Minutes  
DSD Reform (Staffing and Performance Optimization)  
11/19/2015, 2:00pm-3:00pm  
Location: Webb 10.E.1

**Present:**  
- Sheriff Patrick Firman  
- Division Chief Elias Diggins  
- Jennifer Jacobson  
- Sergeant Ilya Telesin  
- Captain James Johnson  
- Brendan Hanlon  
- Rory Regan  
- Mark Valentine  
- Shawn Smith  
- Angelo Trujillo

**Agenda:**  
1. Review status of post matrix research  
2. Review status of civilianization efforts  
3. Discussion on shift lengths

**Discussion:**

Mr. Valentine began the meeting by reviewing his research on the state of the budget post matrix. His efforts revealed that while the post matrix reveals a total FTE count of 1,063.9, the total budgeted FTE count for 2016 is 1,036.4. Mr. Valentine explained that a degree of due diligence is required to confirm this discrepancy, which he believes is over-stated; the true “gap,” if there is one, is likely to be much narrower. One reason for this is that the current post matrix contains uniform posts which will be civilianized starting in 2016.

Mr. Hanlon asked that the group reconvene in two weeks for a working session to finalize the budget post matrix. The goal is to distribute a final version of the post matrix by year’s end. For any unresolved issues (e.g. more sergeant posts than are budgeted) an action plan will be created for each.

The topic of civilianization prompted a question by Mr. Hanlon on how these efforts are proceeding (note: this committee had reached consensus over the summer to civilianize the uniform functions within the accreditation, department orders, records and technology units). Chief Diggins mentioned that efforts are currently occurring to civilianize the agreed-upon functions, with the accreditation unit the furthest advanced. Mr. Hanlon reiterated that these efforts may proceed with due haste, and Mr. Regan suggested that a check-in to assess progress occur at future meetings of the group.

Mr. Smith described a staff request to Executive Director O’Malley for the group to reconsider its decision to move all uniform shifts to 10 hours (allowing for some exceptions for certain 8 hour shifts). With the assistance of Captain Johnson, the group reviewed the relative pros and cons for each shift length (8, 10 and 12) and again decided upon 10 hour shifts as the proper length for most posts. The group agreed that a memo outlining the reasons for this decision would be helpful for staff and for the public. Mr. Hanlon and Mr. Regan agreed to begin a first draft. Sheriff Firman stated that re-opening the decision after one-year trial period, provided that full staffing is achieved, would be appropriate in order to validate the transition to 10 hour shifts.

**Next Meeting:**  
Thursday, December 4, 2-3pm  
Location: Room 10.E.1, Wellington Webb Building