MEMORANDUM

TO: Joint Legislative Oversight Committee on Justice and Public Safety

FROM: Eddie M. Buffaloe, Jr., Secretary
Timothy D. Moose, Chief Deputy Secretary
Todd E. Ishee, Commissioner of Prisons


DATE: February 22, 2022

SESSION LAW 2021-180
SECTION 19C.6. The Department of Public Safety, Division of Adult Correction and Juvenile Justice, shall report the following information to the Joint Legislative Oversight Committee on Justice and Public Safety by February 1, 2022, and by February 1, 2023:

(1) The number of Division employees charged with the commission of a criminal offense committed in a State prison and during the employee’s work hours. The information shall be provided by State facility and shall specify the offense charged and the outcome of the charge.

(2) The number of employees disciplined, demoted, or separated from service due to personal misconduct. To the extent it does not disclose confidential personnel records, the information shall be organized by type of misconduct, nature of corrective action taken, and outcome of the corrective action.

(3) The hiring and screening process, including any required credentials or skills, criminal background checks, and personality assessments. The information shall also include the process the Division uses to verify the information provided by an applicant.
(1) The number of Division employees charged with the commission of a criminal offense committed in a State prison and during the employee’s work hours. The information shall be provided by State facility and shall specify the offense charged and the outcome of the charge.

In 2020, the Department began tracking citations and arrests of employees. During the period of January 1, 2021 to December 31, 2021, no employees committed a criminal offense in a state prison during the employee’s work hours.

(2) The number of employees disciplined, demoted, or separated from service due to personal misconduct. To the extent it does not disclose confidential personnel records, the information shall be organized by type of misconduct, nature of corrective action taken, and outcome of the corrective action.

Figure 1 below provides the total number of employee disciplinary actions for the period of January 1 – December 31, 2021.

<table>
<thead>
<tr>
<th>Category of Discipline</th>
<th>Number of Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Warning</td>
<td>680</td>
</tr>
<tr>
<td>Suspension</td>
<td>116</td>
</tr>
<tr>
<td>Demotion</td>
<td>9</td>
</tr>
<tr>
<td>Dismissal</td>
<td>37</td>
</tr>
<tr>
<td>Grand Total</td>
<td>842</td>
</tr>
</tbody>
</table>

(3) The hiring and screening process, including any required credentials or skills, criminal background checks, and personality assessments. The information shall also include the process the Division uses to verify the information provided by an applicant.

The Correctional Officer Hiring Process Flowchart in Attachment A details the process for hiring a correctional officer.
Attachment A

Correctional Officer Hiring Process Flowchart

(1) Application
- Application submitted by applicant in NextGov
- Application screened by Prisons Employment Specialist based on minimum Education & Experience requirements
- Qualified applicants referred to ROC.

(2) Qualifications and Background Check
- ROC enters application into Applicant Tracking System (ATS).
- Reviews application to determine highest CO level qualification.
- Checks application, HRPS, ATS for prior employment history.
- Employment Reference Check(s) required if previous corrections, law enforcement, or negative state government employment history.
- DCI Criminal Background Check conducted based on CJ Standards requirements and Prisons’ DL qualification.
- Court docs may be required to determine eligibility if disposition not reported on DCI for CI disqualifying charge(s).
- Military records may be required to determine eligibility if DD214 reveals less than honorable discharge, charges or infractions while in the military. A Dishonorable discharge is a CI disqualification.
- Qualified (no CI disqualifiers & valid DL) - applicant added to interview rosters based on facility selections, including facilities near residence address.

(3) Interview
- ROC provides interview profile/applicant and enters appointment date/time in ATS.
- ROC confirms email or text sent to applicant.
- Interview conducted at facility.
- CDE extended and applicant provided with pre-employment package for ROC appnt / pre-emp medical appnt (list of auth medical vendors provided).
- Conducts references on selected apps: last 2 employers (non-CI), security agency, peer work references/ERC.
- Scheduling interview.

4(A) Pre-employment Medical Apppt
Applicant completes before ROC appnt:
(Appt or work-in at each med vendor)
- Medical Examination
- Drug Screening
- TB Screening (INRA 1-step test)

4(B) Pre-Processing
- ROC receives PAR and schedules CJ Proc appnt w/ applicant; enters dates in ATS.
- PAR confirmation email or text to applicant.

(5) Criminal Justice (CJ) Processing
- CJ Processing at Regional Employment Office (REO):
  - Livescan Fingerprinting
  - Completion of employment forms, CJ Application for Cert
  - Collect/submit verified required documentation (proof of education, citizenship, I-9 docs, etc.) true, certified copies (T&Cs) of warrants & judgments on ALL charges other than minor traffic offenses are required.
  - Psychological Screening administered & in-person interview
  - NS med/psych may require ADA review process

(6) Start Date Set
- Prisons Admin establishes start date w/ applicant and notifies ROC, facility, and RO.
- Facility schedules Contract.

(7) Report for Duty
- New CO reports for duty
- Facility sends confirmation to ROC by 10:00 AM

(8) Report of Appointment/Cert
- ROC processes payroll action
  - 5-5A docs submitted to CI by 12:00 PM on report date (CI requires T&Cs, and verification of all previous Corrections, LE & Security employment or denial.)

Prisons = Blue
Regional Employment Office(REO) = Orange
Applicant = Green
REO/App/Ven = Yellow