



WASHINGTON STATE  
**CRIMINAL JUSTICE TRAINING COMMISSION**  
19010 1<sup>ST</sup> AVENUE SOUTH, BURIEN, WA 98148

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**COMMISSION MEETING**  
Wednesday, June 13, 2012  
10 AM

**COMMISSION MEMBERS PRESENT:**

Jeff Myers (Chair), Chief, Hoquiam Police Department  
Bill Elfo (Vice Chair), Sheriff, Whatcom County Sheriff's Office  
Darell Stidham, Deputy, Spokane County Sheriff's Office  
Garry Lucas, Sheriff, Clark County Sheriff's Office  
Joshua Kelsey, Officer, Lynnwood Police Department  
Kenneth Hohenberg, Chief, Kennewick Police Department  
Laura Laughlin, Special Agent in Charge, Federal Bureau of Investigations  
Ned Newlin, Chief of Corrections, Kitsap County

**WSCJTC STAFF PRESENT:**

Sue Rahr, Executive Director  
Debbie Mealy, Deputy Director  
Brandon Rogel, Assistant Commander, Corrections Division  
Craig Bulkley, Emergency Vehicle Operations Coordinator  
Greg Baxter, Manager, Human Resources  
Joel Gavino, Manager, Information Technology  
John Suessman, Commander, Basic Law Enforcement Academy  
Lee Brandt, Regional Training Manager, Advanced Training Division  
Rachelle Heinzen, Assistant Commander, Basic Law Enforcement Academy  
Sonja Hirsch, Executive Assistant  
Steve Lettic, Assistant Director  
Tisha Jones, Manager, Peace Officer Certification  
Tony Anderman, Manager, Advanced Training  
Wesley Anderson, Manager, Facilities

**GUESTS PRESENT:**

Anastasia Czebotar, Special Agent, BNSF Railway Police  
Greg Sandsness, Chief Special Agent, BNSF Railway Police  
Jean E. Meyn, Assistant Attorney General, Attorney General's Office  
Jim Bloss, NAMI Washington  
John Turner, NAMI Washington  
Lou D'Amelio, Skagit Valley College  
Mark Hillman, Washington Parks and Recreation Commission  
Mike Cenci, Deputy Chief, WA Department of Fish and Wildlife  
Mike Edwards, Captain, Seattle Police Department  
Steve Crown, Lieutenant, WA Department of Fish and Wildlife

The Chair called the meeting to order at 1:03 PM with a quorum present. Sonja Hirsch conducted roll call of the Commissioners.

### **Commissioner Farewell**

*Jeff Myers, Commission Chair*

Thomas Metzger was not in attendance; however, the Chair announced that Commissioner Metzger, prosecutorial appointee, served on the Commission since March 18, 2003. His term expires on June 30, 2012. The Commissioners thanked him for his service.

### **APPROVAL OF MEETING MINUTES**

*Commissioner Hohenberg made a motion to approve the meeting minutes of March 14, 2012. Commissioner Elfo seconded the motion for purpose of discussion. Commissioner Elfo offered an amendment to page 10 ¶3 of 15. He would like it to read, "Commissioner Elfo stated that it is the Commissions job to implement the legislation and review scientific research to determine whether or not CVSA meets the criteria." Commissioner Lucas seconded the amendment. The motion passed unanimously.*

### **CHAIR'S REPORT**

*Jeff Myers, Commission Chair*

#### **Commissioner Vacancy**

The Commission has a vacancy position of incumbent prosecuting attorney or municipal attorney. The Governor is currently reviewing applications.

#### **New Commissioner**

The Governor appointed Laura Wells, Fight Crime: Invest in Kids, on June 11 to the Citizen at Large position.

### **EXECUTIVE DIRECTOR'S REPORT**

*Sue Rahr, Executive Director*

#### **Agency Assessment**

Director Rahr provided feedback from her initial assessment since her appointment in April based on meetings with WSCJTC employees. Due to the manageable size of the staff, she was able to meet with every WSCJTC employee to learn about their role and to get feedback. Every person she talked with stated that they love working at the WSCJTC.

Director Rahr learned that there are lingering effects of the turmoil with the previous Director and changes that took place during that time; staff members were very honest about their feelings. The WSCJTC staff is looking forward to stability.

The Basic Law Enforcement Academy is looking forward to a job task analysis to assess whether or not adjustments need to be made to the curriculum. They are currently working on projections for future class size.

The Director is learning more about Corrections and Telecommunications and is especially excited to learn about communication and de-escalation techniques in Corrections.

The Advanced Training Division needs to be focused and channeled so the division is being more effective with its limited resources while still meeting stakeholders' most critical needs. The registrars are getting closer to the online registration launch. In addition, the Director will work with the Fiscal Manager for an online payment option, which will provide better customer service to our customers and stakeholders.

The Facilities Division staff recently renovated the Director's office by removing a wall to make it more inviting.

There is amazing talent in the Information Technology unit; however, they are severely limited because of bandwidth issues. Our ability to do 21<sup>st</sup> Century teaching is compromised by the severe limitations of wireless access for students. This will be a top priority as the budget is developed for the next biennium.

Director Rahr has been meeting with Brian Elliott, Fiscal Manager, to learn the budget process for the state. She has to learn the mechanics of decision packages as well as the politics.

#### **Final Budget Recap**

**Director Rahr** discussed the complete list of cuts with the Commissioners, which included ways of saving money without cutting or compromising services.

**Commissioner Stidham** asked if the driving simulator would be eliminated since it shows a savings of \$30,000.

**Brian Elliott** added that the driving simulator program was unfunded by the Legislature; therefore \$30,000 was taken from the Advanced Training Division to get the program up and running until it was self-sustaining.

**Director Rahr** stated that she would be talking about the driving simulator later in her report.

In regard to the OFM BLEA forecast cut, **Commissioner Lucas** stated that the Commission went with the Office of Financial Management for the BLEA forecast, because OFM had no confidence in the WSCJTC's assessment of future students.

#### **Upcoming Meeting with SACS**

The WSCJTC was forced to move from in-house financing to Small Agency Client Services (SACS) as a cost savings. This is not working for the WSCJTC, as it is costing the agency more money for less service, and we are receiving delinquent invoices and accumulating late fees. If the agency went back to full in-house financing, it would save the agency \$71,000.

The Director will look into the possibility of opting out of using SACS. She wants to make it clear to them that we are paying more, getting less, and we are having problems with the service.

### Strategic Plan Review

The Advanced Training Division will be restructured and during that time staff will go through the Strategic Plan to assess whether or not the target dates are realistic and clarify who is responsible for each task. It is very likely that some of the due dates will need to be adjusted, as this is a very ambitious plan and some of the dates originally set cannot be met. It is better to do it well than to do it fast. The Director will be better prepared to provide details at the meeting in September.

### 24-Hour Training Mandate Accountability

This issue has become an interesting challenge for the Director, as she had no idea how much time and staff resources were required to audit the 24-hour training mandate. The WSCJTC is reassessing whether or not an audit of every agency is a wise use of our very limited staff where there are no consequences for non-compliance.

The Commission has a critical decision to make as to how many staff resources they want to spend on this issue. She would prefer to use the regional training managers to facilitate training and assist stakeholders with having affordable access to 24 hours of quality training rather than burn up time doing comprehensive audits.

The Director proposed doing a random sample, which would give staff more time to focus on facilitating training. She would like to see chiefs and sheriffs send in a letter each year confirming that all of their commissioned personnel have completed 24 hours of training.

**Commissioner Stidham** asked how many hours the regional training managers spend on the training auditing task.

**Lee Brandt** stated that there is a due date, so it is only a part of her time for a period of time. During the period of time it can consume up to 50 percent of her time.

### Role of Regional Training Managers

The WSCJTC is considering streamlining the structure and going back to a single customer service manager that is dedicated to communication with stakeholders and facilitating regional training.

Currently, there are four different regional training managers. They are responsible for several other duties in addition to their regional training manager duty; therefore, it is inconsistent and hard to manage.

### Leadership Training—LPO

The International Association of Chiefs of Police, several years ago, developed a very comprehensive, well thought out leadership program for police executives.

The Director had not heard about the program, but was very impressed when it was presented at a WASPC Conference.

The Port of Seattle Police Department is underwriting the cost of hosting the first class, which is a three-week regiment. There is no executive level training available other than Command College; therefore, the WSCJTC would like to find a way to make this training accessible and affordable to stakeholders. In addition, the WSCJTC would like to work

with the King County Sheriff's Office, Seattle Police Department, and other agencies to get them to the September training and begin developing a cadre of local trainers.

**Commissioner Stidham** stated that his boss is interested in getting back the executive level certification.

**Steve Lettic** replied that the WSCJTC is working with Washington State University on what to offer and how to market the training. In the interim, the LPO would be a good elective or alternative.

**Deputy Director Mealy** stated that the WSCJTC has it within their budget to provide first level and mid management, but not executive training.

**Commissioner Stidham** stated that his chief feels that he should be able to submit his records (e.g. FBI National Academy) for review. If they meet the criteria, then an executive level certificate should be issued. The executive level certification does not need to be mandated, just be available.

**Steve Lettic** stated that the WSCJTC has tailored all of its programs and certifications to build upon one another and to be academically sound. Several outside entities have reviewed the course materials and found them to be very robust.

#### eLearning

Director Rahr needs to assess the greatest eLearning needs. She is skeptical about whether or not the five-minute a day modules are being used and if we should shift our focus to a longer, monthly eLearning module that would be more efficient in getting officers the required 24-hours of annual training.

Staff members are currently trying to determine how many people actually use the roll call training.

#### Driving Simulator/Five-day EVOC

We are in an awkward dilemma, as we told the Legislature that if they didn't fund the simulator program we would have to discontinue its use. We did not get funding from the Legislature.

Director Rahr will be working with WASPC about getting funding through a supplemental budget, so the WSCJTC can fund the driving simulator.

**Commander Suessman** met with the Washington State Patrol in regard to the EVOC Program. He provided a handout that would adjust the EVOC training for BLEA Sessions 683-689.

Rather than BLEA students spending five days at the WSP Academy in Shelton, they would only spend three days. Two days of the training would be conducted at the WSCJTC; therefore, EVOC training will cost approximately \$21,131 per session (\$9,000 savings).

**Director Rahr** stated that there needs to be a discussion about how driving training is conducted and provided to BLEA recruits. She believes that a decision can be made with the information that will come from the job task analysis.

The WSCJTC would like to put a workgroup together to look at WSCJTC EVOC and WSP EVOC and determine what option is both financially feasible and the best training available.

**Commander Stidham** inquired about the study that was already done on this particular issue.

**Deputy Director Mealy** stated the information from the study will be provided to the workgroup to assist them in making a decision.

**Commander Stidham** asked if the driving simulator is generating revenue.

**Craig Bulkley** stated that approximately 300 officers and 70 instructors have been trained across the state using the driving simulator at a cost of \$25 per officer.

**Deputy Director Mealy** stated that although money is being recouped, it is not enough to cover the wages for Mr. Bulkley; therefore, it is currently coming out of the WSCJTC's operating funds.

**Brian Elliott** confirmed that the recouped money goes to offset the cost of the program.

**Commissioner Elfo** proposed that the Commission leave it to the Executive Director to make a decision on the best option for EVOC training.

**Deputy Director Mealy** stated that complaints are being received from graduating recruits, as they feel they did not get enough driving time while at EVOC; therefore, we need to look into it.

### Legislative Outreach

The Director's strategy is to work hand in hand with state organizations (e.g. WASPC, WAPA, WACOPS, WACO) so the same message is being conveyed to the Legislature. The goal is to make academy funding a top priority for each of the agencies/organizations and coordinate efforts prior to and during session.

Staff has talked about putting together an opportunity for Legislators to visit the WSCJTC, so we can showcase our programs.

### DOJ Report Update

A letter was sent to Attorney Jenny Durkan at the United States Attorney's Office on June 11, 2012. The Director believes this will provide closure for the WSCJTC and stakeholders.

### DARPA

Tony Anderman will be paid for as the single point of contact for the WSCJTC, and he will work closely with WSU Professor Bryan Vila on curriculum development and research.

**Mr. Lettic** added that the DARPA project is a look at how we socially interact during street encounters, both in the military and in law enforcement, in regard to how we project and read body language.

**Director Rahr** added that DARPA is paying for our staff's time; therefore, it is not costing the WSCJTC any money. In addition, there is a tremendous amount of crossover with the procedural justice project. DARPA will be housed in the modular building with WSCJTC employees (e.g. Tony Anderman and Vicki Mathews) and possibly some King County Sheriff's Office and Seattle Police Department training personnel. The Director's hope is to have all of the training personnel, from the various agencies, working together on advanced training concepts.

### **Reserve/Provisional Officers**

The WSCJTC is having issues with the use of reserve/temporary/provisional police officers and police chiefs by various agencies around the state. Much of this results from a misunderstanding or lack of information about what the law says.

There is the belief that an agency can bring a chief in on a temporary/interim basis and have him or her certified. The WSCJTC is in an awkward position, as the WSCJTC has no enforcement authority over this issue. The WSCJTC can decide whether or not to certify a chief; however, if they find out a chief is working while not certified the WSCJTC does not have enforcement authority.

The Director suggested putting together a workgroup to decide what action to take and determine what type of guidance the WSCJTC should provide to WASPC since they make recommendations to agencies.

Reserve officers are a separate but related issue; therefore, she recommended the same group to look at this issue.

**Commissioner Newlin** recommended reaching out to the Association of Washington Cities (AWC), because a lot of agencies do not go through WASPC.

**Director Rahr** stated that chiefs and sheriffs generally support the idea of certification of reserve officers; however, she is not sure there will be unanimous support when it comes time for a vote. It will take time and resources to get a handle on this program.

Tisha Jones, Reserve Coordinator, stated that it is unknown how many reserve officers are currently being utilized throughout the state. There is currently no requirement for agencies to report the hiring or separation of reserve officers.

## **STAFF REPORTS**

### **Waiver Requests**

#### ***Tisha Jones, Certification Manager***

The BNSF Railway Police requested a waiver for Special Agent Anastasia M. Czebotar to attend the Basic Equivalency Academy in order for her to meet the requirements set forth in WAC 139-05-925 and RCW 81.60.

They are seeking commissioning for Special Agent Czebotar, as she is not eligible for peace officer certification while employed by BNSF Railway.

The WSCJTC's recommendation is to grant the waiver for Special Agent Czebotar.

***Commissioner Stidham made a motion to approve the waiver request for Special Agent Czebotar to attend the Basic Law Enforcement Equivalency Academy for the purpose of obtaining a commission while employed for the BNSF Railway Police. Commissioner Hohenberg seconded the motion. The motion passed unanimously.***

***Steve Lettic, Assistant Director***

The WA Department of Fish and Wildlife is requesting a waiver for Mark Hillman to attend the Basic Law Enforcement Equivalency Academy.

Mr. Hillman graduated from the 720-hour Parks Law Enforcement Academy in April 2010. In addition, he successfully passed an in-depth background check, polygraph, and psychological exam. He also has a Bachelor of Science degree from University of Puget Sound.

The WSCJTC's recommendation is to grant the waiver for Mark Hillman.

***Commissioner Lucas made a motion to approve the waiver request for Mark Hillman to attend the Basic Law Enforcement Equivalency Academy. Commissioner Hohenberg seconded the motion. The motion passed unanimously.***

The WA Department of Fish and Wildlife is requesting a waiver for Jason Stapert to attend the Basic Law Enforcement Equivalency Academy.

Mr. Stapert graduated from the 720-hour Parks Law Enforcement Academy in April 2006. In addition, he successfully passed an in-depth background check, polygraph, and psychological exam. He also has a Bachelor of Science in Park and Recreation Management.

The WSCJTC's recommendation is to grant the waiver for Jason Stapert.

***Commissioner Lucas made a motion to approve the waiver request for Jason Stapert to attend the Basic Law Enforcement Equivalency Academy. Commissioner Newlin seconded the motion. The motion passed unanimously.***

The WA Department of Fish and Wildlife is requesting a waiver for Nicholas Parkert to attend the Basic Law Enforcement Equivalency Academy.

Mr. Parkert graduated from the 720-hour Parks Law Enforcement Academy in April 2007. In addition, he successfully passed an in-depth background check, polygraph, and psychological exam. He also has a Bachelor of Arts degree from Western Washington University.

The WSCJTC's recommendation is to grant the waiver for Nicholas Parkert.

***Commissioner Newlin made a motion to approve the waiver request for Nicholas Parkert to attend the Basic Law Enforcement Equivalency Academy. Commissioner Lucas seconded the motion. The motion passed unanimously.***

The WA Department of Fish and Wildlife is requesting a waiver for Douglas King to attend the Basic Law Enforcement Equivalency Academy.

Mr. Douglas graduated from the 720-hour Parks Law Enforcement Academy in April 2006. In addition, he successfully passed an in-depth background check, polygraph, and psychological exam. He also worked part-time as a District Security Officer for the US Marshal Service and has a degree in biology from the University of Wisconsin.

The WSCJTC's recommendation is to grant the waiver for Douglas King.

***Commissioner Lucas made a motion to approve the waiver request for Douglas King to attend the Basic Law Enforcement Equivalency Academy. Commissioner Newlin seconded the motion. The motion passed unanimously.***

#### **Firearms Program Manager Hiring Process Update**

##### **Greg Baxter, Human Resources Manager**

Mr. Baxter received 20 applications for the position by the closing date. The candidates have a wide variety of law enforcement, military, corrections, private security, or firearms program management backgrounds. The applicants include several current WSCJTC firearms instructors, two police chiefs, and a fire chief. Most of the candidates are from Washington State; however, there are some from other states: Oregon, Idaho, California, and Nebraska.

The selection committee is reviewing the applications and will select eight candidates to interview. Interviews will be held between June 20 and July 3. By July 4, one or two finalists will be selected to receive a final interview with Director Rahr.

#### **Chapter 139-07 WAC Update**

##### **Debbie Mealy, Deputy Director**

Doug Blair, former WSCJTC Certification Manager, will assist the WSCJTC with finalizing the language for Chapter 139-07 WAC.

Mr. Blair will review all testimony and past meeting notes.

Ms. Hirsch informed the Commission that the language would be before them for review during the Commission Meeting in September then for final action in December.

### **NEW BUSINESS**

#### **Chief For a Day**

##### **Sonja Hirsch, CFAD Coordinator**

The Chief For a Day event will be held on Thursday, August 16. Twenty-six law enforcement agencies will sponsor 27 children with chronic or life-threatening illnesses ranging in age from 3 to 16.

The event will consist of a police motorcade, swearing in ceremony, lunch, and outside demonstrations/presentations.

### **OLD BUSINESS**

Nothing to report.

