.

Technology Action Team
William Thomas reported that the Technology Action Team set up a training lab in the Building 24 shell space to support Telestaff implementation. Mr. Thomas also indicated that the Action Team is also revising implementation plans based on feedback from Hillard Heintze and will need additional information from Hillard Heintze to support completion.
**Training Action Team**
Shawn Smith reported that he met with members of the Training Action Team to review their implementation plans and identify areas to improve and further incorporate Hillard Heintze feedback into the plans. Mr. Smith clarified that the Action Team’s plans have all been reviewed by Hillard Heintze and are currently being revised before submitting for approval.

**Leadership, Supervision & Strategic Planning Action Team**
Mr. Smith reported that members of the Leadership, Supervision & Strategic Planning Action Team are working toward completion of the action steps contained in their approved implementation plans. Mr. Smith also indicated that the Action Team is awaiting further information and support from Hillard Heintze in order to complete the implementation plan for recommendation 1.11; Mr. Davis indicated that the information is being gathered and would be submitted to Mr. Smith soon.

**Jail Management & Operations**
Sheriff Elias Diggins reported that he forwarded the results of an inmate survey conducted by DSD at both the Downtown Detention Center and the County Jail pertaining to the primary languages spoken by the inmates. Based on the results of the survey, Sheriff Diggins reported that the DSD would continue to make available inmate forms in both English and Spanish. Sheriff Diggins then reported that he ordered all DSD Uniformed Staff to complete a TASER recertification during 4th quarter, 2015. Sheriff Diggins also provided an update with regard to other work in progress for Jail Management & Operations recommendations specifying that the DSD is currently working to develop a prioritization matrix for Department Orders and Policies, incorporate improvements to Policies and Procedures in use at the DDC and County Jail, and continuing to work on activities related to the upcoming “mega-class.”

Stephanie O’Malley then introduced a framework proposed to help guide the creation of the Reform Implementation Master Plan. The Action Team reviewed and discussed the framework with Mr. Smith clarifying that the recommendations initially included on the draft framework document were limited to those with budget requests accepted for inclusion in the Mayor’s 2016 budget request. Mr. Smith further stated that with the approval of the Reform Implementation Team to continue moving forward with the framework, all other recommendations would be similarly “bucketed” within the framework for final review of the Implementation Team. Ms. O’Malley then asked whether there were any objections to the approach, to which there were none. Daelene Mix then reported that she and others were working on improvements to communications regarding the Reform effort. The Implementation Team then discussed making adjustments to the 30-day reports and tailoring them to the audience for which each report is intended. Mike Jackson then suggested that since the DSD staff is busy and on post when they receive the communications, reports addressed to them should be succinct and not require a significant amount of time to review.

**Action Items:**
1. Submit remaining Implementation Plans for HH/OIR review

**Next Meeting:** October 19, 2015, 3:00pm – 5:00pm
   PAB Room #604

Meeting Minutes
DSD Reform Implementation Team Meeting – 10/12/2015