



Agenda Item Details

Meeting	Jun 17, 2021 - Correctional Academy Advisory Committee
Category	1. Call to order
Subject	A. Flag Salute
Type	Procedural

**Correctional Academy Advisory Committee (Thursday, June 17, 2021) unadopted minutes
Working Dinner**

Present:

Gail Warner, Dean for Health & Public Safety
Kathy Rodriguez, Coordinator for IVC Correctional Academy
Frank Fernandez, IVC Instructor
Esther Sanchez-Banda, IVC Instructor
Colby Stewart-ICSO Correctional Lieutenant/Jail OFDF/Operations
Robert Wilson-ICSO Correctional Lieutenant/Jail FADF/Operations
James Vooris-ICSO Correctional Sergeant
Cory Hisel-ICSO Correctional Sergeant/Trainings Corrections
Jessica Prock, Administrative Secretary for Health & Public Safety
Rhonda Ruiz, Support Staff, Law Enforcement Programs

1. Call to order

The meeting was called to order at 4:05pm by Coordinator, Kathy Rodriguez. A flag salute was done. Committee members were asked to introduce themselves.

2. Brief overview of current course offerings**A. Fall 2021 Semester-CSI 55 Correctional Academy**

Coordinator Kathy Rodriguez informed the committee that IVC will be having a correctional academy at the Imperial Valley College on August 17th, 2021. She further stated that it would be the third academy held at IVC. Classes will be held Tuesday through Friday from 4:00pm through around 10:00pm. A PC 832 (AJ 141) class is scheduled to follow the academy and take place in the 2022 Winter schedule.

3. Cadet Handbook**A. Handbook revision**

A DOJ clearance was added to the application and will be noted in the cadet handbook. Correctional Sergeant James Vooris made some revisions to the Cadet Handbook. Copies of the handbook were passed out to the committee. The committee was asked to review the revisions and submit any feedback or additional changes to Coordinator Kathy Rodriguez and Support Staff Rhonda Ruiz by next week.

4. Future College Presentations**A. Agency**

Coordinator Kathy Rodriguez announced that future Imperial Valley College Correctional Academies would be held the Imperial County Sheriff's Office

During her observation at the San Diego Sheriff's Office, Coordinator Rodriguez was advised to schedule the PC 832 (AJ 141) class before the correctional academy since PC 832 is a required certification to work in the jails. She told the committee that in the future, she would offer PC 832 (AJ 141) before the correctional academy. She stated her goal was to get the students ready for employment right after the academy.

Coordinator Kathy Rodriguez is considering condensing the academy down after talking to administrative staff at the Imperial County Sheriff's Office.

5. Personnel**A. Instructor positions**

Coordinator Kathy Rodriguez reported that eight officers from the Imperial County Sheriff's Department are working in the current academy. The rest are Imperial Valley College instructors.

B. Agency Representation

Coordinator Kathy Rodriguez asked the committee members if the Imperial County Sheriff's Office would assign some officers to teach in the academy while on duty during the weekday. The consensus from ICSO members was that Coordinator Rodriguez would have to ask the Undersheriff's due to budgetary reasons but they doubt it would be approved since they were struggling with the current budget to make ends meet.

Dean Gail Warner told the committee members that any persons that would like to teach need to apply with the college as an Adjunct and meet the minimum qualifications so they can lecture. She stated that Professional Experts cannot teach a class and told the committee that they are used during skills tests where you have to meet a ratio and need an instructor to oversee that skill due to their special certification.

Administrative Secretary Jessica Prock told committee members that people interested in teaching should fill out the Part-Time Adjunct application. It is available online. They should complete the application and submit it so it is on file and the hiring process can be started.

6. Report CDR

A. Hourly Distribution

The currently hourly distribution is 227 hours and is 16 weeks long.

B. Modification of Hourly Distribution

he current IVC Correctional Academy is 16 weeks long and runs from August to December. She is thinking of cutting it down to either 8 or 10 weeks and having an academy in Spring and Fall. Staffing of the academy will be a factor that will determine the outcome. If there are enough instructors to teach consecutively during the week day, then 8 weeks would be the preference. If instructors were not available during the weekday then using Saturdays and Sundays and a 10 week course might be the option.

Dean Gail Warner advised that having the class 2 or 3 days a week would meet the timeline.

7. Agency Participation

Coordinator Kathy Rodriguez requested agency sponsored students from the Imperial County Sheriff's Office. She then told the committee that she can add agency specific training if the Imperial County Sheriff's Department requested it. Any request can be sent to her so she can build it into the schedule.

8. Stakeholder Comments

Correctional Lieutenant Colby Stewart told Coordinator Kathy Rodriguez that students need help with interview questions. He said students need to answer the interview questions well and with knowledge. He mentioned that having a squad leader in the academy helps with that and recommended a thirty- minute mock interview with a panel of staff from the Imperial County Sheriff's Office that are not instructors.

Dean Gail Warner recommended incorporating a three or four -hour block to the schedule and advised having the students learn to dress for the interview.

Correctional Lieutenant Robert Wilson told the committee he could go over interview questions with the students in regards to defensive tactics.

Coordinator Kathy Rodriguez said she would look into this and was looking into networking with MTC Imperial Regional Detention Center to have them participate in the committee and assist with interviewing students.

Instructor Frank Fernandez informed the committee that someone needs to assign a regular staff member to look after the class leaders. He said right now they have a different instructor everyday and felt that the students need a more consistent structure. He recommended having a position similar to the RTO (Recruit Training Officer) used in the police academy.

Dean Gail Warner stated that the program would need to show a constant number of students wanting to attend the program and employment upon completion of the program in order for her to request a full-time faculty member to fill the position Instructor Frank Fernandez proposed.

Correctional Sergeant James Vooris stated he would like for the college to weed out problematic students before they graduate so the college won't get a bad reputation once the student starts applying.

Dean Gail Warner recommended updating the Cadet handbook.

9. Adjournment

Coordinator Kathy Rodriguez called for adjournment. Instructor Esther Sanchez-Banda seconded. The meeting was adjourned at 5:16 pm. Next meeting to be sent out by email.