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## Know Your History

### An Historical View of your Organization

The roots of the Correction Guardians Association began in 1939 as an initiative of Dr. Lawrence Irving a Department of Correction Dentist, and James Harrison a NYCD Correction Officer, who later became the first African-American Provisional Warden in this Department and 1<sup>st</sup> President of this organization known then as the "*Correctionairs*"

Due to the prejudices that existed in and outside of the Department, all meetings and announcements were relayed to its members in a manner similar to that of the "Under Ground Railroad" (word of mouth, passing of notes, etc.). Through the tireless efforts and sacrifices of the Correctionairs Founders and members, their efforts succeeded in gaining recognition and support of the Department. This led to the first public meeting and election of the Executive Board members, which took place in the village of Harlem, New York.

Today the organization is known as *the "New York City Department of Correction Guardians Association, Inc."*. The Executive Board, Board of Directors, Delegates and members continue to Forge ahead confronting issues in the department. We are making a difference today to enhance our tomorrows as African-Americans in the Department. As such, it should be brought to your attention that the Executive Board, Board of Directors, nor the Facility Delegates are paid for their services, yet we work diligently with a sincere heart to meet the needs of this organization, its members and our communities.

## WHAT DO THE COLORS IN THE BANNER SYMBOLIZE?

Commissioned by Marcus Garvey, the "black flag" was originally the flag of the Universal Negro Improvement Association, a "back to Africa" organization of the 1920s. The flag symbolizes universal black racial solidarity. The flag has three bars from top to bottom and informally, the flag has been referred to as "**THE RED, THE BLACK AND GREEN**", paralleling the nickname of the U.S. flag, The Red, white, and Blue. More formally, the flag goes by several names with varying degrees of popularity:

- UNIA Flag
- Marcus Garvey Flag
- Universal African Flag:
- International African Flag
- Black Nationalist Flag
- African Liberation Flag
- Black Liberation Flag
- Pan-American Flag
- Black Flag



### The three colors:

**RED:** Red represents the blood of our martyrs, the 100 Million men and women who have shed their blood and given their lives for the cause of liberty, unification, and redemption. Red represents the passion and the aggression born within every Black man and woman, the life forces that must be tapped to release the collective energy that we will need to achieve our divine purpose on this planet.

**BLACK:** The color of the infinite, the mysterious, the unified, the definitive. The color of the most fertile of soil from which all life springs forth, and to which all life must return. Black represents the color of the Original people. It compels us to remember that we Black men and women are all unified as members of one family. Black represents the uniformity of our intentions. Black also represents the ignorance – the void – from which we must emerge before we are able to lead and enlighten the rest of the world. Black represents our identity.

**GREEN:** Green represents the fertile cradle of Africa in all her prosperous glory. Green reminds us of our mission as Pan-Africanists; the unification of Africa into one mighty nation – protected, self-sustaining, and developed to her full potential. The color of fertility, productivity, and prosperity.



# Mission Statement

## **Purpose:**

The Correction Guardians Association, Inc. is a Fraternal Organization comprised of African-American Uniformed and Civilian employees of the New York City Department of Correction. Our Organization is dedicated to the protection of Human Rights, Progress, Social Betterment and the consideration of the individual and collective problems of its members and their presentations to the proper authority.

## **Our Mission is:**

- To provide a strong African-American forum for the purpose of resolving any bias, unethical or discriminatory treatment.
- To provide guidance to our members with mentorship, networking and training that will enhance our knowledge and professionalism.
- To provide positive role models for the Department, our families and our communities.
- Improve group relation within the department, and in the communities of our members.
- Promote and further the accepted concepts of modern penology towards the professionalism of its members.
- Improve the social standing of its members and to combat injustices whenever they exist.



## Political Action Agenda

**-Legal Action:** Assist members with Old & New Cases

**-Chaplains:** Family and personal assistance to membership

**-Obtain Fair Departmental and City Wide Management Representation:**

Leadership should reflect the work force and membership. We will work with various communities, law enforcement organizations and government leadership to obtain managers who value, understand and respect our membership, and the Community of New York City.

**-Community Service:** Work with various community organizations, and advocates to reduce Crime and improve the quality of life in our Communities.

**-Career Management and Transition Training Program:** Prepare members for Leadership in the NYC Department of Correction and Corporate employment following Retirement.

**-Build our Organization for the Next Generation:** 20 Years of Success and Beyond! Black History Month is not just about 30 days and various events. It's a stage to renew our goals and commitment to our family members and community. It's an opportunity to begin networking with retired members, Community and government leaders to develop community and business goals. We need to develop a strong Foundation, so our sons and daughters will have a safe work place that gives them the opportunity to advance and be productive.

*The action we as a collective group take today will set the stage for years to  
Come!!*

**February: Black History Celebrations and Delegate Recruitment:** NYC Correction Guardian Delegates will be present at each event to support and provide information.

**Membership Outreach:** Delegates in facilities/commands will review any problems or cases of harassment.

**Written Reports:** Any reports indicating any problems must be brought to the attention of the facility/command delegate, who will in-turn submit a written report to the Executive Board for review and submission to the President. All supporting documentation must be included.

Weekly Meetings with Departmental Chaplains: The Delegates will meet weekly with the Departmental Chaplains to provide staff assistance on various Issues.

## Political Action Agenda

### **Monthly Review of Documented Reports of Harassment of Membership:**

Each month the Vice President and his or her committee will review all reports from staff and determine what type of action will be taken. This will be our system to hold the New York City Department of Correction accountable for their actions.

In the past, some members felt as if no one cared or were not willing to stand up to the plate and take on the Administration.

This will no longer be how business is done! Each documented case brought by a member will be assigned a case number and an Executive Board Member to manage either on a Departmental level or City Agency Level.

We are all of Africa Diaspora Civilians, Officers, Captain, ADW's, DW's, Wardens and Commissioners We will not let rank divide how we treat each other and how we achieve our collective job and community goals!

## Membership

**Membership in this Organization shall be granted in the following four (4) categories:**

- **Active Membership:** Any member of the Department of Correction, Uniform, Custodial or Civilian, of good moral character, and of African-American heritage, shall be eligible for active membership and shall become a member immediately upon completion of a membership application and payment of dues in the amount of Thirty-five (\$35.00) dollars. An active member who is financially in good standing has the right to vote, hold office if qualified, and to participate in all Organization activities.
- **Retired or Continued Membership:** Are members of the organization who have resigned (other than through misconduct) or retired from the department, and who are desirous of maintaining continued Membership in the organization. These members shall be held in the same standards as active Members in the organization immediately upon completion of a membership application and payment of dues in the amount of one half Seventeen dollars and fifty cents (\$17.50) that of an Active Member dues Thirty-Five (\$35.00) dollars with the exception of those granted paid up life Membership.
- **Honorary Membership:** Will be offered to those in the community who have been recommended by the Executive Committee and approved by the General Membership. Those with Honorary membership may attend meetings but have no rights of Active Membership.
- **Life Time Membership:** Are Active or Retired/Continued members who have been financial for twenty (20) consecutive years shall become eligible to receive a paid up Life Time Membership. Upon approval of the Executive Committee any Life Time membership shall be presented at the Annual Scholarship Awards Dinner Dance or Awards Ceremony.



# **Code of Ethics**

**As a member of the Correction Guardians Association, Inc. you should:**

- Not intentionally expose a member to unnecessary embarrassment or disparagement.
- Not exploit a professional relationship for personal gain, or advantage.
- Take reasonable precautions to distinguish between personal views and those that are departmental guidelines.
- Not intentionally distort or misrepresent facts concerning the organization in direct or indirect, or public expression. **TEACH**
- Not offer nor accept any gratuities, gifts, and/or favors that influence professional judgment.
- Maintain honesty in all professional dealings.
- Report to the organization any known violations or violators.
- Seek no reprisals against any individual who has reported a violation to the organization.
- Have an obligation to the organization and its members to maintain its credibility and professionalism at all times.

## **Be a Role Model**

**As a member you must be a role model. Use this as your guide and direct others to do the same.**

### **TALK**

Talk to all people of African Diaspora, uniform and non- uniform. Introduce yourself and invite them to join the organization.

### **TEACH**

Teach by example, be a role model to demonstrate how the job should be done.

### **CHALLENGE**

Challenge any evidence of bias treatment to any African- American anywhere regardless of rank, position or status.

### **GIVE**

Give to causes and organizations that support our organization's mission.

### **QUESTION**

Question others as to why they are not active members. Question our involvements or lack of involvement. Take and make suggestions to make us better as an organization.

# Be a Role Model (Continued)



## **LEARN**

Learn new techniques to improve your job performance and lifestyle. Read your Rules & Regulations.

**KNOW YOUR JOB!!!**

## **FIGHT**

Fight for the rights of your people. Actively participate in all conditions for equal treatment and discipline.

## **VOLUNTEER**

Volunteer your services and knowledge to help make the organization better.

## **CELEBRATE**

Celebrate and enjoy the accomplishments we have made.

# **Communication**

We all know that nothing happens until someone makes it happen. *Let's make it happen together.* Communication is the key to all members being kept informed.

## **Lead with Action**

- Ensure all teletypes are read at roll call concerning the organization's monthly meetings and scheduled events.
- Read your Facility/Command "Guardian Board" for updates.
- Ensure you share any received information made known to you with other members.
- Encourage members to visit our Web Pages at: <http://www.nyccga.org>

# **Don't Gripe about it, Grieve it**

A "*Grievance*" is defined as any violation, misinterpretation, and/or misapplication of a Rule, Regulation, and/or procedure. If you believe you, or any other members of this department have been violated, bring your issue to the organization's attention in writing. Ask yourself, "Are these issues at my workplace impacting on my ability to work effectively?" Document all reports, even when they are not ordered. Document inconsistencies, and keep all documents for the record. Keep a file on all related materials as this can be used as evidence to show documented proof at a later time. Take note of the treatment of others, avoid situations where you will have to defend, explain, or justify your actions or behavior. Most important, Know your Rules and Regulations.

## Knowledge is the key

If an issue, situation and or problem should arise, try to follow these simple Do's and Don'ts:

- **Do** contact your "Guardian Executive Board" and or "Union Delegate" as soon as possible.
- **Do not** attempt to answer any accusations spontaneously,
- **Do** Request an adjournment until you can obtain help and or advice.
- **Do not** submit a written statement on the issue until it has been reviewed by a person who is knowledgeable of your rights and NYCD Rules & Regulations, Policies and Procedures.
  
- **Do** retain copies of any written statement, document, and or all correspondence concerning the matter, including postmarked documents.
- **Do not** submit a resignation under pressure.
- **Do not** agree to any proposal without contacting a representative or legal council.
- **Do not** make any public pronouncement for this organization.
- **Do not** attend any hearing without a representative or legal council.
- **Do not** (by any means), council and or try to be your own council.

## CLOSING MESSAGE

- The Correction Guardians Association is here to ensure that all members' rights are being upheld in the department. Therefore, whenever an issue and/or situation should arise with you or any member of this organization, we must first determine if that issue and/or situation is a **Guardians or Union** matter. We as "Guardians" shall give the information to those who are responsible to deal with the issue and/or situation. The Executive Board will monitor the issue and/or situation to ensure it is being handled.
  
- This handbook is to be used as an informative and resourceful guide.

*This handbook will not have all the answers to each and every question, situation, and/or problem that a member may encounter. However, it is filled with information and suggestions. The fact still remains that there will be times when you will have to use your own judgment and initiative to make it happen.*





## DIRECTORY

It is always best to refer to the Correction Guardians web page for contact information, since a new board is elected every three years.

Meetings are held the second Monday of each month, unless it's a holiday at the Langston Hughes Public Library (5pm-8pm)

100-01 Northern Boulevard

Astoria, N.Y.

Corner of 100<sup>th</sup> Street

Go to <http://www.nyccga.org> for Updates, Events, or Register your email.

See us on Facebook & Twitter



Welcome as a member