

CORRECTION OFFICERS CERTIFICATION COMMISSION (COCC) MEETING

Date: October 29, 2008

Time: 10:00 a.m. to 2:00 p.m.

Location: DOC Missouri Vocational Enterprises Complex, 1717 Industrial Drive, Jefferson City, MO
Room 1-A

AGENDA TOPICS:

PERSON RESPONSIBLE:

- | | |
|---|---------------|
| • Call meeting to order | Micki Knowles |
| • Pledge of allegiance | Attendees |
| • Introduction of Commission | Commissioners |
| • Introduction of staff | Staff |
| • Introduction of attendees | Attendees |
| • Public comments | Micki Knowles |
| • Up-Date on Certification Policy | Vicki Myers |
| • Certification Expiration and Tracking | Commissioners |
| • Routing of Required Documentation | Commissioners |

OUTCOME:

If this were a successful meeting it would result in an up-date to the Commission on the Certification Policy.

KEY POINTS:

CALL MEETING TO ORDER

Micki Knowles called the meeting to order at 10:00 a.m. Those commissioners present were Robert Davis, Walter Foster, Danny Patterson, Sam Shipman and Greg White.

Present from the Department of Corrections Planning Section were Colleen Dowd and Laura Harrison.

Also present were Department of Correction, Division of Human Services Director Vicki Myers and Department of Corrections Chief of Staff Training Royce Hudson.

PLEDGE OF ALLEGIANCE

Micki Knowles led the commissioners, staff members and the public in the pledge of allegiance.

INTRODUCTIONS

All present at today's meeting introduced themselves.

UP-DATE ON CERTIFICATION POLICY

Royce Hudson stated that the first class of training graduates received their first certifications this past Monday and the recertification dates for currently employed staff are scheduled state-wide.

The initial policy went into effect September 19, 2008, but a revised version is scheduled for implementation November 24, 2008 with a few modifications. First, in Section H.1.B.(2), language concerning preservation of an officers certification status following an extended absence was modified and Section III.G.3 was slightly modified to appropriately reflect employee performance standards.

POLICY REVIEW

The Commissioners were asked to highlight any issues that have come to their attention concerning the policy, which were as follows:

1. The question was posed by Micki Knowles as to whether or not employees that are scheduled to take or have previously taken the physical agility test for the Department's Emergency Squad would qualify for the 90 day parameter set forth by the Corrections Officer Certification procedure. It is believed that should be allowed, as the physical agility test for the Emergency Squad is more stringent than the pre-employment test required for a Corrections Officer I.
2. In response to some of the commissioner's concerns regarding physical agility testing failure, Vicki Myers reminded staff that the Certification process is voluntary.
3. The EASE application already reflects the additional points for Certification; however, the current procedures pertaining to time frames for updating your application remain in effect for all staff.
4. It is recommended that the following be considered when revising the policy in the future in order to clarify issues:
 - a. In the recertification process procedure it sounds as if the applicant will have to go through basic training again, but this was not intended and will be clarified..
 - b. There currently appears to be a difference between what the policy states regarding Category 1 and Category 2 required documentation. It is believed the application clearly indicates documentation requirements are the same for both levels, but the narrative that addresses the issue should be revised to read the same.
 - c. Additional clarification was sought concerning Certification Level I and Certification Level II criteria. When a certified staff member is revoked, regardless of the reason, it was asked as to whether or not this employee is required to recertify.
 - d. Consider an attachment or added language that outlines the physical agility testing requirements for certification/recertification

CERTIFICATION EXPIRATION AND TRACKING

Questions and concerns were answered by the policy review.

ROUTING OF REQUIRED DOCUMENTATION

In response to the Commissioners, Royce Hudson stated that the Training Academy is utilizing a form for the institutional training officers and Chiefs of Custody to properly communicate issues regarding the scheduling and logistics for certification/recertification.

UPDATE ON JOB TASK ANALYSIS

Colleen Dowd provided an update to the commission on the job task analysis that was conducted for the position of Corrections Officer. The new components that were recommended by the Job Task Analysis and are currently being piloted by the Department fall into the category of a personality inventory and five medical screenings. The personality inventories the Department has been reviewing are the HBI-R and the HMI. It is being recommended not to pursue further use of the HMI but the use of the HBI-R is still being considered. Medical screenings include the following: tactile, range of motion, audio, vision and smell. There is currently one more additional pilot scheduled for December 10, 2008. Results so far are showing that failures as a result of these additional screenings typically fall in the categories of vision or audio, if they occur at all.

FUTURE AGENDA ITEMS (CY '09)

Micki Knowles, the chair of the commission, thanked everyone for their participation thus far. The commission spoke of their future direction and how the commission's efforts to date may have helped to achieve recommendations that focus on who the Department "attracts" to the position of Corrections Officer, but it is believed much more can still be done in regards to "retention" of those employees once hired. With the emphasis on retention, the commission brainstormed future agenda items for CY 2009 which are as follows:

1. Career Development
 - a. Link to D2-12.9.
 - b. Link to salary increases.
 - c. Impact of changes such as those to the Emergency Squad, etc. on the career progression proposal.
 - d. Review of other large agency practices concerning career development incentives, and promotional practices. (Military, Metropolitan Police Departments, Federal Bureau of Prisons, etc.)"
2. Retention ideas, incentives for seeking/maintaining Certification must continue to be reviewed and developed.

AFTER ACTION ITEM: Colleen Dowd will work to develop a roadmap for the commission to use in CY2009 to address the afore-mentioned items. Input will be sought from various commissioners during the developmental phase of this roadmap.

AFTER ACTION ITEM: Colleen Dowd will also secure a copy of the already developed proposal for use by the commission when conducting business in CY2009.

OTHER

After the elections and the 2009 administration begins a new year of business, Colleen Dowd will trigger the process to seek re-appointment of the commissioners serving. At that time, the filling of vacancies should be addressed as well as other issues such as the retirement of Sgt. Danny Patterson.

AFTER ACTION ITEM: All commissioners are asked to email Colleen Dowd with their thoughts towards re-appointment and the future of the COCC and where they see the role of this commission going with the implementation of the new certification policy.

The commissioners were also thanked for their time and willingness to participate in this process and dedication when driving the distances they do to attend meetings. However, it was recommended to aid further in this process that teleconferencing should be considered.

AFTER ACTION ITEM: Due to the Sunshine Law, all Commission meetings must be open to the public. Colleen Dowd will work with Vicki Myers and the Department of Corrections' General Counsel staff to determine the legalities of holding meetings by teleconference.

The meeting adjourned at 11:15 a.m.

COMMISSION MEMBERS NOT ATTENDING:

David Topash

ACTION ITEMS	RESPONSIBLE	DEADLINE
Email Colleen Dowd with feedback on your appointment preferences for the next CY	Commissioners	11-15-08
Secure a copy of the career development proposal	Colleen Dowd	11-15-08
Develop a process roadmap for proposal development and next year's roadmap	Colleen Dowd	12-31-08
Follow-up on process of seeking re-appointment of commissioners	Colleen Dowd	Jan. 2009

NEXT MEETING:
Date: To be Determined
Time:
Location: