Minutes
DSD Reform Leadership, Supervision & Strategic Planning Action Team
April 20, 2016, 3:30pm – 4:30pm
Location: Denver County Jail Conference Room

Present:
- Stephanie O’Malley
- Shawn Smith
- Sergeant Josh Frank
- Captain Chris Brown
- Sergeant Steven Koch
- Sergeant Janelle Orozco
- Deputy Denise VanDyke
- Deputy Calvin Willingham
- Berkley Swarzentruber

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

Discussion:
The meeting opened with a review of the minutes from the Action Team meeting that was held on April 6, 2016, which were approved by the team with no changes. Shawn Smith then introduced Berkley Swarzentruber from Technology Services and indicated that she is the Project Manager for the Jail Management System (JMS) replacement project. Sergeant Josh Frank then provided a summary of the JMS and the high-level functionality that is planned for inclusion in the new system. Ms. Swarzentruber added that the new JMS will likely include greater functionality than the current system and requested that Action Team members provide any suggestions they may have to ensure reform considerations are addressed. Captain Chris Brown asked whether the new JMS will include functionality for accurate tracking of inmates as they move through the facilities; Ms. Swarzentruber stated that it will be included in the new JMS, however, the exact level of detail in tracking is still being defined. Sergeant Frank reported that solutions to reduce the amount of manual input required by staff will also be included in the new JMS. Captain Brown asked whether the new JMS will include integrations or consideration for rounds tracking; Ms. Swarzentruber stated that it is planned for inclusion. Ms. Swarzentruber shared that grievance handling is also under consideration for inclusion in the JMS and specified that alternate systems and approaches for this function are being assessed to identify the best path forward. Sergeant Koch asked whether paper based grievances will be retained; Sergeant Frank stated that he believes they would, however, the goal is to reduce the amount of paper and manual entry as compared to current systems and processes. Sergeant Koch asked whether rounds tracker reporting includes exception reports identifying missed rounds; Sergeant Frank stated in the affirmative. Deputy Calvin Willingham then asked whether the intake process will be streamlined via the new JMS and Ms. Swarzentruber indicated that to be a goal.

Sheriff Firman then provided an updated draft of the 2016 DSD Strategic Plan and related documents for review by the Action Team. Sheriff Firman explained that the drafts were updated based on feedback previously received from the Action Team and reviewed the changes with the Action Team. Sheriff Firman also specified that he will request endorsement of the 2016 DSD Strategic Plan and associated documents at the next Action Team meeting. Sheriff Firman then provided a summary of the work completed on a draft revision to the DSD’s Mission, Vision and Values; Mr. Smith explained that the
initial draft was created by the Discipline Subgroup of the Use of Force and Internal Affairs Action Team. Sheriff Firman then asked for feedback from the Action Team members and Director O’Malley suggested that the members be given some time to review and understand the material to help inform any recommendations. Mr. Smith suggested that initial feedback be provided by April 25, 2016 with a revised version of the documents in discussion provided back to the Action Team members via email to provide an opportunity for review prior to the next meeting.

Chief Connie Coyle reported that the implementation plans for recommendations 1.2 thru 1.6 will be submitted for review after the strategic plan is approved. Chief Coyle then requested feedback on a draft implementation plan for recommendation 1.11 that was provided to the Action Team. After discussion of the draft content, Mr. Smith agreed to make one minor change to the implementation plan and advance it for approval. The Action Team then discussed information that was provided to members regarding TFT.19 with an agreement that feedback be provided similar to the previously identified timelines for feedback on the strategic plan.

Director O’Malley then commended the Action Team for the progress that has been made and shared her perspective on the status of DSD Reform Implementation. Director O’Malley also encouraged the Action Team to continue focusing on moving assigned recommendations forward and emphasized that a lot of work remains to be done.

**Action Items**

1. Implementation Plans for recommendations 1.2-1.6
2. Response for Recommendation TFT.19
3. Sergeant Shift Change analysis
4. Team Concept Analysis
5. Pay/Benefits comparison with other jurisdictions

**Next Meeting:** April 20, 2016, 3:30pm – 4:30pm
County Jail Conference Room