Minutes
DSD Reform Training Action Team
November 4, 2015, 2:30pm-3:30pm
Location: Denver County Jail Conference Room

Present:
• Shawn Smith
• Division Chief Gary Wilson
• Sergeant Jerry Sherrod
• Deputy Sheldon Marr
• Sheriff Patrick Firman (via phone)
• Division Chief Elias Diggins
• Rob Davis (via phone)
• Shannon Elwell (via phone)
• Captain Jaime Kafati (via phone)
• Division Chief Marie Kielar (via phone)
• Rick Stubbs

Agenda:
1. Approval of Minutes
2. Subgroup Status Updates
3. Discuss status of Implementation Plans
4. Discuss Implementation Matrix
5. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the Action Team meeting that was held on September 16, 2015, which were approved by the team with two changes.

The Action Team then received status updates regarding work completed to date.

Staffing & Policy Subgroup
Division Chief Gary Wilson reported that two members of the Staffing & Policy Subgroup have resigned from participation in the DSD Reform effort for personal reasons. Chief Wilson indicated that plans assigned to one of the members have already been approved for implementation and he has recommended that plans assigned to the other member be reassigned to the Human Resources Action Team. Shawn Smith reported that he is working with the HR Action Team on this recommendation and will keep Chief Wilson informed as to the outcome. Chief Wilson then reported that several plans assigned to the subgroup are awaiting revision by the assigned members and indicated that their current workload is reducing the amount of time they have to work on the plans, however, they will continue forward with revisions.

Curriculum & Administration Subgroup
Shannon Elwell reported that all of the implementation plans developed by the Curriculum & Administration subgroup have completed the review process with some approved and others requiring revisions. Division Chief Marie Kielar then expressed regarding the timing of training in 2016 and the resource capacities of the Training Academy as they are currently running an academy while also preparing for the “mega-class” academy and will be running other academies in 2016. Chief Kielar clarified that the Academy staff’s resources along with the Department’s 2016 vacation votes may impact the timing of in-service training in 2016. Sheriff Firman then requested that the Use of Force and Internal Affairs Action Team provide a draft
Shawn Smith then reviewed the DSD Reform Implementation Matrix with the Action Team members, including the purpose and structure of the document. Mr. Smith specified that the intention of the document is to provide a smart approach for implementing recommendations and identify related recommendations to the maximum extent possible. Mr. Smith further stated that the document allows the opportunity for leadership to determine whether some or all of the recommendations related to a specific topic will be implemented at once or over a period of time. Chief Wilson then expressed concern that the matrix does not include a timeline for implementation and requested that the information be provided to the Action Team. Chief Wilson further stated that resources of the Research and Development unit are limited and it would be helpful to understand all the policies and procedures that would need to be addressed in order to support planned implementation activities. The Action Team also expressed concern as to whether the City Attorney’s office has the resource capacity needed to support review of policy and procedure changes in a timeframe that would support implementation. Sheriff Patrick Firman then indicated that he will be meeting with Captain Kafati this week to discuss 2016 in-service training, the plan for which will help guide the work that is needed by R&D and other units to support planned implementation.

**Action Items:**

1. Revised Implementation Plans - ASAP

**Next Meeting:**  
November 18, 2015, 2:30pm – 3:30pm  
County Jail Conference Room