

OP-22.21, "Institutional Correctional Officer...", July 1, 2004

SCDC POLICY/PROCEDURE

Change 1 to "OP-22.21" : 4.44.5,4.6, 4.7NUMBER: OP-22.21

TITLE: INSTITUTIONAL CORRECTIONAL OFFICER REPRESENTATIVE COUNCILS

ISSUE DATE: JULY 1, 2004

RESPONSIBLE AUTHORITY: DIVISION OF OPERATIONS

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES:OP-22.21 (April 1, 2003)

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS:NONE

STATE/FEDERAL STATUTES: NONE

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NOTHING IN THIS POLICY/PROCEDURE CREATES OR SUGGESTS THAT INSTITUTIONAL CORRECTIONAL OFFICER REPRESENTATIVES ARE RECOGNIZED AS COLLECTIVE BARGAINING AGENTS OR THAT THEY REPRESENT OTHER CORRECTIONAL OFFICERS AS UNION REPRESENTATIVES.

PURPOSE: To provide general guidelines concerning the responsibilities and purpose of Institutional Correctional Officer Representatives.

POLICY STATEMENT: To promote communications between institutional line correctional staff and Wardens, the Division Director of Operations, other members of the Agency Director's Staff, and the Agency Director, it is required that each institution elect members to serve on an Institutional Correctional Officer Representative Council. Elected officers will be responsible for presenting general areas of concern, suggestions, and recommendations voiced by the correctional officer force to management on a regularly scheduled and, if necessary, emergency basis.

## SPECIFIC PROCEDURES:

### 1. CANDIDACY AND NOMINATIONS:

Each shift at each institution will have an Institutional Correctional Officer Representative Council (ICORC) member and an alternate elected by secret ballot by and from the correctional officer force. Candidates may be nominated by either administrators, supervisors, or peers. An officer may also nominate him/herself for candidacy. Nominations will be made to ensure adequate representation from all shifts.

2. QUALIFICATIONS FOR CANDIDACY: In order to stand for election as an ICORC member, the following criteria must be met:

- the employee must have served in the capacity of Cadet, Correctional Officer, or Corporal for at least one (1) year prior to the election. Service as a Correctional Officer trainee will be credited toward minimum time requirements;
- the employee must have received at least a "meets" performance appraisal during his/her most recent rating (evaluation) period;
- the employee should have good written and verbal skills; and
- the employee must not have received a written warning notice and/or suspension in the 180 days preceding the election.

### 3. ELECTION PROCEDURES:

#### 3.1 ICORC Elections:

3.1.1 Elections for shift ICORC members will be held annually at each institution with each term of service to run for one (1) year. Each Warden will designate either the Major/Captain or Lieutenant to coordinate all aspects of an election and to ensure that elections are conducted in a timely manner. Where possible, shift elections for ICORC members will be staggered to provide continuity. Elections should be scheduled no later than ten (10) working days following the expiration of an ICORC members term.

3.1.2 The Major/Captain or Lieutenant will ensure that a ballot is prepared listing only those nominated officers qualified as described in Procedure 2., above.

3.1.3 The Major/Captain or Lieutenant will distribute the ballots at each shift meeting and will ensure that each Cadet, Correctional Officer, and Corporal on each shift is given a ballot and encouraged to vote for one (1) ICORC member.

3.1.4 To the extent possible, the Major/Captain or Lieutenant will ensure that all absent Cadets, Correctional Officers, or Corporals receive a ballot and are provided an opportunity to vote. No officer or Corporal will, however, be forced to vote. The Warden will designate the appropriate time frame for all votes to be turned in, not to exceed five (5) working days. (Wardens should schedule votes so that all shifts have ample time to vote.) The Major/Captain or Lieutenant will take appropriate measures to ensure that

only one (1) vote is cast by each eligible employee.

3.1.5 All completed ballots will be turned over to either the Major/Captain or Lieutenant; to the institutional Chaplain (if an institutional Chaplain is not assigned, then the Warden/designee will designate another non-security employee); or to an Administrative Assistant designated by the Warden. All completed ballots will be counted and turned over to the designated Major/Captain or Lieutenant for final tabulation. Should a tie vote result, the Major (or, if not assigned, the Captain) will cast the deciding vote. This individual will not cast a ballot otherwise. The officer with the second highest number of votes will be deemed as the alternate ICORC member.

3.1.6 Upon tabulation of all votes, the Major/Captain or Lieutenant will inform the Warden of the selected ICORC member and of the alternate ICORC member. The Warden will be responsible for notifying the selected ICORC member and alternate in writing of their election.

3.1.7 Upon election and notification, the Warden will schedule a meeting between the elected ICORC member, the alternate ICORC member, the Major (or Captain) or designated Lieutenant, and him/herself to review and explain the duties of the ICORC.

3.1.8 Election ballots and election results will be maintained on file for a one (1) year period.

3.2 ICORC Chairperson Elections: On an annual basis, the elected group of ICORC members will then elect one (1) of their members to serve as chairperson of their Institutional Correctional Officer Representative Council. This officer will be referred to as the Institutional Correctional Officer Representative (ICOR) and will then be considered an "At Large" member. Therefore, even if the ICOR changes shift assignments at the same institution, s/he will remain as the ICOR.

#### 4. ICORC MEMBER DUTIES:

4.1 All ICORC members will ensure that they are available to discuss general problem areas, recommendations, and suggestions with Correctional Officer staff at any time and will maintain the confidentiality of such information. They will represent their respective institution as a whole, not their own individual interests.

4.2 All ICORC members will be prohibited from representing any individual employee in their capacity as an ICORC member before management regarding any human resources related matter, even at the request of the affected party. Problems involving individual employee disagreements with management will be handled through existing human resource policies and procedures. Problems involving general concerns, communication, and inmate supervision matters are, however, suitable for discussion with ICORC members.

4.3 All ICORC members will have access to the Warden, Associate Warden, Major (or Captain), and/or Lieutenant as needed to present emergency situations for consideration.

4.4 Upon coordination and approval by the Major, Captain, or designated Lieutenant and the Warden, all ICORC members will solicit ~~(on a monthly basis)~~ information regarding general problem areas of concern affecting Correctional Officer performance, morale, and working conditions from Correctional Officers. Level One Institutions will have their meetings with the Warden on a quarterly basis. The ICORC member will maintain meeting agendas/notes for monthly and quarterly meetings for a period of one (1) year. (NOTE: The Major (or Captain) or designated Lieutenant will ensure that these solicitations are distributed and collected within three (3) working days by the shift supervisors and returned to the appropriate ICORC member.)

4.5 All ICORC members will provide an agenda in advance to the Warden and to the Major (or Captain) or designated Lieutenant to be discussed at regularly scheduled monthly or quarterly ICORC meetings;

4.6 All ICORC members will present all solicitations and issues to the Warden and the Major (or Captain) or the designated Lieutenant at regularly scheduled monthly or quarterly institutional meeting and maintain and ensure the confidentiality of all such solicitations.

4.7 All ICORC members will brief each shift, either verbally or in writing, as to the issues discussed at monthly or quarterly institutional meetings.

5. ICOR: In addition to the duties discussed in paragraph 4., above, the ICOR will be responsible for:

5.1 Attending all quarterly ICOR meetings held with the Agency Director. (NOTE: The Division Director of Operations will be expected to attend this meeting. The Agency Director's staff will be encouraged to attend and all other Central Office managers who have responsibility for areas on the agenda to be addressed will be invited.)

5.2 Briefing each shift, either verbally or in writing, as to the issues discussed at the quarterly meetings.

5.3 Assisting in the preparation of notes from quarterly meetings for publication (with assistance from appropriate staff) and ensuring the appropriate dissemination of such notes to all Correctional Officers at shift briefings.

6. REMOVAL FROM OFFICE: ICORC members may be removed from office by the Warden for any one of the following reasons:

- The ICORC member receives a written warning notice and/or suspension;
- The ICORC member receives a "less than meets" overall performance appraisal (evaluation);
- The ICORC member is determined by the Warden to have been negligent in his/her duties; (NOTE: If the Warden determines removal is warranted for this reason, s/he will forward all pertinent facts to the Division Director of Operations, who will make the final decision concerning the removal of the ICORC member.)
- The ICORC member exceeds or violates his/her authority as outlined in these procedures;

- The ICORC member is promoted or demoted to a position other than Cadet, Correctional Officer, or Corporal in which case the alternate ICORC member will complete the unexpired term;
- The ICORC member transfers to another shift/card other than the one which s/he was elected to represent.

7. DEFINITION:

Manager or Management, for purposes of this procedure, refers to Wardens, Division Directors, the Agency Director's Staff, and the Agency Director.

SIGNATURE ON FILE

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Jon E. Ozmint, Director

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