



BOARD ON CORRECTIONAL TRAINING STANDARDS AND EDUCATION

November 6, 2008 – 10:00 a.m.

BOARD MEMBERS PRESENT

Mike Wait (Vice-Chair), King Co. Dept. of Adult and Juvenile Detention
Kevin Bovenkamp, Department of Corrections
Pat Love, Pierce College
Mary Ellen Reimund, Central Washington University
Dave Reynolds, Whatcom County Juvenile Court
Robert Moore, Central Washington University
Sheriff Mike Whelan, Grays Harbor County
Joel Wright, Monroe Correctional Complex
Bryan Davies, King Co. Adult and Juvenile Detention

WSCJTC STAFF PRESENT

Sue Hubbard, Manager, Corrections Division
Brandon Rogel, Program Supervisor, Corrections Division
Anthony Anderman, Regional Manager, PDD
Bob Bragg, Defensive Tactics Manager, BLEA
Steve Lettic, Manager, Organizational Development and Standards Division
Darlene Tangedahl (Recorder), Administrative Assistant, Corrections Division

GUESTS

David Bliss, King County Jail
Stephanie Hansen, King County Jail
Darren Stewart, King County Jail

WELCOME AND OPENING REMARKS

The Vice Chair called the meeting to order at 10:03 a.m. Self-introductions were made.

A quorum was present.

APPROVAL OF MINUTES FOR AUGUST 7, 2008 MEETING

*A motion was made and seconded to approve the minutes as written.
Motion carried unanimously.*

BOARD APPOINTMENTS AND VACANCY

Sue Hubbard

Two new appointments were approved by the Commission.

Bryan Davies from King County represents County Corrections. He is a Master Defensive Tactics Instructor, having provided 12 years of training for King County Adult and Juvenile Detention.

Joel Wright represents State Corrections. He is from the Department of Corrections and is certified in Level 1 and 2 Defensive Tactics.

Donna Cayer is no longer working for the Department of Corrections. The Commission will be looking for someone from the Department of Corrections to replace her on the Board.

ORPAT/PAT

Sue Hubbard

The Commission is still looking at the physical abilities test (PAT) and has been testing the ORPAT, which Oregon uses. COA students and JCOA students were tested. Greg Baxter, Human Resources Manager for the WSCJTC compiled statistics on how long it took people to get through. There is no pass/fail on the ORPAT because there is no established time for Corrections Officers. The statistics that were collected indicate that females were having a difficult time with the test; these are people that passed the PAT. Most of the problem was with the push/pull machine. The decision was made to suspend ORPAT testing, and look at some alternatives.

Pat Love said that at the February meeting the Board should look at the exception to the PAT that was made for DOC, as that exception will expire in April 2009. Ms. Hubbard said that the Commission will be looking at it, and so will the Board.

Sheriff Whelan asked if there is anything that can be done to save the ORPAT. It sounds like the push/pull is the only issue. Bob Bragg replied that the ORPAT was designed for police officers. There are certain parts in the test that you would not find common in the Correctional setting. The weight for the push/pull machine is based on very good data. As a result, when you are looking at doing the job of a Corrections Officer, this is a very good measurement in his opinion. He said that if people can successfully perform on this machine, the next statistical thing you look at is whether they can do a couple of other tasks.

Sheriff Whelan said that both he and Mike Wait have sat on the Board for a long time, and can say that this issue of physical fitness (how to test and how to measure), with new applicants has always been a thorn. Bob Bragg wanted to

make it clear that just because the WSCJTC has a test that screens for academy purposes, it does not mean that it is a test that is job specific.

Mary Ellen Reimund asked how the test impacts their female Correctional Officer applicants and what the ratio of male/female officers is. Bob did not know the answer.

Mike Wait said that at the Detention Managers meeting, some of the concern was that the testing is just a one time test. Another concern is that the push/pull equipment is so costly, that agencies are not able to pre-test applicants on the machine. He said that agencies are able to pre-test for the current PAT. He said that it is important to have females, especially on the juvenile side,

Sue Hubbard said that as we look at strategic planning and the job task analysis which has not been done yet for juvenile, we will look at the job that the juvenile corrections officer is doing, how much they are actually using physical force, and how much the WSCJTC has to train them.

Dave Reynolds presented a letter from the Washington Association of Juvenile Court Administrators (WAJCA) which was included in the packets. The Association is requesting a reduction in the number of push-ups from 15 to 10. Sue Hubbard stated that the letter needs to go to the Commission, but that the Board could make a recommendation.

Mike Wait said that he recalled that Dr. Parsons was asked this question before and that he has the authority to make the reduction.

Dave Reynolds said that the WAJCA has asked him to address the Board regarding the number of push-ups required for Juvenile Detention Officer female applicants.

Mike Wait said that he recalls the PAT was started because people were getting injured when they were coming through the academies. He recalls that originally, females were required to do fewer push-ups than males. The concern on the juvenile side is having enough female officers as role models to work with the kids.

Mike recalls that the Board approved a motion to have Dr. Parsons move ahead with a reduction in the number of push-ups to 10 for both males and females.

Robert Moore made a motion to accept the recommendation of the letter from WAJCA that Juvenile Detention workers only be required to do 10 push-ups. Sheriff Whelan amended to include all corrections officers. The motion was seconded and approved unanimously.

Sue Hubbard said that she would take this to Dr. Parsons next week.

Sue stated that the minimum number of push-ups needed is 12, if they max the rest of the test.

STRATEGIC PLAN

Sue Hubbard and Anthony Anderman

A handout was provided.

Tony Anderman is working with the Corrections Division to develop a Strategic Plan. They will be doing a Job Task Analysis for all academies, as was done for the Corrections Officers. A meeting was held last week with the Instructors and Raters to talk about strengths, weaknesses, opportunities and threats. There was also a meeting with stakeholders to look at where the agency should go over the next couple of years and there were a lot of good suggestions.

Tony stated that the stakeholders helped the Division write the goals that will enhance the Corrections Division. Tony is utilizing the Instructional System Design Process for the development of the curriculum. Within that is analyze, design, develop, implement and evaluate (ADDIE). There will be many stakeholders involved. Tony referred to the handout which shows how the process will work to look at the curriculum; review, assess and start developing the current objectives that will meet the current need of the customers. There is a very strong evaluation process. From Level 1 to Level 4, we will look at measuring how the individual is taking that skill, knowledge and ability back to their agency and utilizing it, and how they are influencing their circle when they return to their agency.

The goal for the first two years will be at the minimum, to get the JTA objectives completed to Problem Based Learning, and/or blended learning, both technology and in the classroom learning environment. That will be the goal for the first six months, with all the academies – get the JTA done, evaluation of the JTA, looking at what we are currently teaching in the classroom vs. where the customer wants us to go. More importantly, to compare that data with what is in the WAC and update the WAC. After those six months, we can start seeing things moving in the academies; utilizing technology and online learning, and looking at different ways to deliver the curriculum and most importantly getting closer to Problem Based Learning.

The Standards Board has been volunteered to assist with Goal #9: *In partnership with the Corrections Standards Board and stakeholders, develop and implement a method to enhance the legislative process (i.e., extension of academies, funding, RCW/WAC changes, etc.).* At the meetings, the stakeholders wanted to see the influence from the Board to the legislature be stronger, not only from the Board, but also key stakeholders in the state both from the juvenile and adult sides to assist with key topics. For example, if there is data that shows the

academy needs to be expanded, how do we get the data to Dr. Parsons and into the hands of the legislature? Tony will contact the Board members to ask what they think would be a good strategy to accomplish this goal.

Pat Love asked if he has done anything to find out what other agencies are doing with the legislature. Tony said that the juvenile association stated that they have a legislative liaison. The goal will be to identify these contacts, have Board members contact them, update them and start inviting them to key conversations. Tony said that at this point, the stakeholders do not believe that the WSCJTC has done enough to inform the key players that can help out.

Mike Wait suggested that as a Board member, Dave Reynolds is a good link. He represents Administrators throughout the state and could talk to them and there may be a few people that could be pulled in at key times.

Mike said that with the Strategic Plan, you can show the need, but you may not get the money. The other piece is what can you do and how can you reconfigure to be able to meet your needs? Obviously, the long term would be to obtain the funding to be able to expand. The short term would be to take a close look at the academies and what kinds of things that can be done.

Tony said that the ultimate goal is to tap into online training. They are finding that with online leadership training, they are saving time by putting training online and the learning has been incredible. You can get more learning done online than in the classroom.

Mike said that he had understood Tony to say that someone could have online training prior to coming to the academy and once they get to the academy, they would demonstrate the skills and knowledge that they had learned online.

Steve Lettic said that the goal is to have the BLEA Equivalency academy entirely online by next year. The testing could either be done here or online.

Tony referred to page 23 of the Strategic Plan regarding internal communication. Once we get into the heart of the Strategic Plan we will start identifying needed resources. That way, if we do not have the resources, we can call others to see if they have any that they can share.

Tony said that he placed the academies in the following order:

- Corrections Officers Academy (COA)
- Juvenile Corrections Officer Academy (JCOA)
- Juvenile Rehabilitation Counselor Academy (JRCA)
- Juvenile Services Academy (JSA)
- Misdemeanant Probation Classification Counselor Academy (MPCCA)

He said that a meeting is scheduled with Kevin Bovenkamp to talk about how to come up with a process to look at the equivalency of the Correctional Worker Core (CWC) and other areas.

Sue said that she had her first meeting with Trent Philips to look at Juvenile Rehabilitation Administration (JRA). They want to make a lot of changes in the academy.

BOARD REPORT AT COMMISSION MEETING

Sue Hubbard

Sue asked anyone to let her know if they are available to represent the Board at the Commission Meeting on December 10th.

CORRECTIONS DIVISION STAFF REPORT

Brandon Rogel (Sue Hubbard reported in Brandon's absence)

- TAC Officer Anthony Weathers will be returning to his agency, Snohomish County Jail.
- Kenny Anderson from Green Hill School will be joining the staff as the Defensive Tactics Coordinator. He is a Master Defensive Tactics Instructor. Sue thanked JRA for allowing Kenny to join the Corrections Division for six months.
- TAC Officer Dana Lynam will be returning to the Pierce County Jail in January. The WSCJTC is currently in the process of finding a replacement.

Juvenile Corrections Officer Academy classes have been full. The class is held four times a year.

CURRICULA REVIEW AND CHANGES

Brandon Rogel (Sue Hubbard reported in Brandon's absence)

- **Corrections Officers Academy (COA)**
No changes have been made to the curriculum. Some things have been moved around. Eight hours of Defensive Tactics is no longer held all in one day. The only other change is that handcuffing and leg waist restraints are now being taught by defensive tactics staff.
- **Juvenile Corrections Officer Academy (JCOA)**
No changes.
- **Juvenile Residential Counselors Academy (JRCA)**
The only change is that an Instructor from JRA was brought in to teach the mental health piece.
- **Juvenile Services Academy (JSA)**
No changes. Corrections staff have been working with the Juvenile Probation Managers who some time ago asked Sue to develop a pre-academy piece which fits the RCW, which can be done online. Sue asked them to develop what they want. Sue has not heard back yet. Juvenile Probation Counselors are also required to attend an additional week in

case management. It is not "academy" training, but many times they do it at CJTC.

- **Misdemeanant Probation Classification Counselor Academy (MPCCA)**

No changes. This academy is generally only done twice a year.

A motion was made by Robert Moore to accept the curricula as reviewed. Seconded by Pat Love. Motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

Steve Lettic gave an update on the leadership classes (handout provided). He said that the Organizational Development and Standards Division (ODS) is in charge of curricula development, instructor development and other agency projects. He is looking for input on the projects they are working on. Steve shared information about first level and mid-management classes that are offered online. The online learning is set up so that it should not take more than 2-5 hours per week or so.

The Board on Law Enforcement Training Standards and Education (BLETSE) is working with ODS to have the Equivalency Academy online in a blended learning format.

They are exploring online training for Crisis Intervention for juvenile and a precursor EVOC course. Steve asked the Board to share any resources they may have.

Steve provided a handout of a proposal he will be sharing at WASPC. The intent is to get the Commission's vision for the leadership program. There are a number of courses offered which will be focused into the specific disciplines along the career level certification lines. ODS will come up with a system, a menu, which will assist in career advancement, i.e., which courses would be best for career development.

ODS is also developing a mentor program with a PBL focus, so that there is some linkage from the leadership courses back to the agency.

ODS will be developing more workshop programs in areas such as budgeting and collective bargaining.

Command College is scheduled for March 7-13, 2009 in Spokane, probably at the Davenport Hotel. There will also be an executive level course in August 2009, the Executive Level courses will be continued. The Blanchard Corporation will be presenting on Changed Management.

