MINUTES North Carolina Criminal Justice Education and Training Standards Commission

Planning and Standards Committee February 18, 2010

The Planning and Standards Committee of the North Carolina Criminal Justice Education and Training Standards Commission met in Room 229 of the Department of Correction Office of Staff Development and Training in Apex, on February 18, 2009 at 1:00 pm.

Members Present

Kevin Wallace, Chairman Tom Thornburg Johnson Britt Stephanie Freeman Scott Cunningham Richard Armstrong Brent Herron Frank Rogers Randy Glover

Visitors

Ms. Julia Lohman, Sheriffs' Standards Division

Staff

Ms. Teresa Marrella, Criminal Justice Standards Division Ms. Claudelle Julien, Criminal Justice Standards Division

I. Call to Order

Chairman Kevin Wallace called the meeting to order, welcomed those present, and declared a quorum. Chairman Wallace also welcomed new members to the committee and thanked Commissioner Tom Thornburg for his willingness to serve as vice-chairman.

II. Approval of November 19, 2009 Meeting Minutes

The minutes from the November 19, 2009 meeting were approved. Motion was made by Commissioner Tom Thornburg and **seconded** by Commissioner Richard Armstrong. **Motion carried** unanimously.

III. Revisions to Medical History Statement [Form F-1(LE)]

Chairman Wallace reported that he had received a memorandum from Ms. Jane Gilchrist, Commission attorney, requesting amendment to the F-1 Medical History Statement form. He explained that the Medical History Statement is a four page questionnaire that all applicants for a criminal justice position must complete for review during the required physical examination before being hired by an agency. This questionnaire deals with the applicant's medical history to assist in determining if the applicant is fit for duty. Ms. Gilchrist requested that the family history section of the form be removed due to the passage of the Genetics Information Nondiscrimination Act of 2008, also known as GINA. that prohibits employment practices that requests employees to provide information regarding the mystification of diseases or disorders of employees

family members. This act became effective November 21, 2009. The Commission staff was notified of GINA in late November 2009 and after consulting with legal staff took immediate action by notifying all law enforcement agencies in the state with instructions for all applicants to skip this section of the form. However, the form cannot be amended without the approval of the full Commission. Upon approval of this form, the Commission will be in full compliance with GINA and federal law.

The proposed changes to the Medical History Statement Form F-1(LE) were approved. Motion was made by Commissioner Armstrong and **seconded** by Commissioner Rogers. **Motion carried** unanimously.

IV. <u>Development of 7th Edition System Plan</u>

Chairman Wallace explained that the System Plan contains goals and objectives for the Commission for a five-year period and that the current plan expires in December 2010. He reviewed the goals of the Sixth Edition Plan with the committee. Goal 1 - Continue to study reading comprehension and writing competency and their relationship to successful completion of Basic Law Enforcement Training (BLET) and success as a criminal justice officer; Goal 2 - Continue examination of professional development, retention, and recruitment of criminal justice officers, with the hope of improving the profession; Goal 3 - Continue to develop a program of activities designed to assist all criminal justice officers in addressing the ever changing societal issues within the state. Consider incorporation of these topics into annual in-service training, or creation of lesson plans that may be used at agencies' discretion or as a part of the "chief's choice" portion of in-service training; Goal 4 - Maintain current funding and seek new funding and staff support from the Department of Justice and the General Assembly; Goal 6 - Evaluate the need for standards in particular areas of criminal justice specialization, including crime scene investigation, Spanish interpretation, K-9 handlers, and field training. Standards may range from voluntary guidelines to full certification; and Goal 7 - Continue to develop strategies to promote greater input to the Commission from the criminal justice system and the general public.

Ms. Teresa Marrella provided committee members with a timeline for development of the Seventh Edition System Plan, including a list of dates and locations where the regional meetings would be held. She stated that an invitation to attend the regional meetings would be sent to members of the criminal justice community. She also reported that the following documents would be included with the letter of invitation: a list of goals in the current system plan; an invitation to complete a system plan survey online if unable to attend a regional meeting; and a copy of the white paper on recruitment and retention.

Chairman Wallace stated that the purpose of the regional meetings is to solicit input from stakeholders in the criminal justice system regarding issues they believe should be included in the Seventh Edition System Plan. The meeting locations are: Davidson Community College, Fayetteville Technical Community College, Haywood Community College, Pitt Community College and Wake Technical Community College. Chairman Wallace encouraged committee members to attend as many of the regional meetings as possible.

Commissioner Thornburg stated that while attendance is normally light at the regional meetings, the people who do attend have good suggestions about what should be included in the plan.

Ms. Marrella stated that she would compile all of the information gathered at the five regional meetings and on the survey through Survey Monkey and send a consolidated report to all committee members for review prior to the May committee meeting.

Chairman Wallace stated that he would ask for progress reports on the current system plan goals from each of the committees.

V. Recruitment Video Update

Chairman Wallace stated that the law enforcement recruitment video would be shown at the Full Commission meeting on Friday, February 19, at the request of Commission Chairman John Glenn. Chairman Wallace explained the purpose of the recruitment video to the new members of the committee.

VI. Dissemination of White Paper

Chairman Wallace asked for suggestions on ways to disseminate the White Paper. Commissioner Freeman stated that she would be happy to send a copy to the president of the NC Training Officers Association for dissemination to all members of that organization. Commissioner Scott Cunningham suggested that the White Paper be sent to all of the organizations that the commissioners represent.

VII. Other Business

No other business was reported.

VIII. Date of Next Meeting

Chairman Wallace stated that the next scheduled meeting of the Planning and Standards Committee would be on Thursday, May 27, 2010 at 1:00 p.m. at the Department of Correction Office of Staff Development and Training in Apex.

IX. Motion to Adjourn

<u>Motion</u> to adjourn was made by Commissioner Frank Rogers and <u>seconded</u> by Commissioner Freeman. <u>Motion carried</u> unanimously.