Minutes
DSD Reform Implementation Team
1/4/2016, 3:00pm-5:00pm
Location: PAB Conference Room #604

Present:
- Stephanie O’Malley
- Shawn Smith
- Angelo Trujillo
- Daelene Mix
- Al LaCabe
- Christopher M.A. Lujan
- William Thomas
- Laura Wachter
- Michael Jackson
- Scott Martinez (via phone)
- Sheriff Patrick Firman
- Division Chief Elias Diggins
- Nick Mitchell (via phone)

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

Discussion:
The meeting opened with a review of the minutes from the team meeting that was held on December 14, 2015, which were approved by the team with no changes.

Technology Action Team
William Thomas reported that feedback was received on implementation plans submitted for review and he will work with various stakeholders to evaluate potential improvements to the validation measures and metrics contained in the plans. Mr. Thomas indicated that the Technology Management Unit will be given access to ServiceNow to assist with support of the DSD’s technology needs. Laura Wachter reported that Telestaff implementation is on track for a “go-live” on January 31, 2016. Ms. Wachter indicated that an issue was identified at the DDC that may require a shift re-vote to ensure adequate staffing levels are achieved but further specified that alternatives are being explored as a re-vote was the least desirable path forward. Sheriff Patrick Firman added that the Department is also working to maximize the number of CIT trained uniform staff working in Intake and the 2nd Floor of DDC and emphasized that a re-vote is not the ideal option for resolving the staffing issue reported by Ms. Wachter. Stephanie O’Malley inquired as to whether a re-vote would impact the Telestaff go-live and Ms. Wachter responded that although Telestaff implementation would not be affected, the greater concern was for the Deputies who would have little time to make arrangements for a new schedule beginning in February. Michael Jackson then requested information regarding the protocols used for shift votes completed by units such as DDC records; Ms. Wachter indicated that she would follow up with Mr. Jackson regarding his questions.

Use of Force and Internal Affairs Action Team
Al LaCabe reported that the Use of Force and Internal Affairs Action Team met once over the holiday period and has developed a draft use of force policy. Mr. LaCabe reported that a draft of a Use of Force review policy is in the final stages of development along with a draft of the revised
discipline matrix. The Action Team is also looking at options for training staff on the new policies. Mr. LaCabe expressed some concern regarding the current workload of the Internal Affairs subgroup members, which is impacting the subgroup’s ability to develop policies and procedures that are responsive to assigned recommendations. Mr. LaCabe further explained that the subgroup has discussed various ideas but has not had the resource capacity to begin documenting the ideas in writing. Ms. O’Malley inquired as to the estimated timeline for the draft documents to be completed by the Action Team with an estimate of two weeks provided by Mr. LaCabe for final drafts of the Use of Force Policy, Guiding Principles and Discipline Matrix. Christopher M.A. Lujan questioned the impact of not having the Internal Affairs subgroup work completed with Mr. LaCabe specifying that it would not impact other recommendations assigned to the Action Team.

**Human Resources Action Team**

Mr. Lujan thanked Ms. Wachter for acting as the lead of the Human Resources Action Team while he was away. Mr. Lujan indicated that the Action Team is working to meet deadlines, to revise the implementation plans for recruitment-related recommendations and to meet stakeholder concerns regarding the Early Intervention System (EIS). Mr. Lujan stated that the Action Team’s goal is to have the EIS implemented during the next few months with a hard deadline of June 2016. Ms. O’Malley then provided the Implementation Team with a synopsis of the feedback she has been providing to implementation plans developed by Action Teams across the reform effort including recommendations to improve validation measures and to ensure that the implementation plans are “staying in the lane” of the associated recommendation.

**Staffing & Performance Optimization Action Team**

Brendan Hanlon reported that the Memorandum of Understanding (MOU) detailing the relief factor agreement between his office and the DSD has been finalized and is awaiting signature. Mr. Hanlon also indicated that he will be meeting with the Sheriff regarding proposed changes to the DSD Organizational Structure. At the request of Ms. O’Malley, Mr. Hanlon then reviewed the general content of the MOU and clarified that it also establishes the plan for calculating the relief factor for use in the 2017 budget cycle and agreed upon reporting requirements for staffing performance measures. Sheriff Firman stated that the MOU is unique and an important commitment to look at the Department’s staffing needs on an on-going basis.

**Jail Management & Operations**

Division Chief Elias Diggins reported that he met with the DSD staff members assigned as leads on the Jail Management & Operations recommendations and indicated that the following recommendations are ready for validation of completion:

- 3.12
- 3.49
- 3.55
- 3.68
- 8.11
- 3.64
- 3.30
- 3.4
- 3.75
- 3.79
- 3.78
- 3.80
- 3.2
- 3.13
- 3.73
- OIM.8
Chief Diggins agreed to provide the information to Shawn Smith and Angelo Trujillo with additional information regarding the status of Jail Management & Operations recommendations via email. Sheriff Firman reported that he met with Mr. Smith during the previous week regarding 2016 Reform Implementation priorities and indicated that Mr. Smith is going to develop an executive summary of the reform priorities.

Daelene Mix reported that the Denver Post will be publishing a story pertaining to the mega class, which will include observation of the class by the Denver Post reporter. Ms. Mix then indicated that the next 30-day report will be completed in February. Mr. Trujillo reported that two recommendations have been validated with the compliance reports forthcoming for review by the Sheriff and Ms. O’Malley. Mr. Smith then provided an update of the number of implementation plans in various stages of the draft and approval process and indicated that he would continue providing this information at each Reform Implementation meeting.

**Action Items:**
1. Submit remaining implementation plans

**Next Meeting:** January 11, 2016, 3:00pm – 5:00pm
   PAB Room #604