

DETENTION OFFICER CERTIFICATION COURSE
REVISION COMMITTEE MEETING
North Carolina Justice Academy
Salemberg, NC
September 11, 2015

Tim Fuss called the meeting to order at 9:10 a.m. Janet Dunn called roll.

Members Present

Kathryn Bryan
Juan Delgado
Glen Matayabas (represented by Michael Murphy)
Alicia McKinney
Sammy Turner (represented by Donna Simpson)
Thomas Whitmore

Members Absent

Dave Castelow
Milton Drew
Wayne Jones
Greg Parker
Aaron Vassey

Staff Present

Autumn Hanna, Sheriffs' Standards Division
Joy Strickland, NC Department of Justice
Gary Dudley, NC Justice Academy
Tim Fuss, NC Justice Academy
Paige Phillips, NC Justice Academy
Janet Dunn, NC Justice Academy

Mr. Fuss asked the members to pause for a moment of silence in memory of the events that occurred on September 11th.

Approval of Previous Meeting Minutes

Members were afforded the opportunity to review the previous meeting minutes. Kathryn Bryan made the **motion** to accept the previous minutes from July 8, 2015 meeting as written. Thomas Whitmore **seconded**. **Motion carried.**

Old Business: DOCC Revisions

- **Criminal Justice Systems** (tabled from the July 8th meeting)

Lesson plan material was emailed to the members prior to the meeting for review of the proposed changes. Members asked that the material be streamlined more by legal staff. Ms. Joy Strickland addressed the additional changes that were made to the block:

- Pages 16 and 17: Constitutional Amendments – more information was included as to how it may be applicable to detention; what the claims might be under the Amendment within the jail setting.
- Page 18: Tweaks were made to pre-trial release section to clarify pre-trial release versus a person that could be booked into the detention facility.

- Reduced the amount of information included for sentencing in an attempt to prevent detention officers from giving advice.

Additional revisions:

- (Tim Fuss)

With reference to training objective #8, “Define and discuss the following terms as it relates to structured sentencing: Mandatory sentence, presumptive sentence, aggravating circumstances, mitigating circumstances.” Simplistic definitions from Black’s Law were added. Members were in agreement with the placement of the definitions.
- (Kathryn Bryan)
 - 1) Page 9: #11 – seems to be a duplicate of #6; proposed striking #11. It was discussed that #11 would be deleted but combined with #6; correcting it to read: “Maintenance, operation, and administration ...”
 - 2) Page 12, 3. a) – “Courts associated with the reason why the inmate is currently being housed in the detention facility.” This statement tries to identify that there are situations in which individuals may be going to court other than criminal court; civil, witness, child support, etc. It can be changed to “court appearances” for clarification. It was suggested that a) be deleted altogether and the section start with “There may be other instances in which...” and correct formatting. Members were in agreement.
 - 3) Page 18: 3. a) and d) – change “police officer” to “law enforcement officer.” In the paragraph that follows, “In practice, magistrates often routinely issue arrest warrants,” it was recommended to change the language so it read, “An arrest warrant may be issued by a judicial officer (typically a magistrate) ...” and then strike the “In practice, ...” sentence.

Thomas Whitmore made a **motion** to accept the CJ Systems lesson plan to include the proposed revisions as well as those discussed. Alicia McKinney **seconded**. **Motion carried.**

- **First Aid & CPR:** Consideration to adopting a national standard and getting away from vendors. Mr. Fuss posed the question to all the school directors attending the SD Conference (+/- 100). There were 43 responses and the majority (31) of them said it was fine as it is. Members agreed to leave it as it is. There is a typographical within the instructor notes page; “Brady” should read as “National Institute of Health” instead. The change will be made to reflect the rule.

Kathryn Bryan made a **motion** to keep the four vendors provided. Thomas Whitmore **seconded**. **Motion carried.**

- **Contraband:** The handout title was revised to reflect the adjustment of language from “Clothed Body Search” to “Pat-Down.”

New Business: DOCC Revisions

- **Legal Aspects:** (Joy Strickland) Some of the law and administrative code is incorporated but not for all topics. A suggestion was made to leave the material in the lesson plan(s), using the Legal Aspects block to provide case examples and illustrations of how the rules and the laws have been applied. It was recommended that the Legal Aspects block not become the emphasis of what the rules and laws are because students need to hear about the rules/laws as they are hearing about the other parts of that topic. Legal staff suggested two options: either increase the hours and add all the laws or, just make sure everything is in the respective block(s) and summarize where it is relevant to a particular case, keeping the hours the same.

Members expressed agreement with keeping the current number of hours. In previous years, Case Studies were added, providing examples that prompted the discussion. However, with the current review, those case studies were removed because so many of the cases are from jurisdictions outside North Carolina. Some disclaimer language has been added saying some of these cases are from outside of our jurisdiction, however, we (Legal staff) think probably our courts would follow the same logic. Recommendation of summarizing more of the case(s) and then have the discussion happen. Include in the instructor lesson plan, what the right answer is and then how things could have been improved, what could they have done to maybe change the outcome, and have a summary of what happened in that particular case so that there is a discussion, helping officers understand.

Members will be given an opportunity to review the lesson plan once it is revised.

Mr. Fuss inquired if the hours would be reduced or remain at 14. Ms. Joy Strickland advised they should be able to keep it at 14. If instructors are really using it as a discussion, the way we hope, even when pulling out some of the things that have been repeated, the block should remain at the same amount of hours.

Mr. Fuss advised that he polled the school directors regarding the length of the Legal Aspects block; keep it at 14 hours, reduce it, or increase it. 25 out of 43 responses received, said leave it as is at 14 hours. The school directors do not want the hours reduced. One school director advised he taught it at the end of the school as a good refresher before the state exam. So, if we take material out of the block, he liked the idea of at least some summary to remain. Some advised they use EMS to teach the Medical Care block and that they are concerned that if material was removed from the Legal Aspects block that was medical related and put it in the Medical Care block, would the EMS personnel really understand it?

Concerns were expressed over expanding too much into summaries that they lose focus on the main points. Mr. Fuss added there is the ability of placing the full case(s) on the CD, inside a resource folder, if the case(s) is summarized within the lesson plan.

Mr. Fuss asked if the Committee was good with the proposed revisions as they have been discussed. The committee members were in agreement. When the second half of the curriculum is done, the Legal Aspects draft will be available for review, which may require another look at the first half to make sure there is nothing that needs to be referenced back to. Ms. Strickland asked that all members check the first half of the curriculum for typographical, grammatical, flow of material, etc. Members expressed a desire to have the first half of the curriculum to review as well as the 2nd half of the materials, with both a clean and a strikethrough version of each. Mr. Fuss also reminded members to review the handouts for updates, deletions, etc.

Members expressed a need for more time to review the materials given the volume of material. Mr. Fuss advised that the discs will be mailed out two weeks prior to the meeting; no later than October 16th. Members will receive the 2nd half of the curriculum, to include Legal Aspects block, to the end of the "book," including the new block, "PREA."

It was discussed that a two-day retreat was necessary to address the revisions for the 2nd half of the book, and craft a suicide and crisis management/suicide screening form based upon North Carolina agencies and cross-reference the first half with Legal Aspects. This will also be the time to review two videos Mr. Fuss has received permission to use; Ebola (out of GA) and Inmate with TB (Buncombe Co.).

Autumn Hanna advised that based upon a preliminary review she has done thus far, there are going to be substantial changes to the state exam. Mr. Fuss asked that Autumn Hanna and Sirena Jones spot-check the revisions behind the Committee to ensure that the task analysis is being met. The proposed rollout has been extended to August 2016.

Committee members inquired about the possibility of actually listing the names and agencies of the Committee members on the lesson plans instead of collectively as “DOCC Revision Committee.” Mr. Fuss advised that it could be done that way.

Mr. Fuss inquired how the Committee felt about asking a potential new member to the retreat for possible consideration for voting to be added to the Committee. Members accepted the idea since the meetings are open to the public.

Meetings

November 9 – 10 was determined to be the dates for the retreat; starting at 8:30 a.m. A quorum is required the second day for voting purposes. Members were asked to review all blocks prior to the retreat, making a list of proposed changes.

Thomas Whitmore made a **motion** to adjourn. Juan Delgado **seconded**. **Motion carried**. Meeting adjourned at 10:30 a.m.

Respectfully submitted:

Janet Dunn
North Carolina Justice Academy

Date:

September 16, 2015