



## **BOARD ON CORRECTIONAL TRAINING STANDARDS AND EDUCATION**

May 1, 2008 – 10:00 a.m.

---

### **BOARD MEMBERS PRESENT**

Victoria MacKenzie (Chair), Clark Co. Sheriff's Office  
Mike Wait (Vice-Chair), King Co. Dept. of Adult and Juvenile Detention  
Kevin Bovenkamp, Department of Corrections  
Pat Love, Pierce College  
Pamela Clark, Clark County Corrections  
Sheriff Mike Whelan, Grays Harbor County  
Mary Ellen Reimund, Central Washington University

### **WSCJTC STAFF PRESENT**

Michael D. Parsons, Executive Director  
Sue Hubbard, Manager, Corrections Division  
Brandon Rogel, Program Supervisor, Corrections Division  
Doug Blair, Deputy Director  
Nia Johnson-Crowley, Organizational Development and Standards  
Darlene Tangedahl (Recorder), Administrative Assistant, Corrections Division

### **GUESTS**

David Bliss, King County  
Sgt. Darren Stewart, King County

---

### **WELCOME AND OPENING REMARKS**

The Chair called the meeting to order at 10:05 a.m. A quorum was present.

### **APPROVAL OF MINUTES FOR FEBRUARY 7, 2008 MEETING**

*Sheriff Whelan made a motion to approve the minutes as written.  
Seconded by Mike Wait. Motion carried unanimously.*

### **BOARD RESIGNATION**

Norbert Marx has accepted a position that makes him ineligible to serve on the Board.

Included in the packets was a document showing the make-up of the Board. Sue Hubbard stated that there are currently two board vacancies for line corrections

officers, one from the state and one from a county. Sue asked Kevin Bovenkamp if he could find a line officer from the Department of Corrections.

### **COA/CWC ASSESSMENT**

#### **Sue Hubbard**

All the collected material has been give to the Consultant. The Department of Corrections already had a Job Task Analysis, which was very helpful. The Commission brought together a number of representatives from the various jails to look at what tasks the Corrections Officers perform in the jails. Surveys were sent to the jails asking the same thing. The tasks performed are being compared to what is being taught in the academy. For example, if 90% of the staff in jails are not doing fingerprinting, and it is being taught in the academy, that needs to be changed.

Approximately 200 responses were received. The information received from the job task analysis will be sent back out to do a re-validation. This time, responses will show which jails are responding, to make sure that responses are being received from large, medium and small jails. Once the responses are received, the Consultant will compare the job task analysis to what is being taught and look for any gaps. Sue will be able to present at least some of the information to the Corrections Committee at WASPC.

### **JUVENILE ASSESSMENT**

There was discussion at the February meeting about doing an assessment of the Juvenile Academies, beginning with the Juvenile Detention Academy. Sue has talked briefly with Tony Anderman who is the job task analysis expert, and he is able to do one for the juvenile detention facilities. Sue will get a letter out to all the juvenile detention facilities letting them know what the Commission wants to do. She will try to put together a group, which may be difficult with summer approaching.

### **WAC CHANGE**

There have been questions about whether or not Corrections Officers working less than full-time need to attend the academy. The WAC reads **full-time** employees only.

When Sue asks the juvenile students how many have been working less than six months, a fair number respond. There are others in the class that have been working for a year or longer, some as long as six years, without attending the academy. Staff that start out as on-call or part-time do not attend the academy. They then convert to full-time and, at which time they attend the academy. The issues are that they are working without academy training, and some are coming to the basic academy after they have been on the job for six years which does not make sense.

The Commission is currently looking at a certification/de-certification process for Corrections Officers. If a police officer has been fired and they have exhausted all their appeals through their agency, the Commission can then de-certify them, which means they cannot work for law enforcement anywhere in the state.

Sue said that if there are staff working in facilities part-time, who have not attended the academy, they cannot be certified to work. Sue has received some input which indicated that juvenile probation and misdemeanor probation did not care about the WAC change. Most of the jails did not care; however, a few small jails that hire on-call or part-time staff did care. Juvenile rehabilitation and juvenile corrections have the most difficulty with the proposed change. If they have someone who is working part-time, and they have to send them to the academy, it costs them more money.

Mike Wait stated that he believes the labor laws limit how many hours they can work staff in an on-call capacity. Based on a rotating month, if they work staff over 69 hours in a month, they can do that up to five times. More than five times in a rotating 12 month calendar year, and they are in violation of the law. A lot of small counties will have anywhere from 12-15 on-call staff because they cannot afford to pay the benefits. Staff that do not get on permanently, move on.

Deputy Director Blair said that one of the issues of certification of law enforcement officers is that they must attend the Basic Law Enforcement Academy in order to be fully commissioned. The option is that someone can work as a reserve officer, but the Commission has a process they must go through in order to be recognized as a reserve officer. Law enforcement is different in that if you are not recognized and you write a ticket or take enforcement action, and the defense finds out, you will lose the case. It is different for corrections because there are so many different job descriptions and academies and training requirements.

Certification for law enforcement is based on completing the required training. If there are people in corrections who do exactly the same thing, but only part-time, he can see that similar to a reserve situation, but under the WAC, they are not required to do any training. He said that from a certification standpoint, it is a nightmare to try to set a standard and have everyone adhere to it.

Sheriff Whelan said he would like to have some time to discuss this at the Sheriff's meeting at WASPC. He said that the small jails would be impacted. Many of the small jails are constrained by money. Even if laws are passed, and the county commissioners are not willing to allocate the funds, that puts them in a difficult situation. Doug Blair responded that he felt there would be very few county jails that would be impacted; however, some very small city jails would be.

Pat Love said that the juvenile agencies have found this as a way to get around the PAT.

Sheriff Whelan said that even if the Board could reach a consensus, getting the legislature to go along would be a challenge. Response from the legislature in the past has been less than overwhelming. Dr. Parsons is willing to present it to the legislature again.

In response to a question from Pat Love, Sue Hubbard clarified that local juvenile detention and juvenile rehabilitation facilities both start most of their staff as interim or on-call. This helps them with overtime issues and to fill in for staff on vacation. Mike Wait said it is a nightmare when an agency has two staff on, and one happens to be an interim staff and the other person calls in sick; neither one is certified through the academy, and they are only coming in periodically. Kevin Bovenkamp said that his understanding was that he did not hear that the Commission recommends that agencies need to hire full time, but that everyone would be allowed to hire intermittent, or on-call, as they currently do. The difference would be the requirement that they come to the academy.

Mike Wait said that the problem is that you have staff that you are paying to come to the academy for two weeks, and shortly after, they leave the job. Sue Hubbard said that a couple of people did bring that up. Sue said her issue is her concern that people are working that have not been trained. In answer to Kevin's question, Sue said that she does not know how the intermittent and on-call staff are trained.

Pat Love said that her college interns in three places and each is very different in the way they train.

Kevin Bovenkamp asked if it is possible to discuss with the agencies a better structured approach for them to have a training program off-site that CJTC could evaluate and provide feedback.

Pat Love said that at the college, if you already have experience and skills, you are allowed to test and demonstrate the skills. Deputy Director Doug Blair said that one of the issues you will run into with that is once that individual is certified, they can move anywhere they want to.

## **CORRECTIONS DIVISION PROGRAM UPDATES**

### **SUE HUBBARD**

Several changes have been made to the defensive tactics training. TAC Officer Anthony Weathers explained the changes. He said that when he came on board, there were concerns about an eight-hour defensive tactics day. This has been changed to four-hour DT days. It went from 25 hours of DT to 40 hours. The wrap-iron bar was added to the class. TAC Officer Weathers has been able to convince people the importance of ground survival, which totals four hours of the

training. He demonstrated the change in training from putting leg restraints on an inmate while kneeling on a chair (if the chair does not have sides on it and the individual goes to stand up, they go sideways), to applying the leg restraints while they are standing. Benches were built in mock city, as most facilities have benches, and the individual then kneels on the bench, and the leg restraints are put on that way. TAC Officer Weathers said that there was a recent lawsuit where an inmate was on a chair, and the officer pulled him off the chair while he was in leg restraints. His heels hit first, he fell back and cracked his head open.

### **PHYSICAL AGILITY TEST (PAT)**

#### **Victoria MacKenzie**

The PAT was brought up to the Training Commission in the form of a letter from Eldon Vail, Secretary of the Department of Corrections (DOC). DOC has a significant hiring problem and they felt that part of the problem was the PAT, in particular in regards to hiring females. This has been a debate for years. Dr. Parsons said that CJTC actually did a trial test and there were some females who did not pass the PAT that DOC felt they could have hired otherwise. The Governor's mandate is to fill positions. The PAT is one of the perceived obstacles. The only way to get around it is to do away with it for at least a year.

The Commission debated this extensively at their last meeting. The Commission ultimately agreed that they would grant the Department of Corrections a one-year waiver from new hires doing the PAT.

Kevin Bovenkamp said that the waiver went into effect April 1, 2008. In the month of May, DOC will be running 10 academies across the state, with 20-35 students per class. DOC has promised to track all the hires and watch the injury rates through the first year. In answer to Pat Love's question, Kevin responded that they do track injury rates for annual physical training. Dr. Parsons said that during this period of time, if someone has gone through the Correctional Worker Core and has not done the PAT, and then want to go to work for a city or county jail, they will need to perform the PAT.

Dr. Parsons said that the PAT in the juvenile area is most likely to be an issue. He believes that DOC will eventually return to some type of reasonable testing.

Mike Wait recalled that at the February meeting, the Board had reached an agreement that they would forward to Dr. Parsons, the possibility of reducing the push-ups to 10. Sue Hubbard looked at some data to see if a reduction would make any difference, and came to the conclusion that people who fail the PAT, fail badly, including the push-ups, sit-ups and the run. Most of the people who pass, max out on the test.

Mike Wait said that King County does the testing up front, so those coming down to the academy to test for the PAT, have already passed at their agency, and the others have been screened out.

Deputy Director Blair said that the Commission pulled the failure data from the actual tests that were done for all the juvenile academies. Reducing the push-ups to 10 would have made absolutely no difference. Most of those that failed, either failed miserably, or failed the run. Mike Wait responded that not all data was being considered, because of the applicants they were screening out. Dr. Parsons said that King County would have to tell the Commission how many were screened out due to failing the push-ups. He referred to Kevin Bovenkamp's earlier statement that when DOC reduced the push-ups to 10, it helped very little. Mike said that even if it made a very small difference, that might be enough to hire more females.

Deputy Director Blair said that the Commission sets the PAT standard because of the defensive tactics training that the officers receive at the academy. The question would then be that if the Commission did away with the PAT standards, how could they continue with the use for force training? He said that one of the issues that came out in the job task analysis was that there was a need for more defensive tactics training, due to the changes in duties.

Doug had the opportunity to witness a corrections class go through the physical testing in Oregon. Some officers had a very tough time after only five to six minutes of minimum exercise.

Mike Wait reiterated that every agency can set any standard they want to. The agency sets the standard, screens the people, and if they cannot meet the agency standard, they do not attend the academy.

Kevin Bovenkamp said that he hears stories that some counties annual training is simulated defensive tactics. He does not understand how they simulate it.

Doug Blair said that he is aware of a couple of state agencies that actually use the CJTC physical standards for law enforcement as an incentive program. If the officers can pass the PAT, they are eligible to receive a raise. However, on the year they do not pass, that raise is taken away.

Mike Wait said he is totally sympathetic to DOC's situation, and the way it has been handled at the Board meetings, but he is hearing that a lot of people are frustrated knowing that the push-ups were reduced to 10 for DOC, and now the PAT has been waived for a year. He understands and supports that. But, emotionally, there are a lot of people that are uncomfortable with that scenario. He feels that 10 push-ups is a reasonable compromise.

Mike Wait said that he believes at the last meeting that Dr. Parsons said he could change the requirement. The Chair stated that at the previous meeting it was voted to move ahead with the recommendation for 10 push-ups, and the Board needed to talk to Dr. Parsons.

It was agreed that Dr. Parsons would think about it and get back to the Board. He said that he understands Kevin Bovenkamp's discussion. The problem he has with that is part of what the Commission does is set standards. He realizes that small counties cannot always meet those standards. He believes that the more physically fit people are, the better they feel and the better their mental abilities are. His dilemma is that he is tired of fighting the battle.

Doug Blair said that having sat on the Commission as a Commissioner for about 12 years, there were multiple cases of injuries, especially in Corrections academies, before the standard was set. People's careers were ruined, or they were out on disability for a number of months because they were not in the physical shape required to participate in defensive tactics. The people who came to the academy before the standard was set were not in good physical shape. We have not seen the same claims and injuries since the standard was set.

The Chair summed up by saying that whether or not the standard is changed, Dr. Parsons will be reviewing the juvenile side and reporting back to the Board. The Corrections Officers Academy PAT remains as is. Dr. Parsons feels that lowering the standard might be helpful short-term, but is harmful in the long run. He said the culture in law enforcement and in jails recognizes that.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Pamela Clark said she is looking for some help in the area of sexual harassment training. The Chair asked Pamela to see her after the meeting.

The Commission would like to change what they do with the COA Equivalency, and she will bring a proposal to the next meeting. Currently, if someone has gone through the academy and worked in a jail and then has been gone for more than two years, they need to attend the Equivalency academy, which is the last 2-1/2 weeks of the COA. Because of some changes to the academy, this no longer makes sense. Most of the jails have good FTO programs. The Corrections Division wants to work with them to develop a checklist of what they need. Small jails may be able to partner with some of the larger jails. If they have been away from employment because of the military, they are not required to go back through academy training.

Doug Blair said that the Commission has looked at how much of the equivalency training can be done online. There could also be a testing process where CJTC could sign off if the persons tests successfully. He said that reserve academies are done by the agencies and the Commission specifies the material and then CJTC does the final test.

**AGENDA ITEMS FOR NEXT MEETING**

1. Review of the Equivalency Academy
2. COA/CWC Assessment – Sue Hubbard
3. Certification/Decertification – Michael Parsons

*A motion was made and seconded to adjourn. Motion carried, meeting adjourned.*

**The Chair adjourned the meeting at 12:00 noon.**

---

<p><b>The next meeting is scheduled for: August 7, 2008 – 10:00 a.m.</b></p>
--

---

Written by: \_\_\_\_\_ May 22, 2008  
Darlene Tangedahl, Admin. Assistant

Reviewed by: \_\_\_\_\_ May 29, 2008  
Sue Hubbard, Corrections Manager

Approved by: \_\_\_\_\_ May 30, 2008  
Victoria MacKenzie, Board Chair