Minutes
DSD Reform Implementation Team
4/18/2016, 3:00pm-5:00pm
Location: PAB Conference Room #604

Present:
• Stephanie O’Malley
• Shawn Smith
• William Thomas
• Christopher M.A. Lujan
• Emily Reisdorph (via phone)
• Al LaCabe (via phone)
• Melissa Drazen-Smith (via phone)
• Sheriff Patrick Firman
• Division Chief Elias Diggins
• Daelene Mix

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 April 11, 2016, which were approved by the team with no changes.

Technology Action Team
William Thomas reported that he met with the recently hired staff that were hired to provide support to the DSD. Mr. Thomas also indicated that the Action Team is also working on revisions to the implementation plans based on feedback previously provided. Mr. Thomas reported that the second phase of Telestaff is currently in planning with the intention to provide DSD with the opportunity to evaluate and provide a “green light” to move forward. Mr. Thomas followed by explaining the roles of the new positions filled to support the DSD:
• Database Analyst – Support upgrades and maintenance of the Jail Management System.
• Crystal Reports – Responsible for Crystal Report coding and identifying improved methods for providing information to the DSD including a formalized process for creating new report requests. Examples of reports include court lists and daily population lists. This position will also work closely with the DSD data analytics staff to enable their analysis.
• IT Project Manager – Dedicated to management of DSD’s Technology projects.
• Business Analyst – Not filled yet, however, will be dedicated to supporting the DSD.
Director O’Malley then asked whether the addition of the above personnel is responsive to a specific recommendation; Mr. Thomas indicated that it is responsive to recommendation 7.3, however, there is additional work to be done for this recommendation.

Use of Force and Internal Affairs Action Team
Nick Mitchell reported that the Use of Force and Internal Affairs Action Team did not meet during the previous week and indicated that he met with Sheriff Firman and Captain Phil Swift to discuss the path forward for the DSD-wide training on the new Use of Force (UOF) Policy. Mr. Mitchell expressed a need to ensure that the DSD Academy staff are fully onboard with the new
UOF policy as they will be responsible for training staff on the policy formally and informally on an on-going basis. Mr. Mitchell shared that during the meeting, it was suggested that another test training class occur with a greater focus on ensuring all Academy UOF trainers are present for the training to provide an opportunity for them to share feedback on the training and the new policy. Mr. Mitchell specified that the goal is for the next test training class to be conducted within the next two weeks. Additionally, Mr. Mitchell indicated that the UOF policy has been updated since last review by the Reform Implementation Team based on feedback received and asked whether the updated version needs to be reviewed and endorsed again. Director O’Malley stated that she does believe the Reform Implementation Team should be consulted for endorsement on the revised policy since it was the body that endorsed the policy previously. Sheriff Firman then clarified that Wendy Shea from the City Attorney’s Office attended the training and identified various improvements to be made to the training and policy and will be consulted by Mr. Mitchell to incorporate her suggested revisions. Sheriff Firman shared that since staff is completing the UOF training on a day off, he does not believe there is a “drop dead” date by which the training needs to begin. Director O’Malley suggested that a plan be established for completing the training and to allow for measurement of progress related to the training. Director O’Malley then asked whether all feedback received is under consideration as part of revising the policy; Mr. Mitchell stated that all feedback was forwarded to the UOF Policy subgroup for consideration, although not all feedback was adopted for inclusion in the policy. Director O’Malley requested a status update on the forthcoming revised Discipline Handbook and Mr. Mitchell indicated that he will follow up on this question. Mr. Mitchell then shared that a draft policy and procedure has been developed in response to recommendations to establish a force review process and indicated that the subgroup is developing a recommendation to adjust the staffing resources approved in the 2016 budget to support this function. Mr. Mitchell then reported that additional work is necessary to complete the implementation plans for recommendations related to the Internal Affairs Bureau and shared that a continued partnership will be necessary to ensure these recommendations move forward. Al LaCabe reported that he is developing the training requirements for the future audit team planned for the DSD and is also working on sentinel events. Mr. LaCabe indicated that he is also working on clarifying in the discipline handbook how discipline will be applied to cases where there is found to be a misuse of tactics by DSD. Director O’Malley clarified that “sentinel events” refers to occasions and review of circumstances that may have led to the occurrence of an undesired scenario with the goal of identifying whether there are opportunities to prevent occurrence in the future.

**Jail Management and Operations**

Division Chief Elias Diggins reported that the steps identified in the draft implementation plans have been uploaded to a project tracking tool that will be used by leads assigned to the recommendations. Sheriff Firman reported that Shawn Smith will conduct a short training session for some DSD staff that will focus on how to develop implementation plans.

Sheriff Firman then asked for clarification regarding which Action Team is assigned responsibility for revising the DSD Mission, Vision and Values; the Reform Implementation Team discussed and determined that the Leadership, Supervision & Strategic Planning Action Team now has responsibility, however, the initial work was completed by the Use of Force and Internal Affairs Action Team. Director O’Malley then provided her perspective of the state of DSD Reform Implementation phase.
**Action Items:**

1. Submit remaining implementation plans
2. 2016 In-Service Training Changes – May 1, 2016

**Next Meeting:** April 25, 2016, 3:00pm – 5:00pm
PAB Room #604