

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**.

All fields must be completed.

Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: November 18, 2015

Please mark one: Bill Request or Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes No

If yes, please explain:

2. **Title:** (Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)

To approve the Mayoral reappointments of Shawn Cohn and Sylvia Sich to the Denver Community Corrections Board for terms effective immediately and expiring June 30, 2020 or until a successor is duly appointed.

3. **Requesting Agency:** Mayor's Office

4. **Contact Person:** (With actual knowledge of proposed ordinance/resolution.)

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** anthony.aragon@denvergov.org

5. **Contact Person:** (With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** anthony.aragon@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

[Insert general description here.]

****Please complete the following fields:** (Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field – please do not leave blank.)

- a. **Contract Control Number:**
- b. **Duration:** Terms effective immediately and expiring June 30, 2020
- c. **Location:**
- d. **Affected Council District:**
- e. **Benefits:**
- f. **Costs:**

7. **Is there any controversy surrounding this ordinance?** (Groups or individuals who may have concerns about it?) **Please explain.**

[Start typing here.]

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____

Shawn M. Cohn

Professional Experience

Chief Probation Officer - 2nd Judicial District Probation Department, Denver, CO July 2006 – Present

- Administers a probation department for the Colorado Judicial Branch.
- Confers with staff on casework techniques and specific case situations.
- Responsible for developing and managing the budget, purchasing and accounting functions. Authorizes expenditures.
- Participates in the design, acquisition, and implementation of automation for court processes and proceedings.
- Provides for facility maintenance and space needs, ensuring that staff have adequate equipment and a safe working environment.
- Disseminates and ensures compliance of all laws, rules, and directives pertaining to the activities of the probation department.
- Develops and implements policies and procedures for the district probation department.
- Coordinates the activities of the department and maintains effective working relationships with the State Court Administrator's Office, other units, law enforcement agencies, public and private social service agencies, and community resources.
- Establishes expectations and provides employee performance feedback on an on-going and annual basis. Assists subordinates in establishing performance and professional goals. Evaluates subordinates' goal achievement through conferences, informal meetings, and annual performance appraisal.
- Provides for orientation and on-going training, mentoring and coaching to existing subordinates. Makes provisions for subordinates to attend outside training. May provide cross-training and interdepartmental training.
- Responsible for overall direction and supervision of a probation department.

Probation Supervisor – 17th Judicial District Probation Department, Thornton, CO - August, 2000 – Present

- Provided supervision to a Juvenile Probation Unit comprised of regular, specialized, and SB94 contracted officers.
- Monitored caseload progress and performed case audits and reviews. Acted as a resource for line staff and guided officers in troubleshooting difficult issues.
- Established expectations and provided employee performance feedback on an on-going and annual basis. Assisted line staff in establishing performance and professional goals.
- Provided orientation and on-going training, mentoring, leadership and coaching.
- Responsible for directed, corrective or disciplinary action as needed.
- Identified problem areas relating to the supervision of juveniles in the 17th Judicial District. Created and secured funding for numerous specialized programs/positions to address these problem areas including SOJISP, a Female Community Resource Officer, a day reporting/treatment program called Recognizing Opportunities for Change (R.O.C.), a Detention Release Officer and Detention Cap Liaison.
- Involved in the development and maintenance of a multi-disciplinary team (Connections) charged with staffing cases, approving funding for out of home placement, considering heightened supervision and making recommendations to the court.

Probation Officer – 17th Judicial District Probation Department, Thornton, CO ▪ July, 1992 – August, 2000

- Managed a caseload of juvenile probationers. Provided supervision for a JISP caseload and a developed a female gender specific caseload (FISP). Created and facilitated a female gender specific curriculum.
- Created case plans which encouraged positive behavior change in addition to compliance with court orders.
- Provided referrals to community resources based on the needs of the offenders.
- Maintained records as established by policy. Wrote revocations, requests to take into temporary custody, terminations, and special reports with recommendations for the court as needed.

Group Living Counselor – Excelsior Youth Center – Aurora, CO ▪ March, 1989 – July, 1992

- Supervised twenty emotionally, behaviorally disturbed girls in a residential setting.
- Provided daily facilitation of living skills in individual and group formats.
- Utilized crisis intervention knowledge and training.

Education

Bachelor of Science in Criminal Justice with emphasis in Juvenile Delinquency, minor in Psychology – Metropolitan State College, Denver, CO ▪ December, 1990

Awards and Accomplishments

1996 - Nominated by the Office of Probation Services for the APPA Scotia Knouff Officer of the Year

1999 - Awarded Probation Officer of the Year by the 17th Judicial District Probation Department

2001 - Nominated for the Outstanding Employee Award, Supervisor category as awarded by SCAO's Employee Recognition and Incentive Program

2003 - Awarded Employee of the Year by the 17th Judicial District Probation Department

2004 - Awarded the Judge Phillip B. Gilliam Award for Administrator/Supervisor of the year by the Colorado Juvenile Council

References: Attached

Boards and Commissions - Applicant Information

Printed Date: 06-06-2016

Prefix: UNDECLARED Last Name: SICH First Name: SYLVIA Middle Name:

Applicant/Appointee Record Id: 3669 Date Last Modified: August-09-2012 09:35:54 AM MDT App Deleted Flag:

Occupation: POLICE CAPTAIN

Employer: DENVER POLICE DEPARTMENT

Work Email: SYLVIA.SICH@DENVERGOV.ORG

Work Address: 1331 CHEROKEE STREET

Work City: DENVER Work State: CO Work Zip: 80204 Work Zip Ext:

Work Phone: 720-913-6860 Work Phone Ext: Work Fax: Work Cell Phone:

Home Email: SICHS@COMCAST.NET

Home Address: 15441 FAIRWAY DRIVE

Home City: COMMERCE CITY Home State: CO Home Zip: 80022 Home Zip Ext:

Home Phone: 303-922-9765 Home Cell Phone: 720-490-0189

Birth Date: July-04-2776 12:00:0 Gender: FEMALE Ethnicity: CAUCASIAN GLBT: UNDECLARED

City Council District: UNDECLARED City Council Other:

Registered Voter: YES Registered County: ADAMS COUNTY Political Affiliation: UNDECLARED

Education Level: Year Completed:

Experience: UNDECLARED Interest: UNDECLARED Confidence: UNDECLARED

Confidence Extension:

City Employed: YES Date Submitted: August-09-2012 09:35:54 AM MDT

Boards Applying For:

COMMUNITY CORRECTIONS BOARD DENVER

References

Reference 1: First Name: Last Name: Phone:

Reference 2: First Name: Last Name: Phone:

Reference 3: First Name: Last Name: Phone:

Skills, Activities, Memberships, Resume/Cover Letter:

Board Assignment Information:

Relation Id: 4904 BoardName: COMMUNITY CORRECTIONS BOARD DENVER Delete Flag: N

Status: MEMBER Reason: APPOINTED Start Date: 08-06-2012 End Date: NONE Tech Date: 06-30-2016

Resolution: 0545 2012 Addendum: DEPT PUBLIC SAFETY