# MINUTES North Carolina Criminal Justice Education and Training Standards Commission

# Planning and Standards Committee November 17, 2011

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 November 17, 2011 at 1:00 pm.

### **Members Present**

Commissioner Stephanie Freeman, Chair Commissioner Scott Cunningham Commissioner Tom Thornburg Commissioner Frank Rogers Commissioner Michael Gilchrist Commissioner Johnson Britt Commissioner Brent Herron

### **Guests Present**

Julia Lohman, Sheriffs' Standards Division

### **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 those present and declared a quorum.

# II. Approval of May 19, 2011 Meeting Minutes

<u>Motion</u> to approve the meeting minutes was made by Commissioner Scott Cunningham and <u>seconded</u> by Commissioner Tom Thornburg. <u>Motion carried</u> unanimously.

# III. Form F-5B (LE) Report of Law Enforcement Separation Forms Subcommittee Report

Chairperson Freeman advised of the Forms Subcommittee's progress and shared copies of suggested revisions to the F-5B(LE) Law Enforcement Separation Report and the F-5A(DOC) Department of Correction Appointment Report forms. She explained that the subcommittee will meet again prior to the next Planning and Standards Committee meeting to vote on a final draft of changes for the F-5B(LE). The revised form is expected to be ready for Planning and Standards approval and approval by the full Commission in February 2012. Chairperson Freeman asked for feedback for preparation of the final draft review.

Chairperson Freeman concluded her report by stating that the Forms Subcommittee has suggested pursuing a rule change to require a full background check on law enforcement officers who make a lateral transfer to another agency. The current rule for lateral transfers who have less than a one year break in service does not require completion of the F-3 Personal History Statement, the F-8 Mandated Background Investigation form, or a psychological exam. The committee members agreed that officers who make a lateral transfer should have to meet the same requirements as new officers.

# IV. Discussion of System Plan Goal 1

Chairperson Freeman reviewed Goal 1 of the System Plan concerning improvement in recruitment and retention of high quality officers. Part of that goal has been to establish a Forms Subcommittee to review and standardize forms between the Criminal Justice & Sheriffs' Commissions. Chairperson Freeman invited further suggestions from the Committee to address this goal. Ideas discussed included pursuit of educational opportunities such as career fairs, presentations at community colleges, etc., to educate the public, as well as working with various state law enforcement associations to identify successful ideas or best practices.

# V. New Legislation Concerning Rulemaking

Staff member Teresa Marrella explained the steps involved in the rulemaking process. She explained that new requirements for rulemaking will include: Commission review and approval of fiscal notes for rules; the posting of proposed rule amendments and fiscal notes on the Commission's website; and allowing visitors at the rulemaking hearing to comment on the fiscal notes as well as the rules. As rulemaking coordinator for the Commission, Ms. Marrella stated that she is also required to file an annual review of all rules with the Office of State Budget Management, along with recommendations for repeal of any rules that are outdated or obsolete.

# VI. Other Business

None.

# VII. Date of Next Meeting

The next scheduled meeting of the Planning & Standards Committee will be on Thursday, February 23, 2012 at 1:00 at the Department of Correction Office of Staff Development and Training in Apex.

### VIII. Motion to Adjourn

<u>Motion</u> to adjourn was made by Chairperson Freeman and <u>seconded</u> by Commissioner Brent Herron. <u>Motion</u> <u>carried</u> unanimously.