



WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
19010 1ST AVENUE SOUTH, BURIEN, WA 98148

COMMISSION MEETING

Wednesday, December 12, 2007
10 AM

COMMISSION MEMBERS PRESENT:

Anne Kirkpatrick, Chief, Spokane Police Department
Brenda Stonecipher, Council Member, City of Everett
Craig Thayer (Vice Chair), Sheriff, Stevens County Sheriff's Office
Garry Lucas, Sheriff, Clark County Sheriff's Office
John Batiste, Chief, Washington State Patrol
Mike Johnston, Sergeant, Bellingham Police Department
Shon Small, Detective, Benton County Sheriff's Office
Steve Thompson, Director, Snohomish County Corrections
Thomas Metzger (Chair), Prosecuting Attorney, Pend Oreille County

WSCJTC STAFF PRESENT:

Al Isaac, Manager, Professional Development Division
Bob Kerrigan, COA/Work Release Instructor, Corrections Division
Brandon Rogel, COA/Work Release Program Supervisor, Corrections Division
Brian Elliott, Manager, Financial Division
Cheryl Price, Coordinator, Accreditation/Public Disclosure
Gary Eggleston, Corporal, Instructor, Basic Law Enforcement Academy
Debbie Mealy, Assistant Commander, Basic Law Enforcement Academy
Doug Blair, Deputy Director of Operations and Certification Manager
Greg Baxter, Manager, Human Resources
Jean E. Meyn, Assistant Attorney General, Attorney General's Office
Michael D. Parsons, Executive Director
Thomas Arnold, Officer, Instructor, Basic Law Enforcement Academy
Ron Griffin, Commander, Basic Law Enforcement Academy
Shannon Inglis, Assistant Attorney General, Attorney General's Office
Sonja Hirsch, Confidential Secretary
Steve Lettic, Assistant Manager, Organizational Development and Standards Division
Sue Hubbard, Manager, Corrections Division
Tony Anderman, NE Regional Training Manager, Professional Development Division
Wanda Townsend, Manager, Organizational Development and Standards Division
Wesley Anderson, Manager, Facilities Division

GUESTS PRESENT:

Karen Daniels, Director of Health Services Operations, Department of Corrections
Mike Harum, Sheriff, Chelan County Sheriff's Office and BLETSE Vice Chair
Rob Masko, Chief of Corrections, Pierce County

INTRODUCTION

The Chair called the meeting to order at 10:05 AM with a quorum present. Self-introductions followed.

APPROVAL OF MEETING MINUTES

Commissioner Lucas moved to approve the meeting minutes of September 12, 2007. Commissioner Thayer seconded the motion. The motion carried unanimously.

BOARD VACANCIES/APPOINTMENTS

Michael D. Parsons, Executive Director

Chief Michael Evans of the Squaxin Island Police Department has been nominated to serve as the representative of tribal law enforcement on the Board on Law Enforcement Training, Standards, and Education (BLETSE):

Chief Evans started his law enforcement career in 1991 as a Reserve Officer with the Lacey Police Department. Several years later he was hired by the Squaxin Island Police Department and started a dive team in 1996, which is still in place. He is a federally certified narcotics and community policing trainer. In 2001, he was promoted to Sergeant and then to Lieutenant. He has served as the tribe's representative on the Homeland Security Region 3 Council. He was promoted to Chief of Police in April of 2006. From 1984 to 1993, he served nine years in the U.S. Navy aboard submarines and completed a tour of recruiting duty. He is married with three children.

Commissioner Lucas moved to appoint Chief Evans to the Board. Commissioner Johnston seconded the motion. The motion carried unanimously.

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

Sheriff Mike Harum, BLETSE Vice Chair

The review of the Reserve Officer program is complete and the curriculum has been distributed. In addition, the Board is drafting WACs pertaining to the Reserve Officer program, which would establish a pre-tiered system for the utilization and classification of reserve officers.

The Audit and Assessment Committee will be working with the BLEA to complete end of course evaluations, so the Board can have a better understanding of the thoughts and perceptions of recent graduates.

The Board is currently working on their Annual Report, which will be provided to the Commissioners in March.

Mr. Blair is currently working on the RCWs related reserve officers. His suggestions have been forwarded to Jean Meyn, Assistant Attorney General; however, the WACs pertaining to reserve officers will be put on hold until the issues with the RCWs are addressed with the Washington Association of Sheriffs and Police Chiefs (WASPC).

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

Sue Hubbard, Corrections Division Manager

The Board's Annual Report was provided to the Commissioners.

Ms. Hubbard announced that the WSCJTC was in 100% compliance with the American Correctional Association standards; therefore, Director Parsons, Cheryl Price, and she will travel to Grapevine, Texas, in January to go before the panel for reaccreditation.

The Corrections Division recently held a Corrections Officers Academy in Spokane, Work Release Academies have been added, the Juvenile Rehabilitation Counselor Academy has been rescheduled to an earlier date to meet the needs of stakeholders, the Juvenile Services and Misdemeanor Academies have been revised to make them more specific to meet the needs of the constituents, and an assessment of the Corrections Officers Academy and Correctional Worker Core is currently underway and should be finished in April.

EXECUTIVE DIRECTOR'S REPORT

Michael D. Parsons, Executive Director

American Correctional Association (ACA)

The WSCJTC recently went through the reaccreditation process and were in 100% compliance with mandatory and non-mandatory standards.

The standards associated with the ACA help ensure the WSCJTC is current with policies and that the agency maintains an acceptable standard for liability purposes.

Action Plan Follow-up

After discussions with staff members there are several things that have been done to change some of the agency's procedures and activities, such as:

1. The clerical support staff members meet monthly to communicate and focus on current issues and concerns.
2. A fun committee has been established to create fun activities, potlucks, seasonal parties, and more.
3. The Program Managers will join the Managers twice a year for a retreat to discuss concerns, issues, and to open communication.

The Director has met with over 70 employees (state and contract) individually within the agency in addition to group discussions. It was discovered that there are some common themes, which are being worked on. Some issues were new and some were not; some are easy fixes and some are not.

One common concern among BLEA TAC Officers is the poor condition of the training vehicles used for mock scenes. Both Fife Police Department and Kirkland Police Department recently donated vehicles for training.

The Grove Consultants International has a process called Strategic Visioning. In April the WSCJTC staff will engage in a three-day Strategic Planning process at which time they will discuss the organization; its chronology and how the agency got to where it is; the agency's strengths, weaknesses, opportunities, and threats; develop a cover story, vision, and goals, etc. The draft Strategic Plan will then be sent to the Boards for input. When the process is complete, it will be presented to the Commission.

The Director recommended that the agency contract with the consultants to go through the assessment again in late March or early April 2008 with a report to the Commission in June 2008.

The Chair stated the Commission made a proposal for a follow up for measurement and review.

Commissioner Kirkpatrick stated that she understood the process to be a six-month timeline with a review with the same consultants at the end of the six months with a report to follow.

The Director agreed to contact the consultants in regard to the agreement and then have it reviewed by the Action Plan Committee.

Basic Law Enforcement Academy Evaluation

The Director will meet with Mike Gaffney and Nick Lovrich of Washington State University (WSU). The WSCJTC will contract with WSU to do an evaluation of the Basic Law Enforcement Academy (BLEA) to compare what the BLEA will be doing with the Problem Based Learning compared to what is currently being done.

In preliminary discussions it was discovered that not much research has been done in regard to training, especially in law enforcement.

A one-year study will be conducted to determine what is different, what would work better, and so on.

Legislative Agenda

OFM's Forecast Model: The Office of Financial Management's (OFM) Forecast Model was within a few numbers of the numbers collected by the WSCJTC. It is an expensive process (\$60,000 per year); however, it's a much easier political process.

Garry Austin of the OFM asked if six additional classes would cover the WSCJTC's needs based on the forecast model, and the answer was yes. Based on that, the WSCJTC will ask for approximately \$961,000 to cover the six additional classes for a total of 19 classes for the next fiscal year.

Certification/Decertification for Peace Officers: Approximately \$720,000 was requested for attorney general fees associated with certification/decertification for peace officers. The increase of cases from when Peace Officer Certification went into effect is expediential. If the funds are not received, significant changes will have to be made in regard to certification/decertification.

Shannon Inglis stated the majority of the costs are associated with the prosecutors handling the cases as investigating each case is very time consuming.

The Chair asked if any assistance could be provided by the Commissioners.

The Director stated that he did not believe so as it is now in the hands of the OFM and the Governor.

Chief For a Day: The Governor's Office is very supportive of the Chief For a Day legislation. The Governor has asked Marty Brown, Legislative Liaison, to ensure it passes.

The Chief For a Day legislation is a result of the Washington State Auditor's Office report of December 2006 in which they recommended the WSCJTC obtain statutory authority to participate in the program.

Modular Buildings: The Liquor Control Board (LCB) contacted the WSCJTC approximately one year ago to provide basic training for them. The WSCJTC will develop a 440-hour academy and, in turn, the LCB will provide the WSCJTC with funding for three buildings. The LCB Agents will not be certified as Washington State Peace Officers.

Department of Information Services (DIS): The WSCJTC will ask DIS to assist the agency in developing a Learning Management System. Learning Management Systems are extremely expensive (over \$1 million) and are very important in the training arena. The database would manage the agency's files, records, and student records. With the system, students would be able to find out what courses they have taken, what their grades were, register for courses, and more.

Colleges have systems similar; therefore, the WSCJTC will try to find a college that will share their system.

STAFF REPORTS

ICP Award: Instructor of the Year **Steve Lettic, ODS Division Assistant Manager**

Applications for Instructor of the Year are solicited seeking instructors that help the WSCJTC rise to the top by delivering the goals and mission of the agency.

Bob Kerrigan, Pierce County Sheriff's Office

Bob Kerrigan is the 2007 Instructor of the Year. He is currently a TAC Officer with the Corrections Division and has embodied the mission and vision of the WSCJTC by helping other staff with duties.

Bob has served with the Corrections Division and Pierce County Sheriff's Office for 15 years. One of the notable assignments he has had is with the training division and revamping the Field Training Officer (FTO) program.

Sue Hubbard stated she has observed numerous instructors over the years and has been an instructor herself, and Bob has an ability to use humor to teach and captivates the students.

His dedication and teaching abilities have gone a long way increasing the reputation of the Corrections Officers Academy. He has made some significant improvements in the way training is delivered.

Ms. Daniels stated that before she left the Thurston County Sheriff's Office, Bob ran the FTO program and trained a number of their staff. She saw drastic changes in the students' attitudes, demeanor, and philosophy within a week.

Peace Officer Certification Hearing Panel Candidates

Doug Blair, Certification Manager and Deputy Director of Operations

The WSCJTC staff recommended approving the following individuals as panel members for Peace Officer Certification hearings:

First-Line Supervisors or Below (with at least 10 years of experience):

CAMPBELL, Dave (Sergeant): Lacey Police Department

SCHOLL, Rob (Detective): Kent Police Department

The WSCJTC staff recommends approval of the above individuals.

Commissioner Lucas made a motion to approve the individuals listed above as panel members for Peace Officer Certification hearings. Commissioner Kirkpatrick seconded the motion. The motion carried unanimously.

At the Commission Meeting in September 2007, it was recommended that Deputy Sheryl Vanderwalker of the King County Sheriff's Office be removed from the panel while the WSCJTC investigated some issues and concerns. The issues were unfounded; therefore, the WSCJTC staff recommends re-approve Deputy Vanderwalker to the list of panel members for Peace Officer Certification hearings.

Commissioner Lucas made a motion to re-approve Sheryl Vanderwalker as a panel member for Peace Officer Certification hearings. Commissioner Batiste seconded the motion. The motion carried unanimously.

WAC Rule Review

Cheryl Price, Accreditation/Public Disclosure Coordinator

WAC 139-10-310

Requirement of corrections supervisory training

WAC 139-10-320

First-level and second-level corrections supervision curriculum

WAC 139-10-410

Requirement of middle-management corrections training

WAC 139-10-420

Middle-management curriculum -- Corrections

WAC 139-10-510

Requirement of executive management corrections training

WAC 139-10-520

Corrections executive management curriculum

Reason for change:

These rules are now duplications of RCW 43.101.350 and WAC 139-25-110 based on legislative changes during the 2006-2007 legislative session. These statutes and rules were changed to incorporate the career level training requirement for corrections personnel with that of law enforcement personnel.

WSCJTC staff recommends approval for filing, which will eliminate these WACs.

Commissioner Lucas moved to eliminate WACs 139-10-310, 139-10-320, 139-10-410, 139-10-420, 139-10-510, and 139-10-520. Commissioner Small seconded the motion. The motion carried unanimously.

WAC 139-30-015

Firearms certification – Application

WAC 139-35-015

Firearms certification -- Application

Reason for change:

To make current the fee charge and to accurately reflect the actual practice in place when multiple weapons are carried by a single individual.

Commissioner Kirkpatrick asked where these people go to get certified.

Mr. Blair stated the WSCJTC's requirement is to train certified instructors through a 44-hour firearms instructor course that the instructor must go through. After being certified, the instructor must then be recertified every two years.

WSCJTC staff recommends approval for filing.

Commissioner Lucas moved to approve WACs 139-30-015 and 139-35-015 for filing. Commissioner Kirkpatrick seconded the motion. The motion carried unanimously.

WAC 139-05-210

Basic law enforcement certificate of equivalency

The changes suggested to WAC 139-05-210 are the result of conversations during past Commission Meetings in regard to officers who attended the Idaho Post but had not served as a law enforcement officer and then wanted to attend the Basic Law Enforcement Equivalency Academy.

If a person attends the Idaho Post, the employing agency would still have the choice to either send them through the 720-hour Basic Law Enforcement Academy or the 80-hour Basic Law Enforcement Equivalency Academy.

The other significant change to the WAC language is requiring peace officers with a 60-month or more break in serve to attend the full Basic Law Enforcement Academy.

This WAC was for discussion only. No action was taken.

Problem Based Learning (PBL)

Wanda Townsend, ODS Division Manager

There have been many unforeseen challenges and several different road blocks with the project. The development of the curriculum started in April 2006 and was complete in June 2007. Since July, the BLEA TAC Officers have been reviewing the curricula to ensure it is accurate and up to date, which has taken longer than expected due to the increased number of BLEA classes. The group has been revising the assessment tools, which will still include written and mock scene testing. In addition, peer assessments, self-assessments, presentation evaluations, and more will be incorporated.

The WSCJTC facilitators will be prepared and two certified PBL instructors will be invited to the WSCJTC in January 2008. Eight instructors have been identified to pilot the first class. Only one class will be piloted so necessary changes can be made before the implementation date of February 11, 2008. The first PBL class, Basic Law Enforcement Academy Class #625, will graduate on June 17, 2008.

Leadership Program Update

Al Isaac, PDD Manager

Al gave a PowerPoint presentation on the Leadership Program.

Approximately 15 months ago, the PDD began looking at RCWs and WACs that guide the work the agency does and to determine if we are doing what we need to be doing and when it needs to be done. Stakeholders were surveyed about the knowledge, skills, abilities, and attitudes they wanted in the programs and asked questions about how students were performing when returning to the employing agency. A lot of positive feedback was received; however, feedback was received on things that needed to be changed.

As a result, what we were doing was compared with a lot of other programs around the country. It was discovered that the WSCJTC is covering most of the knowledge, skills, abilities, and attitudes well with our current programs, but the request of stakeholders was more detailed knowledge of human behavior and time to practice what they learned.

Another key subject area that the stakeholders wanted the WSCJTC to look at is legal liability and risk management for those who are just entering their supervisory functions as first-time supervisors.

Feedback was also received about a desire to have a well thought out progressive and sequential program where the curriculum adapted from First Level Supervision, through mid-management, to executive management and that there be clear linkage between the curricula.

Small jurisdictions expressed an interest in having a distance learning operation.

There was also an interest in linking the program to Career Level Certification in a clearer and distinct way so the time and effort people put into the core curriculum would be more closely tied to things they need to do to achieve their Career Level Certification.

Two programs were discovered that were particularly helpful and focused on the things we needed to do, which fits into an overall leadership development system that the WSCJTC will begin working with.

The PDD is currently piloting Leadership in Police Organizations (LPO) from the International Association of Chiefs of Police for mid-manager, which will evolve into a four-week program.

The first and most fundamental purpose of the program is to get people more involved with an understanding of modern behavioral science and leadership theories so they can cue in on motivation, satisfaction, and performance of their employees.

Command College will be held March 8-14, 2008. Command College will provide law enforcement executives and top management personnel with information concerning recent developments and emerging issues in areas that influence law enforcement policies and practices. The purpose of the Command College is to assist law enforcement executives and top management personnel in preparing for challenges that will confront their agencies in the near future.

For more information about the Leadership program or to obtain a copy of the PowerPoint presentation, contact Al Isaac at 206/835-7291.

BLEA TAC Officer Introductions ***Ron Griffin, BLEA Commander***

In the month of November three academy classes graduated, two classes will graduate in the month of December, and there are approximately 189 people on the waiting list. The current wait time to get into the academy is four-month.

Lieutenant Debbie Mealy has worked for the Thurston County Sheriff's Office for 13 years. Prior to her current assignment as the Assistant Commander of the Basic Law Enforcement Academy, she was a Sergeant and ran the Thurston County Sheriff's Office Training Division.

Lieutenant Mealy has a Master's degree in Organizational Leadership and a Doctorate in Applied Science.

Officer Thomas Arnold began his law enforcement career in 1999 with the Seattle Police Department and was later employed by the Lakewood Police Department in 2004. Prior to law enforcement, he served in the United States Army for seven years.

While working for the Seattle Police Department he became a Master Defensive Tactics Instructor, was part of the Bicycle Patrol Unit, and a member of the Seattle Police Department Anti-Crime Team.

During his employment with the Lakewood Police Department he has worked as a neighborhood patrol officer and as a member of the bar and motel sweep team.

He has been a member of the BLEA cadre since July 2007 and is an assistant traffic block instructor.

Corporal Gary Eggleston has been in law enforcement for 25 years. He began his law enforcement career in the United States Army. Upon completing his obligation to the Army, he was a Provisional Officer in Auburn, California, in 1986. He also worked for

the Sacramento County Sheriff's Office and Yuma City Police Department. In 1993, he moved to Washington State and began his career with the Kirkland Police Department. While employed with the Kirkland Police Department he has been assigned to various assignments and is proud of his 17 years of tactical experience.

He has been a member of the BLEA cadre since July 2007 and is an assistant criminal investigations block instructor and a firearms instructor.

Corrections TAC Officer Introduction
Sue Hubbard, Corrections Division Manager

Stacey Stark is the Adult Services Academy Supervisor for the Corrections Division.

She grew up in Eastern Washington in the city of Deer Park and later attended Eastern Washington University receiving a Bachelor's degree in Social Work and a minor in Chemical Dependency. Through an intense internship she became involved with the Department of Corrections as a Community Corrections Officer, in the south end of Tacoma, for the past four years. While there, she ran several offender change groups and worked collaboratively with community members and local law enforcement to help keep communities safe.

She misses working with offenders, but her love for teaching led her to the WSCJTC.

OPEN PUBLIC MEETINGS PRIMER
Jean E. Meyn and Shannon Inglis, Assistant Attorneys General

Meetings of the WSCJTC are subject to the Open Public Meetings Act. A PowerPoint presentation was made on the law's requirements and a copy of the presentation was included in the materials for the Commissioners.

OLD/NEW BUSINESS
Nothing to report.

The meeting was adjourned at approximately 12:07 PM.

Next Meeting: March 12, 2008, at 10:00 AM
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Written by:	_____	_____
	Sonja Hirsch, Confidential Secretary	Date
Reviewed by:	_____	_____
	Michael D. Parsons, Executive Director	Date
Approved by:	_____	_____
	Thomas Metzger, Commission Chair	Date