

**New York State Division of Parole/ PEF Division 236 Agency Health and Safety  
Committee  
Minutes of Meeting on 6/1/06**

**Division of Parole:** Jackie Carter; Eileen Tewksbury; Donna St. John

**PEF Division 236:** Mannie Clemente, Wayne Spence, Darryl Stevenson,  
Jonathan Rosen, Ross Aronson, Margaret Messer

1. Health and Safety Manual- The revisions to the manual are almost completed. The committee will apply for a SHIP grant to pay for the production of the new manual after Jackie Carter proofs it. The application will be jointly prepared by Jackie and Ross. Once approximately 300 copies are printed they will be distributed to all of Parole's Regional Directors, Area Supervisors and other appropriate managers and to all PEF stewards and appropriate PEF staff.
2. Bloodborne Pathogens- PEF noted that the emergency packet has not yet been distributed to the rank and file officers. Ms. Carter indicated that notification has been sent out through the Division's Human Resource Notes to all staff, but that she would notify all Area Supervisors to be sure to make staff aware of the packet. PEF has requested that some training on the packet be conducted during the next cycle of OST (Officer Safety Training). The leadership of Division 236 will also publicize the Bloodborne Pathogens packet. The packet will be reviewed annually and updated as needed.
3. Hepatitis B Vaccine (HBV)- DOP has sent out a memo to all recent recruits to determine who has not received the full series of the vaccine. Ms. Carter will check with EHS for further information on what their records show. Mr. Rosen recommended that the DOP offer the Titer test to determine if members developed immunity. This item will be kept on the agenda for follow up on possibly offering the Titer test and a report on people who may not have received the full HBV series.
4. AED Plan- A plan has been drafted by the DOP and the agency is in the process of scheduling AED training for those who will be certified to operate the devices. The training includes CPR. The training is a one day program and volunteers have been recruited. PEF requests that it be provided with details as to how a response will be implemented in each office once the training is completed. Mr. Spence requested that DOP restore the CPR recertification program. Ms Carter will look into the possibility and report back to the committee. The item will be kept on the agenda.

5. Officer Safety Training (OST) - DOP provided PEF with a copy of the lesson plan. Ms. Carter noted that new recruits are receiving enhanced training in Bloodborne Pathogens and TB. Ms. Clemente noted that the training for existing staff is too short and that a one day program is inadequate to meet the needs of the parole officers. Mr. Spence raised the issue that there are unqualified personnel managing the line of the firing range at Camp Smith. He described two incidents where an unqualified individual removed an officer from the range. DOP will look into the matter and report back to PEF.
6. Radios on Long Island- Mr. Spence said that Central Long Island now has enhanced Nextel. However, the Hempstead office still has only the basic Nextel service which is not adequate. The problem is being addressed and the committee will review the issue as needed.
7. Critical Incident Response Team (CIRT) - The training for the team will take place on 6/22 and 23. Mr. Burgos has agreed to have 5 stewards and 5 non stewards take part. Council Leader Clemente will attend the training. Clarification as to the entire composition of the team has to be provided. PEF raised the issue of joint oversight of the CIRT team. Mr. Aronson noted that at a joint meeting with Mr. Rosen and Mr. Aronson Mr. Burgos agreed to joint oversight with Ms. Clemente filling that role. PEF has also asked for formal notification at any time one of its members is involved in a critical incident.