Minutes
DSD Reform Training Action Team

April 20, 2016, 2:30pm-3:30pm

Location: Denver County Jail Conference Room

Present:
- Shawn Smith
- Rick Stubbs
- Deputy Sheldon Marr
- Captain Jaime Kafati (via phone)
- Division Chief Elias Diggins (via phone)
- Division Chief Marie Kielar (via phone)
- Sergeant Josh Frank
- Berkeley Swarzentruber
- Shannon Elwell (via phone)
- Division Chief Gary Wilson (via phone)

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

Discussion:
The meeting opened with a review of the minutes from the team meeting that was held on March 9, 2016, which were approved with two changes. Shawn Smith then introduced Berkeley Swarzentruber as the Project Manager for the Jail Management System (JMS) replacement project. Ms. Swarzentruber and Sergeant Josh Frank then provided an overview of the high-level functions that are planned for inclusion and support in the new JMS and solicited feedback from the Action Team regarding any other considerations that should be addressed during the project. Rick Stubbs suggested that report writing functionality in JMS include the ability to document occurrences where de-escalation tactics were successfully employed. Mr. Smith suggested that attention be given to ensuring that Use of Force data collected in the new JMS can be analyzed and used by the DSD to help inform related training, which is one of the recommendations included in the DSD Reform Implementation. Sergeant Frank stated that the requirements will include strong audit functionality to afford the opportunity for assessing information and actions taken in the system. Ms. Swarzentruber then asked that if the Action Team has any additional recommendations, that they forward them to Mr. Smith

Curriculum & Administration Subgroup
Division Chief Marie Kielar reported that several of the implementation plans assigned to the subgroup were revised and sent to Mr. Smith. Chief Kielar indicated that recommendation 5.25, 5.26, CLF.9, CLF.10, CLF.11, OIM.4, and TFT.13 are ready for validation; Mr. Smith indicated that he will follow up with Chief Kielar and Captain Kafati to move the validations forward.

Staffing & Policy Subgroup
Chief Wilson reported that the work pertaining to recommendations 5.9 and 5.11 continues and that the assigned committee has begun developing recommendations for lethal and less-lethal weapons use by the DSD. Chief Wilson specified that the committee also included an assessment of the use of OC spray in the various facilities operated and/or under the supervision of DSD including whether alternative similar products should be used. Chief Wilson reported that the committee has also begun developing recommendations for changes Department Orders related to the use of lethal and less-lethal weapons. The committee is also working to develop a survey
for completion by DSD Deputies to ascertain the types of weapons (lethal and less-lethal) that are currently carried by staff to understand the impacts of suggested policy changes. Chief Wilson indicated that the committee has only one or two major issues that need to be addressed before a final set of recommendations is issued. Rick Stubbs reported that work continues on a letter to the vendor of the OPNs to address issues of breakage and specified that, after consultation, similar occurrences of breakage have been noted by the Denver Police Department and indicated that the letter will include both DSD and DPD. Mr. Stubbs and Chief Wilson clarified that Chief Robert White will sign the letter on behalf of DPD and, at the request of Sheriff Firman, Chief Wilson will sign on behalf of DSD. Chief Wilson then reported that work in support of recommendation TFP.7 is on schedule to begin in May 2016.

Rick Stubbs reported that work is in progress on recommendation 5.22 and that information has been gathered as to potential opportunities for off-site training and a comparison to ascertain whether comparable training can be provided on-site.

Mr. Smith then asked for an update regarding CIT Training based on the concerns raised during the previous meeting and Chief Wilson indicated that he worked with Captain Shayne Grannum on some options to address the noted issues. Mr. Smith then requested that status of developing a plan for 2016 in-service training; Chief Wilson indicated that Deputy Director Christopher M.A. Lujan is assisting with identifying a path forward.

**Action Items:**
1. Revised Implementation Plans - ASAP

**Next Meeting:** May 4, 2016, 2:30pm - 3:30pm
County Jail Conference Room