

# Contract Amendment # 1

## Signature and Cover Page

**State Agency**

Colorado Department of Human Services Office of  
Civil and Forensic Mental Health  
Colorado Mental Health Hospital in Pueblo, Ft.  
Logan and Forensic Services

**Contractor**

City and County of Denver Colorado for the  
use and benefit of Denver County Sheriff's  
Department

Contractor's State of Incorporation: CO

**Current Contract Maximum Amount****Initial Term**

State Fiscal Year 2024      \$735,615.80

**Extension Terms**

State Fiscal Year 2025      \$882,782.16

State Fiscal Year 2026      \$882,782.16

State Fiscal Year 2027      \$0.00

State Fiscal Year 2028      \$0.00

Total for All State Fiscal Years

\$2,501,180.12

**Original Contract Number**

24 IHJA 185525

**Amendment Contract Number**

26 IHJA 200780

**Contract Performance Beginning Date**

October 10, 2023

**Current Contract Expiration Date**

June 30, 2026

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Signature page begins on next page.

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### **The Parties Hereto Have Executed This Amendment**

Each person signing this Amendment represents and warrants that he or she is duly authorized to execute this Amendment and to bind the Party authorizing his or her signature.

#### **Contractor**

City and County of Denver Colorado for the  
use and benefit of Denver County Sheriff's  
Department

#### **State of Colorado**

Jared S. Polis, Governor  
Department of Human Services  
Michelle Barnes, Executive Director

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By: See separate signature page

Date: \_\_\_\_\_

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By: Christopher Frenz, Deputy Director,  
Operations & Legal Affairs

Date: \_\_\_\_\_

In accordance with §24-30-202 C.R.S., this Contract is not valid until signed and dated below by the State Controller or an authorized delegate.

**State Controller**  
**Robert Jaros, CPA, MBA, JD**

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By: Telly Belton/Toni Williamson/Amanda Rios

Amendment Effective Date: \_\_\_\_\_

## **1. Parties**

This Amendment (the “Amendment”) to the Original Contract shown on the Signature and Cover Page for this Amendment (the “Contract”) is entered into by and between the Contractor, and the State.

## **2. Terminology**

Except as specifically modified by this Amendment, all terms used in this Amendment that are defined in the Contract shall be construed and interpreted in accordance with the Contract.

## **3. Amendment Effective Date and Term**

### **A. Amendment Effective Date**

This Amendment shall not be valid or enforceable until the Amendment Effective Date shown on the Signature and Cover Page for this Amendment. The State shall not be bound by any provision of this Amendment before that Amendment Effective Date, and shall have no obligation to pay Contractor for any Work performed or expense incurred under this Amendment either before or after the Amendment term shown in §3.B of this Amendment.

### **B. Amendment Term**

The Parties’ respective performances under this Amendment and the changes to the Contract contained herein shall commence on the Amendment Effective Date shown on the Signature and Cover Page for this Amendment and shall terminate on the termination of the Contract.

## **4. Purpose**

The work performed under this agreement is for Restoration Bed Services. As needed, services are for individuals’ court ordered to receive an evaluation of adjudicative competence or mental condition/sanity and restoration to competency services for individuals currently in the custody of the Denver City (DDC) and Denver County (DCJ) Jails.

The purpose of this Amendment is to replace Exhibit A, Exhibit E, and add Exhibit F.

## **5. Modifications**

The Contract and all prior amendments thereto, if any, are modified as follows:

- A. “Exhibit A - DSD - Statement of Work” is hereby deleted and replaced with “Exhibit A.1 - DSD - Statement of Work”.

- B. “Exhibit E - DCC Position Description - Deputy Sheriff” is hereby deleted and replaced with “Exhibit E.1 - DCC Position Description - Deputy Sheriff”.
- C. “Exhibit F - Internal Recruitment Training” is hereby added and included.

## **6. Limits Of Effect and Order of Precedence**

This Amendment is incorporated by reference into the Contract, and the Contract and all prior amendments or other modifications to the Contract, if any, remain in full force and effect except as specifically modified in this Amendment. Except for the Special Provisions contained in the Contract, in the event of any conflict, inconsistency, variance, or contradiction between the provisions of this Amendment and any of the provisions of the Contract or any prior modification to the Contract, the provisions of this Amendment shall in all respects supersede, govern, and control. The provisions of this Amendment shall only supersede, govern, and control over the Special Provisions contained in the Contract to the extent that this Amendment specifically modifies those Special Provisions.

## **DSD - Exhibit A.1 Statement of Work**

**This Agreement for Restoration Bed Services (“Agreement”) is entered into by the State of Colorado, Colorado Department of Human Services (“CDHS”) and the City County of Denver for the use and benefit of Denver County Sheriff’s Department (“Contractor”).**

### **1. Definitions**

The following terms shall be construed and interpreted as follows:

- 1.1 “Bed Count” is the number of beds Contractor has agreed to provide for Clients, as detailed below.
- 1.2 “CDHS” means the state of Colorado, acting by and through the Department of Human Services; alternately referred to as “State.”
- 1.3 “CJI” means criminal justice information collected by criminal justice agencies needed for the performance of their authorized functions, including, without limitation, all information defined as criminal justice information by the U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Security Policy, as amended and all Criminal Justice Records as defined under §24-72-302, C.R.S.
- 1.4 “Client” means an individual ordered by the courts for evaluation of competency or found incompetent to proceed to trial, and who is referred to Contractor for receipt of services provided in this Contract.
- 1.5 “CMHHIP” means the Colorado Mental Health Hospital in Pueblo, a facility organized under and operated by CDHS.
- 1.6 “Contract” means this agreement, including all attached Exhibits, all documents incorporated by reference, all referenced statutes, rules and cited authorities, and any future modifications thereto.
- 1.7 “Contract Funds” means the funds that have been appropriated, designated, encumbered, or otherwise made available for payment by the State under this Contract.
- 1.8 “DHHA” Denver Health Hospital Authority
- 1.9 “DRTU” Denver Restoration and Transition Unit
- 1.10 “DSD” Denver Sheriff Department
- 1.11 “Facility” means the relevant facility where the Service is taking place.
- 1.12 “Goods” means any movable material acquired, produced, or delivered by Contractor as set forth in this Contract and shall include any movable material acquired, produced, or delivered by Contractor in connection with the Services.
- 1.13 “MTU” Men's Transitional Unit
- 1.14 “OCFMH” means the Office of Civil and Forensic Mental Health

- 1.15 “Party” means the State or Contractor, and “Parties” means both the State and Contractor. **1.13.** “OCFMH” means the CDHS Office of Civil and Forensic Mental Health.
- 1.16 “PHI” means any protected health information, including, without limitation any information whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual. PHI includes, but is not limited to, any information defined as Individually Identifiable Health Information by the federal Health Insurance Portability and Accountability Act.
- 1.17 “Program” means the Contractor’s Services.
- 1.18 “Services” means the services to be performed by Contractor as set forth in this Contract, and shall include any services to be rendered by Contractor in connection with the Goods.
- 1.19 “State” means the state of Colorado, acting by and through the Department of Human Services; alternately referred to as “CDHS and OCFMH.”
- 1.20 “State Confidential Information” means any and all State Records not subject to disclosure under CORA. State Confidential Information shall include, but is not limited to, CJI, PHI, and State personnel records not subject to disclosure under CORA.
- 1.21 “State Records” means any and all State data, information, and records, regardless of physical form, including, but not limited to, information subject to disclosure under CORA.
- 1.22 “Subcontractor” means third Parties, if any, engaged by Contractor to aid in performance of the Work.

Any other term used in this Contract that is defined elsewhere (including in an exhibit) shall be construed and interpreted as defined.

## **2. General Terms and Conditions**

- 2.1 Contractor shall support the CDHS Mission to design and deliver high quality human and health services that improve the safety, independence, and well-being of the people of Colorado.
- 2.2 Contractor shall provide up to 18 beds, for individuals court ordered to receive an evaluation of adjudicative competence or mental condition/sanity and restoration to competency services for individuals currently in the custody of the Denver City (DDC) and Denver County (DCJ) Jails (hereafter, the “Bed Count”). Contractor does not have the right to refuse admissions from CDHS.

2.3 The fee shall be inclusive of all costs of care and treatment included, but not limited to: appropriate security and supervision, transport, housing, medical care, and food. Contractor shall absorb the cost of services from the per diem payment billed to CDHS.

2.4 This Contract shall allow for bilateral amending in the event OCFMH ceases to have a need for the beds at this program. In the event where referrals of eligible participants are reduced or if funds for the continued fulfillment of this Contract by OCFMH are at any time not forthcoming or reduced by the Colorado General Assembly or otherwise, then OCFMH will have the right to reduce the contracted bed allocation or terminate this Contract or a portion thereof at no additional cost and with no penalty whatsoever by giving prior written notice documenting the lack of funding. OCFMH will provide at least thirty (30) days advance written notice of such termination.

2.5 CDHS has the authority to monitor and audit Contractor's Services. Designated CDHS staff will be provided access to the site and program following successful completion background check procedures.

2.5.1 CDHS shall regularly conduct both unannounced and announced monitoring visits, to assure that individuals placed in the custody of CDHS are receiving appropriate services and are cared for in accordance with all CDHS regulations, policies, and procedures.

2.5.2 CDHS will audit programs performance at a minimum of annually or more frequently if necessary. Audits will include review of all relevant program issues, including but not limited to milieu management, staffing, and any issues relevant to client care Group Audit Template Exhibit B1 and Program Audit Template Exhibit B2.

2.5.3 If CDHS notifies the Contractor of deficiencies found, Contractor shall respond with an action plan to correct any identified deficiencies within the time frames specified in the written findings of the monitoring visit, and shall perform in accordance with the remedial action plan until all deficiencies are corrected. Non-performance with the terms of any action plan may lead to performance and compliance remedies within this Contract.

2.5.4 Contractor will follow guidelines for daily operations, mediation for conflict, and delineation of duties as detailed in the current City of Denver operating agreement between the DSD and DHHA. It is expected that Contractor will utilize a working agreement/operating agreement between DHHA and DSD (e.g., Memorandum of Understanding). The agreement will support the obligations of DHHA as outlined in this contract and will ensure the lowest form of resolution through DHHA human resources business partners that work with both agencies to resolve differences.

2.6. Subcontracting

- 2.6.1 CDHS reserves the right to review, inspect, contribute, or otherwise approve any services delivered by any additional subcontractor(s) related to this Contract. This is to include but is not limited to any subcontracts as it pertains to any patient care, housing, staffing, and the role of safety and security staff.
- 2.6.2 Contractor shall ensure any subcontractor complies with this Contract and any CDHS requirements.
- 2.6.3 Contractor shall adhere to the HIPAA Business Associate Agreement (BAA) and shall ensure any subcontractors adhere to the HIPAA BAA Exhibit C.
- 2.6.4 Failures in performance by subcontractors will subject the Contractor to Liquidated Damages.
- 2.6.5 Contractor shall adhere to the most current State Critical Incident Policy Exhibit D, which includes subcontracted services. The State shall provide this policy and any updates to the Contractor as a mutually agreed process.
- 2.6.6 Contractor shall ensure the subcontractor(s) comply with all applicable exhibits.

### **3. Provision of Services**

#### **3.1. Referral and Admissions Process**

- 3.1.1 Contractor shall accept referrals of Clients ordered by the courts for inpatient evaluation of competency or sanity/mental condition or found incompetent to stand trial and ordered to inpatient restoration for defendants in the jurisdiction of the Contractor.
- 3.1.2 The designated staff member shall review the packet and respond to the referral within 24 business hours from the date of referral and inform the OCFMH of any incomplete or missing documentation.
- 3.1.3. Upon admission, CDHS shall provide the following documents to Contractor, as available:
- a. Copies of the commitment order, including a specification of the charges;
  - b. Any arrest reports prepared by the police department or other law enforcement agency;
  - c. Any court ordered psychiatric examination or evaluation reports, including all competency evaluations leading to treatment in the Program; and,
  - d. Records of any finding of prior mental incompetence.
  - e. Recent jail or treatment records
  - f. Client face sheet including a summary of their identifying information



- g. If a Client is admitted for a Mental Condition or Sanity evaluation, information provided by the CDHS will be limited, including the commitment order and recent jail or treatment records.

3.1.4 The Building 4 Sargent or designee shall oversee the coordination of the admission and discharge process as detailed below. This position shall coordinate admissions and discharges with the OCFMH Director of Jail Based Evaluation and Restoration or delegate.

3.1.5 Referrals must meet the basic criteria of the DSD classification system to be eligible for 22A housing, which are detailed below in the inclusion criteria:

- a. Male
- b. Active inpatient restoration to competency order or inpatient evaluation of competency, mental condition, and/or sanity order from the City and County of Denver
- c. No active Level 1 special alerts regarding intensive special management (e.g. must have a Sergeant present at all times, must have two officers and be handcuffed at all times)
- d. If a referred participant is classified to be separated from a current participant, this will be addressed on a case-by-case basis with CDHS. If two participants cannot be housed together for safety concerns (e.g., fighting, aggressive behavior), this will be addressed with CDHS and the participants will be temporarily separated until housing and placement issues are resolved. All efforts will be made to engage in mediation and keep patients in the treatment milieu.
- e. Contractor does not have a right of refusal for participant admissions to the Denver Restoration and Transition Unit if the above inclusion criteria are met.
- f. Designated contractor staff will review the referral packet provided by CDHS and alert CDHS of any concerns within 24 hours of receipt.

3.1.6. For referrals from CDHS with an order from the court for an inpatient evaluation of competency or sanity/mental condition, the contractor shall provide services to these individuals while they await an evaluation from a state evaluator.

3.1.7. All admissions will be coordinated through the CDHS. Contractor will ensure coverage when designated staff are out of office.

3.1.8. On the day the referral is received from CDHS, a designated Contractor staff shall log each new referral into its referral database and check the referral packet to ensure it includes all required information, as listed above. Contractor staff shall inform the CDHS, if they have not received any of the above documentation.

### 3.2. Pre-Admission Transition:

3.2.1. Contractor shall establish relationships with all relevant internal departments to ensure understanding of the program purpose and functional differences, including the active role of CDHS.

3.2.2 Contractor shall develop a list, including contact information, for the mental health, medical, as well as custody and control staff relevant to the DRTU program and disseminate to the CDHS. Any changes to these positions shall be communicated to CDHS within two business days. This information can be sent directly to the Director of Jail Based Restoration or designee via email.

3.2.3 Contractor shall develop a list of judicial contacts such as court clerks, patient's attorneys, and Bridges Liaisons. This will be used to coordinate continuity of care and communication.

3.2.4 The CDHS Forensic Services Division shall provide the Contractor with the names, numbers, and emails for CDHS staff involved in program oversight or contracting.

3.2.5 The Contractor staff shall request to participate, by phone or in person, in a pre-transfer treatment planning session and/or consultation session with the patient's current providers and milieu staff, as well as the patient to describe the program and facilitate successful transition.

3.2.6 Should the court issue an order to the DSD for transport by any means to the program, the DSD shall engage in all efforts to fulfill that order and a successful admission, while maintaining the safety of the defendant and DSD staff.

### 3.3 Referral to Hospital

3.3.1 Following completion of all initial assessments, the treatment team will consult and review findings to identify treatment needs. Treatment needs will continue to be assessed throughout the client's time in the program on a monthly basis. Contractor can provide information to the treatment team regarding any concerns within a timely manner. Should the treatment team have concerns about an individual's ability to remain safe or progress in the program environment, it will be promptly communicated to the CDHS for consultation and consideration of transfer. Areas of consideration include but are not limited to:

- a. The individual is an imminent risk to himself or others due to a mental disorder
- b. The individual is at significant risk of self-neglect
- c. The pathology is unclear and requires close observation to assess and treat

### 3.4. Therapeutic Milieu

3.4.1 The therapeutic milieu functions as a structured environment that creates a safe and secure place for people who are in treatment. As such, only individuals participating in the transition unit and restoration programming are housed in the unit. No other detainees are housed in the unit outside of MTU or RTU clients. All individuals participating in the

program are assessed by CDHS and transition unit staff to ensure they meet the admission criteria identified in Section 3 of this proposal.

3.4.2 With the support of deputy staff, participants in the program will have continual access to mental health staff for the majority of the day throughout the work week. Offices for the mental health staff are located within the housing unit and maintain an open-door policy, meaning participants can access services in addition to regularly scheduled appointments as needed.

3.4.3 During evening and weekend hours, participants will still have access to mental health and medical care, though the offices on the unit will not be occupied. The Denver County Jail is staffed with personnel in these areas throughout the evening and weekends. A psychiatric provider is on call or in the facility at all times. Officers remain on the unit at all times and as indicated below. Participants can access medical and mental health care after hours by alerting the housing officer for urgent or emergent needs, or submit a sick call request for routine requests.

### 3.5 Deputy Staffing

3.5.1 Contractor will provide no less than two (2) deputies for the DRTU unit during business hours seven days per week to permit programming and adequate security. Contractor must ensure two (2) deputies are present in the unit at all times. Contractor will make staffing DRTU a priority. If extenuating circumstances impact required staffing levels, Contractor shall immediately notify CDHS via email and include a plan to rectify the staffing levels.

3.5.2 Contractor will also prioritize providing consistent deputy staff (i.e., keeping the consistent individuals within the unit) to promote treatment consistency and client care.

### 3.6. Behavioral Interventions and Sanctions

3.6.1 Behavioral Interventions: The treatment unit will employ behavioral interventions and modified sanctions in place of institutional disciplinary procedures in order to maintain a therapeutic environment and support the mission of the CDHS and support the mission of the CDHS. The contractor is expected to collaborate with the OCFMH and DHHA to accomplish this. Behavioral interventions and verbal de-escalation will be used as the priority approach with participants. Contractor is expected to collaborate with DHHA to establish clear guidelines and protocols that meet the needs of this contract and patient care. These protocols should be influenced by evidence-based behavioral modification techniques as opposed to traditional 'punishment,' and be separate protocols from the rest of the jail. Behavior modification is most effective when it focuses on therapeutic interventions, reinforcement, shaping of new and replacement behaviors, and safety.

3.6.2 It is expected that the Contractor will consult with CDHS and program staff to address these aforementioned situations. It is expected that Contractor will integrate clients back to the milieu as soon as is safe and clinically appropriate.

3.6.3 In the event a client is required to remain locked down for more than a period of four (4) hours, it shall be reported to the Director of Jail Based Evaluation and Restoration or delegate.

3.6.4 In the event a client is removed from the treatment unit during an emergency, this shall be immediately reported to the Director of Jail Based Evaluation and Restoration or delegate to include a reintegration plan follow up report.

3.6.3 Modified Sanctions: Include loss of privileges based on a treatment phase structure:

- a. Phase 1: Participants new to the unit are all initially on phase one until the intake is completed. If a participant is not adherent to expectations of the program, they may be regressed to Phase one. Phase one participants who have been regressed will still attend restoration groups but will not have the privileges of Phase 2 participants.
- b. Phase 2: Participants in Phase 2 are provided with a tablet. Phase 2 participants are allowed additional out-time in the evening after dinner is served on the unit.
- c. It is expected that the Contractor will consult with CDHS and program staff to address these aforementioned situations. It is expected that Contractor will integrate clients back to the milieu as soon as is safe and clinically appropriate.

### 3.7 Crisis Management

3.7.1. Contractor shall have designated on-call crisis management staff in addition to the on-call psychiatrist. This is to be 24/7 coverage and include accessibility via phone at all times.

3.7.2. If a deputy or jail staff observes a Client experiencing or have knowledge of a mental health crisis or emergency, they shall communicate the crisis or emergency immediately to the Shift Manager or Shift Supervisor and contact the assigned DRTU clinician during program hours or the on-call clinician after hours.

3.7.3. The trained clinical staff will assist with de-escalation, safety planning, crisis intervention using the least restrictive means, Client and deputy debriefing, and reporting to leadership and the OCFMH. During the event, clinical staff shall recommend special precautions for Clients who are determined to present a significant risk for suicide or serious self-injurious behavior, or any other serious behavior that is an imminent risk to self or others. Clinical staff may also recommend special precautions for Clients who are determined to present a low or moderate risk for suicide or serious self-injurious behavior, or any other serious behavior that is an imminent risk to self or others if it is determined that placement on precautions is clinically indicated. Similarly, clinical staff may recommend special precautions for Clients who are unable to meaningfully participate in the emergency risk evaluation as a means of ensuring the Client's safety until his or her risk can be adequately assessed.

3.7.4. Staff will allow for active clinical intervention, in collaboration with deputy staff, and will report to the facility for crisis intervention as needed. The designated on-call clinician will be available to respond to any emergent clinical issues that arise after hours or on weekends or holidays, and will be available by phone and to come on site to assess patients when clinically indicated.

3.7.4. The on-call clinician will be responsible for ensuring the respective treatment team is informed of any concerns, interventions, and follow-up.

3.7.5. When involuntary medication administration is in place for a client, crisis management services will include an on-call clinician and an on-call physician available for crisis management and emergencies. The on-call licensed clinician will remain a part of crisis management services as involuntary medication is implemented.

3.7.6. All crisis management services staff must be employed directly through the Contractor and not via subcontracts with other organizations. Should the Contractor wish to contract with an individual clinician, all credentials associated with their license must be met as outlined in this Contract and approved by the OCFMH.

### 3.8. Involuntary Medication Administration

3.8.1 Contractor shall follow procedures for the utilization of medications over the client's objections at DRTU, consistent with CDHS statutes and rules (i.e. Colorado Code of Criminal Procedures Title 16, Article 8.5) and accreditation requirements and after approval from CDHS, the Facility, and the DHHA Policy of Emergency Administration of Medication and other protocols.

3.8.2 If additional staff is needed to meet the requirements for involuntary medication administration, this shall be discussed between CDHS and Contractor once procedures have been approved from CDHS, the Facility, and the DHHA Policy of Emergency Administration of Medication and other protocols.

### 3.9. Discharge Coordination

3.9.1 CDHS holds legal custody over clients within the DRTU program and is court-ordered to provide inpatient services. CDHS is required to internally approve clients for discharge. Therefore, Contractor cannot discharge any CDHS clients without clearance from CDHS. DSD shall conduct a legal search for active warrants or legal holds and inform CDHS of this prior to any coordination of discharge.

3.9.2 If a client within the DRTU program was admitted with cases in multiple counties and subsequently has their Denver county case(s) close or dismiss, Contractor shall consult with CDHS and determine appropriate placement, including remaining in the DRTU program. All discharges and transfers are the decision of CDHS.

3.9.3 The DSD and DHHA staff associated with the program are not to release custody, under any circumstance, without the approval of the CDHS.

### 3.10. Transportation

3.10.1 Any off site transportation needs related to medical care or legal proceedings will be the financial responsibility of the Contractor.

3.10.2 All off-site patient movement must be coordinated prior to the movement with CDHS Jail Based Restoration Director or designee via encrypted email and/or phone. In the event of an emergency, any off-site patient movement must be communicated to CDHS as soon as possible and within the same business day and security staff should remain with the individual until the individual is returned to the facility.

### 3.11. Medical and Dental Services

3.11.1 Contractor will provide medical services in accordance with established policy and procedure and in compliance with accreditation and standards for medical care in a correctional setting. This includes dental care as needed.

3.11.2 Contractor is responsible for providing both non-emergent and emergent services, including providing follow-up care for emergent services

3.11.3 In the event a participant's medical condition prohibits participation in the program, CDHS agrees to work with the contractor to find an appropriate placement for the client, including possible transfer to another CDHS location. In addition, CDHS agrees to work to obtain a dismissal of the patient's criminal charges, if appropriate due to the patient's medical condition.

3.11.4 If a patient experiences medical needs, the patient may submit a medical kite and will be seen by nursing staff within 24 hours. Alternatively, DRTU Staff will alert medical staff and send the patient to the medical unit to be seen immediately if the need is urgent or emergent.

### 3.12. General Staffing

3.12.1 Contractor will make staffing DRTU a priority. If extenuating circumstances impact required staffing levels, the Contractor shall immediately notify the OCFMH designee by email and Contractor's plan to rectify staffing levels.

3.12.2 Contractor shall provide at minimum two deputies during business hours and at minimum one deputy after business hours, who must be present on the DRTU at all times.

3.12.3 Contractor shall ensure that the following staff are on site during the Program's hours of operation; see "Staffing Summary," in conjunction with Table A-3.

3.12.4 Contractor shall provide timely updates to CDHS with regard to any issues pertaining to staffing. If staffing issues impact programming for DRTU clients, it is expected that the OCFMH designee will be notified immediately by email.

3.12.5 Prior to making any changes to the Program-staffing schedule Contractor shall submit the proposed changes with, and secure approval from CDHS Jail Based Evaluation and Restoration Director. In rendering approvals, emphasis shall be given to programming needs and client care.

**Table A-3: Deputy Staffing Schedule: County Jail**

**Roster For 22A**

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>0200-0600</b>							
<b>22A Deputy</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TU Deputy</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0600-1200</b>							
<b>22A Deputy</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TU Deputy</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>1200-1600</b>							
<b>22A Deputy</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TU Deputy</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**1600-2200**

<b>22A</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Deputy</b>							
<b>TU Deputy</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**2200-0200**

<b>22A</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Deputy</b>							
<b>TU Deputy</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**3.13. Staff Position Descriptions**

3.13.1 Please see Position Description Exhibit E.1 for deputy sheriff position description.

3.13.2 Contractor shall maintain in each of its employee's files a copy of the current position description and a description of the position's minimum qualifications related to this Contract. Contractor shall also maintain copies of all licensure and certifications for any employee requiring licensure or certification. These files shall be open to inspection by the CDHS at all times.

3.13.3 Contractor agrees to inform the CDHS Jail Based Evaluation and Restoration Director about any security personnel provided under this Contract that is subject to disciplinary or regulatory action related to the performance of their duties. The State agrees to abide by all confidentiality requirements related to personnel actions involving physicians or other medical professionals provided under this Contract.

**3.14. Staff Training and Education**

3.14.1 Contractor shall provide both orientation and training and education to all staff, and assess, maintain, and continually improve competence of all personnel providing services to the Program. Training should occur on a regular basis and include topics of concern from the program audits, annual competencies, and areas of interest from staff. It is expected that staff who work with DRTU clients have been determined to be appropriate to work in a mental health jail unit by Contractor. It is also expected that



security staff will be provided appropriate training related to mental health and their unique duties within a mental health unit.

3.14.2 All training and curriculum must comply with American Correctional Association (ACA) and National Commission on Correctional Healthcare (NCCHC) standards.

Contractor shall provide any refresher training as appropriate.

3.14.3 Contractor shall maintain in each of its employee's files records of their training. These files shall be open to inspection by CDHS at all times.

3.14.4 Contractor can request targeted behavioral health training on behavioral health care topics. Contractor acknowledges that CDHS shall not be responsible for any associated costs for this education.

3.14.5 Contractor shall ensure that staff are adequately trained to work within a mental health correctional environment and with individuals who have been found incompetent to proceed.

3.14.6 Contractor shall ensure all internal recruitment training is complete for all staff as stated in Exhibit F.

3.14.7 Contractor shall require that deputy staff assigned to the DRTU attend and successfully complete the continuum of therapeutic intervention skills (CTI) and shall require that those staff attend refresher training every two years, or as required by the training program.

### 3.15. Program Policy

3.15.1 Contractor shall develop, implement, and send any updates to Program policy and procedures to CDHS and the contractor shall submit any updates to policy and procedures to the jail based restoration director or designee, which shall include, at a minimum:

- a. Use of restraint and seclusion
- b. Safety and security precautions for the prevention of suicide, assault, and individual injury at all hours. This shall include, but not be limited to protocols for systematic assessments and elimination of environmental risks, to include periodic checking of breakaway hardware
- c. Summoning immediate assistance for staff and individuals
- d. Opening locked or barricaded doors in the event of an emergency, using methods that do not cause harm to individuals
- e. Behavior management techniques ranging from the least to most restrictive and when techniques that can result in harm to the individual are authorized
- f. Critical Incidents and event reports
- g. Grievances and Patient Rights
- h. Record Retention
- i. Abuse and Neglect
- j. Disciplinary

3.15.2 Contractor practice shall be compliant with American Correctional Association (ACA) and National Commission on Correctional Health Care (NCCHC) standards for mental health care services.

### 3.16. Adjunct Services

3.16.1 Contractor shall collaborate with the subcontractor to ensure all American with Disabilities Act (ADA) requirements for this setting are met and followed.

3.16.2 Contractor shall use translation services through the Denver Health language line, which uses medical interpreters.

3.16.3 Contractor shall ensure that Clients have access to bilingual staff, qualified translators, or sign-language interpreters (where applicable). Contractor shall employ consultant translators and sign language interpreters, on an as-needed basis.

3.16.4 If a client has visual difficulties, contractor staff will provide materials in large font.

3.16.5 If a client is unable to read, accommodations will be made, including additional individual competency restoration sessions

3.16.6 Contractor shall provide competency restoration materials in Spanish and translate materials into other languages as needed, in collaboration with the CDHS.

3.16.7 Contractor will assume all costs associated with translation services.

3.16.8 Contractor shall include in the monthly data submission reports all translation services used, the modality, the frequency, and the language.

### 3.17. Daily Schedule

3.17.1 Contractor shall support Program staff in providing a daily schedule of programs and activities commensurate to Client needs.

3.17.1 It is expected that the Contractor will support Program staff in adhering to the daily schedule. This includes but is not limited to providing adequate deputy coverage and ensuring the physical space is safely maintained.

### 3.18. Continuity of Care

3.18.1 In accordance with this contract, the program will consistently accommodate the designated eighteen (18) beds for individual's court ordered to receive an inpatient competence to proceed evaluation or sanity/mental condition evaluation and inpatient competency restoration treatment. Those beds will be housed within the Men's Mental Health Transition Unit, which has a robust and well-established mental health treatment program. The existing treatment program includes wraparound services and ongoing mental health treatment for those with such needs throughout the duration of their incarceration. Traditionally, when one is restored to competency, they are returned to general population; however, in an effort to support continuity of care, DRTU will partner with the Contractor to transition those deemed competent to proceed out of the designated restoration bed and into a mental health treatment bed within the same milieu (Men's Mental Health Treatment Unit). Supportive services, including restoration education materials and mental health services, will continue to

be offered to those individuals until they are sentenced to the department of corrections, transitioned to a psychiatric hospital (i.e. if they are found Not Guilty by Reason of Insanity), transitioned to the community, are removed voluntarily, or are removed due to rule infractions. Allowing participants to remain in the treatment program throughout the court process, while also remaining in the facility in the district of their criminal case, is in line with best practices of competency restoration.<sup>[1]</sup> This practice allows for minimal disruptions and facility transfers, keeps most participants closer to their public defenders, family and significant others, and minimizes the chances for decompensation after a competency finding. All parties recognize the CDHS supports such practices, yet will not have influence over one's placement within the jail once restored to competency or otherwise discharged from restoration treatment. Prioritization of restoration beds within that milieu will be for those in need of initial admission.

#### 4. Medical Record

4.1 Contractor shall maintain a complete record of all relevant client information during their admission to the DRTU program, including but not limited to security documentation. Records created during the time of DRTU admission belong to CDHS and cannot be released by Contractor to any other outside agencies.

3.18.2 Both parties agree that the dissemination of records by the contractor to CDHS will be done electronically and the electronic method and process will be discussed and mutually agreed to.

4.2 Contractor will retain books and records respecting services rendered to participants for the time periods required under all applicable laws (including the requirements of the Secretary of Health and Human Services (HHS) and allow access to such books and records by duly authorized agents of the Secretary of HHS, the Controller General, and others to the extent required by law.

#### 5. Data Collection and Reporting

5.1 Contractor shall provide the Director of Jail Based Restoration or designee with a monthly written report (in MS Word format) and an electronic file submission (in either MS Excel or MS Access formats) by the tenth (10th) day of each month for the prior month, for deputy staffing of the MTU. Contractor shall transmit all files in an encrypted email.

5.2 The monthly Word document shall summarize relevant monthly and trend data about deputy staffing in the MTU, and must include a narrative regarding any staffing issues and impact on patient care each month for the prior month.

5.3 The monthly data requirements submitted in MS Excel or MS Access for general admission Clients shall include:

- a. Number of days deputy staffing fell below two deputies on the unit at any given time
- b. Number of days of insufficient deputy staffing levels that required additional patient lockdowns.

- c. Plan to address deputy staffing deficiencies and programming disruptions.

## 6. Billing and Payment

6.1 The State shall pay Contractor a monthly fixed priced fee of \$73,565.18 for eighteen (18) inpatient psychiatric beds and inpatient psychiatry services.

- State Fiscal Year 2024-The maximum amount of this contract is as set forth in Exhibit A, not to exceed \$735,651.80.
- State Fiscal Year 2025 - The maximum amount of this contract is as set forth in Option Letter #1, not to exceed \$882,782.16.
- State Fiscal Year 2026 - The maximum amount of this contract is as set forth in Option Letter #2, not to exceed \$882,782.16.

## 7. Guaranteed Minimum Beds

7.1 Contractor shall make available for CDHS use of 18 beds at DRTU upon effective date of service.

7.2 Should staffing at DRTU consistently fall below a level that is considered safe and therapeutic, the patient census will be reevaluated. This will be a coordinated effort between the contractor and CDHS. CDHS will make the final determination on the daily census.

7.3 CDHS and Contractor agree to review the minimum payment provision prior to the end of the initial Contract period and may adjust the minimum based on historical Program census, Program costs, and other relevant factors.

7.4 Payment will be based on receipt of a proper invoice and satisfactory contract performance. A proper invoice must include the items listed in paragraph 2.3. If the invoice does not comply with these requirements, CDHS Contracting Officer will return it with the reasons why it is not a proper invoice.

7.5 All parties agree that psychiatric beds invoices shall be received by secure email on the fifteenth (15th) Business Day of the month following the month for which the services were rendered. Invoices shall include but are not limited to the following:

- a. Contractor's name, address, remit address, tax id number
- b. State issued encumbrance number
- c. Billing invoice number
- d. Invoice billing period
- e. Patient name and billing account number
- f. Admission date and occurrence span from and through
- g. Total days
- h. Rate
- i. Invoice total
- j. Reimbursement for Services shall be paid from the date of admission up to, but not including, the day of discharge.
- k. CDHS shall not make payment for restoration services for Clients on escape status.

1. Contractor shall email invoices to Victoria Yopst at [victoria.yopst@state.co.us](mailto:victoria.yopst@state.co.us) and Ashley Gunterman at [ashley.gunterman@state.co.us](mailto:ashley.gunterman@state.co.us) .
- 7.6. The State shall make payment within forty-five (45) days upon receipt of each such invoice, Payment by the State shall be considered final unless the Contractor requests adjustments in writing within thirty (30) days following receipt of such payment.
- 7.7. In addition to any other remedies available in this Contract or at law, both Parties agree that CDHS has the right to offset funds payable pursuant to this Contract based on discovery of overpayment or improper use of funds pursuant to any contracts between the Parties. "Overpayment or improper use of funds" is interpreted to apply to specific terms of prior year contracts, and includes without limitation requirements of the Mental Health A and A Guidelines, Generally Accepted Accounting Principles issued by the American Institute of Certified Public Accountants, and applicable sections of the Colorado Revised Statutes.
- 7.8 Contractor must submit requests for any proposed price changes to CDHS along with supporting documented justification, a minimum of sixty (60) days prior to expiration of the current award period.
- 7.9 Price increases may be submitted only for the upcoming renewal date and shall be limited to one (1) increase for each renewal period through an Amendment.
- 7.10 Price increases are contingent on appropriations made by the Colorado General Assembly.
8. Granting of Flexibility for Budget Management
  - 8.1 By notice to Contractor as provided herein, the CDHS shall be allowed to reallocate up to thirty percent (30%) of current available Contract funds, without a Contract modification. Upon Contract termination or nonrenewal, Contractor shall transfer Purchased Fixed Assets used in the operation of this Contract to CDHS. Purchased Fixed Assets are defined as any items onsite that have a useful life of greater than one year and over \$1,000 which were purchased directly or indirectly from Contract funds.
9. Financial Reporting and Audit Requirements
  - 9.1 Contractor shall have an independent Certified Public Accountant perform an annual financial audit, at Contractor's expense.
  - 9.2 Contractor shall submit to CDHS, on or before May 31st, a copy of the annual financial audit, including uniform financial statements, management letter, and auditor's opinion letter, for the most recent fiscal year ending December 31st. This document shall be submitted to the Director of Jail Based evaluation or designee and CDHS CFO, or designee. This document shall be submitted via an encrypted email to these designated individuals by the aforementioned due date.
  - 9.3 Contractor may appeal, in writing, to the CDHS for an extension of time for submitting the audit report to CDHS, based solely on circumstances beyond the control

of the Contractor. If the appeal is not received by the CDHS prior to the last calendar day in April, then no extension will be granted for the May 31st due date.

9.4 If an extension of time is not granted, and CDHS does not receive the required audit from Contractor by May 31st, then Contractor shall pay a Liquidated Damage of fifty dollars (\$50) per day. CDHS may withhold Liquidated Damage amounts from payments due to Contractor for each day that the audit is late starting with June 1.

9.5 Contractor shall submit any amendments to this audit to CDHS no later than June 30th. If the audit is amended, and CDHS does not receive the required audit amendments from Contractor by June 30th, then Contractor shall pay a Liquidated Damage of fifty dollars (\$50) per day. CDHS may withhold Liquidated Damage amounts from payments due to Contractor for each day that the audit amendments are late starting with July 1.

9.6 Liquidated damages are cumulative. For purposes of clarity, audit Liquidated Damages could amount to one hundred dollars (\$100) per day if both the audit and audit amendments are not delivered timely.

9.6.1 Contractor agrees to comply with the qualified or disclaimer opinion rendered by the independent auditor on financial statements or the negative opinion on peer review reports. Non-compliance with these standards may result in enforcement of remedies against Contractor as provided in this Contract

9.6.2 At the conclusion of this initial period, Contractor agrees to provide the CDHS with a financial audit to include specification as to how the allocated funds were utilized. This shall be submitted to CDHS thirty (30) days prior to this contract's expiration.

## 10. Performance and Non-Compliance

10.1 CDHS, Director of Jail Based Restoration or designee shall notify the CDHS, Office of Civil and Forensic Mental Health - Department of Human Services CFO and Contractor of non-compliance in an encrypted email and subsequently, after consultation with Contractor, shall establish a schedule for Contractor to cure non-compliance as deemed appropriate.

10.2 Contractor shall be responsible for the submission of a plan of corrective action in accordance with said schedule.

10.3 If full compliance is not achieved, or a plan of action for correction is not submitted and approved by CDHS within the scheduled time frame, CDHS may exercise remedies of this Contract.

## 11. Termination

11.1. Either Party shall have the right to terminate this Contract by giving the other Party sixty (60) days prior notice by registered mail, return receipt requested. This written notice must specify in detail the reasons for the notice of termination. If notice is so given, this Contract shall terminate on the expiration of the sixty (60) days, and the liability of the Parties hereunder for the further performance of the terms of this Contract shall thereupon cease, but the Parties shall not be relieved of their duties to perform their obligations up to the date of termination, nor shall they be relieved of their duties to perform their obligations of any portion of this Contract not

terminated.

11.2. The sixty (60) day notice of intent to terminate shall not apply to cases where the State has information that Contractor has engaged in or is about to participate in fraudulent acts. In such cases, the State may terminate this Contract immediately upon learning of such facts.

11.3. In the event this Contract is terminated, the State shall determine the amount of funds paid in excess of the services performed, if any. Contractor shall return the overpaid funds to the State within thirty (30) days after the delivery by the State of written notification of such overpayments to Contractor. In the event the State has not fully reimbursed Contractor for actual services provided, the State shall pay Contractor the amount due within thirty (30) days of termination of this Contract. The total amount paid shall not exceed the total Contract amount prorated by the number of service days provided through the Contract termination date.

11.4. Subject to any termination of this Contract, the same shall continue in force and effect as to any provisions hereof which require observance of performance by the State and Contractor subsequent to the date specified for termination, and it is understood and agreed that such provisions shall survive any said termination.

11.5. In the event this Contract is terminated, Contractor shall implement a service transition plan for enrolled Clients. The transition plan shall ensure that Clients are provided services through the termination date. Prior to the date of termination, Contractor agrees to work with the State and any State designated provider to ensure that continuity of care is maintained for Clients during and subsequent to contract termination.

## 12. Privacy Liability- Exhibit C

14.1 Contractor shall be liable for any fines levied as a result of loss of Protected Health Information data or claims based upon alleged violations of privacy rights through improper use or disclosure of Protected Health Information for which Contractor or its employees directly committed.

# Exhibit E.1 - DCC Position Description - Deputy Sheriff



## Office of Human Resources Deputy Sheriff - CY1055 THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Performs entry-level to full performance level protective services work for Denver County by providing for the security, care, custody and safety of Denver County prisoners and the public in detention, medical, court and transportation settings.

### Distinguishing Characteristics

This classification is the first level in the Deputy Sheriff class series. The series consists of Deputy Sheriff, Deputy Sheriff Sergeant, and Deputy Sheriff Captain. This classification is distinguished from the Deputy Sheriff Sergeant class which has first level supervisory duties and responsibilities.

### Essential Duties

Enforces departmental and post orders to ensure prisoner security in detention, medical, court and transportation settings including activities such as conducting inspections for contraband, maintenance and safety hazards; taking charge of work details; observing prisoner health and behavior and controlling movement of prisoners and the public within the facility.

Transports prisoners between detention centers, police stations, courts, feeding areas, medical facilities and other destinations.

Verifies prisoner identity, authority to transport and confirms proposed route of travel.

Processes prisoners for book-in by reviewing inmate charges, court orders and legal status to ensure proper custody and disposition and prepares records for necessary classification and probation.

Inventories and receipts for inmate property and personal clothing and for equipment, supplies, uniforms, keys and weapons.

Computes good time and release dates, informs inmates of means of release and detention policies and verifies satisfaction of all charges.

Prepares and processes work release orders, bonds, census reports and other records and reports.

Investigates fights, theft, accidents and other incidents occurring within the institution by preserving the crime scene, maintaining the chain of evidence and giving Miranda rights and other warnings.

Prepares various legal documents and provides testimony in court.

Requires meeting certification standards and qualifications in the use of firearms and other tactical weapons.

By position, may be assigned to dispatch sheriffs and vehicles and monitor their movement and current location.

By position, may be assigned to search vehicles towed to the car pound and inventory contents.

By position, may be assigned to perform administrative duties, such as performance of in-service and academy training; service of civil process for County and District court; conduct research to develop new policies and procedures or participate on hiring panels or in internal investigations.



Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Decisiveness - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### Knowledge & Skills

Knowledge of safety hazards, blood borne pathogen regulations and universal safety precautions sufficient to be able to protect oneself and others from possible infection and maintain a safe working environment.

Knowledge of inventory techniques sufficient to be able to maintain asset inventory.

Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Knowledge of the methods of basic first aid sufficient to be able to render assistance until medical personnel arrives.

Skill in basic computer operations.

Skill in using defensive tactics.

Skill in conducting searches of persons and facilities for contraband.

Skill in reacting calmly and effectively in emergency or stressful situations.

Skill in remembering and recalling inmate identity and other facts.

### Level of Supervision Exercised

This classification has no supervisory responsibility.

### Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

None

**Education & Experience Equivalency**

None

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Applicants must meet the certified physical fitness standards adopted by the Department.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Potential exposure to infections and contagious diseases  
Potential exposure to the risk of blood borne diseases  
Potential exposure to hazardous anesthetic agents, bodily fluids, and wastes  
Potential exposure to housekeeping/cleaning agents/chemicals  
Potential exposure to hazardous/toxic chemicals  
Potential exposure to offensive inmates or public  
Contact with inmates and public under a wide variety of circumstances  
Potential exposure to unpleasant elements (accidents, injuries and illness)  
Subject to varying and unpredictable situations  
Handles emergency or crisis situations  
Potential exposure to odors in jail facility, inmate or public areas  
Subject to many interruptions  
Subject to long, irregular hours  
Subject to traffic, roadways, and pedestrians  
Pressure due to multiple calls and inquiries  
Potential exposure to dangers of assaults/hazards from investigating alarms  
Potential exposure to sufficient noise to cause distraction or possible hearing loss  
Potential exposure to conditions where there is danger to life, body, and/or health  
Potential exposure to hot and cold and adverse weather conditions.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Ability to lift, drag, or carry children and adults (dead, alive but injured, or resistant dead weight) with or without assistance, up to 100 pounds .

Ability to utilize force when necessary to maintain order in the course of assigned duties.

Carries lethal and less-than lethal weapons and must qualify in the use of those weapons.

Explosive strength and stamina sufficient to run a distance of up to 300 meters.

May be required to physically subdue violent prisoners and chase inmates or the public on foot to apprehend them.

Physical tolerance to effectively work under adverse environmental conditions, extended or disrupted work schedules resulting in loss of sleep and meals, the stress of interacting with hostile or dangerous people, of assisting victims of violence or injury, and the changing parameters of legally-mandated job responsibilities and limitations.

Static strength: may be required to wear body armor & carry duty weapons weighing up to 30 lbs.

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object up to 30 lbs..

Climbing: Ascending or descending an object or ladder while carrying up to 20lbs of weight.

Color vision: Ability to distinguish and identify different colors.

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing up to 84 lbs. from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person, up to 100 lbs.

Pushing: Exerting force upon an object so that it moves away from the person, up to 70 lbs.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Smell: Ability to perceive or detect a variety of odors.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

### **Background Check Requirement**

Criminal Check

By position, Motor Vehicle Record

### **Assessment Requirement**

REACT

### **Probation Period**

Twelve (12) months.

**Class Detail**

**Pay Grade:** U1-710

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:** 5/23/24

**Revised By:** SO

**Class History:** 6/11/19 - Updated working environment verbiage; 5/23/24 – Revised Physical Demands.

# Exhibit F - Internal Recruitment Training

Topic	Group	Hours	DO Employee Training 1.00.2006	Accreditation	Lesson Plan Review	Course Type
AIU/CRO	Policy and Procedure	2	Organizational Policies, Structure, Rules and Regulations	CALEA 1.2.9	2025	Classroom
ATIMS	Inmate Supervision	8	Organizational Policies, Structure, Rules and Regulations	CALEA 1.2.9	2025	Skills/Activity
Academy Rules/ Tour	Orientation	5	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12, 4 ALDF ACA 7B-05	NA	Informational
Accreditation	Policy and Procedure	1	Accreditation	CALEA 33.5.3	NA	Classroom
Active Bystandership in Law Enforcement (ABLE)	Ethics/Self Awareness/Policy and Procedure	8	Organizational Policies, Structure, Rules and Regulations	CALEA 1.2.9	Standardized	Classroom
Batons	Less Lethal	2	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	2025	Skills/Activity
Baseline Scenarios	Scenarios	4			2025	RBT
Bias Based Policing and Hate Crimes	Ethics/ Self Awareness	4	Bias Based Profiling	CALEA 1.2.9	2025	Classroom
Body Worn Camera	Policy and Procedure	4			Pending	
CCW	Weapons	2	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	2025	Classroom
Civil Liabilities	Policy and Procedure	1	Organizational Policies, Structure, Rules and Regulations		2025	Classroom
Code of Conduct / Prohibited Association	Policy and Procedure	2	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12, 4 ALDF ACA 7B-05	2025	Classroom
COJL Search	Inmate Supervision	4	Inmate supervision/ Communications skills and interpersonal relations/ Classification, supervision, and treatment of inmates	4ALDF ACA 7B-10	NA	Skills/Activity
COJL Tour	Inmate Supervision	4	Inmate supervision/ Communications skills and interpersonal relations/ Classification, supervision, and treatment of inmates	4ALDF ACA 7B-10	NA	Skills/Activity
Communication Skills / Customer Service	De-Escalation	2	Communications skills and interpersonal relations/Conflict resolution, problem solving and counseling techniques	4 ALDF ACA 7B-05/ 4ALDF ACA 7B-10	2025	Classroom
Communication Team	Policy and Procedure	1	Communications skills and interpersonal relations/Conflict resolution, problem solving and counseling techniques	4 ALDF ACA 7B-05/ 4ALDF ACA 7B-10	NA	Informational
Contraband	Inmate Supervision	2	Inmate supervision/ Communications skills and interpersonal relations/ Classification, supervision, and treatment of inmates	4 ALDF ACA 7B-10	2025	Classroom
Conflict Management	De-escalation	2	Communications skills and interpersonal relations/Conflict resolution, problem solving and counseling techniques	4 ALDF ACA 7B-05/ 4ALDF ACA 7B-10	2025	Classroom
CPR/ First Aid	Skills	8	First Aid and C.P.R	4ALDF ACA 4C-08; 4D-08; 7B-08	Standardized	Classroom
Crime Scene Preservation	Investigations	1	Legal Issues and Jail Management Issues	4 ALDF, ACA 7B-10	N/A	Classroom
Criminal Justice - 4th Amendment (Search and Seizure)	Criminal Justice System	4	Inmate rules, regulations, grievance & discipline system	4 ALDF, ACA 7B-10	2024	Skills/Activity
Criminal Justice 1	Criminal Justice System	3	Legal Issues and Jail Management Issues	4 ALDF, ACA 7B-10	2024	Classroom
Criminal Justice 2	Criminal Justice System	3	Legal Issues and Jail Management Issues	4 ALDF, ACA 7B-10	2024	Classroom
Criminal Justice 3	Criminal Justice System	4	Legal Issues and Jail Management Issues	4 ALDF, ACA 7B-10	2024	Classroom
Criminal Justice 4	Criminal Justice System	4	Legal Issues and Jail Management Issues	4 ALDF, ACA 7B-10	2024	Classroom
Critical Incidents and Disruptions (All Hazard Plan)	Policy and Procedure	1	Riot control, hostage situations, and critical incidents	CALEA 1.3.1 4ALDF 7B-16	2021	Classroom
Crowd Control	Skills	2	Security and operational procedures, including key control	4ALDF ACA 7B-10	2025	Skills/Activity
CS Gas Classroom	Less Lethal	2.5	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	Standardized	Classroom
CS Gas Exposure	Less Lethal	3.5	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	Standardized	Skills/Activity
Deaf and Hard of Hearing	Policy and Procedure	2	Social/cultural lifestyles of the inmate population		2024	Classroom
DEVOC Cars	Driving	8	Driver Education		2025	Classroom
Devoc Classroom 1/Emergency Driving Mental Awareness	Driving	4	Driver Education		2025	Classroom
DEVOC Driving	Driving	16	Driver Education		2025	Skills/Activity
DEVOC Written Test	Driving	2	Driver Education		NA	Assessment
Dehumanization	Inmate Supervision	10	Inmate supervision/ Communications skills and interpersonal relations/ Classification, supervision, and treatment of inmates/ Cleanliness of the work area and inmate living area	4ALDF ACA 7B-10	2025	Classroom
Direct Supervision	Inmate Supervision	24	Inmate supervision/ Communications skills and interpersonal relations/ Classification, supervision, and treatment of inmates/ Cleanliness of the work area and inmate living area	4ALDF ACA 7B-10	Standardized	Classroom/RBT
Diversity/Inclusion	Ethics/ Self Awareness	1	Employee Wellness, Stress Management			
DSD- DT Final - Practical	Defensive Tactics	8	Defensive Tactics	CALEA 1.311;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT - 1	Defensive Tactics	4	Defensive Tactics	CALEA 1.311;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity

DSD-DT -10	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -11	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -12	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -13	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -13	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -14	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -15	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -16 -Cell extractions	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -16 -Cell extractions	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -16 -Cell extractions /Review	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -17 - Review	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -17 - Review	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -17 - Review	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -2	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -3	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -4	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -5	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -6	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -7	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -7	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -8	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT -9	Defensive Tactics	4	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
DSD-DT Final- Written	Defensive Tactics	1	Defensive Tactics	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	Standardized	Skills/Activity
EEQ/ Sexual Harassment	Policy and Procedure	1	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12, 4 ALDF ACA 7B-05	NA	Classroom
EOP ( Employee Outreach Program )	health and wellness	1	Employee Wellness, Stress Management		NA	
Evidence handling procedure	Policy and Procedure	2	Organizational Policies, Structure, Rules and Regulations		2025	Classroom
Executive Order 94	Policy and Procedure	2	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12 4 ALDF ACA 7B-05	2025	Classroom
Executive orders - 16,94,112 & FMLA	Policy and Procedure	1	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12 4 ALDF ACA 7B-05	NA	
Exercise of authority of a peace officer (Arrest Powers )	Policy and Procedure	4	Organizational Policies, Structure, Rules and Regulations, Arrest control and weapon retention		2025	Classroom
FOP	FOP	1	None		NA	Informational
Family Night	Orientation	2	No		NA	Event
Final Firearms Written Test	Weapons	2	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B- 16	NA	Assessment
Fire extinguisher class	Policy and Procedure	0.5	organizational Policies, Structure, Rules and Regulations		NA	
Firearms - Live Fire Day 1	Weapons	8	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B- 16	2025	Skills/Activity
Firearms - Live Fire Day 2	Weapons	8	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B- 16	2025	Skills/Activity
Firearms - Live Fire Day 3	Weapons	8	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B- 16	2025	Skills/Activity
Firearms - Live Fire Day 4	Weapons	8	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B- 16	2025	Skills/Activity
Firearms - Live Fire Day 5	Weapons	8	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B- 16	2025	Skills/Activity
Firearms - Live Fire Day 6	Weapons	8	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B- 16	2025	Skills/Activity
Firearms - Live Fire Day 7	Weapons	8	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B- 16	2025	Skills/Activity
Firearms - Live Fire Day 8	Weapons	8	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B- 16	2025	Skills/Activity
Firearms - Test Review	Weapons	0	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B- 16	2025	Assessment

Firearms - Weapon Management	Weapons	8	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	2025	Skills/Activity
Firearms - Weapon Manipulation and Safety	Weapons	8	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	2025	Skills/Activity
Firearms- IARD Classroom/RBT	Weapons	8	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	2025	Skills/Activity
Firearms - Weapon selection and safety	Weapons	8	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	2025	Skills/Activity
FTO Introduction	Orientation				NA	
Ethical Decision Making	Leadership	3	Legal Issues, Jail Management	4 ALDF ACA 7B-05	2025	Classroom
Gangs - 1	Inmate Supervision	2	Legal Issues and Jail Management Issues	4 ALDF ACA 7B-05	2025	Classroom
Gangs - 2	Inmate Supervision	2	Legal Issues and Jail Management Issues	4 ALDF ACA 7B-05	2025	Classroom
Graduation day	Activity	8			N/A	
Graduation prep	Activity	3	N/A		N/A	Activity
Group Photos	Orientation	1	N/A		N/A	Process
Handcuffing 1	Skills	2	Use of restraint devices, protective hood and restraint chair	4 ALDF ACA 7B-05	N/A	Skills/Activity
Handcuffing 2	Skills	2	Use of restraint devices, protective hood and restraint chair	4 ALDF ACA 7B-05	N/A	Skills/Activity
Handcuffing 3 (Non-Standard Cuffing)	Skills	4	Use of restraint devices, protective hood and restraint chair	4 ALDF ACA 7B-05	N/A	Skills/Activity
Handcuffing Review	Skills	0	Use of restraint devices, protective hood and restraint chair	4 ALDF ACA 7B-05	NA	Skills/Activity
Human Trafficking	Inmate Supervision	2	Legal issues and jail management issues		NA	Informational
Hostage Procedures	Policy and Procedure	2	Security and operational procedures, including key control/Safety and emergency procedures	4ALDF ACA 7B-10/ CALEA 46.1.9	2025	Classroom
Human Resources, and Payroll % Insurance forms	Onboarding	2.5	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12, 4 ALDF ACA 7B-05	NA	Process
IARD - Immediate Action Rapid Deployment - Classroom	Weapons	0	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	2025	Skills/Activity
IARD - Immediate Action Rapid Deployment - Practical	Weapons	8	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	2025	Skills/Activity
Immigration Act - online	Policy and Procedure	0	City Requirement		NA	Classroom
Injury Risk Screen (IRS)	health and wellness	4			N/A	
Inmate Communication and Grievances	Policy and Procedure	2	Inmate rules, regulations, grievance & discipline System	4 ALDF ACA 7B-05	2024	Classroom
Inmate Constitutional Rights	Criminal Justice System	2	Legal Issues and Jail Management issues/Rights and Responsibilities of Inmates	4 ALDF, ACA 7B-10	NA	Classroom
Inmate Con Games	Inmate Supervision	4	Inmate supervision/ Communications skills and interpersonal relations / Classification, supervision and treatment of inmates	4ALDF ACA 7B-10	2024	Classroom
Inmate Discipline	Inmate Supervision	2	Inmate supervision/ Communications skills and interpersonal relations / Classification, supervision and treatment of inmates	4ALDF ACA 7B-10	2024	Classroom
Inmate Programs	Inmate Supervision	1	Inmate supervision/ Communications skills and interpersonal relations / Classification, supervision and treatment of inmates	4ALDF ACA 7B-10	NA	Informational
Inmate Supervision - 1	Inmate Supervision	4	Inmate supervision/Communications skills and interpersonal relations/ Classification, supervision and treatment of inmates	4ALDF ACA 7B-10/	2024	Classroom
Inmate Supervision 2	Inmate Supervision	4	Inmate supervision/ Communications skills and interpersonal relations/ Classification, supervision, and treatment of inmates	4ALDF ACA 7B-10	2024	Classroom
Introduction to Notetaking	Policy and Procedure	1	Employee grievance and disciplinary procedures/ Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12, 4 ALDF ACA 7B-05	2025	Classroom
AIU	Policy and Procedure	1	Employee grievance and disciplinary procedures/ Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12, 4 ALDF ACA 7B-05	NA	Classroom
Introduction to the Denver Sheriff Department/ LODD	Orientation	1.5	No		2024	Informational
Mental Health First Aid	Inmate Supervision	6	Employee wellness/ stress management/	4 ALDF ACA 7B-05	Standardized	Classroom
Midterm PT Test	health and wellness	2				
Military Drills	Orientation	2	N/A		2024	Skill/ Activity
Military Drills (Formations)	Orientation	0.5	No		NA	Skill
Modern Policing - George Floyd	Ethics/ Self Awareness	2	Legal issues and jail management issues	4 ALDF, ACA 7B-10		
Modern Policing - Michael Brown	Ethics/ Self Awareness	2	Legal issues and jail management issues	4 ALDF, ACA 7B-10		
Modern Policing - Attica	Ethics/ Self Awareness	2	Legal issues and jail management issues	4 ALDF, ACA 7B-10		
Modern Policing - Power	Ethics/ Self Awareness	2	Legal issues and jail management issues	4 ALDF, ACA 7B-10		
Modern Policing - New Mexico	Ethics/ Self Awareness	2	Legal issues and jail management issues	4 ALDF, ACA 7B-10		
Modern Policing- Lucasville	Ethics/ Self Awareness	2	Legal issues and jail management issues	4 ALDF, ACA 7B-10		

Municipal Code	Criminal Justice System	1	Legal Issues and Jail Management Issues	4 ALDF, ACA 7B-10	2021	Classroom
NIMS/ICS - online	Policy and Procedure	0	Safety and emergency procedures	CALEA 46.1.9/ 4 ALDF ACA 7B-10	NA	Classroom
Objective Classification	Inmate Supervision	1	Classification, supervision, and treatment of inmates	4 ALDF ACA 7B-10;16	NA	Classroom
Observations - COIL	on the job observations	8	Onsite task/post duty training or guidance (OJT)		NA	Skills/Activity
Observations - DDC	on the job observations	8	Onsite task/post duty training or guidance (OJT)		NA	Skills/Activity
OC Pepper Spray - classroom	Less Lethal	2	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	Standardized	Multi
OC Pepper Spray - Exposure	Less Lethal	4	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	Standardized	Skills/Activity
Peer Support	health and wellness	1	Employee Wellness, Stress Management		NA	Informational
Personal Leadership	Ethics	2	Leadership Development		2024	Classroom
Physical Therapist	health and wellness	1	Employee Wellness, Stress Management		NA	Informational
Prison Rape and Elimination Act (PREA)	Policy and Procedure	1	Sexual abuse/assault awareness	4ALDF ACA 7B-10	NA	Classroom
Prisoner Transport	Policy and Procedure	4	Transportation of inmates		2021	Skills/Activity
PT	Fitness	5	Employee Wellness, Stress Management	4 ALDF ACA 7B-05	NA	Skill/Activity
PT Test - Final	Fitness	2.5	Employee Wellness, Stress Management	4 ALDF ACA 7B-05	NA	Skills/Activity
PT Test - Initial	Fitness	3	Employee Wellness, Stress Management	4 ALDF ACA 7B-05	NA	Skill/ Activity
PT Test - Mid Term	Assessment	2	N/A		N/A	Assessment
Radio Use	Skills	8	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12, 4 ALDF ACA 7B-05	2024	Classroom
Report Writing	Skills	8	Report Writing		2024	Classroom
Restrictive Housing	Inmate Supervision	1	Classification, supervision, and treatment of inmates	4 ALDF ACA 7B-10;16	NA	Classroom
RFMS/Telestaff	Policy and Procedure	2	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12 4 ALDF ACA 7B-05	NA	Classroom
Risk Management	Policy and Procedure	1	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12 4 ALDF ACA 7B-05		
Rules, Orders, and Directives	Policy and Procedure	1	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12 4 ALDF ACA 7B-05	NA	Classroom
Safety HR	Orientation		Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12, 4 ALDF ACA 7B-05	NA	Informational
Scenarios - CPR	Skills	8	First Aid and C.P.R	4ALDF ACA 4C-08; 4D-08; 7B-08	NA	RBT
Scenarios - Direct Supervision / De-escalation	Inmate Supervision	16	Inmate supervision/ Communications skills and interpersonal relations/ Classification, supervision, and treatment of inmates/ Cleanliness of the work area and inmate living area	4ALDF ACA 7B-10	2024	RBT
Scenarios - Final	Skills	16	Inmate supervision/ Communications skills and interpersonal relations/ Classification, supervision, and treatment of inmates/ Cleanliness of the work area and inmate living area	4ALDF ACA 7B-10	2024	RBT
Scenarios - Taser	Less Lethal	12	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	2024	RBT
Search Class	Policy and Procedure	8	Cleanliness of the work area and inmate living area/ Safety and emergency procedures	CALEA 46.1.9 4 ALDF ACA 7B-10	2024	Classroom
Search and Seizure 4th Amendment	Policy and Procedure	2	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12, 4 ALDF ACA 7B-05	NA	Informational
Sheriff Introduction	Orientation	0.25	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12, 4 ALDF ACA 7B-05	NA	Informational
Sidearm Training	Policy and Procedure	4	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12, 4 ALDF ACA 7B-05	CALEA 1.3.12, 4 ALDF ACA 7B-05	Informational
Social Media	Policy and Procedure	1	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12 4 ALDF ACA 7B-05	2024	Classroom
Spanish	Skills	2	Communications skills and interpersonal relations	4ALDF ACA 7B-10	2024	Classroom
Surviving Verbal Conflict	Skills	12	Communication Skills and Interpersonal Realitions	4ALDF ACA 7B-10	Standardized	
Taser	Less Lethal	2	Use of chemical agents, firearms and taser	CALEA 1.3.1 4ALDF 7B-16	NA	Skills/Activity
Test 1	Assessment	2	N/A		N/A	Assessment
Test 2	Assessment	2	N/A		N/A	Assessment
Test 3	Assessment	2	N/A		N/A	Assessment
Test 4	Assessment	2	N/A		N/A	Assessment
Test 5 - Final written	Assessment	2	N/A		N/A	Assessment
Transgender Inmate Policy	Policy and Procedure	3	Social/cultural lifestyles of inmates including inmate and staff interactions	4ALDF ACA 7B-10	2025	Classroom
Trauma Series 2 - Mental Health and Trauma	health and wellness	2	Employee Wellness, Stress Management	4 ALDF ACA 7B-05	2026	



Trauma Series 1 - BrainBased Framework of Trauma for LE	health and wellness	2	Employee Wellness, Stress Management	4 ALDF ACA 7B-05	2026	
Uniform Fitting	Orientation	2	No		N/A	Process
Uniform Inspection/ Pictures	Assessment	2	N/A		N/A	Assessment
Uniform Policy	Policy and Procedure	2	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12 4 ALDF ACA 7B-05	2024	Classroom
Use of Force	Policy and Procedure	8	Use of Force	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	2024	Classroom
Use of Force Table tops	Policy and Procedure	4	Use of Force	CALEA 1.3.11;1.3.12 4 ALDF ACA7B-10;16	2024	Classroom
Violence in the Workplace	Policy and Procedure	2	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12, 4 ALDF ACA 7B-05	2024	Classroom
WMD ( Weapons of mass destruction )	emergency preparedness	8	Federal Requirement ?		NA	Classroom
Workman's Compensation	Onboarding	0.5	Organizational Policies, Structure, Rules and Regulations	CALEA 1.3.12, 4 ALDF ACA 7B-05		Process
Yubikey/ Laptop Issuance	Onboarding	1	Organizational Policies, Structure, Rules and Regulations		NA	Process
	Total Hours	651.3				

520 hours required by accreditation

**Contract Control Number:**  
**Contractor Name:**

SHERF-202580749-03/ Parent:SHERF-202266238-03  
COLORADO DEPARTMENT OF HUMAN SERVICES

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at  
Denver, Colorado as of:

**SEAL**

**CITY AND COUNTY OF DENVER:**

**ATTEST:**

By:

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**APPROVED AS TO FORM:**

**REGISTERED AND COUNTERSIGNED:**

Attorney for the City and County of Denver

By:

By:

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By:

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**Contract Control Number:**  
**Contractor Name:**

SHERF-202580749-03/Parent:SHERF-202266238-03  
COLORADO DEPARTMENT OF HUMAN SERVICES

**SEE PAGE 3 FOR STATE SIGNATURES**

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)

ATTEST: [if required]

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)