

DETENTION OFFICER CERTIFICATION COURSE
REVISION COMMITTEE MEETING
North Carolina Justice Academy
Salemberg, NC
July 8, 2015

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

Members Present

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

Members Absent

Dave Castelow

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
Mark Strickland, NC Justice Academy
Wayne Ayers, NC Justice Academy
Janet Dunn, NC Justice Academy
Susan Gillis, NC Justice Academy
Marion Williams, Legal Intern, NC Justice Academy

*Newly approved member

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 March 4, 2015 meeting as written. Thomas Whitmore **seconded. Motion carried.**

New Business

- **New Member**

Mr. Fuss introduced Mr. Aaron Vassey, Cleveland Community College, the candidate to fill the current vacancy once held by Joseph Milam. Mr. Aaron Vassey addressed the committee and provided some background information. **A motion was made by Kathryn Bryan to accept Mr. Vassey as the newest member on the Committee. Alicia McKinney seconded. Motion carried.** This new member will serve a three (3) year term; expiring April 2018.

- **DOCC By-Laws**

Members were provided a handout of the revisions being proposed to the by-laws. Mr. Fuss addressed each one, stressing that the previously approved electronic voting was no longer permissible since the DOCC Revision Committee meetings are open to the public. However, if a member is unable to attend, they may send a proxy. Sammy Turner made the **motion** to accept the revised by-laws as written. Greg Parker **seconded**. **Motion carried.**

DOCC Revisions

- **PREA (Update)**

Mr. Fuss advised the members that the PREA training objectives previously accepted by the Revision Committee were accepted by the Commission. It is scheduled for February 2016 rollout.

- **Revisions**

Discs were mailed to all members containing strikethrough documents outlining the proposed changes to the first 11 blocks of the curriculum as recommended by legal staff during their legal review.

Committee members have given Mr. Fuss approval to make changes to instructor notes and PPT slides as needed based upon the approved changes.

#1 - Orientation: Mr. Fuss provided an overview of the proposed changes. Discussions were held regarding:

- Various grammatical and formatting
- Replace “jail” with “detention facility”
- Reordering of the training objectives (4 becomes 1; 1 becomes 2, and is rewritten to read, “Discuss the requirements to obtain certification;” 2 becomes 3; 3 becomes 4.)
- Adding a “note of reference” to page 23, “2. North Carolina Criminal Justice Education and Training Standards Commission, a) Statutory Powers” section; condense/summarize (1) – (16). This needs to be paraphrased so that the officer knows how it relates to their job.
- Summarizing the first paragraph under “4. Commission staff” found on page 27.

Greg Parker made the **motion** to accept the proposed changes in addition to those discussed. Milton Drew **seconded**. **Motion carried.**

#2 – Criminal Justice System: Mr. Fuss provided an overview of the proposed changes. Discussions were held regarding:

- Various grammatical and formatting
- Recommended adding “detaining” to the first sentence in the Opening Statement so that it includes detention.
- Training objectives #1 and #9 were recommended for elimination; #8 was modified to read: “Define and discuss the following terms *as it relates to structured sentencing*: and reduce the list by removing “b. Determinate sentence” and “d. Indeterminate sentence.”
- Delete “B. Historical Development of Jails;” however, incorporate the last two paragraphs into the opening statement.

Ms. Joy Strickland expressed a concern that the detention officer’s role is not to give legal advice to the inmate. For a detention officer to have general information may be helpful to have so that they understand how the system works and what the sentencing options are.

Ms. Kathryn Bryan recommended that the block be completely revamped, to include more practical application. The emphasis needs to be focused on what is relevant to the detention officer's job. Committee members are in agreement. Ms. Bryan has offered her assistance if needed.

Final discussions resulted in this block being tabled for now to allow time for additional legal review. It will be addressed again at the next meeting.

#3 – Legal Aspects of Management & Supervision (this block is still under legal review)

#4 – Contraband Searches: Overview of the proposed changes was conducted with discussions being held regarding:

- Various grammatical and formatting
- Terms “universal” and “standard” precautions – recommendation to change to “OSHA.” These precautions are agency specific. Members expressed concerns over losing the meaning; it is more than “just be careful.” Both definitions are included in the material as well as a note to follow your agency’s policy.
- Add “by the arresting officer” to the end of the sentence, “The detention facility should not assume that a search for weapons has already been conducted” for clarification purposes. (page 6 – A. Why Conduct Searches? – 1. Prevent weapon carrying)
- Remove “or the person’s premises” (2 places) from the paragraph under “B. Rules for Conducting Body Searches.”
- Delete section “D. Impact of Searches” and add the text to section “C” instead.
- Add consistency to the terms “clothed body search = pat-down/frisk” and “unclothed body search = strip-search/body-cavity search;” use terms pat-down/frisk and strip-search/body-cavity search. Example: Clothed body search (otherwise known as pat-down or frisk).
- Change, 3. and to 3. or (page 9)
- Joy recommended that language regarding detaining an individual when contraband has been found be added to the “Unclothed body search or strip search” section E. 2. g) – “In order to prevent the person from accessing the suspected contraband or otherwise dispose of it, the detention officer should secure the individual according to agency policy.” (pages 12-13)
- Summarizing language for “9. Criminal offenses associated with contraband – N.C.G.S. 14-258.1” (page 20)
- Section “K. Precautions When Searching – 1. General” – add blanket statement; Example: OSHA defines the following terms as: (adding clarity and emphasis) – an introductory paragraph, something like “Ultimately, each agency has to adopt one of the OSHA standards that will be discussed below.”

Sammy Turner made the **motion** to accept the proposed changes as well as those discussed. Kathryn Bryan **seconded**. **Motion carried.**

#5 – Processing Inmates: The proposed revisions were addressed and further discussions held regarding:

- Replacing the term “jail” with “detention facility” – to be checked throughout the entire curriculum
- A handout was provided to the members outlining the proposed changes to the training objectives. Changes were proposed for training objective numbers 1, 2, 3, 4, 5 – and add an instructor note to complete the Health Screening Form, 8, 9, 11; with training objectives 12 - 16 being deleted altogether.
- Section A. “Opening Statement” – delete paragraph #3, “As we proceed through this block of instruction...”

- Reword sentence, “The following reflects the latest findings and trends in regards to the correctional population, detention facility inmates, and detention facilities:” directing instructor/student to links since the information that followed this sentence was deleted.
- “Inmate composition” statistical information was removed from the lesson plan – recommended as a handout that’s specific for NC or provide a link to the information. Add an instructor note to discuss with the class, the size of their jail and how many people are on shift per working station. Can also add link to BJS with an instructor note that statistics may be found here as a referral source, as well as the link to Jail Administrator’s Association Facility Guide.
- Reformatting of sections “C. Forms Associated with Processing Someone into the Jail;” “D. Understanding AOC-CR-200 (*Release Order* was added);” “E. Health Screening;” “I. Classification of Inmates” – more outline style.

Alicia McKinney made the **motion** to accept the proposed changes as well as those discussed. Thomas Whitmore **seconded**. **Motion carried.**

#6 – First Aid and CPR: Mr. Fuss identified the changes to be made, which included:

- Change in wording for training objective #3: “In a practical exercise, demonstrate the ability to change an inmate’s ~~inmates~~² bandages and dressings.”
- Training Aids: Resusci Annie changed to CPR mannequins
- Instructor Notes: Discussions were held about the list of vendors identified – instead identify the G2010 standard that all major vendors participate in so as not to limit the choice of vendors to just those listed.

Thomas Whitmore made a **motion** to accept the proposed changes to the academic checklist. Juan Delgado **seconded**. **Motion carried.**

(Lunch break 12:10 p.m. – restarted at 12:40 p.m.)

#7 – Medical Care in the Jail: Proposed changes were discussed as well as the following:

- Change in training objectives order/wording:
 - TO #1. Discuss North Carolina statutes and administrative rules covering medical care for inmates. (new)
 - Old TO#4 (becomes 5) language corrected: “Discuss N.C. statute requirements ~~referenced~~ regarding disclosure of sensitive medical information.
 - Old TO #6 (becomes 7) rewritten to read: “List and explain the procedures that must be followed when distributing ~~prescribed~~ medication to an inmate.”
 - Old TO#8 and 9 are to be deleted
 - Old TO#10 (becomes 9)
- Add statement to Instructor Notes page – This lesson plan is to serve for information purposes only to aid you in your job, not to determine the ailment and the course of action that must follow.
- Removed standard/universal precautions
- Deleted paragraph, “The detention facility standards expressly require each medical plan to address emergency mental health problems. . . .” Add a statement referencing to Processing Inmates/Mental Health Screening Form. (page 50) For example: Medical care may also include providing services for mental health, development disability, and substance abuse services. See Processing Inmates.
- Recommendation to reword the paragraph under section “D. Prescribed Medications – 6. Verification of medication, a) . . . If you have a copy of the *Physician’s Desk Reference* (PDR), try to ~~match~~ identify the pill to using the corresponding picture in the book. This will give you the name of the drug.” (page 61)

Mr. Fuss provided a handout, “The ABCs of Hepatitis,” to replace the existing handout chart which is outdated.

Ms. Joy Strickland recommended that the flow of the material be restructured. Her suggestion was to add an objective to discuss North Carolina laws, administrative rules, and statutes concerning the medical requirement; being TO #1 – something along the lines of “North Carolina law and the Administrative Code requires certain things concerning medical care.” Members had several ideas of how this may be accomplished.

Greg Parker made a **motion** to accept the proposed revisions as well as the revisions discussed. Kathryn Bryan **seconded**. **Motion carried.**

#8 – Patrol and Security Functions in the Jail: Mr. Fuss presented the proposed revisions. In addition, the Committee recommended additional changes. They include:

- The term “patrol” had been removed from the materials was decided it would be added back to the lesson plan.
- Replace “jail” with detention facility.
- Training objectives were revised:
 - Delete training objectives #4, 5, and 6
 - Reword #7 to read: “Recall the *Rules and Laws Governing the Operations, Surveillance and Monitoring of Jail Facilities*’ requirement ~~for visitation and recreation in a detention facility~~ found in the North Carolina Administrative Code in regards to:
 - a) Program
 - b) Visitation
 - c) Recreation
- Delete last sentence on Instructor Notes page (#4)
- Add statement to page 27 (section G. 4. Hostage situations: basic principles, at end of student Note) regarding additional information may be found at (and provide a link). Example: The officer should refer to their agency policy and procedures on this topic. Additional information included in the policies and procedures may be found at (link).
- Summarize and/or eliminate (7) – (14) found on page 31 (section G. 4. d) Guidelines for hostages).
- Delete text on pages 32 to 35 (section G. 4. e) Hostage-taking incident plan development) – replace with a reference source on the disc
- Section H. Programs – paragraph under “NOTE: Show slide, ‘Recreation.’” – Ms. Joy Strickland advised that something appears to be missing from the code. She will research and correct.
- Under “Opening Statement,” add statement regarding the importance of an inmate count, before and after each event.

Several members recommended that a statement be added to the opening statement of the lesson plan, or possibly the Course Management Guide regarding the importance and significance of conducting inmate head counts.

Conversation was held about changing the title, removing “Patrol” and changing term “Jail” in the title to “Detention Facility;” however, that would require Commission approval. The block could be delivered under a “pilot authority” while the title is being finalized. However, it was determined not to do so at this time. Need to make sure that “patrol” is returned to the lesson plan.

Kathryn Bryan made a **motion** to accept the proposed revisions in addition to those recommended by the Committee. Alicia McKinney **seconded**. **Motion carried.**

#9 – Key and Tool Control: Mr. Fuss presented the proposed revisions. In addition, the Committee recommended additional changes. They include:

- Changing the term “jail” to “detention facility”
- Reorder the training objectives so that old #4 (Discuss the North Carolina Administrative Code Provisions that set forth ...) becomes the new #1; old 1 becomes 2; old 2 becomes 3; old 3 becomes 4.

Sammy Turner made a **motion** to accept the proposed and recommended additional revisions. Kathryn Bryan **seconded**. **Motion carried.**

#10 – Supervision and Management of Inmates: Mr. Fuss presented the proposed revisions. Additional revisions recommended by the Committee include:

- Replace “jail” with “detention facility”
- Starting with page 33 to the end of the lesson plan – Beginning with “Principle 1: Effective Control” – Committee requests that this entire section be paraphrased/cleaned-up/summarized/etc.

Kathryn Bryan made the **motion** to accept the proposed revisions in addition to those discussed. Sammy Turner **seconded**. **Motion carried.**

#11 – Suicides and Crisis Management: Mr. Fuss presented the proposed revisions. In addition, the Committee recommended the following changes:

- Replace “jail” with “detention facility” – to include training objectives 2 and 3
- Change training objective #1 to read: “Discuss the myths and ~~facts~~ misconceptions ~~about~~ of suicide.
- Opening Statement: Delete the first sentence, “Suicide is frequently detectable the rarely ...” Replace with the last sentence of the paragraph, “Suicide is always a potential, but, given the proper training and its application, it need not be an eventuality.”
- II. Body, A. Misconceptions and Facts Surrounding Suicide (page 7) – change “myth” to “misconception” throughout the section. The myths and facts information will need to be double-checked for accuracy based off new statistics/information, with special attention to #8 and #11.
- Section G. Suicide Screening Form – NOTE indicates to “Refer students to handouts, ‘Suicide Prevention Screening,’ ‘Suicidal Inmate Observation,’ and ‘Suicide Prevention Screening Form Reference Guide.’” Ms. Paige Phillips to contact the LME’s office for the form(s).
- Members changed the terms “Ingesting cleaning fluid” to “Hazardous materials” (found on page 42)

Ms. Joy Strickland inquired about the possibilities of creating a suicide prevention screening form for North Carolina. Members were receptive to the idea.

Milton Drew made a **motion** to accept the proposed revisions as well as those discussed. Aaron Vassey **seconded**. **Motion carried.**

#12 – Introduction to Rules and Regulations Governing Jails: The proposed revisions were presented. The only additional change was to continue the replacing of “jail” with “detention facility” unless it is found in Administrative Code/regulation and then it will be left as “jail.” (TO #4 will be included.)

Ms. Paige Phillips advised that this block did not contain any endnotes or citations as to where the material came from. Therefore, endnotes were added, to include various statutory references, and the language is now in-line with the regulation.

Mr. Fuss advised that a summary and closing paragraph has also now been added.

Kathryn Bryan made the **motion** to accept the proposed revisions. Sammy Turner **seconded**. **Motion carried.**

Meetings

- Next meeting will consist of reviewing the proposed changes for the second half of the curriculum. A tentative date will be set for September or October 2015. Mr. Fuss will send out an email with some tentative dates.

Thomas Whitmore made a **motion** to adjourn. Kathryn Bryan **seconded**. **Motion carried**. Meeting adjourned at 2:50 p.m.

Respectfully submitted:

Janet Dunn
North Carolina Justice Academy

Date:

July 28, 2015