Minutes
DSD Reform Implementation Team
9/8/2015, 3:00pm-4:00pm
Location: PAB Conference Room #604

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

Agenda:
1. Approval of Minutes
2. Implementation Status Update
3. Update status of Budget Approval
4. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the team meeting that was held on August 31, 2015, which were approved by the team with no changes.

Technology Action Team
William Thomas provided an update on the transition of duties from the Denver Sheriff Department (DSD) Technology Management Unit (TMU) to Technical Services (TS), including consideration if aspects of TMU should to be maintained within DSD and discussions that have taken place with members of TMU regarding the transition. Executive Director Stephanie O’Malley stressed the importance of submitting action plans for the technology recommendations as soon as possible, noting she has made this request multiple times. Mr. Thomas indicated the Team is continuing work that will help inform development of implementation plans, which are planned for submission by the end of September.

Human Resources Action Team
Christopher M.A. Lujan reported that the Human Resources Action Team submitted four additional action plans last week for review. The Action Team will meet this week and work on needed revisions to HR-related department orders, with an eye towards drafting revisions that are clear and easily understood. The Team is also conducting a rapid improvement event to assist with streamlining the recruitment process. Mr. Lujan added that the Team is assessing what work needs to be accomplished over the next 60 days to ensure implementation goals are on track.

Training Action Team
Ms. O’Malley reported that the Training Action Team members are working on integrating feedback from Hillard Heintze (HH) into its action plans. Ms. O’Malley noted that there are numerous action plans being proposed and that it will take time to incorporate HH input and finalize the plans. The team is also working towards finalizing those action plans that do not have a fiscal impact.
**Staffing & Performance Optimization Action Team**

Brendan Hanlon reported that the Staffing & Performance Action Team did not meet the previous week due to the time constraints associated with the 2016 budget process.

**Use of Force and Internal Affairs Action Team**

The Use of Force and Internal Affairs Action Team continues to work on action plans for recommendations related to use of force and internal affairs. To date, the Team has reviewed and submitted all recommendations that have a fiscal consideration. The Team leads were unable to attend this meeting due to a previously scheduled Action Team meeting held at the same time.

**Leadership, Supervision & Strategic Planning Action Team**

The Action Team identified that DSD should be able to provide a test environment for Power DMS through the Vehicle Impound Facility by October 31. The Team is developing a survey that will be distributed to current staff regarding retention/recruitment. A new email address was also created for recruitment purposes, and a link to the recruitment calendar is now in place online. Additionally, the Team is developing implementation plans for TFT.9 and 1.11.

**Jail Management and Operations**

Sheriff Elias Diggins provided an update on items in progress:

- **3.10 – Updated Policies**: These related policies are being updated through the Research and Development (R&D) sign-off process.
- **3.13 – Approved Items**: The Employee Group/Rank & File Leadership and Command and Executive Staff met to review which items are allowed and which items are not allowed into the facilities. Several changes were recommended and a draft of those changes will be made by R&D.
- **3.17, 3.22, 3.23, 3.25 and 3.26 – Classification**: Two technical experts from the National Institute of Corrections (NIC) met with DSD Classification and Command Staff to address these recommendations. NIC reviewed all DSD classification processes and procedures, and observed related operations.
- **3.38 – Space Planning**: Working with Public Works to determine if existing space can be renovated to create single or double cells at the County Jail.
- **3.47 – DDC Chief Review**: The DDC Division Chief is conducting this review in conjunction with R&D.
- **3.62 – Corrective Action**: Majors are reviewing all completed grievances to assess the quality of grievance responses and provide corrective actions if grievances are not seriously addressed. The Data & Analytics Unit is tracking their progress.
- **3.64 – Updated Forms**: All forms have been converted and are awaiting final approval.
- **3.74, 3.75 – Device Use**: The items are already mandated in practice and policy and are being monitored by Captains, Majors and Chiefs.
- **CLF 7 – The ICE Detainer Policy**: The ICE Detainer Policy is being finalized and has been moved to R&D for completion.
- **OIM 8 – Conversion of grievance forms into Spanish**: This is complete.
- **OIM 12 – The GUARDIPlus rounds-tracker software and devices**: Currently used at the County Jail will be deployed at the Downtown Detention Center.
The Implementation Team then discussed the work that is underway to identify costs and equipment associated with contraband. Ms. O’Malley noted that once that information is determined and a briefing complete, the equipment to detect contraband will be ordered and deployed into both the County and Downtown facilities.

Mr. Hanlon then provided an update on the budget process and the reform items advanced for consideration.

**Action Items:**
1. Submit Implementation Plans developed to date – Ongoing

**Next Meeting:** September 14, 2015, 3:00pm – 5:00pm

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