

September 2012



THE DISPATCHER

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

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Newsletter Publisher:

Sonja Hirsch

Executive Assistant

The newsletter will be distributed monthly, so please have articles, photos, and/or ideas to me by the first of the month.

Email:

shirsch@cjtc.state.wa.us

WSCJTC Campus Tours

The Washington State Criminal Justice Training Commission will hold one full-campus tour each month through the end of the year for legislators, Commissioners, stakeholders, and the public.

The tours will be conducted by Executive Director Sue Rahr, Facility Manager Wes Anderson, and Basic Law Enforcement Academy (BLEA) Commander John Suessman.

WSCJTC Campus Tour dates:

- **September 27**
- **October 25**
- **November 19**
- **December 20**

All tours will begin at 1 PM in the Olympic Building Lobby.

Tours will consist of a campus overview; visiting student classrooms, Mock City, the Firing Range, the Dorms, and other parts of the campus; viewing training occurring on campus; and a hands-on experience in the driving simulator.

If you would like to attend one of the tours, please RSVP to Sonja Hirsch at shirsch@cjtc.state.wa.us or 206/835-7372. Your RSVP is appreciated, but not necessary.

CIT Happens!

By Rachele Parslow, MIDD CIT-King CO Program Administrator

On August 6-8, 2012, the WA State Criminal Justice Training Commission and the CIT-King CO program in partnership with King County Mental Health, Chemical Abuse and Dependency Services Division through the Mental Illness and Drug Dependency Plan (MIDD) sponsored the second CIT (Crisis Intervention Training) Regional Conference. The three-day conference had a variety of topics which included, but were not limited to: traumatic brain injury, the new Crisis Solution Center, Somali Cultural Awareness, Hate Crime Case Studies, CISM, and culminated with the dynamic presentation "Defending Ridgeway: The Green River Serial Killer" by defense attorney Mark Prothero. We thank the 135 daily attendees that attended the training and look forward to bringing another exciting CIT Regional Conference to Washington August 5-7, 2013.

If you are interested in being on the 2013 CIT Regional Conference planning committee please email citregistrar@cjtc.state.wa.us and we look forward to seeing you in 2013.

**CIT
HAPPENS!**

© WSCJTC

CIT 2012



**Regional
Conference
Burien, WA**

BASIC LAW ENFORCEMENT ACADEMY

Congratulations Basic Law Enforcement Academy Graduates: Class 683!

The following graduated on September 11, 2012

- AGLEDAL, Einar: Yakima PD
- ALTHAUSER, Bradley: Yakima PD
- BAZAN, Gilberto: Granger PD
- BOOTHMAN, Andrew: Adams Co. SO
- CARLSON, Andrew: Aberdeen PD
- COBB, Jeffrey: Pasco PD
- DAVIS, Austin: Seattle PD
- DAVIS, Ryan: Yakima PD
- GOULD, Joseph: Kalispel Tribal PD
- HARBERTS, Ryan: Bonney Lake PD
- HJELMSTAD, Jesse: WA Dept. of Fish & Wildlife
- LEAMAN, Tara: Seattle PD
- LINDGREN, Andrew: Auburn PD
- LONG, Kevin: West Richland PD
- LORANC, Andre: Okanogan Co. SO
- MCNEIL, Jay: Seattle PD
- MOORE, Christopher: Vancouver PD
- PURSLEY, Joseph: Clallam Co. SO
- RASCO, Justin: Everett PD
- RICE, Dylan: Puyallup PD
- SHIN, Eugene: Kent PD
- STOUT, Andrew: WA Dept. of Fish & Wildlife
- VINCENT, Shawn: Burlington PD
- WILLETTE, Kevin: Ellensburg PD
- WOLCOTT, Trevor: Kent PD

BASIC LAW ENFORCEMENT ACADEMIES

SESSION	SELECTION DATE	PAT DATE	START DATE	GRAD DATE
684 (Burien)				10/17/2012
685 *Cancelled				
686 (Burien)	08/15/2012	09/05/2012	09/18/2012	01/31/2013
Equivalency	05/30/2012	N/A	07/10/2012	09/06/2012
Equivalency	08/28/2012	N/A	10/09/2012	12/06/2012

TAC Officer Announcement: Immediate Opening

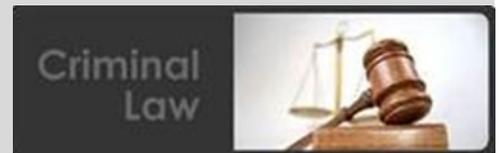
Salary: Three-year contract with reimbursement of salary and benefits to employing agency (6-month probationary period)

Location: Burien, WA

Closes: Applications will be accepted until **October 1, 2012**

Interviews: Week of October 1-5, 2012

Appointment date: October 15, 2012



Position Description:

TAC Officers provide full-time services to the Commission, coordinating and conducting Washington State's Basic Law Enforcement Academy programs under the direction of the BLEA Commander and Assistant Commander. Successful candidates will be required to become certified as WSCJTC instructors and to complete the First-Level Supervisor course soon after assignment to WSCJTC. The position of TAC Officer is one of hard work, immense importance, and high reward. Candidates for this position will be evaluated in four main areas:

- General Abilities as an Employee/Team Member
- Emotional Intelligence
- Communication Skills
- Teaching Abilities

Each TAC Officer is responsible for delivering instruction in one core block. During this testing process, we are looking for instructors with the knowledge, skills, and abilities to teach Criminal Law. Keep in mind, however, the applicant may be asked to teach other core disciplines.

BASIC LAW ENFORCEMENT ACADEMY

Continued: TAC Officer Announcement: Immediate Opening

Application Process:

Candidates wishing to be considered for this position shall forward the following:

- Letter of interest, including a description of how the desirable qualifications are met, as well as which core block you are interested in teaching;
- Resume;
- Three (3) personal references; and
- Letter of support from their sponsoring agency.

The application package must be submitted to:

**Assistant Commander Rachelle Heinzen
Basic Law Enforcement Academy
19010 1st Avenue South
Burien, WA 98148**

Upon review and acceptance of this package, qualified candidates will be contacted and notified about the next phase of the screening process. The next phase of the screening process may include: on-site visit, written exercise, and oral board and/or classroom instruction. Please feel free to contact Assistant Commander Heinzen at 206/835-7331 or rheinzen@cjtc.state.wa.us with requests for further information or clarification.

Principal Responsibilities:

TAC Officers act as the immediate supervisors for the BLEA students and are responsible for:

- **Recruit Training** (classroom, practical, mock scene, homework)
- **Academy Curriculum** (implementation, development, research, update, testing)
- **Acting as a Role Model** (attitude, ethics, professionalism, self-improvement)
- **Administrative Duties** (first-line supervisor, maintain files, injury tracking, scheduling, counseling)
- **Discipline** (maintain order and academy atmosphere, group and individual motivation, investigate rule violations)
- **Teaching Traditions & Customs** (Chain of Command, drill, inspections, courtesy)
- **Time Management** (scheduling, flexibility, back-up instruction, multi-tasking)
- **E-Learning** (help write and support the Advanced Training Unit's eLearning program)
- **Other Duties as Assigned**

Desirable Qualifications:

This position is open to any currently commissioned law enforcement officer in the state with at least five years experience. The ideal candidate will meet the following criteria:

- Strong understanding of Problem-Based Learning methods, and the ability to design lessons and exercises using this approach. *(During the interview process, candidates will be expected to demonstrate their skills and knowledge in this area.)*
- Two years experience in implementing training programs, including hands-on training, specific to training law enforcement personnel (experience as a FTO/PTO will meet this requirement).
- Meets or exceeds department performance evaluations for the past four years.
- No sustained use of force complaints in the last three years.
- Any sustained citizen complaints in the last three years must be satisfactorily explained.
- No current discipline letters in personnel file.
- Completion of the WSCJTC Instructor Development course or equivalent training preferred.

Application Deadline: October 1, 2012

IT Tips of the Month—Windows Security & Email Security

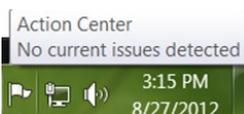
By Phuong-Nhi Nguyen, IT Helpdesk Support



Microsoft Windows is the most widely used operating system, so it is obvious that it is used at almost all workplaces that have technology. For that reason, you will be running into it a lot and it is a good idea to be well-acquainted with the system's security.

Microsoft has provided their operating system with a security program called *Microsoft Security Essentials*. This program will help you against dangerous intruders (viruses). The program is only free and usable to Microsoft users and once it is installed, it is automatically set to update daily.

Microsoft Security Essentials is color-coded for an easy and quick reading of your computer's security status. The program icon in your notification area will tell you if there are issues or not. Green status means good, while the colors red and yellow pose a threat against your computer's safety. Because this program runs quietly in the background; you'll only be alerted when specified actions are needed. This program is also very convenient since it has default actions, in cases of when you are busy or away from the computer. You may review and/or undo the actions that have taken place in the *History* tab of this program.



Also in Windows is a feature called *Action Center*, this feature lets you view alerts and take actions that will help Windows to run efficiently. Action Center lists important messages about security and maintenance settings that need your attention. This feature is also color-coded; the *Important* items that need immediate attention will be red, whereas yellow items are *Suggested* tasks that you may or may not want to do. There will be an icon in the notification area that you can hover over to check for any issues. To open the center, click the white flag and select *Open Action Center*.

View details for *Security* and *Maintenance* by clicking the heading or the arrow next to the heading. You can also hide certain messages by clicking the *Turn off message* option that is located underneath the message.

Along with Microsoft Security Essentials having updates daily, make sure you *Check for updates* in Windows Updates often. Since Windows is always changing and adding new features, there will always be new updates regarding security. Be in the habit of checking updates frequently. Action Center will also show statuses that will include updates in regards of your security programs so in case you forget; you will be notified with this feature also.



Besides having programs and features of Windows 7 to help you, you will also need to be aware of what you may be doing on your computer. Because you are usually never alone at work, you will need to keep your information secured by locking your computer whenever you are away for more than few minutes. The easiest and fastest way to do it is using a keyboard shortcut. Simply pressing the *Windows key* and *L* on your keyboard will lock your computer. Since it only takes a few seconds to lock your computer, there shouldn't be any reasons not to do it.



Locking your computer when away should be a guideline in regards to keeping all of your computer information secured, such as logging off an account when not in use. Because email is the main and biggest source for keeping in contact with multiple coworkers and outside agencies, you will have to keep it locked also. Make sure to close out your Outlook email when you are not around and using it. Since Outlook is only password protected in the way that it is accessible when you log onto your computer, you will have to make sure to lock your computer if you don't want anyone to be reading your emails.

Work emails should always be kept professional and work related. Never use your work email for any personal-related activities. As with any information you send out, it may be used against you, so be very careful of what you write and who you send it to. Never give out your personal information through email, even at work. It is best to make a hard-copy or do it face-to-face so you know exactly who is getting your information. A rule of thumb on whether or not you should email a type of information is to decide if you would mind if the information gets posted publicly. Keep in mind that emails are never really deleted, and there will always be a copy of what you sent. So before you send an email, make sure it is something that won't cause you future damage.

To prevent other damages from email use, make certain to only open attachments if you know what they are and who they're

INFORMATION TECHNOLOGY

Continued: IT Tips of the Month

from. Never open any executable attachments, whether on your personal email or work email. A good tip in sending an attachment so it won't get tossed away is to tell the recipient "I have attached ____" in the first line of the email, so he or she will know you meant to have attached the document or picture.

When signing onto your work email from any place other than work, ensure to always sign off before you step away from the computer. This is also a good tip for when you use a public computer and you have to sign onto a personal email or account. It would be simpler if you avoided using a public computer for personal activities, but sometimes there's no other way, so be very cautious and sign off each time.

To keep email spam to a minimum, limit the number of places and people you give your personal email address too. For personal use such as games or email offers, create a "throwaway" email account that you wouldn't mind if someone got into it. There are thousands of free email services, so it isn't uncommon for one person to have two or more email accounts that they use for multiple activities. Just make sure you keep the security information and passwords separate for each email account.



The last and most important email (or any account) tip is never share your login information. For any account you have, whether it's to log onto your computer or to log onto your bank site, you can never be too cautious in regards to your security. Know the security and safety of all your accounts, and know the risks you take when you send out information.

ADVANCED TRAINING DIVISION

FREE CIT Training Coming to Your Area!

The CIT program is pleased to announce NEW regional training called CIT Force Options. We will be visiting your area this fall and have confirmed locations in **Anacortes, Burien, Kelso, Wenatchee, and Spokane.**



Keep watching the website for new class locations to be added.

CIT Force Options is an eight-hour class to educate law enforcement officers on issues related to Crisis Intervention. The course is designed to provide training to law enforcement professionals to use appropriate force options when dealing with someone in mental health crisis. Options will include resource options and full spectrum force options to include: *isolate and contain, avoid engaging, de-escalation tactics, physical control tactics, less lethal, and deadly force.*

This class will combine **hands-on** physical force options training and classroom lecture. Space is limited to a max of 20 students per class.

Visit the WSCJTC training course posting for more details today!

CORRECTIONS

CORRECTIONS ACADEMIES (August—November)

SESSION	CLASS	PAT DATE	DATES	GRAD DATE
JCOA 1049-1			09/10-21/12	09/21/12 at 2 PM
JRAA 1047-2		N/A	10/01-12/12	10/12/12 at 2 PM
COA 1000-3	421	Burien: 10/17/12 or Spokane: 10/16/12	10/19/12—11/16/12	11/16/12 at 11 AM

CERTIFICATION

Certification Update

By Tisha Jones, Certification Manager

Greetings!

Last month we announced the Certification program made some changes in reference to process. In addition, we promised to have updated forms, faxes, and changes to the website. Those changes have been made:

- The new fax number for Certification is 206/835-7923.
- There are now two separate forms:
 - ◇ Notice of Hire
 - ◇ Notice of Separation

To view all the updated certification forms, please [click here](#).

As a reminder, in accordance with [WAC 139-05-200 \(3\)](#) & [RCW 43.101.157](#) the Notice of Hire must be submitted, to the WSCJTC, immediately upon hire and [RCW 43.101.135](#) requires the employing agency to submit the Notice of Separation within 15 days of the separation.

We request that agencies submit these forms through email at tjones@cjtc.state.wa.us or fax 206/835-7923.

ADVANCED TRAINING DIVISION

Puebla Police Academy of Mexico Visit

By Victoria Mathews

A delegation from the Puebla Police Academy was here for a study tour of our facility and training August 5-10, 2012. While they were here, they got a full tour of our DT program, BLEA, firearms, training mock scenes, OC spray training, K9, and police car/patrol equipment. Staff was on hand for the driving and firearms simulators as well. Their dedication and level of professionalism was evident on the first day. They even came to a work out session at 0600 on Tuesday morning without a translator!

Thank you to the management and staff of the WSCJTC for, like always, putting your best foot forward for your fellow law enforcement professionals.

The week wouldn't have been as successful without the more than willing participation of the following people:

Detective Ignacio Yanez, King Co. SO: Translation

Glenda Coms, Kelly Temps: Translation

Recruit Veloz, Othello PD (BLEA Class 684): Translation

Officer Tony Nowacki, Des Moines PD: Officer Nowacki brought his new, fully equipped patrol car to the campus for the delegation to see with only a few hours' notice.

Sergeant Andy McCurdy (King Co. Advanced Training Unit) and Deputy Troy Chaffee (King Co. SO K9): Sergeant McCurdy emailed Deputy Chaffee and he agreed to bring his dog to the campus and doing an explosive detection dog demonstration.

BLEA Class 684: This class was the delegation's first introduction to our recruits. They represented BLEA and their agencies professionally all week long with our many intrusions into their instructional time.

Additional thanks to Steve Lettic for this opportunity and to Tony Anderman, my mentor for the week. I'm sure it was as memorable for the officers from the Puebla Police Academy as it was for me.



ADVANCED TRAINING DIVISION

Continued: Puebla Police Academy of Mexico Visit

By Allen Gill, Defensive Tactics Instructor

I had the honor to meet and get to know the Mexican Delegates recently visiting our campus. I must say that for whatever reason, we all instantly liked each other, even though we couldn't really communicate with each other.

Their first day here, one of them peeked in my office while on tour with Commander Suessman and made a hand motion asking if he could come in and take a look around. I greeted him with a smile and made my own motion for him to come on in.

We tried to introduce ourselves to each other but I don't think that it worked. He managed to get out that he was "Mexican police" and I told him that I was the DT instructor here. He had no idea what I said and I could tell by the confused look on his face, so I just put my hands up and made fists and he immediately knew what I was "talking" about.

I invited all of them in to train with us for early morning workout the next day, not really thinking that they would actually show. The next morning, to my surprise, seven of them showed ready to work out with us instructors and recruits. It was truly a great experience for me that I will never forget. Though we could not speak to each other, training and fighting is universal and just through demonstrations we communicated almost perfectly. Come to find out, the lead DT instructor and some of his instructors for the Mexican academy were with us.

After that morning, I sought them out daily to say hi. We all went out to sushi one night and had pizza for lunch on their last day here. At the end of lunch, a bunch of us exchanged email addresses and contact numbers. I was even offered to come to Mexico and visit with free room and board! They are truly an amazing group. I will go to Mexico and visit my new friends one day.



COMBINED FUND DRIVE

career clothing garage sale

The Washington State Criminal Justice Training Commission's Administrative Team will be holding a Career Clothing Garage Sale to benefit the 2012 Combined Fund Drive Campaign!

Please deliver clean and gently used shoes, jewelry, belts/scarves, suit separates, shirts/blouses, ties, pants, skirts, or any other business essentials to E-204 (room behind Sonja's Office) by October 17.

Sale Date: Thursday, October 18

Sale Location: WSCJTC, Room C-101

Sale Hours: 7 AM until 4 PM



DRESS FOR SUCCESS



Needed:

- Shoes
- Jewelry
- Belts and scarves
- Handbags
- Suits
- Suit separates (e.g. jackets)
- Shirts and blouses
- Ties
- Pants
- Skirts

For more information, contact Sonja Hirsch at 206/835-7372 or shirsch@cjtc.state.wa.us

Happy Birthday

September

11: Sacheie Coaxum
20: Steve Lettic
24: Leanna Bidinger
25: John Suessman
26: Valerie Jenkins
27: Greg Baxter
29: Debbie Mealy

October

10: Doug Arns
18: Patti Toth

WSCJTC Commissioners

Commission Chair

Chief Jeff Myers
Hoquiam PD

Commission Vice Chair

Sheriff Bill Elfo
Whatcom County SO

Rob McKenna
Attorney General

Laura Laughlin
FBI, Special Agent in Charge

Chief John Batiste
Washington State Patrol

Julie Anderson
Pierce County Auditor

Dan Satterberg
Prosecuting Attorney
King County

Laura Wells
Citizen at Large

Chief Ned Newlin
Kitsap County Corrections

Secretary Bernard Warner
Department of Corrections

Officer Josh Kelsey
Lynnwood PD

Chief Ken Hohenberg
Kennewick PD

Sheriff Garry Lucas
Clark County SO

Deputy Darell Stidham
Spokane County SO

Next Quarterly Commission Meeting:

December 12, 2012 at 10 AM
WSCJTC, Room E-154

Training & Event Calendar

September

- 10-27:** 0203 Technical Collision Investigation in Lakewood
- 17-20:** 0739-1 Communications Training Officer (CTO) at WSCJTC
- 17-21:** 2001-1 Instructor Development at Yakima Probation Services
- 17-21:** 4124-2 Pre-Supervisors Course at Port Angeles City Hall
- 17-21:** CIT-King CO 40-HR Basic at WSCJTC
- 17-21:** Leadership in Police Organizations at WSCJTC
- 18-20:** Data-Driven Approaches to Crime and Traffic Safety (DDACTS) at WSCJTC
- 24-28:** 0681-2 Field Training Officer Academy at Redmond PD
- 24-28:** 4220-1 Middle Management at WSCJTC
- 24-28:** CIT-King CO 40-HR Basic at WSCJTC
- 24-28:** 0201 Basic Collision Investigation in Seattle
- 25:** CIT-King CO Force Options at WSCJTC
- 26:** CIT-King CO 8-HR In-Service at WSCJTC
- 27:** CIT-Youth at WSCJTC

October

- 1-4:** 0201 Basic Collision Investigation in Lakewood
- 1-5:** 5501-1 FBI Crime Scene Processing at WSCJTC
- 1-5:** 0726-2 Telecommunicator II at Spokane
- 1-5:** 4124 Pre-Supervisor at WSCJTC
- 1-5:** 0681 Field Training Officer Academy in Spokane
- 1-5:** 5357-6 Child Abuse Investigation and Interviewing in Wenatchee
- 1-5:** 2071-2 Control Tactics Instructor at WSCJTC
- 4-5:** Finding the Leader in You at WSCJTC
- 8-10:** Comm Sup Mod A at WSCJTC
- 8-10:** 2075-2 DT: LVNR Instructor in Lakewood
- 8-12:** 4127 First Level Supervisors at WSCJTC
- 8-19:** 2071-1 Master Control/Defensive Tactics Instructor at WSCJTC
- 11:** 5035-4 LEO SA at WSCJTC
- 15-17:** 0611-1 Sheriff Civil Function Advanced at Wenatchee
- 15-19:** 0725-7 Telecommunicator 1 at LESA
- 15-19:** 2071-2 Control Tactics Instructor at WSCJTC
- 15-26:** 0202 Collision Investigation Advanced in Ephrata
- 16-18:** 6216 School Safety Officer at WSCJTC
- 17-19:** 0738-1 Telecommunicator IV at WSCJTC
- 22-26:** CIT-King CO 40-HR Basic at WSCJTC
- 22-26:** 2001 Instructor Development in Lakewood
- 22-November 2:** 0202 Collision Investigation Advanced in Seattle
- 23:** CIT-King CO Force Options at WSCJTC
- 24:** CIT-King CO 8-HR In-Service at WSCJTC
- 24-26:** 0752-1 CTO2 at WSCJTC
- 29:** Female Enforcers at WSCJTC
- 29-November 2:** Leadership in Police Organizations at WSCJTC
- 29-November 2:** CIT-King CO 40-HR Basic at WSCJTC
- 29-November 2:** 0725-2 Telecommunicator I in Spokane

Online registration for Advanced Training is on it's way!

If you have questions, please contact Sacheie Coaxum at 206/835-7340 or scoaxum@cjtc.state.wa.us.

If you shop online, you can register online! Our new system is just that simple!

