



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

May 7, 2009 – 10:00 a.m.

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### **BOARD MEMBERS PRESENT**

Victoria MacKenzie (Chair), Clark County Sheriff's Office  
Mike Wait, King County Dept. of Adult and Juvenile Detention  
Dave Reynolds, Whatcom County Juvenile Court  
Joel Wright, Department of Corrections  
Bryan Davies, King County Dept. of Adult and Juvenile Detention  
Trent Phillips, DSHS, Juvenile Rehabilitation  
Kevin Bovenkamp, Department of Corrections

### **WSCJTC STAFF PRESENT**

Michael D. Parsons, Executive Director  
Doug Blair, Deputy Director  
Laura McKeown, Juvenile TAC Officer, Corrections Division  
Al Ervin, COA TAC Officer, Corrections Division  
Darlene Tangedahl (Recorder), Administrative Assistant, Corrections Division

### **GUESTS**

Sgt. David Bliss, King County DAJD

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### **WELCOME AND OPENING REMARKS**

The Chair called the meeting to order at 10:10 a.m. A quorum was not present. At approximately 10:15, Kevin Bovenkamp arrived and a quorum was present.

### **APPROVAL OF MINUTES FOR FEBRUARY 5, MEETING**

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

### **COMMISSION MEETING – June 11, 2009 Representation**

The Chair is unable to attend the Commission Meeting. Joel Wright will attend representing the Board.

## **EXECUTIVE DIRECTOR'S REPORT**

**Michael D. Parsons**

***ACA ACCREDITATION*** – This is a costly process. The WSCJTC meets all the ACA standards, and all the policies are consistent. Dr. Parsons is going to recommend to the Commission that the agency not go through the re-accreditation process, saving approximately \$20,000 per year.

The WSCJTC is obligated to cut 3.1 FTE's. One of the positions that will be eliminated is the Accreditation Manager position whose duties include processing public disclosure requests and developing policies. When the Learning Management System (LMS) is implemented, training records will be available online and enable more training online. This will cut down on the public disclosure requests by half.

***BOARD COMPOSITION*** – The Department of Corrections (DOC) introduced a bill making them responsible for their own training. There was a substitute to the bill that said that DOC and the WSCJTC would be responsible for the training for Community Corrections Officers. There are also four or five bills that address boards and commissions one of which would abolish the Board on Correctional Training Standards and Education (BCTSE) and the Board on Law Enforcement Training Standards and Education (BLETSE). The bill that was passed did not include these boards.

One of the legislative pieces that Dr. Parsons wants to introduce next year is a bill that would modify the composition of the BCTSE. The RCW needs to be changed in order to do that. Dr. Parsons would recommend that a Board member remain that represents Community Corrections. Dr. Parsons would like to have some input from the Board members regarding who should be on the Board.

The Commission has a committee to look at who should be on the Commission, in part to decide if DOC should continue to be.

### ***CERTIFICATION UPDATE***

**DOUG BLAIR**

Dr. Parsons will ask DOC how they want to be involved in the Certification/Decertification process. The plan is to initiate the legislation next year. It will be presented at WASPC in a couple of weeks. Corrections staff that are already working would be grandfathered.

Deputy Director Blair reported on Certification/Decertification. A copy of WAC 139-10-210 was provided (this was not the corrected copy). Once the corrected copy is approved by the Attorney General's office, it will be available to the Board members. Right after it says "full time employees of the state of Washington", there was an exception in the Senate Bill which says "with the exception of the Washington state Department of Corrections prison employees" which takes all

the employees that were eliminated in the bill, completely out of the WAC. The second piece that was inserted in the beginning paragraph was a piece that was also in the Senate bill which says "the Commission and the Department of Corrections share the responsibility for developing and defining training standards and providing training for community corrections officers". Regarding subsection (d) institutional corrections counselors academy is eliminated and (h) work release academy is eliminated.

Some of the other WACs were affected; work release academy curriculum and the basic institutional corrections counselor academy curriculum were eliminated.

Nothing will happen with the changes in the WACs until the September Commission meeting. The cut-off was missed for getting it through the Code Reviser and getting it back for the first reading at the Commission meeting. The Deputy Director does not anticipate any controversy. When approved by the Commission it will go into effect in December.

***CERTIFICATION/DECERTIFICATION*** - A handout was provided.

A new definition for corrections officer was written in which was approved and adopted by the WASPC Corrections Committee. This is just a very basic draft. If others want to be included, the language will need to be changed. A corrections officer is anybody who is responsible under 43.101.220. With the changes, the Department of Corrections is now excluded from that definition.

The Deputy Director said that no response has been received from juvenile or misdemeanor on whether to include them in the process, so they are not currently included.

Currently certification is granted upon graduation from the basic academy. The suggested standards for certification are: graduation from the basic academy, completion of an after academy or FTO course of instruction approved by the Commission and one year probation with the employing agency. Officers currently keep their certification until they incur a break in service as a corrections officer in excess of twenty-four consecutive months.

**Re-certification Proposals:** A correction officer's certification shall become inactive when the corrections officer is no longer employed as a corrections officer. Should such break in service as a full-time corrections officer exceed twenty-four consecutive months, the officer's certification shall be considered to have lapsed. A break in service as a full-time corrections officer that is due solely to the pendency of a direct review or appeal from a disciplinary discharge, a work related injury, or military leave will not cause the officer's certification to lapse.

If an officer has incurred a two-year break in service, there needs to be a mandated FTO program and a probationary period with the opportunity to work this into officer re-certification.

Inactive certification status under two years: If the officer leaves the organization and their status is inactive, they must complete the FTO process. If their break in service is less than two years, and they go to work for another agency, they must complete their FTO process.

The Commission will take responsibility for setting the standards for the FTO, up to, and possibly including, online testing.

If the officer leaves the agency after the FTO process and goes to another agency prior to probation completion, Mr. Blair suggested that they must complete the FTO and one year probation of the hiring agency.

For a lapsed certification, (over two years but under three years) Mr. Blair suggested that the officer complete the mandatory FTO for the new employer, plus six months probation. If certification has lapsed over three years, but under five years, the officer must do the FTO and one year probation. If lapsed over five years, the officer must complete the full academy, the FTO and the probation.

Mr. Blair suggested a change be made that if an officer loses their certification for qualifying misconduct, their certification be revoked for three years (instead of five). The reason for this is that if an officer is discharged, the appeal process can take anywhere from a year and a half to two and a half years. Some agencies will and some will not hire an officer while during arbitration while the decision is pending. After that, the Commission files on them and it's another 60 days that they have to answer the charge. If they want a hearing after that, it is another 120 days. Once the hearing takes place, it is another 90 days before the decision is issued. Therefore, the officer can be away from work for up to three years before the Board decides on whether or not to revoke the certification.

Because of the way the reinstatement language is written in the WAC, the five years must expire before the officer can file for reinstatement.

Mr. Blair said that the Commission can include juvenile if they choose to be included, but the Commission has not seen a commitment from juvenile. If juvenile does want to join in, they would not have to do the PAT. Community corrections and county probation could be a part of certification. After WASPC, Mr. Blair will know if he has the support of the Corrections Sheriffs and Police Chiefs.

Mr. Blair would like to see the Commission control the final test. He would encourage the Commission to set up a curriculum so that it could be specific to

the agency's policies and procedures. He would like to see the test performed online. Agencies will be able to access the Commission's LMS system to see if someone is certified or not.

Mike Wait said that not everyone, i.e., smaller juvenile agencies have FTO's. Mr. Blair suggested that the smaller agencies could send staff to a larger agency for a couple of days for FTO training.

## **CORRECTIONS DIVISION STAFF REPORT**

### **Al Ervin (COA)**

A handout was provided, covering the following topics: Class #401 Performance Summary, Journaling, Letters to Agencies, Contact with Agencies, Marching with BLEA and no injuries reported for the class.

### **Laura McKeown (Juvenile)**

During the last juvenile academy, Laura had regular contact with the students' agencies regarding how the student was doing.

Included in the packets were copies of the job task and gap analysis for all four academies. Representatives from all areas were brought together. They brainstormed the tasks, organized them with logical groupings and prioritized them.

Sue Hubbard, Juvenile Corrections Manager has been going out to agencies and talking to stakeholders to get feedback on the gap analysis. Very positive feedback has been received.

The next step is to compile the curriculum materials for the areas where there are gaps. Once this is completed, the curriculum will be re-written for Problem Based Learning.

If Board members have any feedback after reviewing the material, including ideas for curriculum material, they were asked to get contact Sue.

The Chair stated that Laura has been a TAC Officer with the Commission since 2000. She is returning to Pierce County Juvenile Court as a Probation Counselor. She has been responsible for the following academies: Juvenile Probation, Juvenile Detention, Juvenile Rehabilitation and Misdemeanor Probation. The Personal Safety class she teaches has been well received by other agencies, including DSHS and Seattle Municipal Court.

She was presented with an award for her years of service with the WSCJTC. She expressed her appreciation for the opportunity to work for the Commission.

## **OLD BUSINESS**

None

**NEW BUSINESS**

None

**A motion was made and seconded and the meeting was adjourned at 11:10 a.m.**

**The next meeting is scheduled for:  
August 6, 2009 – 10:00 a.m.**

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Written by: \_\_\_\_\_ May 21, 2009  
Darlene Tangedahl, Admin. Assistant

Reviewed by: \_\_\_\_\_ May 21, 2009  
Sue Hubbard  
Juvenile Corrections Manager

Reviewed by: \_\_\_\_\_  
Brandon Rogel  
Adult Corrections Manager

Approved by: \_\_\_\_\_ May 22, 2009  
Victoria MacKenzie, Chair