



September 2, 2011

Denver Sheriff Department *Progress Report*

DIRECTOR'S OFFICE



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Grant

On August 31, 2011 the DSD was informed of a grant award in the amount of \$145,500. These funds will be used to begin a RISE unit in the female section at the Denver County Jail. There were several staff members who played a vital role in acquiring these funds and I want to thank everyone who was involved in this process.

Strategic Planning

On August 30, 2011 a departmental 2012 strategic planning meeting was held to discuss the new outcome and strategies for the DSD. We will soon finalize the strategic plan and place on the new Intranet.

DSD Photo Shoot

It has been over 5 years since the staff of DSD has been captured in a photo. Melissa Ortega will soon announce a date, time and location for an upcoming photo shoot for all DSD staff. Please participate in this rare opportunity to be a part of the DSD's history. Uniformed and civilian employees will be invited to participate. More information will be disseminated soon.

Congratulations

Congratulations to the recent graduates of the DSD Security Specialist class: Armando Rios, Dennis Berg, Janine Lister, Rajiv Panchal, Lisa Gonzales and Jan Johnson.



New DSD Intranet

On August 29, 2011 I met with the TMU Unit (Capt. Leahy, Sgt. Thomas, D/S Nissa Mills, D/S John Hynes, S/S Oliva Terrell) to review a final version of our new Intranet. I found the site to be extremely user friendly and a one-stop resource for department information. Some pages are still under construction and will be completed soon. The tentative launch date is mid-September 2011. The DSD will be the first agency to launch an Intranet site on the new City Standard Platform (.netnuke). The TMU, specifically Oliva Terrell did an outstanding job in creating this intranet site.

DIRECTOR'S OFFICE

Continued...

Employee Meeting

On Thursday, September 1, 2011 the Mayor attended an employee meeting in the Event Center at Roslyn. Normally this time would have been utilized for the DSD Administrative Staff meeting; however, since the Mayor was in attendance I sent out an invitation to all DSD employees to attend this meeting. The Mayor discussed the following:

- 100 Day Plan
- New city initiatives for economic development
- Budget and strategic ways to close the gap

Several employees asked the Mayor questions which he answered openly and honestly. I would like to thank everyone for taking time out of their day to attend this meeting. During this meeting, I had the opportunity to present the Mayor with a Denver Sheriff Department Challenge Coin.



Presentations

On May 25, 2011 several deputies volunteered their time to visit the State Veterans' Home in Aurora. They spent time with and showed support for veterans of past wars, including WWII and Vietnam. Many of these veterans are terminally ill, as well as suffering from Alzheimer's Disease. I would personally like to thank these officers for taking the time for these veterans of past wars and making them feel special. While the deputies listed below wanted no recognition for their service on this day, I feel compelled to share their names because of the level of commitment and community service they displayed not only on this day but every day: **Sgt. Daugherty, D/S Foos, D/S Lavin, D/S Alexander, D/S McAlister, D/S Gatchis (not pictured D/S Gordon).**

These deputies received recognition from Major Donovan Cody, United States Air Force in the form of certificates which were presented to them at this employee meeting with the Mayor present. Thank you to all of our employees who give of themselves everyday at work and within the community.



DOWNTOWN DIVISION

DEPUTY SHERIFF SWAN

F.R.E.D. Training

On August 31st the DSD (D/S Swan and Rex) hosted the F.R.E.D. (Front Range Explosive Detection) Group training at the City and County Building. This group is comprised of Colorado and Federal Bomb Dog teams which include Jefferson County, Douglas County, Arvada Police Department, Colorado Springs Police Department, Golden Police Department, Denver Police Department, ATF, TSA, DHS, U.S. Marshals, U.S. Air Marshals, U.S. Air Force, and U.S. Army.

The F.R.E.D. Group was formed to conduct realistic/national approved training and for mutual support during emergency situations. Rex and I have been members of this group (at no cost to the department) since June of this year.

The training was conducted on the 4th floor of the City and County Building using five vacant court rooms. Deputy J.J. Smith, Jefferson County/F.R.E.D. Group Coordinator stated, "this was one of the most outstanding training venues the group has had in the last couple of years and we would like to thank the Denver Sheriff Department and the City and County Building staff for the opportunity and assistance given to train here."

FOOD SERVICE

MARLON SMITH

Low Sodium Meals

Recently the food service staff began working closely with a dietitian in an attempt to lower the sodium level in the inmate meals. This will be accomplished by removing the chicken and beef base from the entrées served in the evening. The objective is to eliminate the need for individual low sodium diets that are currently being issued by the medical unit. This will also eliminate the need to spend so much of our resources making and tracking the low sodium diets. When we begin this new process everyone will be notified.

Food Steward Position

The job posting for the position of food steward closed last week and we have 11 applicants ready to be interviewed.

New Safety Procedures - Bakery

We have implemented new safety procedures in the bakery in order to reduce the number of accidents we have had recently. These procedures include reducing the number of inmate workers from 19 to 12, giving them more room to work, a designated cool down area for the oven racks, fire retardant arm coverings, non-slip footwear and all inmate workers will be orientated on all equipment and will be given a form to sign stating that they have been trained.

COUNTY JAIL

SERGEANT BUTLER

Update from the East Housing Project

The north and east portions of the building have been erected along with work involving interior walls and rails, stairs and other work on a daily schedule. Next week the crane is scheduled to be relocated in a new position allowing work on the west and south side to begin. Below is a view taken from the six floor level showing our downtown skyscraper buildings along with the mountains in the background. Who will have this view? Stand by for more updates in the coming weeks on this project and the others like Building 21 recreation yard and the parole room addition.



The west walls of Building 24 are being erected along with the front entrance area of the new building. You can see part of the old corridor section that will connect with the new corridor section that was around the east control area. The metal frame seen is the first part of the mechanical chase design that will match the solar wall that will be installed on the south side of 24. We are close to our schedule and should see the completion come in on time.



MAINTENANCE

KENDRA MOSKAL

Maintenance Department

Since January 1st of this year the Maintenance Department has completed 6,324 work orders, 2,546 at the Detention Center and 3,778 at the County Jail. The DDC the Kitchen was the location with the most work requests, 162, followed by 3D with 155 then by 3 Medical with 105 requests. The locations at the County Jail that submitted the most work requests were Building 21 with 598 (thanks to Captain Kricke!), Building 22 with 568 and the Kitchen with 465. The strangest work request received so far this year was for 2D at the DDC and we were asked to “please remove banana peels stuck in sprinkler head.”

Coming Soon!

In just a few months we will begin using a new maintenance/asset management software program. Not only will the program help us schedule and manage work more effectively, it will aid in tracking and predicting equipment problems so we can plan for replacements before failures occur. Possibly the most exciting piece of the new system will be the way in which work will be requested. We will say goodbye to the lime-green work orders and will no longer use TAG; work orders will be submitted via the intranet!

The next few months promise to be busy ones at the County Jail. As the Building 24 project continues to move at a fast clip the re-roofing of Building 20 will begin soon and run simultaneously.

An exterior stairway to the roof was budget approved and is now in the design stage. Soon we will be able to put away the extension ladder forever and Maintenance staff will be able to safely access the roof via the permanent stairs.

The Morris Watchman Key Watcher in Building 20 is just days from being ready for action.

We received four new stainless sink/toilet combination units for the Juvenile cells in Building 4. As soon as the scheduling details are worked out the installation will begin.

TECHNOLOGY, SUPPORT & SPECIAL PROJECTS

MAJOR ANDERSON

Relief Factor Management System

What is it?

- It is a scheduling system
- A payroll interface
- A leave usage and accrual tracker
- A common language with Budget
- And most important it is budget based and it is a tool to help us meet our budget.

What is a Relief Factor?

A calculation using work and leave hours applied against a number of posts to determine the number of staff needed.

How to figure a relief factor?

Start with the contracted 2,080 yearly work hours per employee – (Why not 2145 hours – 65 hours are briefing and not deployable)

Then subtract leave or not deployable hours

2,080 assignable hours – 451 average not deployable hours = 1,629 assignable hours

The number of hours a post operates in a year is then divided by the assignable hours

24 hours X 7 days X 52 weeks = 8,736 hours

So.....

8,736 hours divided by 1,629 hours = 5.36 staff or FTE's (full time equivalents) to run one post 24 hours a day for a year.

Knowing how many FTE's it takes to cover a post allows Budget to provide the staffing to operate the posts needed within the Department.