

Wednesday, December 10, 2003  
**CRIMINAL JUSTICE TRAINING COMMISSION**  
Quarterly Commission Meeting  
19010 – 1<sup>st</sup> Avenue South, Burien, Washington  
Room E-250B  
10:00 a.m.

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## ATTENDEES

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- Members Present:** Garry Lucas (Chair), Sheriff, Clark County Sheriff's Office  
Anne Kirkpatrick, Chief, Federal Way Police Department  
Craig Thayer, Sheriff, Stevens County Sheriff's Office  
Earl Howerton, Sergeant, Spokane County Sheriff's Office  
Ed Crawford, Chief, Kent Police Department  
Eldon Vail, Deputy Secretary, Department of Corrections  
Judy Arnold, Coroner, Thurston County  
Mary Apodaca, Chief of Corrections, Skamania County  
Mike Amos, Sergeant, Yakima Police Department  
Pat Adams, Special Agent in Charge, FBI  
Thomas Metzger, Prosecuting Attorney, Pend Oreille County
- CJTC Staff Present:** Michael D. Parsons, Executive Director  
Sharon M. Tolton, Deputy Director  
Al Isaac, Manager, Corrections  
Bob Posey, Manager, Professional Development  
Brandon Rogel, Program Supervisor, Corrections  
Brian Elliott, Manager, Fiscal  
Carri Brezonick, Manager, Quality, Standards, and Technology (QST)  
David Price, Acting Manager, Facilities  
Doug Blair, Manager, Certification/Regional Training  
Hans Krenz, Assistant Commander, Basic Law Enforcement Academy  
Patti Toth, Manager, Child Abuse Program  
Rafael Padilla, Coordinator, Washington Police Corps  
Ron Price, Commander, Basic Law Enforcement Academy  
Shannon Inglis, Attorney, Office of the Attorney General  
Steve Lettic, Training Specialist, QST  
Wanda Townsend, Curricula Designer, QST  
Sonja Hirsch, Confidential Secretary, Recorder
- Guests Present:** Larry Raedel, Lieutenant, Washington State Patrol  
Mike Fann, Captain, Seattle Police Department  
Kate Greenquist, LECC Manager, U.S. Attorney's Office  
Mark Werkmen, Boeing  
Darrell Prouse, Boeing

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## MINUTES

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### INTRODUCTIONS

**Commissioner Crawford** (former Chair) called the meeting to order at 10:04 a.m. with a quorum present.

Self-introductions followed.

### APPROVAL OF MINUTES OF SEPTEMBER 10, 2003, MEETING

***A motion was moved (Commissioner Thayer) and seconded (Commissioner Howerton) to approve the minutes. The motion to adopt the minutes carried unanimously.***

New Commissioner Pat Adams, Special Agent in Charge of the Federal Bureau of Investigation (FBI) was introduced to the Commissioners.

Commissioner Adams is from Pittsburgh, Pennsylvania. He has an extensive background with the FBI.

### BOARD ON CORRECTIONS TRAINING, STANDARDS, & EDUCATION (BCTSE)

***Brandon Rogel, COA/Work Release Program Supervisor***

The last BCTSE meeting was held on December 4, 2003.

#### ***Corrections Officer Certification/Decertification***

Sharon Tolton gave the Director's report on Corrections Officer Certification/Decertification.

#### ***American Correctional Association (ACA)***

Carri Brezonick discussed the scope of the ACA Accreditation process and how CJTC is planning for the first audit, which will occur in September 2004.

#### ***Governor's Executive Order 03-01 "Service Delivery"***

The Corrections Division discussed Executive Order 03-01 "Service Delivery." They discussed how they deliver their services and how they can improve.

#### ***Program Updates***

Services Academies:

- ❑ Adult Services Academy (ASA) —The Department of Corrections and the Washington State Criminal Justice Training Commission are partnering to provide an academy in Tacoma.
- ❑ Municipal Probation Academy — The Municipal Probation Academy was held in October. This is not a frequently held academy.
- ❑ Juvenile Services Academy (JSA) — 26 students recently graduated.
- ❑ Corrections Officers Academy (COA) — The COA will possibly include optional night courses in the future.

**Mr. Rogel** thanked King County for their help in staffing the Corrections Division. The Corrections Division's newest staff member is Catey Hicks from King County.

### ***E-Learning***

The Board discussed how the Corrections Division could increase training through on-line means (CD-based training).

### ***CJTC Service Delivery Survey 2003***

The Governor asked agencies to implement ways to receive feedback from customers regarding the services provided.

The Corrections Division sent out a survey and has received 48 responses.

**Mr. Rogel** thanked the Regional Training Managers; the Quality, Standards, and Technology Division; the registrars; and the support staff for all their help.

### **BOARD ON LAW ENFORCEMENT TRAINING, STANDARDS, & EDUCATION (BLETSE)**

***Sharon M. Tolton, Deputy Director***

**Sharon Tolton** informed the attendees that the Boards (BCTSE and BLETSE) are statutorily mandated, and they make recommendations to the Commission. The Attorney General, FBI Special Agent in Charge, and the Chief of the Washington State Patrol are on the Commission by virtue of their positions. The Governor appoints all other Commissioners.

The Director nominates members of the Boards, and the Commission has the approval authority.

The BLETSE met at the Washington Association of Sheriffs and Police Chief's (WASPC) Conference on November 18, 2003, in Chelan, WA. Due to attendance issues, the BLETSE will meet four times per year rather than six. In the future, the meetings will begin at 10:00 a.m., the Board will then have lunch, and finally it will transition into sub committee groups. The bylaws will be adjusted to reflect the recent changes.

The Vehicular Pursuit Model Policy was discussed.

There was a discussion regarding the Basic Law Enforcement Academy (BLEA) Assessment. During the assessment staff went out and discussed, with client agencies, (Field Training Officers (FTOs), officers, and citizens around the state) training that is being provided and asked about their expectations.

The Board discussed FTO relationships. They discussed the gap between the relationships at the BLEA level and when the recruits are sent into the FTO program. Some FTO programs are very sophisticated; however, some recruits, following graduation, are simply handed a map, a car, a set of keys, and are on their own.

### **WAC RULE REVIEW**

***Sharon M. Tolton, Deputy Director***

#### **1. WAC 139-01-100 Description of Central and Field Organization**

The CJTC staff proposed the rule.

The change is regarding the Commission's location in Lacey.

A request was made for approval to file the Proposed Rule Making (CR-102).

***A motion was moved (Commissioner Kirkpatrick) and seconded (Commissioner Amos) to approve WAC 139-01-100, Description of Central and Field Organization, for filing.***

## **EXECUTIVE DIRECTOR'S REPORT**

***Michael D. Parsons, Executive Director***

### ***Patti Toth***

Ms. Toth has served as a Program Manager with the Washington State Criminal Justice Training Commission since the summer of 1999. Her primary duties include managing and teaching in-service programs related to Child Abuse Investigation. She is in charge of the Commission's activities in response to Senate Bill 5127, which requires law enforcement and other professionals involved in child abuse investigations to receive specialized training regarding child interviewing. The resulting three-day course is based on the WA State Child Interview Guide developed by Ms. Toth together with Harborview's Center on Sexual Assault and Traumatic Stress. This class gives law enforcement investigators and Child Protective Services (CPS) professionals a unique opportunity to train together and receive critical feedback as they practice interview skills.

During 2002 to 2003, Ms. Toth convinced the Department of Social and Health Services (DSHS) to award a grant to CJTC to fund a project aimed at improving investigative responses to child sexual abuse cases in our state. This project included a series of eight, three-day "team" training conferences. Each county had the opportunity to send a multidisciplinary team to work together to plan for implementation and possible revision of their county's child sexual abuse investigation protocols. The ultimate goal was to improve the quality of investigations and coordination among agencies involved in child abuse cases.

Additional duties at the Commission include managing the annual Washington State Domestic Violence "Team 3" Training Conference.

Ms. Toth is a Washington State native and attended college and law school at the University of Washington. She started her career in 1980 as a prosecutor in Kitsap County, followed by a stint in the Snohomish County Prosecutor's Office. During that time she tried numerous child abuse and sexual assault cases. She then served eight years as Director of the National Center for Prosecution of Child Abuse in Alexandria, Virginia, during which time she provided multidisciplinary training throughout the United States and other countries. Ms. Toth has been actively involved with the International Society for the Prevention of Child Abuse and Neglect (ISPCAN - serving on its Executive Council in the 1990s) and with the American Professional Society on the Abuse of Children (APSAC – serving as its President in 1994). She also worked as a federal prosecutor in the Child Exploitation Section of the U.S. Department of Justice in the late 1990s. Due to being homesick for the Pacific Northwest, she moved back, settled in Port Angeles, and came to work for the Commission.

**Ms. Toth** stated that every county has a protocol for child sexual abuse investigations. It is not unusual for three quarters of the attendees who attend the child interview training to admit that they have never heard of their child abuse investigation protocol. The purpose of the team training is to help them learn their county's protocol.

**Bob Posey** stated that Ms. Toth was invited to Geneva, Switzerland, to the International Red Cross to participate on a worldwide commission for Child Abuse. She turned down the offer because of a prior commitment to teach a class for CJTC.

### ***Lacey Lease***

The lease has been signed. The Washington State Criminal Justice Training Commission will be housed in the Washington Association of Sheriffs and Police Chief's (WASPC) building, in the Meridian Campus area (Lacey) for the next five years.

### ***Repatriation***

The CJTC, upon activation, will cease normal training activities and become the Emergency Processing Center (EPC) for emergency Repatriation operations.

The CJTC will provide access to:

- Staff
- Buildings (gyms, classrooms, common areas, auditorium, etc.)
- Food service
- Lodging
- Locker rooms
- Parking
- Storage
- Office supplies (copiers, fax machines, computers, phones, etc.)
- Utilities
- Other

The CJTC will provide logistical support for the Incident Command to perform their assigned duties. The CJTC will provide logistical support for the repatriate processing, feeding, and personal needs such as showers, rest areas, and lodging (if required).

Support is provided in accordance with the Memorandum of Understanding between the Washington State Criminal Justice Training Commission and the Washington State Department of Emergency Management (April 26, 1986).

**The Director** stated that all students would be sent to their respective agencies or home during this time.

### ***Corrections Division***

For several years, the Department of Corrections (DOC) has been moving toward providing their own training for corrections officers through the 5-week Correctional Worker Core (CWC) program. The CJTC has not trained a corrections officer since May 2003.

CJTC is working with the DOC on drafting a Memorandum of Understanding. CJTC staff will be involved in the review process, standardization, monitoring, and quality control over the CWC programs.

CJTC will also look at the Corrections Officers Academy (COA) with a focus being strictly on jail officer training.

### ***Certification/Decertification for Corrections***

The Governor has agreed to move forward with the request for certification/decertification for Corrections.

Certification/decertification for Corrections is a no cost item to CJTC due to DOC's help the first two years.

The bill will be introduced in both the House and the Senate.

### ***Strategic Plan***

Bob Posey has been tasked with this project. He is looking into the Principle Based Organization concept.

The Principle Based Organization would be bottom driven, which would exclude Michael D. Parsons, Sharon M. Tolton, Doug Blair, Carri Brezonick, Al Isaac, David Price, and Brian Elliott.

The staff would be responsible for the following:

- Set forth in clear terms what the organization stands for and believes in.
- Form the foundation for ethical behavior and decision-making.
- Create a culture of trust and fairness that holds the organization together.
- Lend predictability to top management's actions and responses to employees.
- Invite broad public support and facilitate accountability.

This idea will be presented at the All Staff Meeting on January 6, 2004.

A Commissioner, prior to the meeting, suggested that Commissioners have an opportunity to provide input for the Strategic Plan. The Director would like the Commissioners to meet within the next 2–3 months for a 4-hour meeting regarding thoughts, feelings, and concerns relative to a strategic plan for the agency.

### ***Legislature***

There will be two additional legislative pieces that will be introduced. The first will be about Domestic Violence. The Director predicts that there will be some type of outcome in terms of law enforcement and domestic violence training.

Representative Mike Armstrong will introduce a bill on weapon retention for officers. This is a result of the 4-5 incidents that happened within the last year or so where a law enforcement officer has been killed with their own duty weapon.

The Director has a meeting scheduled with Representative Armstrong in January 2004 to discuss this issue. At that time he will present some alternatives that the Commission would like to see go forward.

The Director would like to move toward mandatory, in-service training. This will be looked upon as an opportunity to expand what the Commission is currently doing and where it would like to move.

### ***Bart Dinwiddie***

Mr. Dinwiddie no longer works for the Washington State Criminal Justice Training Commission. If there are any questions regarding this issue, contact the Director.

### ***Homeland Security Corporation***

The CJTC is looking at a potential partnership with Lockheed Martin Services Inc. through a private company called the Homeland Security Corporation (HSC). The Company is headquartered in Nashville, Tennessee.

The Transportation Security Administration (TSA) awarded a new contract to Lockheed Martin Services, Inc. to do the weapons training for pilots. The press release can be reviewed at: [http://www.about-hsc.com/show\\_press.php?press\\_id=4](http://www.about-hsc.com/show_press.php?press_id=4).

The CJTC has been asked to look at the possibility of offering a requalification for the pilots training, which would be a 4-hour session. The instructors, transportation, ammunition, targets, and so on will be provided.

The HSC provides highly specialized security management and training services to government and commercial entities.

They are the recognized leaders in both training and security services management, with a history of innovative and effective solutions tailored to meet the complex challenges confronting their customers.

### ***E-Learning***

Not all of CJTC's customers are equipped with technology to receive and use e-learning materials. E-learning will be a great way to train officers (when mandated), and it is relatively inexpensive.

### ***Budgets***

The Commission has lost a couple million dollars in the last two years; however, there have been changes made to accommodate the loss.

### **STAFF REPORTS**

#### ***Rafael Padilla, Coordinator, Washington Police Corps Police Corps***

An email was received from the Deputy Director of the Office of the Police Corps. They received a conference report confirming that Police Corps will get no more than \$15 million for the entire nation next year. This is half of the amount that has funded the programs nationwide in past years. In June, the Directors met in Washington, D.C., to discuss funding. There is no idea of where they will make cuts, how cuts will be made, and whether or not they will proceed with a contingency of regionalizing the program. There were talks of having 5 regional academies. The CJTC showed a strong interest in being one of the regional academies.

**The Director** stated that the Commission needs to contact federal legislators to say that we support our program and that we need their help to make it successful. We need to ensure that if the money is cut that we are not lost in the process.

**Commissioner Crawford** stated that Congressman Adam Smith is very supportive of law enforcement issues. Commissioner Crawford will contact Congressman Smith's office.

**Rafael Padilla** stated that he will draft a letter regarding the current Police Corps issues and will provide it to the Commissioners.

#### ***Michael D. Parsons, Executive Director***

##### ***Law Enforcement Executive Development Seminar (LEEDS)***

Sharon Tolton has been selected to attend the Law Enforcement Executive Development Seminar (LEEDS) in January 2004. This is the first time that a CJTC employee has attended.

The LEEDS is a two-week executive training program designed for the chief executive officers of the nation's mid-sized law enforcement agencies.

More than 1300 executives have graduated since LEEDS began in 1981.

During the seminar, the executives are provided with instruction and facilitation in the areas of leadership, strategic planning, legal issues, labor relations, media relations, social issues, and police programs. Some of the most productive learning takes place outside of the classroom during evening conferences and over meals. The environment of the FBI Academy is conducive to independent thought and study. Participants have the opportunity to exchange plans, problems, and solutions with peers to develop new thoughts and to share the successes of their own community.

##### ***International Association of Chiefs of Police (IACP)***

Sharon Tolton has been reappointed to the IACP Education and Training Committee for a three-year term.

##### **Education and Training Committee**

This committee shall provide adequate organization and an opportunity for members of this Association concerned with education and training to:

- Conduct meetings.
- Transact the necessary business, discussions, research, evaluations, and determinations of police education and training matters of mutual interest.

- Promote a more intimate and meaningful relationship between the police executive and the police educator.
- Assist this Association with coordinated and cooperative effort in the
  - ❑ Implementation of the mutual objectives of effective police education and training.
  - ❑ Promotion of adequate police educational programs and achievement of an accepted professional status of the police service.
  - ❑ Promote other essential mutual interests, assistance, professional standards, and relationships among police educators.

Committee members may be comprised of individuals employed by a public law enforcement training agency.

**Sharon M. Tolton, Deputy Director**  
***Vehicular Pursuit—Model Policy***

During the last legislative session, police vehicle pursuits were a hot topic. The Legislature was seeing a number of news worthy media responses to police pursuits. This developed some concern with the Legislature as to whether agencies had a policy relating to vehicle pursuits, whether or not police officers were following in place policies relating to vehicular pursuits, or if officers were being properly supervised.

These concerns were the result of a number of WASPC committee hearings, which the Director and Deputy Director attended. One of the committees was interested in developing a bill that would severely restrict police pursuits.

Senator Brandland (former Whatcom County Sheriff) talked the WASPC committee and a number of other law enforcement officials into allowing the law enforcement profession to review this issue rather than come in and severely restrict pursuits. Senator Brandland wanted the law enforcement profession to look at the issue and determine whether they could reach some type of compromise in terms of when pursuits should be initiated, what might be developed in terms of the model policy, and if it might be suitable statewide.

RCW 43.101.225

Training on vehicular pursuits.

<http://www.leg.wa.gov/RCW/index.cfm?fuseaction=section&section=43.101.225>.

RCW 43.101.226

Vehicular pursuits – Model policy.

<http://www.leg.wa.gov/RCW/index.cfm?fuseaction=section&section=43.101.226>.

The model policy was designed to help agencies, as a guide.

The model policy reads:

*After every pursuit, the duty supervisor shall complete a Pursuit Critique Report and conduct a review to determine compliance with policy and identified training issues.*

*The patrol commander or designee is responsible for holding an after action critique for all such pursuits. The patrol commander is responsible for storing the pursuit reports and compiling statistical reports for review.*

**Commissioner Crawford** stated the Commission should have had more information. He asked if the Commission members should have been more involved.

**The Director** stated that it should not have come before the Commission. The Commission, in the future, will see that the WASPC membership is aware of potentially difficult issues.

**Commissioner Crawford** stated if issues are spotted that can require some debate, it would be nice to have more data to draw from. There needs to be more data, so people in that arena are equipped to make appropriate statements and argue points. People should have been more prepared.

**Shannon Inglis** stated that the model policy went out to the WASPC membership; however, there are several members of the Commission who are not WASPC members. It is up to the Commission on whether they would like the opportunity to have hours of debate on these items. It is a good idea to ensure that the Commissioners are aware of what is going on; however, they do not need to be involved in the drafting process.

**The Director** stated that the model policy is only a guide for agencies. Agencies can draft their policy any way they would like to; however, it will need to include the statutory language per RCW 43.101.226 (2) (a-d).

### ***Vehicle Donation***

The Commission would like to formally extend its appreciation and thanks to the Kirkland Police Department and Chief Stan Aston for the recent donation of a used police vehicle. It will be used for training.

There is no budget to purchase training vehicles; therefore, the Commission relies on the donations from agencies.

### ***Commander Ron Price***

Commander Price recently graduated from the Federal Bureau of Investigation's National Academy in Quantico, Virginia.

The Commander has been has a tremendous addition to the BLEA cadre, a terrific Commander, has great respect of the staff, and has added some wonderful people to the cadre.

**Commander Price** thanked Officer David Campbell (Assistant Commander), Sergeant Bob Cecil (Rangemaster), and Sergeant Rafael Padilla (Police Corps Coordinator) for their assistance during his absence.

**Commander Price** announced the addition of TAC Officer Shelly Hamel of the Federal Way Police Department, and new Assistant Commander Hans-Joachim Krenz of the Auburn Police Department.

### ***National Indian Youth Police Academy (NIYPA)***

**Sharon Tolton** announced that the Washington State Criminal Justice Training Commission would again host the NIYPA this summer. The Academy is a 2-week program consisting of 60 students, ages 13-16, and 20 counselors.

Indian youth, who are accepted for this academy, will spend 14 days attending and participating in a series of classes that are designed to give the students hands on experience and working knowledge of major areas of police work. The hope is that the students will choose law enforcement as a career for the betterment of their community. If not, they will have learned a tremendous amount, made great friendships, and developed more self-confidence in themselves and their abilities.

At the next Commission Meeting, a video will be shown from the 2003 National Indian Youth Police Academy.

### ***Carri Brezonick*** ***BLEA Assessment***

Since May 2003, CJTC staff has been working hard to compile and review data from the BLEA Assessment.

Staff is currently focusing on performance expectations of law enforcement officers (e.g. how do community members and law enforcement agencies expect law enforcement officers to perform) and the basic academy trainee.

Some areas identified as part of the assessment included report writing, communications, and multi-tasking.

Since the assessment, staff have been asking a lot of questions, reviewing a lot of documents, and evaluating training methods and models. The Quality, Standards, and Technology Division is currently reviewing all curricula for the Basic Law Enforcement Academy.

In October, a pilot program was started to bring in people from around the state to review the Patrol Procedures curriculum with CJTC staff.

In the spring, a more thorough presentation will be made regarding the status of the BLEA Assessment.

**Commissioner Crawford** asked if there are any models throughout the country that have followed this same process regarding the focus of expectations of people and the expectations of what our training should be.

**Carri Brezonick** stated that the only one similar to the assessment is that the Royal Canadian Mounted Patrol (RCMP) embarked on something similar to this 10 years ago. They brought in people from across the nation to look at these issues.

### ***Terrorism***

A year ago Kate Greenquist of the United States Attorney's Office approached Doug and Carri. She asked if CJTC would be interested in partnering with the U.S. Attorney's Office to develop terrorism training.

**Carri Brezonick** introduced Kate Greenquist of the U.S. Attorney's Office. The state of Washington received \$200,000 for the terrorism training. Agencies will be receiving information (terminology book) on terrorism. If agencies need more, please contact Carri. Every sworn person throughout the state will receive a pre-incident indicator card. Every police department or sheriff's office should have received at least one CD on terrorism.

Thanks for this project go to:

- Kate Greenquist, LECC Manager, U.S. Attorney's Office, Western District of Washington State
- John McKay, U.S. Attorney for the Western District of Washington State
- Jim McDevitt, U.S. Attorney for the Eastern District of Washington State
- Steve Tomson, U.S. Attorney's Office, Eastern District of Washington State
- Fran Dyer, Intelligence Coordinator, U.S. Attorney's Office, Western District of Washington State

**Carri Brezonick** stated that this project was very unique as it was the first partnership with a private entity (Boeing) to develop this course. Carri thanked Producer Darrell Prouse, Frank Frey, Mark Werkmen, and Engineer Bob Turner.

**Kate Greenquist** thanked the Commission for partnering with the U.S. Attorney's Office. Only through the Commission's partnership with Boeing could this project have been completed. She added that the money was well spent.

**Carri Brezonick** also stated that before Christmas, each law enforcement agency should receive a CD titled "Eliminating Bias from Policing." Wanda Townsend, Curricula Designer, was the architect of this course and worked very hard on it.

Ms. Brezonick showed the Commission a clip of the CD presentation.

**Sonja Hirsch, Confidential Secretary**  
**Chief For a Day 2004**

On May 11, 2004, the Washington State Criminal Justice Training Commission, in partnership with local law enforcement agencies, hospitals, and outside partnerships will celebrate "Chief For a Day." Chief For a Day is about celebrating the lives of children who have been diagnosed with a chronic illness.

This year, six children will be transported by police motorcade to the Washington State Criminal Justice Training Commission where they will be honored as "Chief" or "Sheriff" for a day. Each child will be provided with a hand-tailored uniform.

There will be a brief swearing-in ceremony, lunch with the recruits, and they will then participate in outside presentations made by local law enforcement agencies including K-9 units, mounted patrol, SWAT, rifle units, a police helicopter, and more.

To sponsor a "Chief" or "Sheriff" simply complete the "Donation" form and fax or mail it to one of the event coordinators by January 31, 2004.

For more information on the event, visit our website at <http://www.cjtc.state.wa.us/chief4day/index.htm>.

**The Director** thanked the staff for all of their hard work.

Meeting adjourned at 12:12 a.m.

<b>Next Meeting: March 10, 2004, at 10:00 a.m. (CJTC)</b>
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Minutes written by: Sonja Hirsch, Confidential Secretary  
Reviewed by: Michael D. Parsons, Executive Director  
Rachelle Parslow, Secretary, Washington Police Corps  
Tisha Ehret, Registrar, Basic Law Enforcement Academy