Minutes
DSD Reform Implementation Team
12/07/2015, 3:00pm-4:00pm
Location: PAB Conference Room #604

Present:
• Stephanie O’Malley
• Shawn Smith
• Al LaCabe
• Simon Crittle
• Sheriff Patrick Firman
• Christopher M.A. Lujan
• William Thomas
• Daelene Mix
• Angelo Trujillo
• Brendan Hanlon (via phone)
• Rob Davis (via phone)

Agenda:
1. Approval of Minutes
2. Implementation Status Update
3. Discuss Compliance Program Plan
4. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the team meeting that was held on November 23, 2015, which were approved by the team with no changes.

Technology Action Team
William Thomas reported that the Telestaff pilot began at the County Jail on December 6, 2015 and will continue for approximately one month to allow an opportunity for testing and resolution of any identified issues prior to launching throughout the Denver Sheriff Department. Mr. Thomas indicated that he is working alongside DSD and Safety representatives to create job descriptions for IT positions approved in the 2016 budget request, which will allow the opportunity to move forward with hiring actions for these positions. Mr. Thomas also reported that additional revisions to several implementations are in progress with a plan to submit the final drafts over the next few days. Stephanie O’Malley then emphasized the importance of Telestaff as a step toward reducing the amount of time Sergeants spend on managing rosters.

Use of Force and Internal Affairs Action Team
Al LaCabe reported that two sets of implementation plans were submitted to Shawn Smith, one of which contained revisions based on previous reviews while the other contained implementation plans that had not been submitted to date. Mr. LaCabe then reported that a 5th draft of the Use of Force policy has been developed with a final draft due to him and Nick Mitchell by December 15, 2015. Mr. LaCabe indicated that a draft policy has been developed for a proposed use of force review process and stated that the Use of Force and Internal Affairs Action Team is attempting to identify a solution for capturing potential uses of force that are successfully de-escalated in an effort to use these instances for training purposes and to recognize these successes. Mr. LaCabe then reported that he provided training to DSD command staff pertaining to the updated use of force policy and is working to identify a potential approach for training DSD staff on the new policy. Sheriff Patrick Firman then reported that the DSD is close
to establishing a schedule for the 2016 in-service training. Mr. LaCabe stated that he also received information from the Miami-Dade Sheriff’s Office pertaining to its audit and inspections unit.

**Human Resources Action Team**

Christopher M.A. Lujan reported that the implementation plans for recommendations 6.1 through 6.11 were submitted to Mr. Smith for final approval and that the Human Resources Action Team is collecting validation documents for approved implementation plans and submitting them to Mr. Smith as well to demonstrate completion of required steps. Mr. Lujan indicated that training focused on performance management and reporting was conducted on December 2, 2015 with over 75 DSD supervisors. Additionally, Mr. Lujan indicated that Action Team members have provided updates indicates that well over half of the action steps required by approved implementation plans have been completed and are pending validation.

**Staffing & Performance Optimization Action Team**

Sheriff Firman reported that the Staffing & Performance Optimization Action Team is currently reconciling the final two differences between the budget post matrix and budgeted positions. Sheriff Firman stated that the Action Team also drafted a memo documenting its reconsideration of the shift configurations in place across the DSD, which the Sheriff will be sharing with DSD staff. Brendan Hanlon clarified that overall there are only two differences remaining between the budget post matrix and budgeted positions but additional work will be necessary to ensure the distribution among ranks within the budget post matrix matches budgeted positions. Mr. Hanlon also stated that the Action Team is also drafting the Memorandum of Understanding between BMO, Safety and the DSD to memorialize the relief factor used in the budget post matrix for staffing calculations.

**Jail Management & Operations**

Sheriff Firman reported that Chief Diggins has created a share drive to allow for better documentation of updates related to Jail Management & Operations recommendations and that several Goals & Objectives documents are being revised based on feedback received and will be forwarded once completed. Sheriff Firman stated that he met with Mr. Smith and Angelo Trujillo regarding the plan for validation of implementation activities and is now working to prioritize reform implementation work. Sheriff Firman also shared concern about attrition of staff within DSD and potential impacts to the pace of reform implementation.

Mr. Trujillo then discussed the proposed validation process for ensuring implementation activities are adequately completed and support the intention of associated recommendations. Mr. Trujillo indicated that a risk assessment will be completed for each recommendation to help inform the path forward for validation activities. Daelene Mix then reported that the 30-day report will be published this week and provided a summary of highlights that will be included in the report. Ms. O’Malley then asked for status of the DSD 2016 Strategic Plan; Sheriff Firman indicated that DSD staff has provided excellent feedback so far which is being used to revise the plan and send it back to the staff for further feedback.

**Action Items:**

1. Submit remaining implementation plans
2. Training Plan for 2016
3. DSD 2016 Strategic Plan
4. Prioritized Plan for Reform Implementation

Next Meeting: December 14, 2015, 3:00pm – 5:00pm
PAB Room #604