Minutes
DSD Reform Implementation Team
11/16/2015, 3:00pm-4:00pm
Location: PAB Conference Room #604

Present:
- Stephanie O’Malley
- Shawn Smith
- William Thomas
- Daelene Mix
- Christopher M.A. Lujan
- Sheriff Patrick Firman
- Division Chief Elias Diggins
- Al LaCabe
- Chad Sublet
- Mike Jackson
- Rory Regan (via phone)
- Nick Mitchell

Agenda:
1. Approval of Minutes
2. Implementation Status Update
3. Discuss NIC Report on DSD Classification Functions
4. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the team meeting that was held on November 2, 2015, which were approved by the team with one change.

Technology Action Team
William Thomas reported that the Technology Action Team is working with Division Chief Gary Wilson to revise and update the Implementation Plans for assigned recommendations. Stephanie O’Malley requested that the Action Team work expeditiously to complete the implementation plans to help inform the Technology considerations related to DSD Reform, including timing of implementation.

Use of Force and Internal Affairs Action Team
Nick Mitchell reported that the Use of Force and Internal Affairs Action Team utilized its previous meeting to complete subgroup work and that he and Al LaCabe are meeting with the subgroups to assist in work completion. Mr. Mitchell indicated that the Action Team has made significant progress on the new Use of Force policy and has established a goal of November 30, 2015, for policy review and final revision to begin. Mr. Mitchell reported that the Action Team has also made progress on updated Internal Affairs Bureau policies and procedures, also to begin the review process on November 30, 2015. Al LaCabe stated that there was confusion about implementing an early intervention system within the DSD including identification of the Action Team and individuals responsible for this action. The Implementation Team then discussed the need to ensure that the early intervention system exists separately from discipline functions. Sheriff Patrick Firman emphasized that such separation is critical. The Implementation Team determined that the early intervention system implementation should be led by the HR Action Team.
**Training Action Team**

Ms. O’Malley reported that she has completed a second review of implementation plans developed by the Training Action Team and has provided feedback to the action team members for additional revision of the plans. Shawn Smith relayed a request that the Action Team be provided with timelines for implementation. Sheriff Firman followed by reporting that he met with Captain Kafati (DSD Training Unit Commander), who is developing the 2016 training plan and schedule for in-service training. Sheriff Firman also indicated that DSD is currently identifying a method for tracking the expenditure of funds to support reform training and other considerations. Mr. Smith specified that he met with Mark Valentine, the DSD Finance Director, and Rory Regan from the Budget Management Office to develop the tracking method to ensure that funds are tracked in accordance with the approved appropriation. Ms. O’Malley then reported that she received an inquiry regarding the completion of training that would not result in incurred costs and she asked that DSD also consider such training in its planning.

**Leadership Action Team**

Mr. Smith reported that the Leadership Action Team is now focused on developing implementation plans for the remaining assigned recommendations. Sheriff Firman followed by specifying that he met with Division Chief Connie Coyle and they are developing a plan to address these recommendations.

**Human Resources Action Team**

Christopher M.A. Lujan reported that Sheriff Firman attended the Human Resources Action Team’s meeting, allowing an opportunity for him to share his vision and for members of the Action Team to inform him of their work to date. Mr. Lujan indicated that 21 of the Action Team’s 31 implementation plans have been approved and that he has provided documentation of work completion to Mr. Smith. Mr. Lujan then clarified that the Action Team has received feedback from Hillard Heintze on the remaining 10 implementation plans and is working to revise the plans accordingly. Mr. Lujan also reported that members of the Action Team have drafted revisions to four department orders, which are under review. Mr. Lujan then updated the Implementation Team with status of the “mega-class” recruitment, reporting that the Department of Public Safety and the Denver Sheriff’s Department held a career expo on November 14, 2015, with over 90 people attending. Mr. Lujan specified that the Department of Parks and Recreation assisted by providing space for the expo to occur in one of the City’s Recreation Centers and that Technology Services provided 20 WIFI enabled laptops for attendees to complete applications. Sheriff Firman indicated that the expo also provided an opportunity for community outreach and allowed patrons of the recreation center to learn more about the DSD. Ms. O’Malley then expressed her gratitude to all who collaborated to make the career expo a success.

**Jail Management & Operations**

Sheriff Firman reported that the DSD is working on the 2016 strategic vision and strategic plan which will help guide the Reform effort through the year. Sheriff Firman stated that PowerDMS is a critical tool in the implementation effort moving forward. Mr. Smith followed by reporting that many updates he has received regarding implementation activities have indicated that further action is awaiting completion of required updates to policies and procedures. Division Chief Elias Diggins reported that he met with Mr. Smith regarding outstanding implementation
Chief Diggins then reviewed the National Institute of Corrections’ (NIC) Report on Classification Functions within the DSD, including recommendations contained therein. Chief Diggins specified that although some of the NIC recommendations were directly related to those of Hillard Heintze, the NIC report also offered several additional recommendations for improvement. Sheriff Firman indicated that one of the recommendations, which suggested that all classification functions be integrated into one unit within the DSD, aligns with his priority to integrate the Department into a cohesive unit rather than continuing to have the DDC and County Jail operate as separate entities. Mike Jackson asked whether changes to the classification function would be operational with Sheriff Firman responding that the goal is to get DDC and County Jail on the same page regarding classification functions. Ms. O’Malley then reported that she received a request that the decision to change shifts at the DDC from 12 to 10 hours be reconsidered and specified that she would forward the request to the Staffing and Performance Optimization Action Team for further consideration.

**Action Items:**
1. Submit implementation plans
2. Training Plan for 2016

**Next Meeting:** November 23, 2015, 3:00pm – 5:00pm
   PAB Room #604