



County of Volusia

Department of Corrections Administration
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Department of Corrections Staff Meeting

October 23, 1991

AGENDA

1. Smoke Free Jail
2. Up-Date on Union Activities
3. Up-Date on Disciplinary Action
4. Status of Policy and Procedures Warden McCracken
5. Status report on Training Committee Warden Froman
6. Establishing Committee for Employee Fund
7. Holiday Activities
8. Firearms Qualifications Policy and Procedure.... T. Moore

Attending:

T. Moore
D. Cassidy
G. Swift
G. Wurzbach
Warden McCracken
Warden Froman
Capt. Macusker

MINUTES FOR DEPARTMENT OF CORRECTIONS STAFF MEETING

OCTOBER 23, 1991

- 1) SMOKE FREE JAIL-Terry Moore instructed the Wardens to develop a detailed plan on how to accomplish a "smoke free" environment in both institutions. Report to be made at next staff meeting (11/6/91)

Terry gave a "tentative" date of February 1, 1992 for plan to go into effect.

It was suggested that certain steps be taken:

- a) Giving advance notice
- b) Announcing cut-off date
- c) Offer "stop smoking" classes. (perhaps classes sponsored by the Lung Association, Red Cross, etc.)

2. UP-DATE ON UNION ACTIVITIES - Dan Cassidy reported on responses/comments he received from the Captains. He expressed concern with the lack of communication between the Captains and line staff. He sees some problems the Capts. could have handled - and didn't. He reiterated that he and Terry would be available to talk to any staff member who is up-front about their individual problem.

Terry instructed immediate staff to "cease and desist" any interest or interference in union activity.

George Wurzbach suggested a "newsletter" as a tool to get information to staff.

Dan stated that Sgts. Lts and Captains (chain of command) should respond to staff. If Captains are unable to answer the staff member, he/she should be directed to the Warden. If the Warden cannot communicate and resolve problem, staff member should be directed to Terry and Dan. This type of action will demonstrate to the troops that Administration is "united". Dan directed the Wardens to work together to identify the problems on each shift and sit down with the individuals and discuss problem. If Wardens can't resolve problem, Terry and Dan will make themselves available.

A "united front" point needs to be made..

Terry instructed the Wardens to attend, at least 2 days per week, the 4:00 to 12:00 briefing. They wouldn't be required to say anything, just be there.

3. UP-DATE ON DISCIPLINARY ACTION - Terry advised staff of situation with Personnel Appeal Board. He stated that any disciplinary action the Department takes will have to be non-appealable. He strongly suggests the Department be creative on how to deal with disciplinary problems, and if any disciplinary action is going to be taken, we need to have an iron clad case. Terry made it clear we wouldn't win a case with the present Appeal Board and he didn't want to go before them again.

All mail received by the Department will be date and time stamped. Files are to be set up for the purpose of documentation on any disciplinary action and kept separately from personnel files.

4. STATUS OF POLICY AND PROCEDURES - All current updates and new P&P's were completed and signed by Terry Moore.
5. STATUS REPORT ON TRAINING COMMITTEE - Warden Froman advised that the next Training Committee meeting was scheduled for November 21st. He also stated he needed some officers to participate.

Warden Froman suggested that "all" staff be trained on AIDS, CPR and what to do when taken hostage (tape available).

6. ESTABLISHING AN EMPLOYEE FUND COMMITTEE - Terry Moore directed that a committee be formed to disburse monies presently in the employee fund. He suggested four (4) people plus one (1) person as Committee Leader (no voting power). Dan Cassidy volunteered to be Committee Leader. Terry Moore would have "veto power".

George Wurzbach suggested committee be comprised of one person from each department - Terry agreed.

Capt. Mecusker will furnish Terry Moore with the State's Policy and Procedure on Employee Funds.

7. HOLIDAY ACTIVITIES - George Wurzbach will coordinate holiday packages and be in touch with the Salvation Army for any holiday contributions.

Dan directed the Wardens to work with Case Management on Holiday activities.

8. FIREARMS QUALIFICATION POLICY AND PROCEDURE - Terry asked if all personnel should be required to qualify annually and if we do require it, how are we going to enforce it. Gary Swift feels mandatory qualification in firearms will be required by the State in the very near future. Wardens verified that certain posts require armed staff, i.e. recreation, transportation, hospital. Terry will review P&P.