Minutes
DSD Reform Implementation Team
12/14/2015, 3:00pm-5:00pm
Location: PAB Conference Room #604

Present:
- Stephanie O’Malley
- Angelo Trujillo
- Daelene Mix
- Rob Davis
- Laura Wachter
- William Thomas
- Deputy Michael Jackson
- Al LaCabe (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 7, 2015, which were approved by the team with no changes.

Technology Action Team
William Thomas reported that the Technology Action Team submitted five implementation plans for approval the previous week, and the Team is working on 10 other plans. This week, a meeting with the Budget Management Office took place regarding the hiring of TS positions that will assist the team with meeting its implementation responsibilities. Mr. Thomas indicated that implementation of Telestaff is on schedule and going well. PowerDMS is also on track and an internal training was held last week, which was attended by Director O’Malley. Mr. Thomas did not attend the training and Director O’Malley informed him and the team that the training was well attended by those who will use the system, and that the focus was on workflow structure. She further shared questions that arose at the training that will need to be addressed, including:
1) If someone in the workflow is out unexpectedly, what will occur?
2) How many individuals will be assigned permissions?
3) What scenarios would necessitate EDOS approval?
4) How much room for dialogue is available through the system?
Mr. Thomas committed to Director O’Malley that he would follow up with Chief Wilson and Nissa Mills to see if those questions have since been addressed.

Use of Force and Internal Affairs Action Team
Al LaCabe reported that members of the UOF/IA Action Team attended a command training last week to speak with staff under the rank of division chief. A good dialogue ensued regarding UOF reporting and the overall reform process and expectations. In-service training was also discussed; it has been pushed back more than once, in part, because of insufficient manpower and the resources dedicated to upcoming academy classes. While the training should be delayed no more than a couple months, a final date has not yet been set. Mr. LaCabe informed the team that while the Action Team’s work is ongoing, there are a lot of moving pieces and the team...
members are waiting for some things to fall in place before presenting final products. Director O’Malley thanks Mr. LaCabe and emphasized her strong desire for definitive work products from the Action Team.

**Human Resources Action Team**

In Christopher M.A. Lujan’s absence, Laura Wachter reported that the HR Action Team met and reviewed all of its assigned implementation plans and validations measures, and that the Team is on track. The Action Team discussed recruitment in terms of process and what the recruitment activities look like. Work is underway to hire five HR professionals in January 2016. The Team is also working to recalibrate the definition ratings associated with employee reviews, to set appropriate expectations as deputies are evaluated over the next year. Director O’Malley then asked Ms. Wachter about the Action Team’s implementation plan status. Ms. Wachter was unsure of the status but committed to follow up with Director O’Malley following the meeting.

Director O’Malley noted that several of the plans she has received from the team need to be reworked. She elaborated that at times the Team is going beyond what the recommendation necessitates, and at other times the steps that need to take place to implement said recommendation are lacking. She emphasized a reiteration of the recommendation is not what she is looking for, but rather, a step-by-step approach as to how the recommendation will be implemented. Ms. Wachter committed to take the feedback to the team and to keep it top of mind as they rework their plans.

After an update from the Action Team leads in attendance, Mr. Rob Davis from Hillard Heintze (HH) provided feedback on the implementation plans he has assisted in reviewing. Generally, Mr. Davis noted that the plans are somewhat broad and need to focus on how the recommendation will be implemented, including defining each implementation step and assigning ownership of each task to team members. Mr. Davis relayed that the compliance officer hired by the City will be instrumental in moving the reform effort forward. He then mentioned that HH was recently selected by the DOJ to assist with a “Collaborative Reform” effort and that through that experience, HH would be able to share industry best practices that may complement Denver’s current efforts.

Mr. LaCabe asked Mr. Davis if he knew of a good Critical Event Policy the UOF Action Team could review, the purpose of which would be related to reviewing critical incidents in a non-punitive way in order to learn from them. Mr. Davis indicated that he would keep an eye out for one, but suggested in the interim that looking at policies used by Force Investigation Teams may be useful. Director O’Malley then added that a look at other industries may be beneficial, noting that the aviation industry was praised recently for how it reviews critical incidents to determine why something happened and how they can learn from that experience in order to avoid a reoccurrence.

Angelo Trujillo provided a brief update on his compliance work. Specifically, he met with each Action Team to introduce himself, share what his role will be as it relates to the reform effort, and discuss his compliance plan and related strategy.

Daelene Mix then updated the Team on communication efforts that occurred over recent weeks, including the release of the latest DSD Reform report and conversations/meetings that took place regarding improved community engagement.
Action Items:
1. Submit remaining implementation plans
2. In-Service Training Plan for 2016
3. DSD 2016 Strategic Plan
4. Prioritized Plan for Reform Implementation

Next Meeting: January 4, 2016, 3:00pm - 5:00pm
PAB Room #604