

2019

JUNE NEWSLETTER

HUMAN RESOURCE OFFICERS &  
STAFF IN THE GOVERNMENT SERVICEready,  
set,  
**Prepare!**

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## PREPARE! **PREPARE!** PREPARE!

Being prepared reduces fear, anxiety, and loss that comes with disasters and unexpected events; it is essential to success and happiness and is a skill that can be learnt with discipline and experience over time.

Planning and preparation may come naturally to some, while others prefer to meet and deal with challenges and problems as they arise. The difference between success and failure is **Preparation**. Regardless of your preference, preparation is the key to success.

Join us as we highlight the importance of being prepared for planned events such as a *new career, vacation and Human Resource (HR) Audit*, and unplanned events such as *natural disasters*.

Happy Reading !!

# A Tribute to Success



**Miss Christall Byfield - College Director**  
**Carl Rattray Staff College**

In March 2018, a call was made for interested persons island-wide who were desirous of pursuing a career as a Correctional Officer in the Department of Correctional Services (DCS). Over 1000 applicants responded to the call and the DCS in partnership with the Office of the Services Commissions (OSC) commenced the recruitment exercise towards the end of the month.

The recruitment and selection process was a rigorous one. All applicants were subjected to entrance tests, physical tests and medical examinations and a polygraph test. From the over 1000 applicants, 300 applicants were selected when the recruitment process ended in April 2018. Finally, the moment arrived when the new recruits; Correctional and Probation Officers marched unto the parade, this after 10 and 6 weeks of rigorous training respectively for each group.

The graduation ceremony marked a very historic move for the DCS as this was the first joint training of Correctional Officers and Probation Aftercare Officers. The momentous occasion took place on Friday, April 12, 2019, under the theme:

**“One Service– One Vision.”**



Probation Aftercare Officers—**Orville Perrier** (Valedictorian) and **Kadian Harris** (Best All Round Trainee)

The 77th intake of Correctional Officers and Probation Aftercare Officers, batch 1901 comprised of 144 Correctional Officers and 23 Probation Aftercare Officers.

Among the special guests present were guest speaker, The Honourable Rudyard Spencer, State Minister in the Ministry of National Security, and a host of family members, friends and well-wishers. The new Commissioner of Corrections Lieutenant Colonel Gary Rowe who took office on April 11, 2019, shared in the momentous occasion as well.

“Excited”, was the word used by Miss Christall Byfield to describe how she felt about the new Correctional Officers and the graduation exercise. Her hope is that the recruits will apply what was taught during the training, to bring dynamism to the execution of their duties at the DCS. Miss Byfield began her tenure as Director of Training in 2018 and has since made a huge impact at the College.

Her vision for the College is to be “*The Centre of Excellence for Correctional Management Studies, offering a wide range of Correctional Management Qualifications to equip a dynamic workforce.*”

Being in a leadership position does not bar anyone from having to face challenges. With that in mind, she quickly engaged all the resources, both human and capital that was available to the College, set new targets, strategically deployed staff, took risks, created and executed an implementation plan to overcome challenges that were meted out.



From left— **Tamika Johnkeith** (Top All Round Recruit), **Lieutenant Colonel Gary Rowe** (Commissioner of Corrections ), (centre) - **Honourable Rudyard Spencer** (State Minister, Ministry of National Security), **Superintendent Leslie Campbell** ( Superintendent A) and **Jevaun Brown** (Top All Round Recruit)

Her words of encouragement for the newly minted Correctional Officers is to, “*Stay focused, give all you have and allow the Lord to bless you and take you in your place of abundance.*”

The versed trainers were not always officers at the DCS but made the decision to become Correctional Officers based on their strong desire to serve their country and better provide for their families. The trainers enjoyed facilitating the recruits in a number of areas such as:

- Drill and Weapons Training
- Calculation of Sentences
- First Aid Training
- Security Management

The trainers offered some valuable advice to prospective Correctional Officers, “*The job will require determination and integrity, however, the values and principles of the Department help to shape and mould individuals into responsible and respected citizens.*”





# The Recruits

"The desire to help others, by serving my country is the main reason for me to become a Correctional Officer. This desire to help others outweighed the fact that the selection process was long, and very exhausting. Even though the training was rigorous and caused me to be away from my family, I never lost focus of my goal to become a Correctional Officer."

**Tamika Johnkeith** (*Top All-Round Recruit*)

Four (4) recent graduates of the Carl Rattray Staff College were interviewed after their momentous graduation ceremony.



"Performing drills during squad competitions and also being awarded and recognized for hard work was second to none. I learnt that the most important job as a Correctional Officer is to rehabilitate and not to punish. This changed my perspective and established my career goal of being a change agent in the lives of all the inmates I will come in contact with." **Kevani Wright** (*Top Academic Recruit*)

"The training process impacted my life and has taught me that team work is important. I have now established a goal to always strive to do the right thing, resist negative influences and make a positive impact on my organization. This job requires a lot of hard work and motivation, but you will stand tall and be proud of who you become."

**Dwight Parson** (*Most Outstanding Team Player*)



"There were times I felt like giving up, but becoming a man and achieving my goals were two reasons why I did not quit. The urge to quit was outweighed by the memorable and life changing experiences like instructors' one on one sessions and social nights when we interacted with recruits and trainers."

**Bradley Smith** (*Valedictorian*)

# SPRING Into SUMMER

## Keep Calm! It's Vacation Time...

After working for some time, it is time to get that long awaited, well-deserved **Vacation Leave**. You may choose to take that long awaited trip to your family overseas, spend a few days at a hotel on the north or south coast relaxing and basking in Jamaica's beauty or just spend some quality time at home with your family.

But how much leave entitlement do you have?

### Let's find out ...

Use the table below as a guide to determine your leave entitlement.

YEARS OF SERVICE	ENTITLEMENT	MAXIMUM ACCUMULATED AMOUNT
> 15 years	14 days per annum	42 days
15-25 years	21 days per annum	63 days
< 25 years	25 days per annum	75 days

*Please note: Leave guide above applies to officers in Ministries and Departments who entered the service with effect from January 1, 2002.*

### A FEW REMINDERS

1

Application for leave should be submitted to the HRM&D Unit through the divisional heads at least one (1) month prior to commencement of leave.  
(Staff Orders 7.4.5)

2

If you intend to travel overseas during your vacation, you should seek permission in writing from the appropriate authority.  
(Public Service Regulations 1961, 37.3)

3

Upon resumption from Vacation Leave, your HRM&D Unit must be notified in writing. (Staff Orders 7.4.11)







Mrs. Novia Drummonds-Morgan  
Training Manager, ODPEM

# Are you Ready?

**Are you prepared for a disaster?** A lot depends on where you are when a disaster strikes. Since many of us spend more time at work than anywhere else, you may want to start there.

Disaster is natural or man-made hazards and can occur anytime causing significant physical damage or destruction, loss of life, or drastic change to the natural environment that may exceed the community's capacity to cope.

Some of the disasters that may occur on our tropical island are: *bush fires, droughts, earthquakes, fires, floods, hurricanes, landslides, lightning, storm surges, pandemic, or even tsunamis.*

Mrs. Novia Drummonds-Morgan, Training Manager at ODPEM, advised that in order to prepare for these or any other disaster, Entities must have an Emergency Plan in place which all employees should know about.

All organizations are responsible for the protection of their employees and as such an Emergency Plan should include:

- i. Lockdown Procedures
- ii. Evacuation Plan

A Business Continuity Plan should also be developed to ensure the continuity of the business operations after a disaster. This plan should be tested to identify strengths and weaknesses and updated as necessary.

Because all disaster preparations are not the same, Drummonds-Morgan advised that every organization should:

- i. have an emergency kit;
- ii. organize continuous training and logistics;
- iii. institute insurance and response measures.

Having a complete building emergency evacuation plan can be the difference between control and panic, organization and chaos, and ultimately life and death.

## Emergency Kit

**A basic emergency kit should include the following items:**

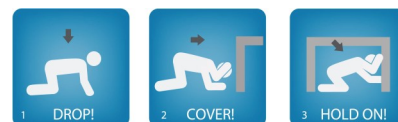
- **Water** - 1gallon of water per person per day for at least 3 to 5 days, for drinking and sanitation
- **Food** - at least a 3 to 5 days supply of non-perishable food
- **Battery-powered radio** and extra batteries
- **First Aid Kit**
- **Flashlight**
- **Can Opener**

"The greatest vulnerability when it comes to disasters is ignorance...."

Mrs. Novia Drummonds-Morgan

# Prepare!

## What to do in an earthquake?



***Drop to the ground, Cover under a firm surface and Hold on (DCH).***

If you are not near any sturdy furniture, take cover in a sturdy or external doorway. This practice exercise should be done at least twice per year in the form of emergency drills.

## Emergency Tips

- i. *Ensure that all employees have a personal Emergency Plan.*
- ii. *Ensure there is a contact list with telephone numbers of local police station, fire department, and the Parish Disaster Coordinator.*
- iii. *Create a Buddy System that works.*
- iv. *Foster relationships with nearby business organisations to network and facilitate emergency planning activities.*

"It is important to prepare for a disaster, simply to save lives, property and to protect the environment."

Mrs. Novia Drummonds-Morgan

# REMOVING YOUR AUDITING NIGHTMARES:

## HR Compliance Audits Frequently Asked Questions & Answers Continued



In the previous issue of HR Quarterly, we explored some Frequently Asked Questions (FAQ) about Human Resource (HR) Auditing. In this issue we continue to address some of these questions that will assist in *“Removing Your Auditing Nightmares.”*

Frequently  
Asked  
Questions

**F.A.Q**

1

The maintenance of information for the appointment, training, discipline and separation of employees is critical in keeping with the dictates of the Accountability Agreement and Values Framework.

State at least SEVEN (7) items you would include on a HR Auditing Checklist for the aforementioned areas to assist HR before the commencement of an HR Audit.

<b>APPOINTMENTS</b>	Personal Files, Staff List, HREC Submissions, HREC Minutes, Performance Evaluation Reports, Recruitment and Selection Records, HR Policies and Procedures Manuals
<b>TRAINING</b>	Personal Files, General Training Files, Training Plan, Training Needs Analysis, Performance Evaluation Reports, Training Reports, Training Manuals, HR Policies and Procedures Manuals and Evaluation Instruments
<b>DISCIPLINE</b>	Personal Files, Discipline General Files, HREC Submissions, HREC Minutes, Disciplinary Manual, Disciplinary Policies, Minutes of Disciplinary Meetings, Verbatim Notes and HR Policies and Procedures Manuals
<b>SEPARATION</b>	Personal Files, Retirement Schedule, HREC Submissions, HREC Minutes, Retirement Planning Records, Succession Plan and HR Policies and Procedures Manuals

2

**What are the methodologies that may be employed in conducting HR audits?**

- Review of secondary data
- Interviews
- Focus Group discussions
- Review of Organization's website



3

**How can HR departments comply and ensure continual improvement of their practices in keeping with established standards?**

Continual improvement may be achieved if the entity constantly applies the rules and principles of the Public Service Regulations, 1961, the Accountability Agreement, the Staff Orders or Human Resource Manuals and Human Resource Practices along with the recommendations made in previous audit findings.

5

**What THREE (3) strategies can HR implement to aid in monitoring the organization's policies and procedures to prevent improprieties?**

- Develop and implement Standard Operating Procedures;
- Ensure periodic training for HR Staff;
- Ensure HR staff are *au fait* with all policy documents relating to their functions.

4

**Who will be held accountable?**

The Permanent Secretary or Chief Executive Officer will be held accountable.

6

**What role does previous Audit Reports findings and recommendations play in helping HR departments become prepared for an upcoming Audit review?**

The Audit Report identifies strengths and weaknesses. This will allow the entity to fill the gaps identified in the weaknesses and continue to improve on the strengths. The Audit Report also affords the entity the opportunity to do an internal audit in order to assess where they stand in relation to another external audit.

“By failing to  
prepare you are  
preparing to fail.”

**Benjamin  
Franklin**



- Parents and Students who were the first cohort of the Primary Exit Profile (PEP)
- All Public Servants:
  - pursuing higher education
  - who were appointed/promoted within the financial year 2018/2019

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