Minutes
DSD Reform Implementation Team
10/26/2015, 3:00pm-5:00pm
Location: PAB Conference Room #604

Present:
- Stephanie O’Malley
- Chad Sublet
- Shawn Smith
- Daelene Mix
- Christopher M.A. Lujan
- Simon Crittle
- Sheriff Patrick Firman
- Al LaCabe
- Chief Elias Diggins
- Rory Regan (via phone)
- Michael Wright (via phone)

Agenda:
1. Approval of Minutes
2. Implementation Status Update
3. Discuss Implementation Master Plan
4. Presentation of HR Action Team Rapid Improvement Event (RIE)
5. Discuss Communication & Community Forum
6. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the team meeting that was held on October 19, 2015, which were approved by the team with no changes.

Technology Action Team
Michael Wright reported that the Technology Action Team is planning to meet with Hillard Heintze to discuss and receive clarification regarding feedback provided in response to the Action Team’s implementation plans. Mr. Wright also indicated that the Action Team will be submitting an implementation plan for recommendation 7.8 in the near future and is currently working on priorities and timelines for the work assigned to the Action Team. Mr. Wright then informed the Implementation Team that the Telestaff scheduling pilot will begin on November 4, 2015 and a “go-live” date of January 31, 2016.

Use of Force and Internal Affairs Action Team
Al LaCabe reported that Executive Director Stephanie O’Malley will attend the Use of Force and Internal Affairs Action Team’s next meeting, scheduling for October 27, 2015, to discuss concerns raised by members of the Action Team. Mr. LaCabe then provided the Implementation Team members with a summary of the training he completed the previous week, specifying that he observed the Phoenix Police Department’s internal auditing and reporting processes to help inform potentially establishing similar processes within the Denver Sheriff Department. Mr. LaCabe also indicated that Rob Davis has facilitated contact with the Seattle Police Department regarding their Use of Force policy and associated training, both of which the Action Team is currently developing. Mr. LaCabe then requested clarification from Ms. O’Malley and Sheriff Firman as to whether the revised Discipline Matrix being developed by the Action Team should be issued as a revision under previous authority or, rather, issued as a new policy under
signature of the current Executive Director and Sheriff. Both Ms. O’Malley and Sheriff Firman indicated that it should be a new document and all changes from previous policy should be identified within the policy and associated training for staff. At Ms. O’Malley’s request, Mr. LaCabe estimated that the timeline associated with establishing an internal audit function within DSD would include a significant level of work in 2016 to define policies and procedures for the unit with the goal of establishing the unit in 2017.

Jail Management and Operations
Chief Elias Diggins reported that DSD received the National Institute of Correction’s report resulting from their September visit, which focused on the classification processes in practice within the DSD. Chief Diggins indicated that he has provided a copy of the report to Shawn Smith.

The Implementation Team then discussed the draft Master Implementation Plan Matrix, with Ms. O’Malley reporting that minor feedback was received from one member of the Implementation Team since the previous meeting. The Implementation Team then reviewed the document, requesting two change be made and otherwise indicating approval for the document.

Christopher M.A. Lujan then provided the Implementation Team with the detailed results of the Rapid Improvement Event (RIE) conducted to review the DSD hiring process currently in practice, indicating that the goals of the event were to decrease the hiring timeline; fill academies faster; retain good candidates; fully staff DSD; and meet the hiring demands of DSD. Mr. Lujan further reported that before the RIE, the background check process entailed 122 steps, 71 of which were removed as a result of the RIE which will decrease the hiring process average time from 186 days to an estimated 156 days. Mr. Lujan then informed the Implementation Team of the next steps in this effort to including codifying the process changes into policy and improve hiring of targeted populations to support the upcoming “mega-class.” Mr. Lujan also indicated that the HR Technicians supporting the “mega-class” effort have improved DSD’s communication with candidates currently in the hiring process as compared to previous practice, enabling a more engaged interaction with the candidates to help maintain interest and move the process along.

Daelene Mix then reported that the upcoming forum for the community to meet Sheriff Firman is scheduled for 6:00pm, November 4, 2015 at the Rude Recreation Center, the agenda for which is currently being drafted.

Action Items:
1. Submit remaining Implementation Plans for HH/OIR review

Next Meeting: November 2, 2015, 3:00pm – 5:00pm
PAB Room #604