

MINUTES
North Carolina Criminal Justice
Education and Training Standards Commission

Planning and Standards Committee
May 24, 2012

The Planning and Standards Committee of the North Carolina Criminal Justice Education and Training Standards Commission met at the Wake Technical Community College Public Safety Center on May 24, 2012 at 1:00 pm.

Members Present

Commissioner Stephanie Freeman, Chair
Commissioner Scott Cunningham
Commissioner Mike Gilchrist
Commissioner Scott Hunter
Commissioner Robert Myrick
Commissioner Charles Johnson
Commissioner Jeff Welty

Guests Present

Julia Lohman, Sheriffs' Standards Division
Officer Lane, Raleigh Police Department
Officer Richardson, Raleigh Police Department
Sgt. Turner, Raleigh Police Department
Ralph Hines

Staff Present

Teresa Marrella, Criminal Justice Standards Division
Dawn Suffel, Criminal Justice Standards Division
Sharon Witherspoon, Criminal Justice Standards Division

I. Call to Order

Chairperson Stephanie Freeman called the meeting to order, welcomed new committee members and declared a quorum.

Chairperson Freeman invited Mr. Ralph Hines to state his business before the committee. Mr. Hines stated he had a question about his expired in-service firearms qualification status. Chairperson Freeman explained to Mr. Hines that he needed to present his question to the full Commission on the following day.

II. Approval of the February 23, 2012 Rule-Making Hearing Minutes

Motion to approve was made by Commissioner Charles Johnson and **seconded** by Commissioner Robert Myrick. **Motion carried** unanimously.

III. Approval of February 23, 2012 Meeting Minutes

Motion to approve the meeting minutes was made by Commissioner Robert Myrick and **seconded** by Commissioner Charles Johnson. **Motion carried** unanimously.

IV. Form F-5A (DOC) Report of Correctional Officer Application/Appointment
Forms Subcommittee Report

Chairperson Freeman stated that the Forms Committee met on April 17, 2012 and is waiting for the F-5B(LE) Law Enforcement Report of Separation form to be presented to the Sheriffs' Commission in June before adopting the changes to the form.

The next form for the subcommittee to review is the F-5A(DOC). Chairperson Freeman said that the Division of Adult Correction (DAC) had made some changes to the form prior to their absorption by the Department of

Public Safety. The subcommittee is now reviewing those proposed changes. She explained that the Probable Cause Committee receives many cases involving material misrepresentation due to information omitted from this form. The subcommittee is reviewing the language on the form to ensure it is clear and unambiguous in order to help the applicants to supply complete and correct information.

Chairperson Freeman stated that the subcommittee has asked for feedback from the DAC Human Resources team as to any suggestions or questions they may have about the form. The subcommittee is concerned that applicants may not understand the questions and therefore may not answer them correctly. A meeting is planned with the DAC HR team and Criminal Justice Standards Division staff to discuss the form and to learn how the form is presented to applicants.

The next Forms Subcommittee meeting is scheduled for June 26, 2012.

V. Proposed Model Policy on Past Drug Use of Law Enforcement Applicants

Chairperson Freeman said that she and Ms. Teresa Marrella recently met to review the 7th Edition System Plan goals assigned to the committee and to determine what goals could be addressed other than the one dealing with revision of Commission forms.

The Planning and Standards Committee has been tasked with studying recruitment and retention issues for criminal justice officers for a number of years. This is a long-term goal that involves many issues. Chairperson Freeman stated one of those issues was past drug use by applicants. During the regional meetings held to discuss goals for the System Plan, the issue of applicant drug use was addressed a number of times and the suggestion was made that the Commission should consider adopting a model past drug use policy that criminal justice agencies could use as a guideline when establishing their own policies.

Chairperson Freeman shared a PowerPoint presentation on this issue. Included in the presentation were statistics related to experimentation and habitual drug use, specific agency policies, including types of drugs, how long ago the drugs were used, etc. She asked the committee for feedback about the idea of establishing a model past drug use policy. Committee members suggested that a survey of criminal justice agencies be conducted in order to obtain copies of existing policies. It was also suggested that research be done to determine if any states have a statewide policy.

Ms. Teresa Marrella stated she would conduct a survey of criminal justice agencies within NC and also contact other state Criminal Justice Standards Commissions.

VI. Other Business

None.

VII. Date of Next Meeting

Motion to adjourn was made by Commissioner Scott Cunningham and **seconded** by Commissioner Charles Johnson. **Motion carried** unanimously.