



January 7, 2011

The Denver Sheriff Department *Progress Report*

Message from the Director



Inside This Issue:

- DIRECTOR'S OFFICE
- COUNTY JAIL DIVISION
 - RFMS
 - TMU
- CORRECTIONAL CARE

Sergeant Promotion Test

Sometime within the next couple of months an announcement will be made to eligible candidates inviting applications for the DSD Sergeant's test. A few months ago, a Sergeant Promotional Process Committee was developed to recommend changes to the Sergeant's test. This committee has completed their work and made several recommendations. Some of the recommendations made cannot be implemented at this time due to advance notice that will need to be given to applicants, (i.e. increase in education requirements, etc). There will be some changes to the upcoming Sergeant's test; however, the majority of the recommended changes from the committee will be implemented after the upcoming test. I want to give special thanks to all of the staff who worked on this committee. The prior Sergeant's list, which expired, will continue to be used for

all acting Sergeants until a new list is certified to fill the positions permanently.

Promotions/Acting Positions

On January 21st, Michael Than will be promoted to the position of Major and Paul Oliva will be promoted to the position of Captain. Rick Guerrero has been given the temporary assignment of Acting Major at the County Jail. Kelly Bruning, Michael Newtown and Stan Marin will soon be given the temporary assignments of Acting Captain and Acting Sergeants, respectively. Congratulations to all!

NIC On-site Operational Assessment

Over the next couple of days, Mr. John Ford and Mr. James Hart will be on site in different areas of our facilities to assist our agency with reviewing our operational plans. A comprehensive report will be written by these technical experts to give our agency recommendations on how to improve. If you are contacted by Mr. Ford or Mr. Hart please assist them and answer their questions to ensure we receive an accurate report.

Civilian Discipline

Although the new discipline guidelines primarily apply to uniformed staff, civilians are encouraged to read the documents relating to the new process which is located on the "O Drive." The scheduled discipline related to unauthorized leave does apply to civilians. All civilians should familiarize themselves with Department Order 2053 to learn more about the process.

2010 Budget

Our initial projections of the 2010 budget reflect that we will not need a supplemental to cover our budget cost within the agency. This is a huge accomplishment considering the budget cuts that occurred within all City agencies in 2010. I commend each and every one of you for finding ways to decrease cost and increase revenue while ensuring safety and security. Thank you for a job well done!

Message from the Director

Continued...

Career Service Rule 18 - Dispute Resolution

In order to satisfy the requirements of the Career Service (CSA) Rule 18 - Dispute Resolution, the following procedures will continue to be adhered to:

- All grievances **pursuant to CSA Rule 18 for the Denver Sheriff Department** will be received by the Office of the Director of Corrections and Undersheriff. **Grievances will only be accepted by hand delivery** (either by the grievant personally or by a designee) Monday through Friday between the hours of 7:00 a.m. - 3:00 p.m.
- All grievances **pursuant to the Collective Bargaining Agreement (CBA)** must be submitted to the employee's Division Chief. CBA grievances will only be accepted by **hand delivery** (either by the grievant personally or by a designee).

COUNTY JAIL DIVISION

CAPTAIN KRICKE

ePerformance Program

Denver Sheriff Department supervisors are being trained for the adopted ePerformance module that will be used to evaluate civilian and Security Specialist employees.

The ePerformance process will provide a template for the Denver Sheriff Department Security Specialist classification. Specified duties for Security Specialists include providing technical and administrative support to Deputy Sheriffs by maintaining security related to custody and movement of inmates. Security Specialists do not have direct contact with inmates. They observe Deputy Sheriffs movement within the facility to help ensure the safety of Deputy Sheriffs and the security of the facility. Security Specialists track, observe and record inmate movement along with other important information. They monitor emergency alarms and notify the Deputy Sheriff Sergeant on duty when an alarm indicates an emergency situation. Security Specialists observe and operate controls for alarms, doors, and elevators ascertaining the systems remain operable. Security Specialists may be exposed to unpleasant elements and to a variety of unpredictable situations. Security Specialists handle emergency or crisis situations and therefore, are subject to many interruptions and demands due to multiple calls and inquiries. They may be exposed to conditions where there is danger of life, body and/or health.

The ePerformance PEP for Security Specialists might include their duties/responsibilities, what is expected from the Security Specialist during the rating period and the standard with which to measure achievement of these expectation(s). All supervisors must attend a four hour ePerformance training class offered by the Career Service Authority Training Division in order to sign into ePerformance and complete the ePerformance PEP.

The Career Service Board has directed their Compensation Team to generate a Flexible Merit Increase Table that is to be anchored to the external market. Security Specialists and Civilians will progress faster through the first half of the pay range towards the midpoint, which is the market rate. The Flexible Merit Increase Table provides supervisors and managers flexibility and a small amount of discretion in rewarding merit pay increases.

COUNTY JAIL DIVISION

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Below is a list of key performance evaluation dates for 2011 and the Flexible Merit Increase Table for the ePerformance Program.

Key performance evaluation dates for 2011:

January 1 - February 17	Performance evaluations will be written for all employees for the review period of January 1 through December 31, 2010.
March 8 - March 31	Appointing Authorities will determine merit costs and allocate pay increases to all employees within their organization.
April 2 - April 15	Supervisors meet one-on-one with employees to deliver performance evaluation and pay increase amount.
May 13	Performance pay increases delivered in the first paycheck in May.

The Flexible Merit Increase Table:

	1 st Quartile	2 nd Quartile	3 rd Quartile	4 th Quartile	Range Maximum
Outstanding	3.5-3.9%	2.9-3.3%	2.4-2.8%	1.9-2.3%	Merit Payment
Exceeds Expectations	2.9-3.3%	2.4-2.8%	1.9-2.3%	1.4-1.8%	Merit Payment
Successful	2.4-2.8%	1.9-2.3%	1.4-1.8%	0.8-1.2%	0.0%
Below Expectations	0.0-1.8%	0.0-1.2%	0.0%	0.0%	0.0%
Failing	0.0%	0.0%	0.0%	0.0%	0.0%

Additional information may be obtained at <http://www.denvergov.org/EmployeeResources/PayandClassification/TotalCompensation>.

COUNTY JAIL DIVISION

SERGEANT BUTLER

Demolition

Below is a picture of buildings 10BC and 13ABC during the demolition process. Water must be applied to the area as the excavator makes contact with the structure in order to decrease the amount of dust which can be generated by the demolition process. The orange items seen in the picture are the actual steel beams installed during the original construction in the 1950s. Expectation for complete leveling of these buildings is early January.



Below is a picture of the floor in Building 6 near the officer's cage and the main corridor wall. A section of floor had to be removed away from the wall for demolition necessity. This step is supposed to assist with the demolition of Buildings 6 and 8. The north wall will remain as an exterior wall. More updates will follow.



RFMS

SERGEANT JOHNSON

28 – Day Work Cycles

There are four 28-day work cycles remaining in the current shift vote.

- January 9, 2011 – February 5, 2011
- February 6, 2011 – March 5, 2011
- March 6, 2011 – April 2, 2011
- April 3, 2011 – April 30 2011

DDC 2011 Summer Shift and Vacation Vote

Staff assigned at the DDC will receive a shift election form via email prior to the end of January 2011. The 2011 summer shift and the vacation vote for the DDC will be complete by the first week of March. By doing so, staff will have more time to plan their 2011 summer vacations.

Staff at County Jail and other Units will vote their 2011 summer shifts in late March or early April.

RFMS Staff

Deputy A. Grimes will begin her maternity leave shortly; Deputy Vandyke has been covering the 300+ staff members at the DDC for over a month and will continue to handle the DDC until Deputy Grimes returns in April. Deputy Vandyke has done an excellent job handling the increased workload.

2011 Overtime Pay Schedule

On the follow page is the 2011 Overtime Pay Schedule

RFMS

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OVERTIME WORKED	DATE IT WILL BE PAID
December 12 - December 25	January 7, 2011
December 26 - January 8	January 21, 2011
January 9- January 22	February 4, 2011
January 23 - February 5	February 18, 2011
February 6 - February 19	March 4, 2011
February 20- March 5	March 18, 2011
March 6 - March 19	April 1, 2011
March 20 - April 2	April 15, 2011
April 3 - April 16	April 29, 2011
April 17 - April 30	May 13, 2011
May 1 - May 14	May 27, 2011
May 15 - May 28	June 10, 2011
May 29 - June 11	June 24, 2011
June 12 - June 25	July 8, 2011
June 26 - July 9	July 22, 2011
July 10 - July 23	August 5, 2011
July 24 - August 6	August 19, 2011
August 7 - August 20	September 2, 2011
August 21 - September 3	September 16, 2011
September 4 - September 17	October 30, 2011
September 18 - October 1	October 14, 2011
October 2 - October 15	October 28, 2011
October 16 - October 29	November 11, 2011
October 30 - November 12	November 25, 2011
November 13- November 26	December 9, 2011
November 27 - December 10	December 23, 2011
December 11 - December 24	January 6, 2012
December 25 - January 7-2012	January 20, 2012

TECHNOLOGY MANAGEMENT UNIT

CAPTAIN LEAHY

Intranet

The TMU is working in conjunction with TS Web Services to build a more robust intranet that will easily allow for page auditing and hierarchy. For example, under each Division it will be possible to have multiple pages dedicated to each unit that will be managed by that unit and not TS or TMU. We expect to have development in place by the end of the 1st quarter.

Help Form

The new intranet will also include a help form with intelligence. For example, if you need computer help, you can fill out the form and once submitted the form will be directed to the correct mailbox.

In-Service Training

The TMU will be assisting in this year's in-service training with the intent of getting all staff briefed on current changes to the system and ensuring that consistency is in place. This becomes very important as the Department relies on critical data from reports for billing or standards reporting. The training will incorporate classroom instruction and a video scenario that will be utilized for OIC reporting scenarios.

We will also be highlighting new enhancements to the TAG system to include sentence calculation and the ICJ (Integrated Criminal Justice) interface progress.

CORRECTIONAL CARE

EVE MITCHELL, RN

New Employee

- 1) MaryAnn Tornillo, LPN, Start: January 10th

