

**Court Services/BCGEU
Sheriff Services Article 3.1 Committee
Burnaby, BC
March 13, 2008**

Minutes

In Attendance: BCGEU – Wiho Papenbrock (co-chair), Tod Purdy, Ugo Debiasi, Kelly Hunter, Jesse Gale, John Silvester

MANAGEMENT – Dave Maedel (co-chair), Peter Robinson (record of decisions), Ross McKenna, Barry Adkins, Sheila Cooper

Review of November 20, 2007 minutes

1. Follow-up items from previous meeting
 - a) Firearm Range and First Aid Requirements
 - Emergency Action Plan template has been created and distributed for use by all instructors while at firearm ranges.
 - Issue resolved.
 - b) Substitution procedures
 - Component is silent with regard to seniority for substitution.
 - Employer prefers substitution based on merit.
 - **Action:** Wiho to take back to members.
 - c) OHS Program Review
 - See item 8 in minutes.
 - d) Medication handbook
 - Corrections medical staff advises only prescription medication approved by the Pharmacy and Therapeutics Committee is given to inmates. If an inmate wants to take self admin meds to Court, they must surrender it to Records staff. Records staff will place in the appropriate sealed envelop and given to the escorting sheriff.
 - e) Posting – supervisory positions not being filled
 - Dave and Wiho to discuss the plan regarding the filling of these positions.

f) Personal cellular phones

- **Action:** Ross and Peter to redraft cell phone policy regarding staff based on input received from 3.1 members.

g) First aid certification during escort

- Peter is working on an implementation plan whereby sheriff staff (for work place coverage) would maintain their First Aid Level 1. This issue arises for late court where only two or three staff remain at the worksite and no FA3 responder is present. Currently, some offices have required some staff to maintain their FA1 certification and this should be occurring in other offices based on recent WCB changes.

h) Storage of firearm in BC when performing out-of-province escorts

- Policy is difficult to standardize as BC airports are not consistent with regard to storage facilities that are available.
- Firearms can be stored in vehicle as per policy (Ammunition should be separated). If possible, vehicles should be parked in a secure area of the airport.
- Management will look into the possibility of gun lockers at the Vancouver Airport.

i) Article 3.2 meetings updates

- District 101 has had three meetings to date, District105 has had one, and Districts 111 and 104 have had two meetings each.
- Review will be undertaken to decide in which District, Chilliwack should be placed.

j) Exemplary Service Medal

- The Employer is still very hopeful that the federal government will add BC sheriffs to the eligibility list for this medal. Efforts continue.

New Agenda Items

2. Lateral Transfer Policy

- Branch lateral transfer policy has been recently issued to the intranet site.
- Dave explained that a Sheriff addendum to the Branch policy will be issued in the near future.
- Wiho raised concern that moving expenses are not covered.
- **Action:** Wiho will review and provide comments to the Employer.

3. Uniform/Equipment issues

a) Boots

- **Action:** Peter will clarify in the policy manual that the Employer is responsible for the cost of resoling issue Danner boots when the sole requires replacement. This for cases where the employee wishes to keep the boot but just renew the sole.
- Issue raised that PDC seems to be filling orders with other boot makes when they do not have a particular Danner size. PDC has explained that they have not been able to obtain some sizes of Danner boots. Special orders will be necessary in some cases.

b) Tunics

- The Employer will send a memo to staff asking if they want a dress tunic and if so, to complete a sizing request.
- Staff who have already purchased a dress tunic will be reimbursed within the next several weeks.

c) SBA

- The Employer will be sending a memo to staff setting out which vests/armour will be replaced in 2008.
- The warranty period (5 years) on the label of the armour panels is a NIJ certification requirement. This information must be placed on the armour by the manufacturer to meet certification requirements. It is important to emphasize though that the warranty period does not reflect the useable life of the ballistic panels.

d) Gortex Jackets

- Union asked why the colour of the Gortex jackets were changed from blue to bright green.
- Employer explained that close to the time the jacket order was placed with PDC in January 2008, the issue arose about the five safety colours set out in the WCB regulations.
- As blue is not a safety colour, another colour had to be selected.
- Timelines were tight for the placement of the order, and although contact was made with the union about the colour change prior to order, all agreed that a fuller discussion regarding the colour change would have been preferred.

4. Recruitment and Retention

- Union advises that the research project headed by Neil Boyd is proceeding.
- Dr. Boyd would like access to some Branch records. Researcher/Union should provide Employer with specific request as to the data that is wanted.
- Dave discussed the initiatives the Employer is working on as a high priority to address recruitment and retention issues. (Market adjustment, recruitment bonus, employee recognition program, converting to post hire training model etc.)
- Union stated they would like to be more included in these initiatives.

5. Meals – stationary vs. field status

- The committee was advised that in some northern offices, the Employer is deeming staff to be on field status when performing escorts and therefore a meal allowance is not provided.
- The union's position is that these staff are on stationary status and should be paid a meal allowance since the escort was not planned.
- Agreement in principle that stationary status staff who fill in for regular escorts (where there is not adequate notice) would be stationary status and would normally be entitled to a meal allowance since the escort was unexpected for them.
- **Action:** Wiho and Sheila will discuss issue further after reviewing past arbitrations. Guidelines may be issued.

6. Contagious Persons

- Union raised situation where staff are escorting potentially contagious persons in close quarters, such as float planes.
- Union wishes to ascertain if there is anyway of obtaining medical information about inmates in these circumstances. Can an inmate be asked about their medical condition?
- Dave advises that medical information is protected by legislation and staff have to implement universal precautions when the handling of all prisoners.

7. Work Safe BC orders

- Members discussed the orders issued in Williams Lake.
- The Employer is addressing the issues that have been raised by WCB.

8. OHS Program Review

- POCO review will be finished in the near future, the checklist will be amended and then other sheriff offices will be reviewed for compliance with OHS program.
- Peter Clegg will be freed up for future audits
- **Action:** Peter to send POCO OHS review results to Wiho when ready.

9. Firearms Inspection Report

- Employer provided overview as to how the 22 recommendations from the report are being addressed.

10. Retired members badges

- Union advises that retired police officers attend events in their dress tunic and have a badge with "retired" stamped on it.
- Employer will review whether "retired" stamped badges can be issued to retiring staff.

- Uniform subcommittee to review the appropriateness of retired staff using dress tunic when retired.

11. Managers performing included work duties

- Union understands that some managers may be performing included staff work.
- Employer needs examples to review
- **Action:** Union to provide details of locations where this is believed to be happening

12. Avalanche Kits for some escort vehicles

- Union raised the issue from the Vehicle Committee to provide avalanche kits (beckons, shovel, flares etc) to escort vehicles on high risk runs.
- The 3.1 Committee raised the possible benefits of survival kits as well.
- The Vehicle Committee needs to put together a proposal for the next meeting.

Next Meeting: Fall 2008