



April 1, 2011

# The Denver Sheriff Department *Progress Report*

## Message from the Director



### Inside This Issue:

- DIRECTOR'S OFFICE
- COUNTY JAIL DIVISION
- ACCREDITATION UNIT
- CORRECTIONAL CARE

### DSD Strategic Planning Summit 2012-2017

The 2012-2017 Denver Sheriff Department Strategic Planning Summit is scheduled for April 11, 2011. This is a yearly event with the Department command staff and employee organizations meeting collaboratively to identify and prioritize the Department's capital project, capital equipment and expansion needs. The next step in the process will be budget prioritization. Information from the Budget Summit can be viewed by clicking on the "2011 Budget Summit" button on the DSD Intranet site.

### Welcome

Please join me in welcoming the new Deputy Sheriff Recruit Class 2011-1. There are 26 new recruits with seven of those recruits having prior experience as Security Specialists. They will begin their training on April 4, 2011 and are scheduled to graduate on June 30, 2011.

### Security Specialists

Congratulations to the new Security Specialists that graduated on Friday, March 25, 2011. Below are the names and assignments of the graduating class:

Bostrom, Jordan - DDC  
Cave, David - COJL  
Lovingier, Cassie - DDC  
Macy, Randall - DDC  
Marshbank, Valerie - COJL  
Neal, Jessica - COJL  
Romero, Elizabeth - DDC  
Terry, Nancy - DDC

### Transgender Inmate Policy Committee

The Transgender Inmate Policy Committee has had two very productive meetings and will continue to work on creating a department policy. This first community involvement committee has developed a Mission Statement and goals have been identified to help support the advancement of the policy. Topics of why this issue is important to the committee included safety, equality, liability, education and protection of transgendered inmates. This policy will also educate staff on a respectful and appropriate direction of handling transgender inmates.

# Message from the Director

Continued...

## **Qualities of a Good Leader - DSD Conference Calls**

On *April 6<sup>th</sup> (0900-1000 hours)* and *April 7<sup>th</sup> (1300 – 1400 hours)* the Division Chiefs and I will be participating on conference calls to give our perspective on what qualities are important to us and the Department. This will be a great opportunity for staff members who are in leadership positions or desire to be in a leadership position to hear directly from the Director and the Division Chiefs on this important topic. To ensure an effective and efficient process, a few ground rules have been listed below:

### **Information related to the conference call**

- **Turn off all background noises if calling from home (televisions, stereos, etc.)**
- **If calling from a phone equipped with a “mute” button please use the “mute” button when you are not speaking (decreased background noise)**
- **Be patient---it may take some time to get through if many participants are calling in at the same time.**
- **Please refrain from speaking to everyone once dialed into the conference call so that we can stay on point--I will take some time at the beginning of the call for everyone to announce themselves once we get started.**
- **Participation in the phone conference is strictly voluntary; no overtime will be paid.**
- **One speaker at a time.**
- **Please dial in at least 10 minutes early but no later than the actual start times of the calls. We will begin each call on time.**
- **State your question in a brief and concise manner.**
- **You may dial in from your post; however, you must ensure that your post duties are met while participating in the call.**

**Wednesday, April 6, 2011    Time: 9:00 a.m.**

**Thursday, April 7, 2011    Time: 1:00 p.m.**

**Dial in number: 720-913-4999**

Estimated Time of Call: **1 minute up to 1 hour (Depends on number of callers)**. If you have any questions please contact Melissa Ortega at 720-337-0194 or [melissa.ortega@denvergov.org](mailto:melissa.ortega@denvergov.org)

# COUNTY JAIL DIVISION

*Marlon Smith*  
*Institution Food Service Supervisor*

## **Food Services**

I have performed a review of the multiple areas involving our food service operation and would like to share the following information with the DSD Staff:

- In the past year we have received numerous compliments on the improvement of the food being served in the officer's dining room.
- We have dramatically reduced the number of grievances received from the inmate population regarding the food by paying closer attention to detail.
- The morale of the food service staff has remained positive even though we are short staffed.
- Accidents involving the food service delivery trucks have all but been eliminated.
- The kitchen has seen a significant decrease in the amount of accidents involving staff and/or inmates.
- The Stewards and the DSD Kitchen Officers is a more cohesive unit.
- Our state health inspections have shown proof of our diligence towards maintaining a safe and clean environment.

## **Please note**

In the March 4, 2011 issue of the Progress Report it was erroneously shown that Captain Koonce contributed the "Suicide Committee" article when in fact the article was written by Sergeant Daugherty.

# ACCREDITATION UNIT

*SERGEANT ROLANDO*

## **Accreditation Unit Process**

Since the creation of the Accreditation Unit, Officer Vonner and Officer Fryer and I have been working diligently at developing the Accreditation Unit. A process that includes:

1. Maintaining accreditation with the American Correctional Association (ACA) at the COJL.
2. Achieving accreditation with the ACA at the Downtown Detention Center.
3. Maintaining accreditation with the National Commission on Correctional Health Care (NCCHC).
4. Achieving accreditation with the "Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).
5. Compliance with Green Print Denver.

Although the team has been working hard with identifying the principals involved with achieving and maintaining accreditation, we realize that success comes from your hard work. The goal of the unit is to assist staff by providing information and training so each staff member is knowledgeable about the accreditation process.

On Tuesday, March 22, 2011, the Accreditation Unit initiated training for all Denver Sheriff Department staff members by e-mail correspondence. I have sent two (2) training bulletins already, and will continue to select an American Correctional Association (ACA) standard to send to DSD ALL each week, or I will provide important information about the accreditation process that you should know. In each training bulletin, I will explain the meaning of the standard and how it applies to the Denver Sheriff Department.

I have received many positive replies concerning the information that has been provided, so it has proven to be an effective training method.

# CORRECTIONAL CARE

***Carmen Kassatly, RN, BSN, CCHP,  
Health Services Administrator***

## **Site Survey**

Confirmation of Site Survey from NCCHC (National Commission of Correctional Health Care) has been received. The Survey will be held April 25<sup>th</sup> through the 27<sup>th</sup>.

Barbara Mariano, RN-Lead Surveyor  
Joseph Paris, MD-Physician Surveyor  
Barbara Hanson-Evans-Surveyor  
Jan Lindsey, RN-Surveyor



To assist staff in preparing for the audit Chris Martin will be sending out questions from the standards book.

### **Question:**

All inmates must have an oral examination preformed by a dentist within 12 months of admission to a facility.

### **Answer:**

- A. True
- B. False

*(scroll to the bottom to see the correct answer)*

**A. True**