Minutes
DSD Reform Leadership, Supervision & Strategic Planning Action Team
November 4, 2015, 3:30pm – 4:30pm
Location: Denver County Jail Conference Room

Present:
- Shawn Smith
- Sheriff Patrick Firman (via phone)
- Chad Sublet
- Division Chief Connie Coyle
- Captain Frank Rolando
- Deputy Denise VanDyke
- Deputy Calvin Willingham
- Sergeant Steven Koch
- Rob Davis (via phone)

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

Discussion:
The meeting opened with a review of the minutes from the Action Team meeting that was held on August 12, 2015, which were approved by the team with no changes.

Action Team members then provided a summary of work completed to date for the recommendations listed below:

1.8 – Updates to Department Orders are in progress and being completed in coordination with the HR Action Team’s work on similar recommendations.

1.11 – Based upon information provided by Hillard Heintze, Action Team members have contacted the Indianapolis Police Department to gain information as to how that organization has implemented activities similar to this recommendation.

1.12 – Department Orders have been drafted; the HR Action Team is also working on recommendations related to 1.12 and work is being coordinated among the two teams.

1.7 – Implementation of PowerDMS continues forward and will provide a solution for the department to better manage Policies and Procedures.

1.10 – DSD’s website and social media accounts have been updated to reflect accurate recruiting information. Additionally, a general email account has been created for the recruiter to support a sustainable method for contacting the recruiter irrespective of the individual performing these duties. The Department of Safety has also filled the recruiter position in the Executive Director of Safety’s Office. This position provides and coordinates recruiting efforts across the entire Department of Safety and is currently supporting the DSD “mega-class” recruitment effort.
Deputy Calvin Willingham and Deputy Denise VanDyke then expressed concern about whether the applicants for the mega-class are being actively engaged by recruitment personnel, indicating that applicants with whom they have spoken stated that they had not heard back from DSD’s recruiters. Shawn Smith then stated that he would provide this concern to the Department of Safety recruiter as soon as possible.

Mr. Smith then reviewed the DSD Reform Implementation Matrix with the Action Team members, including the purpose and structure of the matrix. Mr. Smith specified that the matrix will serve as the basis for continued implementation of recommendations across the reform effort and to enable identification of overlapping or related implementation plans to enable better collaboration among the various DSD Reform Action Teams.

The Action Team then discussed concerns about the impacts that staffing shortages may have on the implementation of DSD Reform recommendations. The Action Team members questioned who has responsibility for managing the balance of staffing/resource capacity with the need to implement recommendations. Sheriff Patrick Firman then indicated that he has this responsibility and emphasized the importance of ensuring that staffing and resources can support implementation activities including the timing of adding posts to the Department in 2016. Sheriff Firman indicated that addressing the staffing shortage within the Department is of primary importance as it will help relieve workload and stress of staff throughout the Department.

**Action Items**

1. Strategy for addressing remaining recommendations – 11/18/2015

**Next Meeting:** November 18, 2015, 3:30pm – 4:30pm

County Jail Conference Room