

**MICHIGAN
CORRECTIONAL OFFICERS'
TRAINING COUNCIL**



2009 ANNUAL REPORT

State of Michigan

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2009 ANNUAL REPORT

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JENNIFER M. GRANHOLM, GOVERNOR

MICHIGAN CORRECTIONAL OFFICERS' TRAINING COUNCIL

GENERAL OFFICE BUILDING – 7150 HARRIS DRIVE

3RD FLOOR, B WING

LANSING, MICHIGAN 48913

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June 21, 2010

The Honorable Jennifer Granholm
Governor of the State of Michigan
George W. Romney Building
Lansing, Michigan 48933

In accordance with requirements set forth in Section 16 of P.A. 415, 1982, I am pleased to provide you with this report concerning the activities of the Michigan Correctional Officers' Training Council for the calendar year January 1, 2008 through December 31, 2009.

As a result of the support of governing officials, correctional officers in the Michigan Department of Corrections are among the best educated and most highly prepared officers anywhere in the country. With continued support, the Council is confident that Michigan will continue as a leader in the training of state and local correctional officers.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dr. Avon Burns".

Dr. Avon Burns
Chairperson

INTRODUCTION

Prior to May 1981, the minimum requirements for corrections officers hired to work for the Department in State corrections facilities were a high school diploma and six weeks of combined on-the-job and classroom training.

Explosive events led to changes in these minimum requirements. In 1981, over the Memorial Day weekend, three of the Department's major facilities erupted with disturbances, resulting in widespread property damage and many injuries, but no deaths. The institutions that experienced disturbances included the State Prison of Southern Michigan (Jackson), the Michigan Reformatory (Ionia), and Marquette Branch Prison (Marquette).

Following the disorders, the Michigan Legislature conducted an extensive investigation to determine the underlying causes of the disturbances. The investigation identified lack of education and training of line staff as contributing factors. The Legislature responded by enacting Public Act 415 of 1982. The legislation, which became known as the Michigan Correctional Officers' Training Act, established:

- The Michigan Correctional Officers' Training Council - a Governor appointed body.
- A requirement of 15 semester or 23 term college credits to be eligible for employment as a state corrections officer.
- Requirements for certification, recertification and decertification of state corrections officers including a 320-hour training academy requirement and two months of on-the-job training for new officers.
- A central training academy for corrections officers.

Two amendments to Public Act 415, Public Act 44 of 1985 and Public Act 4 of 1989, provided further support to the belief that the corrections officer position is one requiring post high school education including specific reference to possession of associate and bachelor degrees as being acceptable for entry into the corrections officer position. In 1989, the National Institute of Corrections awarded a grant to the International Association of Corrections Officers (IACO) to develop a college level vocational certificate program for corrections officers; much of the content of their program was based on the Michigan model.



MDOC Honor Guard

EXECUTIVE SUMMARY

In 2009, the Michigan Correctional Officers' Training Council (MCOTC) remained committed to what many professionals in the field acknowledge as one of the finest corrections officer training programs in the nation.

Due to budget concerns and facility closings the Department did not hire any new corrections officers for the reporting period.

The following were highlights of the MCOTC during calendar year 2009:

- Recertification of 100 percent of all active state corrections officers who completed required training.
- Twenty-two Michigan colleges and universities offered the Certified Corrections Officer Academic Program.
- Nearly 150 approved instructors taught in the Certified Corrections Officer Academic Program during the 2008-2009 academic year.
- A total of 320 students completed an approved Certified Corrections Officer Academic Program.
- During the reporting period 70 trained Department volunteer recruiters assisted with recruitment of under represented groups. The volunteers perform these duties in addition to their primary jobs within the department.
- The Council selected Officer Donna Houtz, of Lakeland Correctional Facility, as the 2009 State Corrections Officer of the Year. The Council participated in a banquet honoring all corrections officers.

THE COUNCIL

The Michigan Correctional Officers' Training Council was created by Public Act 415 of 1982, effective March 30, 1983. The ten-member Council was appointed by the Governor and met for the first time in December, 1983. Subsequent legislation has reduced the membership of the Council to eight.

CURRENT MEMBERS

<u>CURRENT MEMBERS</u>	<u>REPRESENTING</u>	<u>EXPIRATION</u>
Dr. Avon Burns	Academic Community	3/29/12
Timothy Eklin	Academic Community	3/29/10
Honorable Charles J. Falahee	Public at Large	3/29/12
Jeremy Stephens	State Personnel Director	3/30/11
Vacant	Public at Large	3/29/09
Sherry Burt	MI Department of Corrections	3/29/11
Andy Potter	State Corrections Officers	3/29/10
Timothy McCormick	DMB/Organizational Development	3/29/12

Dr. Avon Burns was elected chairperson in 2009.

THE STAFF

Administrator Bill Hudson, Office of New Employee Training and Professional Development, serves as the Executive Secretary to the Council. Jai Deagan, of the Office of New Employee Training and Professional Development, serves as the Liaison to the Council. Administrative support to the Council is currently provided by Jan Hoag, secretary to the Administrator of the Office of New Employee Training and Professional Development.

The Council recognizes and appreciates the support of the Executive Office and the Legislature, along with the commitment of the Department of Corrections in the on-going development and improvement of the education and training of corrections officers in the State of Michigan.

MAJOR ACCOMPLISHMENTS

With the assistance and approval of the Michigan Civil Service Commission and the Department of Corrections, the MCOTC has established responsive, relevant and practical entry- level requirements for state corrections officers.

The Certified Corrections Officer Academic Program was implemented in 1987 to enable persons to acquire 15 semester or 23 term credits to meet the educational requirement for employment as a state corrections officer. This is a college vocational certificate program that concentrates the student's education in approved areas. Twenty-two Michigan colleges and universities are currently certified to offer the MCOTC Certified Corrections Officer Academic Program.

Michigan Civil Service Commission testing, an in-depth personal interview, background check, drug testing and physical testing are some of the employment criteria.

Training programs for new state corrections officers were reviewed, revised and strengthened.

Established standards for certification, recertification and decertification of state corrections officers continue to be applied in 2009.

In 2009, 100 percent of all active state officers received recertification.

The Council maintains an active involvement with the Department's Corrections Academy, approving physical standards, training course development and course revisions.

The Council has established physical training standards for corrections officer recruits. As part of their graduation requirement, recruits must successfully meet the following standard:

Sit-ups - 18 in 30 seconds
Push-ups - 24 in 60 seconds

Option A: Step-test (total of 9 minutes)

<u>Stage</u>	<u>Cadence</u>	<u>Heights of steps</u>	<u>Time</u>	<u>No. of Trips</u>
I	120	3.75"	3 min.	60
II	120	7.50"	3 min.	60
III	120	11.75"	3 min.	60

Option B: Step-test (total of 9 minutes)

<u>Stage</u>	<u>Cadence</u>	<u>Heights of steps</u>	<u>Time</u>	<u>No. of Trips</u>
I	120	3.75"	3 min.	60
II	120	7.50"	3 min.	60
III	158	7.50"	3 min.	78

The physical standard must be met again at the end of the recruit's 12 month probation to continue certification as a state corrections officer.

MICHIGAN CORRECTIONS OFFICER OF THE YEAR

Since 1985, the Department of Corrections has recognized outstanding officers from each facility and from corrections centers. From this field of nominees, one corrections officer in the state is selected as Corrections Officer of the Year. The MCOTC's involvement in awarding this honor began in 1988.

Although the annual award names only one top winner, the Council recognizes all corrections officers as members of the criminal justice profession who are firm, fair and objective in their interactions with Michigan prisoners every day.

In celebration of Corrections Officer Week, nearly 400 people attended the 2009 banquet on May 6, 2009. Warden Nick Ludwick, from St. Louis Correctional Facility, served as the master of ceremonies and Director Patricia L. Caruso presented the awards.



***2009 Officer of the Year Donna Houtz
and Warden Carol Howes***

Donna Houtz, of Lakeland Correctional Facility, was selected as the Corrections Officer of the Year. The other four finalists were: Kirk DeWitt, St. Louis Correctional Facility; Howard Freeman, Macomb Correctional Facility; Charles Levens, Field Operations Administration; Philip Thomas, Huron Valley Complex - Men.

During the 2008-2009 academic year, the Certified Corrections Officer Programs showed a decrease in certificates issued and an increase in students enrolled. The twenty-two (22) colleges certified to offer the corrections curriculum reported an enrollment of 4,963 students.

During the 2008-2009 academic year, 320 students completed an approved Certified Corrections Officer Academic Program.

Students Enrolled in Certified Corrections Officer Academic Programs

	White	Black	Am Ind	Hisp	Asian	Other	Total
Females	724	1898	15	67	6	204	2,914
Males	932	723	10	44	18	322	2,049
Total	1,656	2,621	25	111	24	526	4,963

Students Who Completed a Certified Corrections Officer Academic Program

	White	Black	Am Ind	Hisp	Asian	Other	Total
Females	84	105	3	2		6	200
Males	69	41	1	1		8	120
Total	153	146	4	3		14	320

Instructors in Certified Corrections Officer Academic Programs

	White	Black	Am Ind	Hisp	Asian	Other	Total
Females	28	13				4	45
Males	77	25		1		1	104
Total	105	38		1		5	149

EFFECTIVENESS OF TRAINING

The following is a brief summary in response to the 1997 Auditor General's report on evaluating the effectiveness of training. The response includes a brief summary of the MDOC's means for monitoring training and obtaining input to ensure the effectiveness and quality of training. This process was reviewed during a subsequent audit in 2006 and was found to be acceptable by the Auditor General's Office.

- Policy Directive 02.05.102 *Training Committees* provides one means for obtaining input from all levels of employees for recommendations and assistance in the development of training programs. It includes:

Suggestions from work site training committees are submitted by the Warden or Regional Prison Administrator to the appropriate Deputy Director.

Training recommendations approved by the Deputy Directors are forwarded to the Director for approval; the Director then forwards the approved recommendations to the Administrator, Office of New Employee Training and Professional Development.

- The P.A. 415 Training Committee meets annually and reviews recommendations from the Director. The committee then makes recommendations to the Council for mandatory and menu training for the following training year for staff covered by PA 415.
- Meetings with institutional training officers and Field Operations Administration (FOA) regional training coordinators are held at field sites to obtain input about the current year's training, problems, and recommendations for changes and improvements. This forum also provides an additional opportunity for input into the next year's training programs.

- A standing Shoot Review Committee, consisting of representatives from Correctional Facilities Administration, Field Operations Administration, Office of Legal Affairs, as well as the Administrators from the Office of New Employee Training and Professional Development and Internal Affairs meets as necessary. This committee reviews all instances of firearms discharges in the Department and determines if the firearm discharges were appropriate; if training issues are identified, the Administrator for the Office of New Employee Training and Professional Development follows up.
- An annual training meeting with institutional training officers and Field Operations Administration regional training coordinators is held at a central site by the Office of New Employee Training and Professional Development each year, to distribute the upcoming year's training materials, conduct train-the-trainer programs and obtain input from the participants as to the length and presentation of the programs.
- Critical incident debriefings are held by the Deputy Directors when critical incidents occur in their administrations. When issues arise during debriefings that need to be addressed by training, these matters are referred to the Office of New Employee Training and Professional Development for appropriate action.

In order to respond to the needs of the corrections community, training program development must logically include Department consultation and review. Before a Department training program can be implemented, substantively changed or deleted, it must be reviewed by the appropriate administrator.

ACKNOWLEDGMENTS:

The Michigan Correctional Officers' Training Council appreciates the continuing support it receives from the Governor's office and the Legislature. The Council has functioned smoothly because of the fine support system provided by the Department of Corrections and the Michigan Civil Service Commission.

Our appreciation is extended to those whose assistance is essential not only to our office, but also to the corrections officers we serve. This includes the Michigan Corrections Organization, Michigan colleges and universities and the National Institute of Corrections. We particularly want to express our thanks to the Administrator of the Office of New Employee Training and Professional Development and support staff for the conscientious and capable manner in which they carry out the Council's responsibilities.

We have had the privilege of serving the needs of Michigan correctional officers since 1983 and will strive to continue to do so in the future.