Minutes
DSD Reform Leadership, Supervision & Strategic Planning Action Team
July 15, 2015, 3:30pm – 4:30pm
Location: Denver County Jail Conference Room

Present:
- Stephanie O’Malley
- Division Chief Connie Coyle
- Captain Chris Brown
- Captain Frank Rolando
- Sergeant Steven Koch
- Sergeant Janelle Orozco
- Deputy Calvin Willingham
- Patsy Hathaway
- Rob Nespor
- Chad Sublet
- Shawn Smith

Discussion:
The Action Team reviewed the July 8, 2015 meeting minutes and the minutes were approved.

The Action Team then reviewed information presented by team members from the Denver Sheriff Department with “current state” information pertaining to assigned recommendations.

Recommendation TF T.8
The Action Team reviewed the current policy, Department Order 2020.1 Transfers/Reassignments within the Department. The team discussed revisions made in May 2015 including additional language regarding provisional assignments, described in general as non-housing assignments, and limitations specified for the amount of time that staff can be assigned to provisional assignment, thereby allowing other deputies the opportunity to learn other assignments within the Department. The team also discussed established rotation plans to with a phase in approach applied to these plans.

1.8 - Performance Enhancement Program (PEP)
The Action Team reviewed the current Performance Enhancement Program documents for Deputy, Sergeant, Captain and Major to identify gaps in alignment with the recommendation, including the establishment of formal requirements for supervisors and command staff to provide assistance, mentoring, guidance, etc. to their subordinates or other in the Department.

1.7 – Directive Log System
Captain Chris Brown explained to the Action Team the current Directive Log System and the process for issuing and reviewing changed policies, procedures and post orders and will provide the current written policy to Action Team members at the next meeting. The Action Team discussed potential changes to the policy that may be necessary to effect implementation of recommendation 1.7.

1.10 – Latino Diversity
The Action Team discussed potential improvements that can be addressed to better address and communicate efforts placed on recruitment, career development and succession planning with respect to Latino and other growing minority communities. The team then discussed challenges faced by the current DSD Recruiter including finding volunteers (due to potential liability and compensation) to participate in recruiting events and the vacancy of the Department of Public Safety recruiter position.
The team was then informed that in 2014, 15 of 58 individuals (approximately 25%) hired by the Denver Sheriff Department are of Hispanic descent and in 2015 to date, 9 of 15 individuals hired are of Hispanic descent.

**Recommendation 1.9**
The Action Team reviewed workforce demographic information for the past five years as reported in the Denver Sheriff Department annual report, which is available on the City and County of Denver website (www.denvergov.org).

Stephanie O’Malley thanked the team members for their thorough research and presentation of material to aid in the Action Team’s work addressing gaps and implementing recommendations. Ms. O’Malley then asked the Team to focus on prioritizing recommendations, identifying recommendations with potential fiscal impacts and the completion of implementation plan templates.

**Action Items:**
1. Prioritized recommendations list including identification of those with fiscal impacts
2. Completed implementation plans for priority recommendations

**Next Meeting:**  July 22, 2015, 3:30pm – 4:30pm  
Denver County Jail, Administrative Conference Room