Minutes
DSD Reform Training Action Team
September 16, 2015, 2:30pm-3:30pm
Location: Denver County Jail Conference Room

Present:
- Stephanie O’Malley
- Shannon Elwell
- Division Chief Marie Kielar (phone)
- Sergeant Steven Zarnow (phone)
- Shawn Smith
- Division Chief Gary Wilson
- Captain Jaime Kafati
- Rick Stubbs
- Sergeant Jerry Sherrod
- Deputy Sheldon Marr
- Cristina Peña-Helm
- Marcia Thompson (phone)

Agenda:
1. Approval of Minutes
2. Subgroup Status Updates
3. Discuss status of Implementation Plans
4. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the Action Team meeting that was held on September 2, 2015, which were approved by the team with no changes.

Stephanie O’Malley reported that the Mayor advanced a $24M budget request on behalf of the Denver Sheriff Department for consideration in the 2016 budget, including approximately $12M to support staffing, training and other recommendations generated by DSD Reform Action Teams. Ms. O’Malley then emphasized that for the line item requests that are approved, the Action Teams and staff of the Department need to be prepared to take action and utilize the funding to the fullest intent in support of reforming the Department.

The meeting then received status updates regarding work completed to date.

**Staffing & Policy Subgroup**
Division Chief Gary Wilson reported that the Staffing & Policy subgroup has advanced 17 implementation plans for review by Hillard Heintze and has received feedback on all but one. Shawn Smith clarified that he had additional questions related to the plan and would submit for Hillard Heintze review in the coming days. Chief Wilson then indicated that two of the Subgroup’s assigned recommendations, TFT.12 and 5.23, were related to recommendations assigned to the Human Resources Action Team. Division Chief Marie Kielar indicated that she is also a member of the HR Action Team and has been in contact with and provided information to the assigned lead for these two recommendations. Rick Stubbs then reported that the subgroup has also been working to identify outside resources that can assist with providing leadership training for the Department and has also been working with the Sheriff to identify specific rule violations that would precipitate a requirement for remedial training in the future. Ms. O’Malley indicated that the Executive Forum has contacted the city regarding assistance that their organization could provide and Ms. O’Malley provided contact information for several Action Team members to attend a pilot with that organization. Ms. O’Malley then informed the Action
Team that she has set a hard deadline of September 24, 2015 for submission of all remaining implementation plans by the Action Teams across the DSD Reform effort.

**Curriculum & Administration Subgroup**
Chief Kielar reported that approximately 11 implementation plans for the subgroup’s assigned recommendations require further revisions and will be submitted in accordance with the deadline established by Ms. O’Malley. Shannon Elwell specified that 13 of the implementation plans have been revised and would be submitted by September 18, 2015. Ms. Elwell then reported that Chief Kielar facilitated a visit to Flat Rock to ascertain its suitability to conduct an Academy class at the facility. Ms. O’Malley informed the Action Team that Denver Police Chief Robert White offered the use of DPD facilities to assist with DSD’s training academy and asked that Chief Kielar incorporate the offer into the Subgroup’s evaluation. Ms. Elwell then requested that the subgroup be provided with a list of Subgroup’s fiscal estimates that were accepted for inclusion in the Mayor’s 2016 budget submission and Mr. Smith indicated that he would provide the requested information.

The Action Team then discussed the roles and methods by which the Action Team’s community members can work with DSD staff to put approved implementation plans in action. Ms. O’Malley emphasized that members of DSD are ultimately entrusted with assuring the actions identified in the implementation plans are put in place. The Action Team followed with discussion pertaining to how the Action Team might determine which approved implementation plans could move forward and which should be placed in a “hold” status pending further determination and sequencing with other work occurring throughout the Department. Ms. O’Malley responded that, in general, the implementation plans that can be put into action with little additional vetting should proceed accordingly. The Action Team agreed to discuss this matter and review the implementation plans during the next meeting with a focus on identifying the next courses of action.

**Action Items:**
1. Implementation Plans – As completed

**Next Meeting:** September 23, 2015, 2:30pm – 3:30pm  
County Jail Conference Room