

# **Detention Officer Certification Course Advisory Group Policy**

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## **I. Authority**

Pursuant to title 12 NCAC Chapter 10 B Rule .0601(d), The North Carolina Justice Academy has been designated by the North Carolina Sheriffs' Education Training and Standards Commission as the developer of the Detention Officer Certification Course. The following policy defines the roles and responsibilities of the North Carolina Justice Academy and the North Carolina Sheriffs' Education and Training Standards Commission in the revision of the Detention Officer Certification Course.

## **II. Purpose**

The purpose of the Detention Officer Certification Course Advisory Group shall be to monitor this Commission mandated training program to ensure a constant and consistent updating of the course, thus providing the highest quality basic training program to the North Carolina Detention Officers, to include but not limited to, the evaluation of current curriculum topics, audiovisual support, and evaluation of proposed curriculum topics. The Advisory Group shall act in an advisory capacity to the Commission and in accordance with the revision policy adopted by the Commission.

## **III. Membership**

### **A. Chairperson**

The chairperson should be a staff member of the North Carolina Justice Academy and should be designated by the Academy's Director. The chairperson's responsibilities will include the initial appointment of members to the Advisory Group and the filling of all vacancies as they occur. Other responsibilities include facilitating the Advisory Group meeting(s) and reporting all major and minor revisions to the North Carolina Sheriffs' Education and Training Standards Commission.

### **B. Advisory Group Composition**

The DOCC Advisory Group shall be composed of no less than eight (8) and no more than twelve (12) persons chosen by the staff of the North Carolina Justice Academy. Members will hold staggered terms of three years and may be recommended to serve consecutive terms.

There should be, at a minimum, one DOCC school director, one instructor certified to teach the Detention Officer Certification Course, one Sheriff or his/her designee, and legal counsel to the Sheriffs' Commission. The Advisory Group shall also include staff of the North Carolina Justice Academy and staff from both the Sheriffs' Standards Division and the Criminal Justice Standards Division as representatives of their respective Commissions.

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At such time a vacancy occurs, the chairperson, in consultation with the other members, will recommend several individuals for membership to the Director of the North Carolina Justice Academy.

### **IV. Policy**

All major revision will be formulated and presented to the North Carolina Sheriffs' Education and Training Standards Commission for prior approval and action. All minor revision will be made by NCJA staff and distributed to school directors in a timely fashion and reported to the North Carolina Sheriffs' Education and Training Standards Commission.

#### **A. Major Revision**

Any revision of the training program which includes changes in hours, mandated testing and scoring, and any creation or deletion of topic area. Also includes are changes in training objectives, supplemental texts, and student performance criteria and evaluation. Any change in the curriculum that necessitates a change in the Administrative Code which includes but is not limited to topics, hours, and testing.

#### **B. Minor Revision**

Any revision of the training program which includes but is not limited to, changes in the law, videos, equipment and reference materials, typographical and content errors, changes in state-of-the-art techniques and procedures, and improvement of lesson plan content, optional texts, supplies and equipment, and changes in training objectives that do not significantly alter the lesson intent.

### **V. Procedure**

#### **A. Comments/Feedback**

Feedback regarding Detention Officer Certification Course curricula changes will be obtained through but not limited to:

1. Post delivery reports given to the Sheriffs' Standards Division
2. Issues and/or concerns brought to the attention of the DOCC Advisory Group from trainers, school directors, and officers throughout the State.

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3. Issues and/or concern brought to the attention of the DOCC Advisory Group submitted via the electronic revision form located on the North Carolina Justice Academy's DOCC webpage.
4. Issues and/or concerns brought to the attention of the DOCC Advisory Group Chairperson.

### **B. Curriculum Change**

Upon receiving or determining a recommended curriculum change, the chairperson shall request a proposal for the suggested change and then take a formal vote of the Advisory Group members to determine if the recommend curricula change should occur. A majority of the members present must be obtained in order to make such curricula change. The chairperson shall vote only in the event of a tie.

## **VI. Meeting/Attendance**

### **A. Meeting**

The Advisory Group will meet at a minimum annually and additionally depending on the scope of revision work. The members of the Advisory Group should solicit input from other school directors, Sheriffs, detention officers, and other criminal justice personnel in their respective areas in order to bring to the Advisory Group the needs and concerns from across the state.

### **B. Attendance**

1. Upon notification of meeting dates, members should indicate their ability to attend the meeting through e-mail to the chairperson.
2. If a member is unable to attend, the member shall designate a person to attend as a proxy member of the Advisory Group. If a member plans to send a proxy, the absent member shall notify the Advisory Group Chair in advance of the meeting that a proxy will be sent in his/her place. The designated proxy must be a designee from the represented member's organization. The proxy should be informed by the represented member of his/her stance on topics of discussion that may be brought up for a vote during the meeting.
3. If a member is unable to attend and fails to send a proxy member for two consecutive meetings, the member may be asked to step down from his or her position

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4. Should an Advisory Group member miss two consecutive meetings (regardless if they send a proxy member), he or she may be removed by the Advisory Group.

### **C. Documentation**

1. The Advisory Group meetings are classified as public meetings according to NCGS 143-318.10 and, therefore, must be conducted as open meetings. The dates and times of these meetings shall be filed with the North Carolina Secretary of State according to NCGS 143-318.12 and published on the North Carolina Justice Academy DOCC webpage.
2. The Advisory Group Chair or staff designee shall prepare, file, and maintain the minutes for each meeting. The Advisory Group, at its next regular meeting, shall approve the minutes prepared, filed, and maintained by the Chair or staff designee. The Advisory Group Chair shall ensure meeting minutes are made available for public inspection no later than seven (7) days from the date of approval by the .