

CORRECTION OFFICERS CERTIFICATION COMMISSION (COCC) MEETING

Date: December 20, 2006

Time: 9:00 a.m. to 11:00 a.m.

Location: DOC Large Conference Room, 2729 Plaza Drive, Jefferson City Mo.

AGENDA TOPICS:	PERSON RESPONSIBLE:
<ul style="list-style-type: none">• Call meeting to order	Micki Knowles
<ul style="list-style-type: none">• Pledge of allegiance	Attendees
<ul style="list-style-type: none">• Introduction of Commission	Commissioners
<ul style="list-style-type: none">• Introduction of staff	Staff
<ul style="list-style-type: none">• Introduction of attendees	Attendees
<ul style="list-style-type: none">• Public comments	Micki Knowles
<ul style="list-style-type: none">• Certification policy up-date	Vicki Myers
<ul style="list-style-type: none">• Career Development Program	Chris Egbert
<ul style="list-style-type: none">• Job Task Analysis up-date	Chris Egbert

OUTCOME:

If this were a successful meeting it would result in ... (what?) an up-date to the Commission on the Certification Policy, Career Development Program and Job Task Analysis.

KEY POINTS:

Call meeting to order

Chair, Micki Knowles opened the meeting at 9:00 a.m. The following commission members present were: Walter Foster, Danny Patterson, David Topash, Bob Davis and Sam Shipman. Chris Egbert and Tessa Wilmsmeyer were present from the Planning Section

Pledge of allegiance

The meeting started with the Pledge of Allegiance.

Introduction of Commission

Micki Knowles asked all commission members to go around and introduce themselves.

Introduction of staff

Tessa Wilmsmeyer and Chris Egbert were introduced

Introduction of attendees

There were no attendees at this scheduled meeting.

Public comments

There was no public comment.

Certification Policy Up-Date

The Commission made its recommendation to the Director Larry Crawford. Director Crawford then task Director of Human Services Vicki Myers with implementation of the recommendations.

Director Myers discussed with the Commissioners the different challenges that her committee has faced in the implementation of their recommendations. The Commissioners were advised that several policies have been drafted and rejected. Her team is meeting on January 3rd to continue their work.

The Commissioners requested that they have an opportunity to review the policy before it is placed into official policy.

Career Development Program

The Commissioners were advised that a budget request was placed in the DOC budget for funding for this program. The department will know by the end of January 2007 if the request was approved.

Job Task Analysis up-date

Chris Egbert provided a handout to the commission regarding the Team Charter for the Job Task Analysis Team. Mr. Egbert explained the outcomes for this team.

IMPLEMENTATION TEAM CHARTER

NAME

Job Task Analysis Implementation Team

MISSION

Develop an implementation plan that will bring the Department into compliance with the requirements of the Job Task Analysis.

TEAM SPONSOR

Director Larry Crawford

CURRENT SITUATION

The Department of Corrections caused a Job Task Analysis to be conducted on the position of corrections officer.

The purpose of this Job Task Analysis was to gather data to identify the common knowledge, skills and

abilities needed by corrections officers to do their job.

The Job Task Analysis produced the basic requirements for employee selection criteria and new employee training requirements.

This team has been tasked with the responsibility of developing an implementation plan to bring the Department into compliance with the requirements of the Job Task Analysis.

BOUNDARIES

- The team shall comprise a representative sampling of the stakeholders.
- The team shall consist of no more than 7 members.
- The meetings shall be held in Jefferson City, Missouri.
- The meetings will be held during a period of time where there is a minimal amount of cost associated with this proposal development.

SCOPE

Implementation of the Job Task Analysis requirements only

DESIRED OUTCOME: A successful team effort will result in...

1. Implementation of the employment selection criteria requirements
2. Implementation of the seven physical abilities assessments requirements
3. Implementation the medical requirements
4. Implementation of the pre-employment educational requirements
5. Implementation of the new employee training requirements
6. Implementation plan for any further research/analysis pertaining to any of the requirements

UNDESIRED OUTCOME: A successful team effort will not result in...

1. Implementation of recommendations that needs further research/analysis.

ESTIMATED DATE FOR COMPLETION

June 30, 2006

MEETING FREQUENCY

One three-hour meeting per week for 22 weeks

MEMBERS

Patty Cornell - DAI, Assistant DAI Director
David Taylor - DAI, Central Transport Unit
Roger Beamer - DORS, Cremer Therapeutic Community Center
Dianne Davis - P&P, St. Louis Community Release Center
Sharyl Blevins - HR, Personnel
Kelley Rucker - HR, Personnel

Ed Yahnig - DHS, Training Academy
Julie Ives - Medical

TEAM CHAIRPERSON

Patty Cornell

FACILITATOR

Chris Egbert

RECORD KEEPER

Tessa Wilmsmeyer

LEGAL COUNSEL

As needed basis

Mr. Egbert provided another handout regarding the Job Task Analysis Team Process Roadmap for their review.

**Job Task Analysis Team
Process Roadmap**

1. Pre-Employment Educational Requirement

2. Employment Selection Criteria:

- a. Situational Judgment Test
- b. Personality Inventory
- c. Work Sample
- d. Role Play

3. Medical Issues:

- a. Visual System
- b. Auditory System
- c. Tactile
- d. Range of Motion
- e. Olfactory

4. Training:

- a. Basic
- b. Field Training

5. Physical Ability Assessment:

- a. Basic Ability Test
- b. Work Samples

Mr. Egbert provided the Commissioners the following up-date on the process roadmap:

- Pre-employment Education/Drivers License Requirement – completed
- Situational Judgment Test (COI Video Exam) - RFP is being drafted to develop the new video exam.
- Work Sample – cut off score yet to be determined
- Role Play – pending
- Personality Inventory – RFP approved and purchase has occurred. Training and implementation date pending.
- Visual Test – equipment received – training and implementation date pending.
- Auditory Test – equipment purchased – training and implementation date pending.
- Tactile, Olfactory and Range of Motion – equipment received – training and implementation date pending.
- Basic Training (Use of Force component) – curriculum design complete
- Field Training – complete and on line
- Pre-Employment Entry Level Physical Fitness Exam

Pre-Employment Entry Level Physical Fitness Exam for Corrections Officers draft booklet was provided just for review to the Commission. After a review of the draft exam, Mr. Egbert advised the Commissioners that as soon as the DOC Legal Department gives its approval the equipment would be purchased and the exam would be administered for pre-employment applicants.

Appointments

The Commissioners were advised that Director Crawford had sent the Boards and Commissions a recommendation for staffing of the Commission. As of the date nothing has been received.

The meeting adjourned at 10:30 A.M.

COMMISSION MEMBERS NOT ATTENDING:

Greg White

ACTION ITEMS	RESPONSIBLE	DEADLINE
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NEXT MEETING:

Date: TBD

Time:

Location: