

DETENTION OFFICER CERTIFICATION COURSE
REVISION COMMITTEE MEETING
North Carolina Justice Academy
Salemberg, NC
February 12, 2016 @ 1:00 p.m.

Tim Fuss called the meeting to order at 1:00 p.m. Janet Dunn called roll.

Members Present

Kathryn Bryan
Juan Delgado
Glen Matayabas (represented by Michael Murphy)
Sammy Turner
Aaron Vassey
Thomas Whitmore
Milton Drew (represented by Jay Burch)
Alicia McKinney
Greg Parker

Members Absent

Dave Castelow (available by phone if needed for a quorum)
Wayne Jones

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 welcomed everyone and thanked them for their dedication and continued hard work in making revisions to the DOCC Curriculum.

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 as written from the November 10, 2015 meeting. Sammy Turner **seconded**. **Motion carried.**

Old Business: Curriculum Revisions

The following blocks of instruction were revised during the retreat held February 11 and 12, 2016 by committee members in conjunction with legal staff. All revisions presented and any additional revisions made at that time were reviewed and agreed upon by those members who were present.

Legal Aspects (revisions being completed by legal staff)
Physical Fitness (revisions being completed by John Combs)
Subject Control Techniques (revisions being completed by John Combs)
Mental Illness (provided a copy to the members for review/recommendation)

DOCC Revisions from Retreat

As was discussed at the November 10, 2015 meeting, voting for all materials was tabled to allow the necessary revision and review by committee members of the four remaining topics. With all materials having been revised and reviewed February 11 and February 12, 2016, voting was held during the February 12, 2016 afternoon DOCC Revision Committee meeting. For referral/archiving purposes, a copy of the revisions for each block of instruction is included on the accompanying CD.

Any minor adjustments to instructor notes or PowerPoint slides will be made according to the content changes being approved.

01 – Orientation

Sammy Turner made the **motion** to accept the revisions to the curriculum as noted. Kathryn Bryan **seconded. Motion carried.**

02 – Criminal Justice Systems

Kathryn Bryan made the **motion** to accept the revisions to the curriculum as noted. Thomas Whitmore **seconded. Motion carried.**

03 – Legal Aspects

The handout with the study guide questions no longer serves a purpose so it is being proposed that it be removed. However, the Notice of Charges sheet will remain.

Michael Murphy made the **motion** to accept the revisions to the curriculum as noted. Alicia McKinney **seconded. Motion carried.**

04 – Contraband

Alicia McKinney made the **motion** to accept the revisions to the curriculum as noted. Jay Burch **seconded. Motion carried.**

05 – Processing Inmates

Jay Burch made the **motion** to accept the revisions to the curriculum as noted. Greg Parker **seconded. Motion carried.**

06 – First Aid

Greg Parker made the **motion** to accept the revisions to the curriculum as noted. Thomas Whitmore **seconded. Motion carried.**

07 – Medical Care in the Jail

Thomas Whitmore made the **motion** to accept the revisions to the curriculum as noted. Aaron Vassey **seconded. Motion carried.**

08 – Patrol/Security Functions

Aaron Vassey made the **motion** to accept the revisions to the curriculum as noted. Juan Delgado **seconded. Motion carried.**

09 – Key & Tool Control

Juan Delgado made the **motion** to accept the revisions to the curriculum as noted. Sammy Turner **seconded. Motion carried.**

10 – Supervision & Management

Sammy Turner made the **motion** to accept the revisions to the curriculum as noted. Kathryn Bryan **seconded. Motion carried.**

11 – Suicide & Crisis Management

Kathryn Bryan made the **motion** to accept the revisions to the curriculum as noted. Michael Murphy **seconded. Motion carried.**

12 – Introduction to Rules & Regulations

Michael Murphy made the **motion** to accept the revisions to the curriculum as noted. Alicia McKinney **seconded. Motion carried.**

13- Stress

Alicia McKinney made the **motion** to accept the revisions to the curriculum as noted. Jay Burch **seconded. Motion carried.**

14 – Investigative Process in the Jail

Jay Burch made the **motion** to accept the revisions to the curriculum as noted. Greg Parker **seconded. Motion carried.**

15 – Subject Control Techniques

Greg Parker made the **motion** to accept the revisions to the curriculum as noted. Thomas Whitmore **seconded. Motion carried.**

16 – Aspects of Mental Illness

Thomas Whitmore made the **motion** to accept the revisions to the curriculum as noted. Aaron Vassey **seconded. Motion carried.**

17 – Transportation of Inmates

Aaron Vassey made the **motion** to accept the revisions to the curriculum as noted. Juan Delgado **seconded. Motion carried.**

18 – Fire Emergencies

Juan Delgado made the **motion** to accept the revisions to the curriculum as noted. Sammy Turner **seconded. Motion carried.**

19 – Physical Fitness

Sammy Turner made the **motion** to accept the revisions to the curriculum as noted. Kathryn Bryan **seconded. Motion carried.**

20 – Communication Skills

Kathryn Bryan made the **motion** to accept the revisions to the curriculum as noted. Michael Murphy **seconded. Motion carried.**

21 – Ethics for Detention Officers

Michael Murphy made the **motion** to accept the revisions to the curriculum as noted. Alicia McKinney **seconded. Motion carried.**

22 – Notetaking & Report Writing

Alicia McKinney made the **motion** to accept the revisions to the curriculum as noted. Jay Burch **seconded. Motion carried.**

23 – Prison Rape Elimination Act

Jay Burch made the **motion** to accept the addition and revisions to the curriculum as noted. Greg Parker **seconded. Motion carried.**

Meetings

The next meeting will be scheduled by the new chairperson.

Comments

- Mr. Fuss advised, although he is no longer working at the Academy, he has been granted permission to present the revisions to the Commission for approval on March 24, 2016. Since Mr. Fuss has been the project manager for this revision cycle, it was thought appropriate to allow him to make the presentation. With the addition of the “Prison Rape Elimination Act” block of instruction, the curriculum hours will increase by 2 hours; changing from 172 to 174 total hours. The anticipated rollout for the curriculum will be September 1, 2016 since the additional block will affect rules making.
- The legal review will be noted in the academic checklist with the legal representative(s) that reviewed it to include the date. Also, the members’ names will be listed for the “Revised By” instead of the blanket “DOCC Committee.”
- Several members expressed their appreciation to Mr. Fuss for his support of the detention field during his tenure with the Academy – to include the Detention Officer Certification Course – as well as the efforts and dedication of the committee members to ensure the development of quality training.

Thomas Whitmore made a **motion** to adjourn. Greg Parker **seconded. Motion carried.** Meeting adjourned at 1:20 p.m.

Respectfully submitted:

Janet Dunn
North Carolina Justice Academy

Date:

February 15, 2016