

DETENTION OFFICER CERTIFICATION COURSE
REVISION COMMITTEE MEETING

Embassy Suites
Greensboro, NC
September 22, 2014

Tim Fuss called the meeting to order at 2:00 p.m. Darlene Jackson called roll.

Members Present

Kathryn Bryan
Dave Castelow
Glen Matayabas
Alicia McKinney
Joseph Milem
Thomas Whitmore
Sammy Turner

Members Absent

Wayne Jones
Juan Delgado
Milton Drew
Greg Parker

Staff Present

Autumn Hanna, Sheriffs' Standards Division
Gary Dudley, NC Justice Academy
Tim Fuss, NC Justice Academy
Paige Phillips, NC Justice Academy
Darlene Jackson, NC Justice Academy

Visitor

Aaron Vassey, Cleveland Community College
Serena Jones, Sheriffs' Standards Division

Mr. Fuss advised that Mr. William Hart who was the legal counsel for DOCC has been replaced by Ms. Paige Phillips, a former magistrate from Wake County.

Approval of Previous Meeting Minutes

The material in the *Legal* block pertaining to 15A-401(d)(1)/(d)(2) that stated it applied to a detention officer is not the case and has been corrected. The question was raised if the previous meeting minutes were correct as written. Mr. Fuss advised that what is contained within the minutes is correct. Dave Castelow made the **motion** to accept the previous minutes from November 8, 2013 meeting as written. Joseph Milem **seconded. Motion carried.**

New Business

- Confirmation of members: Alicia McKinney, Kathryn Bryan, and Joseph Milem. All members have expressed a desire to remain on the committee. **A motion was made by Sammy Turner to renew all of the existing members. Joseph Milem seconded. Motion carried.** These members' terms have been extended for another three (3) years; expiring April 2017.

- **DOCC By-Laws**

Mr. Fuss requested the members review the current by-laws and advise of any corrections or changes they feel should be made. He explained that the by-laws address major and minor revisions as well as membership. He made a suggestion of adding electronic voting for minor revisions; in lieu of a meeting, an email vote can be taken with majority ruling. Members expressed agreement in adding electronic voting to the existing by-laws. Once the by-laws are compiled with the new content/language, they would be distributed to the members via email for a vote. Consideration was proposed to the members regarding meeting attendance; if a member is unable to attend, that member could then extend their voting ability to a member who will be in attendance to vote on their behalf. **A motion was made by Sammy Turner, pending the electronic vote to add the language about voting electronically, as well as extending proxy voting to a member who will already be in attendance. Kathryn Bryan seconded. Motion carried.**

DOCC Revisions

Mr. Fuss advised that the entire curriculum was revised. **Legal** block was restructured to make it easier for the students. One attorney from the field questioned material; however, after further review, it was determined that the material was correct as written. A bill has recently been passed that allows a detention officer to carry on educational property as long as they are working.

Future revisions, minor in nature, include:

- Current legislature changes will impact **Legal & Contraband** – Giving a cell phone to an inmate is now a Class H felony; giving them tobacco products is a Class 1 misdemeanor; detention facilities, not prisons, now have the opportunity to sell E-vapor in the commissary.
- Typographical corrections will be made
- Cooper norms have been updated for physical fitness

Discussions were held regarding the new POPAT that has recently been completed for BLET; the addition of a physical assessment program in DOCC. Ms. Hanna advised that a task analysis may have to be completed first, since the current one was completed in 2003, requiring a more current task analysis. However, the Telecommunicator program would come first since the last one done was in 1998.

- **PREA (Recommendation for a new block)**

It is the consensus of the Committee that this is an important topic and needs to be addressed. Various options were discussed; request additional hours, trim hours from existing blocks of instruction, etc. Recommendations were made that the material provide a familiarization at the basic level so that officers understand PREA. The way the PREA mandate is written, it applies to all facilities – federal, state, and local; regardless if you hold federal inmates or not. The recommended 2 hour block would address the areas of:

- What is PREA?
- When did it take affect?
- Who does it apply to?
- What is a detention officer's duty?
- How does it occur – inmate on inmate/staff on inmate.

This topic will be presented before the Commission in December; if approved, it would take one year to make the change. It would be August 2015 or February 2016 before the material would be placed within the curriculum. The total hours would be increasing from 172 to 174.

- **Fire Emergencies**

The fire extinguisher is a required practical. BLET has a practical skills check-off sheet; pull, pin, sweep, aim. Mr. Fuss inquired if the members would like to see this added to the DOCC curriculum. Members were in agreement to adding the form.

Tim Fuss, Chairman

14J is going to be revised in 2015. Mr. Fuss received communications (he will distribute to members) advising that there is going to be an open forum in early 2015 to address 14J. If there is an issue with a rule, this is an opportunity where suggestions can be made. If Rules are too restrictive, or there is not a Rule – one can be presented for consideration.

Instructor updates 2015 – October 22nd (Salemberg); December 1st (Edneyville)

DOCC school to start end of January – February 2015 (140th offering)

Detention Management Development Program (DMDP)

There is anticipation of beginning this program next year, with one week a month for 6-7 months, between the two campuses. It would cover topics from Leadership to Investigations. Applicants (ranked sergeants and above) will be interviewed, where a class of 20 will be selected. Participants will be required to compile a portfolio that will contain a recruitment strategy, a budget, guide them on evaluating their own FTO programs, include media releases, etc.

NIC partnership is going well and they will be conducting an Inmate Behavior Management class in Salemberg February 23-26, 2015; an agency limit of 3. It will deal with classification issues and making decisions.

Open Discussion

- **Autumn Hanna**

Introduced Serena Jones, Certification Specialist, Sheriffs' Standards Division, and due to a re-organization, she will become the certification/training specialist for the western part of NC and Autumn Hanna will become the certification/training specialist for the eastern part of NC.

CRC (Career Readiness Certificate) – Data is still being collected regarding this topic. Ms. Tracy McPherson and Ms. Julia Lohman are working with this project and will likely contact some agencies – community colleges, etc. – in the future.

Testing: Legal and Medical blocks receive the lowest test scores, but failure rates are still incredibly low.

Next meeting will be scheduled for September 2015, unless necessary to meet before.

Joseph Milem made a **motion** to adjourn. Alicia McKinney **seconded**. **Motion carried**.

Respectfully submitted:

Janet Dunn
North Carolina Justice Academy

Date:

September 26, 2014