Minutes
DSD Reform (Staffing and Performance Optimization)
September 24, 2015, 2pm-4pm
Location: Wellington Webb Municipal Building, Room 10.H.11

Present:
- Brendan Hanlon – Budget and Management Office
- Sheriff Elias Diggins – Denver Sheriff Department
- Shawn Smith – Safety Administration
- Laura Wachter – Safety Administration
- Jennifer Jacobson – City Attorney Office
- Sergeant Ilya Telesin – Denver Sheriff Department
- Deputy Annette Grimes - Denver Sheriff Department
- Captain James Johnson - Denver Sheriff Department
- Mark Valentine – Denver Sheriff Department
- Rory Regan – Budget and Management Office
- Rob Davis – Hillard Heintze

Agenda:
1. Review status of each action item originally tasked to the staffing and performance optimization group.

Discussion:

Mr. Hanlon led the attendees through each action item originally tasked to the staffing and performance optimization team earlier in the summer; these items emerged from various recommendations in forums, both internal and external, with those suggested in the reform recommendation report by Hillard Heintze featuring prominently.

Several of the recommendations are complete; namely, creating a staffing plan; changing shift schedules from twelve to ten hours; recommending the civilianization of given uniform posts; a plan for staffing two deputies in each pod; and providing additional support for sergeants in the form of increased staffing and administrative help.

A few of the recommendations had not been addressed or were done so by other reform teams. An example of the former was a proposal to change break schedules. Another one suggested adding the rank of corporal. The group determined that these proposals were best handled later on, given potential staffing impacts that might be best addressed for the 2017 budget or beyond. One proposal – post rotation – had been executed by another reform team, so was not taken up here. Still another, creating a new divisional structure for the department, was thought best to be discussed with the eventual new Sheriff.

A number of proposals centered on the ongoing monitoring of the budget post matrix. The group determined that should be done on a quarterly basis within this forum. Mr. Hanlon stressed the importance of having all parties aligned on the current state of this document, so as to prevent the emergence of unfunded posts or an ever-shifting pattern of changing positions unclear to all.
Another recommendation addressed the shift relief factor, a topic taken up by this group earlier in the summer. All parties agreed that an annual review is ideal, especially if dovetailed with the base budgeting process; that way, any FTE changes resulting from a new calculation can be incorporated in the following year’s budget. Captain Johnson offered the possibility of a quarterly re-calculation, should Telestaff allow for it. Mr. Hanlon agreed that it is appropriate to continue budgeting for recruit classes separately, and therefore exclude those hours from inclusion in the shift relief factor calculation.

The group determined that the appropriate frequency of meetings for this forum is monthly.

**Action Items:**

1. DSD to prepare documentation for the August 20th meeting with regards to shift length conversions.

**Next Meeting:** October 15 2015, 2:00pm – 4:00pm  
Wellington Webb Municipal Building, Room 10.E.1