



**COBA**  
DELEGATE  
SEMINAR

**AUGUST**  
24th - 27th



## ROLE OF A COBA DELEGATE

Presentation by  
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# III **DELEGATE RESPONSIBILITIES**

- Keeping his/her members informed of all important organizational matters
- Handling all command level grievances and keeping the Executive Board informed as to the health, safety, and morale of the COBA Membership
- Representing COBA members when charges are preferred by the administration on a command level
- Ensuring that the rights of Correction Officers are not violated (i.e. That due process appeals and administrative procedures are according to Rules, Regulations, Directives, and Operation Orders of the Department)



## III **DELEGATE RESPONSIBILITIES** CONT.

- Familiarization with the Rules and Regulations, Directives, and Operation Orders of the Department
- Delegates must speak out and take action against all violations against the members
- Protecting the rights of the COBA membership is the Delegates primary function

# III COMMUNICATION

- The key to our Union's success is good communication
- Building a good relationship with the membership and Administration can be achieved with time
- Keep your Executive Board Member informed of all major occurrences as they happen
- It is paramount that Delegates communicate well with one another especially with the other COBA Delegates in their facility
- Talk to the Officers in your command regularly, and make yourself accessible to them always
- If you don't know what their problems are, how can you help them?

## III **COMMUNICATION** CONT.

- Talk to your Administration regularly
- Building a good rapport with all supervisory ranks in your facility will benefit our members in the long run
- Networking with the Delegates in the CCA and ADW/DW Unions within your command is imperative, due to the many problems that we face together

## III **FIRST LINE OF DEFENSE**

- Try to avoid Officers from getting written up whenever possible
- Ask Supervisors if it is possible that before they put pen to paper on an Officer, they extend you a courtesy and discuss it with you prior
- Maybe cooler heads will prevail after the discussion and the write up can be avoided
- Afford Officers representation at Command Discipline Hearings
- Explain that although they have a right to represent themselves you don't recommend they do so

## III **FIRST LINE OF DEFENSE** CONT.

- Explain that you are trained and well versed with the CD directive to ensure their rights are not violated
- Tell them they will still be a full participant in the hearing and will be able to speak for themselves

# III **GRIEVANCES**

- Investigate and help the members within your facility file Step I (Command level) Grievances
- Explain that although they have a right to file grievances on their own, you recommend they allow you to review and assist them to make sure it's a grievable issue

## III **LABOR MANAGEMENT MEETINGS**

- Monthly Labor Management Meetings must be conducted between COBA representatives and the Commanding Officer of each facility
- Delegates should be present at all Labor Management Meetings

## III **AWARDING OF JOB ASSIGNMENTS**

- New and vacant Job assignments within a command must be posted
- Delegates are to ensure that Post are posted when they become available
- Protect the integrity of seniority
- Establish discussions with the Commanding Officer prior to them awarding the Post
- This will be your opportunity to pose your arguments if the Warden is planning to award the Post to a less senior officer
- You will also now be prepared to explain to the officer that was passed over the reason why



# III **MAINTENANCE OF FACILITY/ HEALTH AND SAFETY ISSUES**

- Tour your jail looking for maintenance deficiencies
- Make sure work orders are submitted for all maintenance deficiencies
- Write a memo to the Commanding Officer to report any serious health and safety issues that are affecting the Officers in your command
- This can also be an agenda item for your Labor Management meeting

## III **MAINTENANCE OF FACILITY/ HEALTH AND SAFETY ISSUES** CONT.

- If maintenance issues are not abated within a reasonable time frame, then Maintenance of facility grievances can be filed
- If health and safety issues are not abated COBA can file a complaint with Public Employees Safety and Health (P.E.S.H.)
- Inspect the safety and security equipment in your command regularly, and report all deficiencies to Security immediately

# III **TABLE OF ORGANIZATION**

- Become familiar with the Table of Organization (T/O) of your facility, It is the total number of Post and tours of operation in your facility
- Based on this total, it is how they come up with the manning formula for the total number of staff that should be assigned to your facility

# III **TABLE OF ORGANIZATION EXISTING BUDGETED POSITIONS:**

- All positions listed on the Uniformed Table of Organization generated by the Uniformed Manpower Allocation Control Unit of the Office of the Chief of Department
- All of these positions have designated Post numbers, names, authorized days per week, and authorized tours of operation
- These positions are those that have received permanent funding from the Mayor's Office of Management and Budget

# III **TABLE OF ORGANIZATION AUTHORIZED TEMPORARY POSITIONS :**

- All positions listed on the AUTHORIZED TEMPORARY POSITION listing, generated by the Uniformed Manpower Allocation Control Unit of the Office of the Chief of Department
- All of these positions have designated Post numbers, names, authorized days per week, and authorized tours of operations
- These are positions that have received written approval for operation from the Chief of Department
- It should be noted that all temporary positions, authorized or not, result in the expenditure of overtime monies

## III **SHIFT REDUCTIONS**

- Each facility is given a Shift Reduction Target to meet on a weekly basis
- You should know what the shift reduction target is and monitor the schedule weekly to make sure the Administration in your facility is not going above and beyond the target
- Understand that this is just a target and that security should not be compromised
- Security Post should not be shift reduced

## III **ARREST OF STAFF**

- Whenever you are notified that an Officer has been arrested, gather all pertinent information and immediately notify the COBA Attorneys (JOEY JACKSON LAW) at (833) 563-9522 and COBA at (212) 274-8000.
- If you speak to the arrested staff member advise him/her not to discuss the case at all with the arresting officer
- Statements should never be made without an attorney present
- Also advise them not to discuss the case with you because as a Delegate you do not have attorney/client privilege and could be subpoenaed



## III **SICK AND/OR INJURED STAFF**

- Whenever you are notified that an Officer from your facility is going out to the hospital due to injuries resulting from a Use of Force, Assault on Staff, or an illness, gather all pertinent information and contact COBA at (212)274-8000.

## III **LIST OF DOCUMENTS SUBMITTED MONTHLY**

- Labor Management Meeting Agenda & Minutes
- Command Discipline Monthly Reports
- Command Discipline form #454 (initial every CD you handle)
- All Command Level Submitted Grievances

## III **PERTINENT DIRECTIVES & OPERATION ORDERS**

- #4257R-C Command Discipline
- #7502 R Disciplinary Process for Uniformed Personnel
- 9/87 M emora nd um of Complaint
- #4250R Overtime Limitations and Controls/Uniformed Employees
- #76/88 Overtime -10 Hours Between Tours
- #2258 R-B Absence Control/Uniformed Sick Leave Policy
- #2262 R-C Sick Leave Regulations for Members of the Uniformed Force



## III **PERTINENT DIRECTIVES & OP ORDERS** CONT.

- #2265 Reporting Sick and/or Injured While On Duty
- #2219R-A Performance Evaluation for Probationary Correction Officers
- #2257 R-B Transfer Requests - Uniformed Employees
- 5006R-D Use of Force
- 10/17 Awarding Job Assignments Within A Command
- #4511R-B Firearms Policy and Procedure
- 12/00 Late Reports and Emergency Time Due
- #3900 R-B Environmental Health Program

## III **PERTINENT DIRECTIVES & OP ORDERS** CONT.

- #4540 Body Worn Camera (BWC)
- 4100R-D Classification
- 9261R-A Employee Use of Social Media
- 6302R-A Workplace Violence Prevention Program
- 13/15 Facility Labor Management Monthly Meetings