



February 18, 2011

The Denver Sheriff Department *Progress Report*



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Message from the Director

Qualities of a Good Leader Conference Call

On April 6th and April 7th, 2011 two separate conference calls will be conducted to discuss the topic of “*Qualities of a Good Leader.*” The Division Chiefs and I will be on the line to give our perspective on what qualities are important to us. 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 agency heads on this important topic. More information will be released soon which will include directions on how to participate.

Employee Survey

Please take the time to complete the employee survey. This is your opportunity to play a role in future decisions within the agency. The survey can be accessed by clicking on the link below:

[Denver Employee Survey](#)

The importance of utilizing JMS

The design of the JMS system is to reduce the amount of paper that we use within our department and centralize our data. At times, units are working around or outside of the JMS system (utilizing paper) and not placing the information into the JMS system. Currently, in-service training is occurring which involves a refresher course related to the JMS system. It is important to utilize the system as designed for the following reasons:

1. **Data integrity-** Inaccurate entries or lack of entries into the system will not produce accurate information. “Garbage in-Garbage out”
2. **Justification of Needs:** The information in the JMS system is used to justify the needs of our agency. This includes staffing, equipment, and capital improvement needs.
3. **Strategic Planning and Goal Setting:** Information from the JMS system is used to create the department’s strategic plan and outcome measures.
4. **Operations:** Inaccurate entries or lack of entries can threaten security, safety, and orderly operations.

If you have any problems or questions related to the system, please contact the TMU team. Thanks for your cooperation in this area.

Message from the Director

Continued...

BUDGET

Below is correspondence I received from the Budget Management Office relating to the 2012 Budget.

From: Scholz, Edward D. - BMO

Sent: Thursday, February 10, 2011 8:05 AM

To: Wilson, Gary

Subject: 2012 budget savings targets

We are facing another challenging budget for 2012, with an estimated gap of \$100 million. The gap was determined by comparing projected revenues through 2012 against anticipated growth in operating expenditures.

To meet this challenge, we are getting an early start on the budget process for 2012. The Mayor's Office is asking managers to prioritize programs and identify opportunities for savings now to allow as much time as possible for this difficult work, to minimize the impact of layoffs on employees and to maximize budget savings.

BMO is sending out targets to each department to identify savings options to close the projected gap between revenues and expenditures. **The savings target for the Sheriff operating budget is \$8,900,000.** In addition, the Mayor's Office is asking all departments to work towards an FTE reduction target as part of that savings. **The FTE reduction target for your agency is 20.** Please note, the FTE target is a minimum and it's likely your savings proposals will need to include more than that to reach the savings target.

Last year, we stressed the importance of permanent savings. Temporary savings measures taken in 2011 are being added back into the 2012 budget and are causing part of the projected deficit. Due to that, departments with temporary savings measures in 2011 have a higher target in 2012 vs. spreading that cost across all departments.

The formal budget kick-off, complete with instructions and forms, will still take place in April, however, you should not wait to begin the work of identifying savings. Again, savings plans enacted now will generate almost two full years of savings towards the gap and your target. Some important points to consider:

- All requests to fill vacancies going forward should tie to this prioritization work and identify how existing resources from lower priority areas are being moved around to minimize lay-offs.
- Savings measures that can be enacted in 2011 generate additional savings towards the deficit. Positions that can be abolished will be credited towards the savings target from the point the actual abolishment takes place going forward. Vacancy savings without an abolishment (previous or future) will not count towards the target.

I understand this will be very challenging and I am asking that we work together to identify alternatives. The Budget and Management Office will be reaching out to you to assist in this process. Please consider viable options that create sustainable, permanent savings.

Feel free to contact me if you would like to discuss an idea before putting effort into developing it. Thank you for your continued hard work.

COUNTY JAIL DIVISION

DIVISION CHIEF DIGGINS

Gang Unit

Captain Kafati has now taken on the role as Co-commander of the Gang Unit along with Captain Casorla. Captain Kafati is a nationally recognized gang expert and has testified before the United States Congress on issues related to gangs. We are very excited to have Captain Kafati be part of such an already extraordinary team. Welcome aboard!!

TECHNOLOGY, SUPPORT & SPECIAL PROJECTS

*DIVISION CHIEF KIELAR
MAJOR ANDERSON*

Welcome

The Technology, Support and Special Projects Unit would like to welcome Captain Frank Gale to the Training Division, his years of service and wealth of knowledge will be a great asset to our division.

FTO Program – Security Specialists

The Training Division is currently working on developing a Field Training Officer program for Security Specialists. This position would be utilized to train new Specialists, along with rating the new employee's performance. If you are a Security Specialist and would like to be considered for the FTO position, please send a letter of interest to Sgt. McManus at the Training Academy. The Academy is also revamping the current deputy FTO rating system and program. We will be sending five current FTO's to Durango to attend the County Sheriff of Colorado FTO training session in April, to assist the DSD in putting together the best practice possible when it comes to training new officers/specialists.

In Service

In service training for the uniformed staff will be coming to an end in May. The Training Unit is working on the curriculum for in service for our civilian personnel. If you would like to make a suggestion on training ideas, please email them to Sgt. McManus at the Training Academy.

VEHICLE IMPOUND FACILITY

CAPTAIN MEYER

Welcome

The VIF welcomes our new sergeant, Joe Sanchez. He has been thrown into the middle of the pool and is swimming hard.

Additional Storage Racks

We have been working with Public Works and Haselden Construction developing estimates and scope of work documents to add another 80 storage racks to the Columbine lot. We have received the estimates for this project and are now reviewing them with management for finalization and then implementation.

I-100

The I-100 Working Group met last week to discuss collection processes for persons who have a second no valid driver license violation and thereby end up forfeiting their first \$2,500.00 bond. This discussion led to the possible need to add several sections to the present ordinance to make the collections process more clear and easy to administer. At present, there are around 50 outstanding bonds that need to be collected.

Auto Auctions

Remember the bi-monthly vehicle auctions are open to all department personnel except the employees at the VIF. The next auction is March 2, 2011. They start at 0900 hours. Bring cash or a credit card.

Fundraiser – Fred Brown

The fundraiser for Fred Brown (an employee at the Vehicle Impound who is in need of a kidney transplant) is set for February 27, 2011 at the Rock Bottom Brewery (1001 16th Street Mall) 5:00 p.m. to 9:00 p.m. Tickets are \$30.00 per person and include a 3 course meal and a beer. Music provided by “Lady and the Tramps.”

Get your tickets from:

Sgt. Shannon – DDC
D/S Tatum – Court Services
Sgt. E. Brown – COJL
D/S Currat – Court Services
Melissa Palmer – VIF

Thanks for your support.

CORRECTIONAL CARE

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

NCCHC Accreditation

To assist staff in preparing for the upcoming NCCHC accreditation Chris Martin will be providing questions from the standards book.

Question:

Nonemergency health care requests are triaged within _____ hours and the inmate seen by a qualified health care professional at sick call within the next _____ hours.

Answer:

- A. 12, 12
- B. 12, 24
- C. 12, 48
- D. 24, 24
- E. 24, 48

(Scroll to the bottom to see the correct answer)

Thank You

I returned from leave on February 2nd, 2011 after being off for 12 weeks. I need to extend a special thank you to Tiffany Arellano who covered my administrative duties during my absence. This was a large amount of additional work on her already full workload and she did an amazing job. I also need to recognize Carol Rogers, Andrea Quintana, Carolyn Miley, and Eve Mitchell for picking up additional portions of my job such as JMS and HIM.

The Denver Sheriff's Health Service Staff need to be recognized for their diligence with spending for the 2010 budget. The budget ended up being under by \$354,356.00. This is related to all staff and their efforts: not calling in sick, clocking in and out correctly, creativity with staffing, reducing waste, and minimizing unnecessary ordering.

CONGRATULATIONS!!!!!!!!!!!!!!

Answer is: A