



January 21, 2011

# The Denver Sheriff Department *Progress Report*

## Message from the Director



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### Year in Review

On June 1, 2010, after receiving the honor of serving as the Director of Corrections and Undersheriff of our great department, I authored a letter to all DSD staff which detailed many of our remaining goals and objectives for 2010. On June 4<sup>th</sup>, a “finish the work” strategic planning committee was developed to revise our strategic plan, and evaluate current and future challenges. During this time we had just transitioned into the New Detention Center and implemented the 12 hour shifts at the DDC, while just weeks away from transitioning into the New Courthouse and beginning the remodel of the County Jail. This was a historic and exciting time for our agency and assistance at every level of our department was required to ensure our success. All DSD staff, medical employees, and contractors did a remarkable job with our transition while, at times, sacrificing

personal time with family and friends during this period. I cannot express enough appreciation to everyone who was involved in this once in a lifetime endeavor. I would be remiss if I did not acknowledge the retired visionaries who worked tirelessly to ensure a safer, more secure and humane environment for all of us who are currently working in DSD facilities. Special thanks to the following; *Mr. John Simonet, Fred Oliva, William Lovingier, Steve Comito, Ron Foos, and Walter Smith.*

While in the midst of our historic time, the City and County of Denver was facing a historic \$80 million dollar budget deficit and asking all City agencies to assist in order close the gap. DSD was given a target of eliminating \$9 million dollars from an already strained budget. We launched a project called LEAN which employed suggestions from all areas of the department on ways to save money and/or increase revenues. An overwhelming number of suggestions were received and implemented without compromising safety and security. Although we did not reach our \$9 million dollar target, we gained significant efficiencies in many areas and increased revenues. Your efforts assisted our agency in being the only large safety department that did not require a supplemental request to meet our budget at the end of 2010. Thank you for a job well done!

Towards the end of 2010, we began training for the implementation of our new Conduct Principles and Discipline Guidelines. This new process is the key to ensuring community trust, setting standards and known consequences for unacceptable performance and behavior. This process further assists the agency with focusing on the values of the department which is the moral foundation of our belief system and actions. In 2011, we will ensure that all staff (uniformed and civilian) receives proper and effective in-service training in accordance with our required standards to give all employees the best chance of success in their respective assignments.

# Message from the Director

## Continued...

As we look to the future, we will continue to find ways to implement the best industry practices through multiple accreditations. One of our highest priorities is to become a Triple Crown Accredited Agency. Currently, we have accreditations through the American Correctional Association (ACA) and the National Commission of Correctional Health Care (NCCHC). With the acquisition of the Commission on Accreditation for Law Enforcement Agencies (CALEA), we will be eligible to receive a rare honor of being awarded the Triple Crown Accreditation Award. I have the utmost confidence that we will achieve this goal and improve upon an already great operational system. I look forward to working with all of you to further define our rightful place as the best law enforcement agency in the Country!

### **Budget**

On January 20, 2011, Mr. Jack Finlaw (Mayor Chief of Staff) attended the DSD Administrative Staff Meeting. Mr. Finlaw had a lot of positive comments regarding the operations of the Sheriff Department and the staff. We were commended for meeting our 2010 budget and alerted to the upcoming budget challenges in 2011 and 2012. A projected shortfall of approximately \$100 million dollars in 2011 and 2012 is anticipated. It is being requested of our agency, along with all City agencies, to find ways to save money and/or increase revenue.

### **Message from Manager of Safety: Requests for Information and Briefings from Political Candidates**

This message relates to the activities of employees in their role as employees and is not intended to preclude personal political involvement on private time.

The Mayor's Office, City Attorney and Manager of Safety has advised us that Erin Trapp, Deputy Chief of Staff, is working to arrange a briefing forum for all Mayoral and City Council candidates. The forum, which is likely to be in early March, is intended to ensure that all candidates receive the same time and information from our City agencies and to ensure equity and transparency in the process. If any of you or your staff are contacted directly by candidates requesting briefings, meetings, information or documents which are for political purposes, please direct them to Erin (5-9026). Additionally, if any of you or your staff have already briefed any candidate or provided Department or Agency materials to a candidate, please advise your chain of command/supervisor, the Manager's office and Erin Trapp immediately. The goal of the forum is to ensure that the same access and information is provided to all candidates.

That said, remember that we still need to conduct our City business, including the provision of materials or meetings with City Council members and other elected officials. If you have concerns about any request you receive from an elected official who is also a candidate, please feel free to contact your chain of command/Supervisor; Manager Malatesta or Deputy Managers Kilroy and Thompson; HR Director Lili Tran; David Fine or David Broadwell of the CAO; or Deputy Chief of Staff Erin Trapp and we will sort it out with you. The City Attorney will be sending out an additional reminder on these issues in the near future.

# DIRECTOR'S OFFICE

*D/S GARY ROLANDO*

## **DSD Chaplain Unit**

The DSD Chaplain Unit provides services that are available for Denver Sheriff Deputies, civilian employees and their families. This unit was founded by Captain Cheryl Moore, now the Unit Commander and is managed by Coordinator - D/S Chaplain Gary Rolando.

The Unit has been through the normal growth pains any new organization experiences such as running programs and having difficulty making people aware of our presence. We have also experienced some difficulty with officers and employees understanding that we are a Chaplain Unit designed for DSD employees and not for prisoners.

Since 2004 we have progressed to a single vision: To *Identify* and *Unify*

- Identify officers and civilians of like faith and connect them to others of their faith, bringing a sense of community/family to them.
- Unify individuals of faith so that we can help them become more secure in their faith and promote a more well rounded individual who will not only be a better officer but a better spouse, friend, father, and mother as well.

It is also our goal to assist all walks of faith in how to work together where possible.

The best way to describe what we do is to say that we serve you! People are our mission. If you are a person who does not affiliate with any faith and have no preference about religion then we want you to know that you are important to us as well. The DSD Chaplain Unit has many non-religious friends and we acknowledge the right of every man and woman to choose for themselves concerning issues of faith.

However, as professionals, we all have the great need to be the best individual we can be. Every officer/person is challenged in their daily routine and family environment. We want to be a supportive friend, a shoulder and a resource to all DSD staff and their families.

To date, the individual officers who make up the unit are well qualified, credentialed and capable of carrying out the goals and mission of this unit. However, in 2011 we hope to bring a new level of expert training to the unit by attending a college level chaplain training and National Certification course that will give the DSD a greater advantage in our service to the community, our surrounding jurisdictions and our own department.

The unit is open to taking on new Chaplains. It is our goal to serve the department in as complete a manner as possible and we are aware that there are others in our ranks who are qualified as well and would like to invite you to contact our board should you be interested in the possibility of assisting us with the great task of serving our "Family in Blue." Also let us know if you are not one who is qualified or able but you know someone who is. You may have faith that is not being represented within our unit and know someone capable of serving in this capacity that does represent your faith. In any case, please feel free to contact us or send someone our way to make application with us. This is great work, and as a result of team work we will increase our effectiveness to you, our objects of friendship, in the process.

The DSD Chaplain Unit: 303 435-2028 [DSDChaplain@denvergov.org](mailto:DSDChaplain@denvergov.org)

# COUNTY JAIL DIVISION

## *OPERATIONS*

### **COJL Construction Pictures**

All County Jail construction pictures are now on the shared drive under COJL Construction Pictures. To view the up-to-date pictures please click on the following link: [COJL Construction Pictures](#). This folder is located on the “S” Drive.

## *CAPTAIN KOPYLOV*

### **Conduct Adjustment Hearings (CAB)**

It should be clear to every civilian and uniformed employee of this Department the importance of the CAB hearings and the potential impact resulting from the CAB hearings on the inmates’ conduct, safety of officers and general security of the facilities.

First of all, violations or infractions by the inmates in our custody must be documented and reported to the supervision. Investigation of incidents should be followed up immediately by a Sergeant who will advise an inmate of the allegations and the inmate’s rights in the disciplinary process. It is important that the whole disciplinary process be adhered to with due process requirements.

An inmate should be allowed to provide witnesses of the incident and a “staff advocate.” Normally, we allow the inmates to give us their version of the incident. In order to complete the Conduct Adjustment Hearing successfully we have to impartially consider all facts and details of the case. All submitted CAB reports must be completed and based only on the facts pertaining to the incident.

Remember, the reports and the CAB findings could wind up in the court room and be challenged. The Hearing Board must base their findings on clear and convincing evidence. Otherwise the charge will be dismissed and all documentation will be withdrawn.

I would like to emphasize the importance of the Conduct Adjustment hearings. They are part of our daily operations and help us to effectively manage inmates in our custody and the overall security and safety of our facilities. The inmates in our custody must adhere to jail rules and regulations. They are intended to insure safe custody, decent living conditions, and fair treatment of all inmates.

After analyzing numerous CAB reports submitted by our staff, it is obvious that some reports do not have sufficient details or are simply frivolous. Our staff does not have to immediately write up the inmate. Remember, we have other options available to us in order to change inmates’ conduct.

Our staff can use counseling, constructive work assignments, temporary restriction from cell out time. Our officers in Building 21 often use a 2-hour “cooling off” period placing inmates in the holding tank. According to our regulations, the above options will not be considered a discipline and are subject to consent or grievance. (Inmate Handbook)

# TECHNOLOGY, SUPPORT & SPECIAL PROJECTS

***DIVISION CHIEF KIELAR  
MAJOR GARY ANDERSON***

## **Thank you**

The Technology, Support and Special Projects Division would like to take this opportunity to thank Captain Jodi Blair for her service as the training unit Commander. Jodi ensured the implementation of the training bulletins, fitness testing and many other projects. Captain Blair will transfer to the DDC effective February 6<sup>th</sup>. You will be missed Jodi, thanks for all your hard work.

## **In-Service Training**

In-service training for the command ranks has begun. Captains, Majors and Chiefs are required to attend on either the Thursday or Sunday in-service training sessions from 0830-1600. Another mandatory training session is the discipline guideline training which will occur on February 28, 2011 and March 7, 2011 (0800-1600) – location to be determined. Additional training will be provided and announced throughout the rest of the year. If you have any suggested command training ideas, please send your suggestion to Chief Kielar at TSP.

## **Accreditation Unit**

The Accreditation Unit has completed the files and the procedure for gathering documentation for the Downtown Detention Center, in preparation for gaining ACA accreditation in 2012. This team is extremely busy gathering information on obtaining the C.A.L.E.A accreditation. When the DSD receives this accreditation, we will have the coveted Triple Crown of Accreditation which includes the NCCHC, ACA and CALEA accreditations. We have had our first Accreditation Steering Committee meeting and will form a CALEA Accreditation Committee in the near future. If you are interested in participating on the CALEA committee, please send an email to Sgt. Frank Rolando at TSP.

# CORRECTIONAL CARE

*EVE MITCHELL, RN*

## **Changes to Psychiatry**

There are recent changes to psychiatry workflow including an updated Segregation Rounds/Night Safety Rounds form. This new form will be utilized for documentation of Segregation rounds by Psychiatry, Psychology and Medical. Starting 1/15/11, at the County and 1/21/11 at DDC, Medical Nurses will see all KITES, both medical and psychiatric issues first. All KITES should be triaged and scheduled in JMS to the MEDICAL KITE line first. Along with this change, Medical Nurses will be scheduling appointments directly to Psych Providers and Nurses via JMS. Additionally, medical nurses and psychiatric staff will communicate the clinical status of X03A and S coded inmates (camera and floor flush cells at DDC and Building 4 at DCJ) daily except when psychiatric staff is not available for the described communication work flow areas. Other changes include a new protocol for anxiety and medical nurses will begin to administer long-acting psychiatric injections.

## **JMS Update**

Psychiatric Provider scheduling in JMS has a go-live date of Friday, January 21<sup>st</sup>. Staff will be able to schedule appointments with psychiatric providers utilizing varying JMS clinics.