Minutes
DSD Reform Leadership, Supervision & Strategic Planning Action Team
January 6, 2016, 3:30pm – 4:30pm
Location: Denver County Jail Conference Room

Present:
- Stephanie O’Malley
- Sheriff Patrick Firman (via phone)
- Division Chief Connie Coyle
- Deputy Denise VanDyke
- Deputy Calvin Willingham
- Sergeant Steven Koch
- Shawn Smith

Agenda:
1. Approval of Minutes
2. Status Updates
3. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the Action Team meeting that was held on November 18, 2015, which were approved by the team with no changes.

Division Chief Connie Coyle reported that the PowerDMS system went live on January 4, 2016 and is now the central system for maintaining policies and procedures throughout the Denver Sheriff Department. Shawn Smith then indicated that Dave Cushen is planning to meet with Captain Swift in the near future regarding the mentorship and sponsorship proposals. Chief Coyle then reported that recommendation 1.9 is complete. Sergeant Steven Koch stated that recommendation 1.10 is complete and described a webinar that several DSD employees attended regarding diversity and strategic recruiting. Sergeant Koch then provided a summary of the exit interviews conducted with former staff members that left the Department during 2015. Sergeant Koch indicated that staff are leaving after being in the Department for 2.7 years on average so he and others are looking opportunities to improve retention within the department including potential recommendations to adjust the pay scale of Deputies, improve benefits packages and consider signing bonuses. Director Stephanie O’Malley then encouraged the Action Team to consider providing formal feedback to the Office of Human Resources and other regarding these types of recommendations to help with retention.

Chief Coyle then reported that she will follow up on the status of recommendation 1.11, clarifying that there may still be some additional work needed on this recommendation. Director O’Malley suggested that perhaps this is an opportunity for the Department to develop its own standards regarding leadership to help guide recruitment activities as suggested in recommendation 1.11. Chief Coyle then stated that update to the Department Orders for provisional assignments have been drafted, reviewed by Sheriff Firman and forwarded to the Research & Development for official signature and implementation. Sheriff Firman indicated that rough drafts of the strategic plan have also been created and will finalized once the updated department structure has been established.

Action Items
1. N/A
Next Meeting: January 13, 2016, 3:30pm – 4:30pm
County Jail Conference Room