



WASHINGTON STATE  
**CRIMINAL JUSTICE TRAINING COMMISSION**  
19010 1<sup>ST</sup> AVENUE SOUTH, BURIEN, WA 98148

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**COMMISSION MEETING**  
Wednesday, December 13, 2017  
10 AM

**COMMISSION MEMBERS PRESENT:**

Jeff Myers (Chair), Chief, Hoquiam Police Department  
Laura Wells, Citizen-at-Large  
Joshua Kelsey, Sergeant, Lynnwood Police Department  
Ken Hohenberg, Chief, Kennewick Police Department  
John Turner, Sheriff, Walla Walla County  
Dan Satterberg, Prosecuting Attorney, King County  
Steve Sinclair, Secretary, Department of Corrections  
Penelope Sapp, Lieutenant, Kitsap County Jail (Telephonically)  
Jay Tabb, Jr., SAC, FBI – Seattle  
Robert Latter, Sergeant, Clark County  
John Hillman, Assist. Attorney General, Attorney General's Office (Commission Advisor)

**WSCJTC STAFF PRESENT:**

Sue Rahr, Executive Director  
Rex Caldwell, Deputy Director  
Marisa O'Neill, Executive Assistant  
Matt Faulk, Manager, Advanced Training Division  
Sonja Peterson, Manager, Human Resources  
Tisha Jones, Manager, Certification Unit  
Russ Hicks, Master TAC Officer, Basic Training Division  
Dave Mather, Contractor, Advanced Training Division

**GUESTS PRESENT:**

Ned Newlin, Jail Services Liaison, Washington Association of Sheriffs & Police Chiefs  
Sean O'Laughlin, Sergeant, University of Washington Police Department  
Thomas Olson, Lieutenant, University of Washington Police Department  
Gary Gasseling, Deputy Chief, Eastern Washington University Police Department

**OPENING**

*Jeff Myers, Commission Chair*

**The Chair** called the meeting to order at 10:02 AM.

**Marisa O'Neill** conducted a roll call of the Commissioners. A quorum was present.

**The Chair** opened the meeting and asked guests to sign in if they chose to be accounted for in the meeting minutes.

**CHAIR'S REPORT**

*Jeff Myers, Commission Chair*

**The Chair** opened the meeting by introducing Sergeant Robert Latter of the Clark County Sheriff's Office as the commission's newest line-level member of a county agency. **Commissioner Latter** then shared a bit of his background including service as a United States Marine, 16 years with the Clark County Sheriff's Office, serving as Swing Shift Patrol Sergeant, and experience as a Field Training Officer and Force and Fitness instructor. He expressed his pleasure to serve Washington State in this capacity.

**The Chair** asked CJTC staff to look into the feasibility of having a BLEA class take on a class project to update the patches on display in the Commission Room.

### APPROVAL OF MEETING MINUTES

**The Chair** called for review and approval of the meeting minutes from September 2017.

**Commissioner Hohenberg** moved to approve the minutes. **Commissioner Turner** seconded the motion. ***The motion passed unanimously.***

### EXECUTIVE DIRECTOR'S REPORT

*Sue Rahr, Executive Director*

#### Staff Introductions

**Director Rahr** provided an introduction of new CJTC staff members: Jeff Wilcox and Brent Anderson, of the IT Unit; Alyssa Ford, of the Basic Training Division; Matt Faulk and Roxana Jenny-Williams, of the Advanced Training Division; and contractors Dave Mather and Courtney Popp.

#### Budget Update

**Director Rahr** provided a Hand-out titled Priority Supplemental Request for the Academy (CJTC). The handout is attached to these minutes. Commissioner Wells asked Director Rahr to reach out should she need assistance as several Commissioners have established relationships with Legislators.

#### 21CPL

**Director Rahr** provided a handout titled DRAFT! The handout is an overview of the 21CPL program CJTC is developing with funding through the public-private partnership with Microsoft and the Seahawks Players Equality & Justice For All Action Fund.

#### Governor Inslee's Visit

**Director Rahr** shared Governor Inslee's desire to visit our campus to follow up with us and learn more about the Cognitive Command Program.

#### Command College

**Director Rahr** advised the group that Command College Registration has been posted and is filling up rapidly. It is expected to sell out.

#### SPD Selection Committee

**Director Rahr** has been asked to participate on the Selection Committee for Seattle's new Police Chief. She is one of four co-chairs. The Mayor is hoping to have a candidate selected sometime in the spring.



## NEW BUSINESS

### Variance Request

*Tisha Jones, Certification Manager*

**Tisha Jones** provided the Commissioners with a packet containing a variance request for Sergeant Sean O’Laughlin of the University of Washington Police Department. The request for variance was a joint request for the University of Washington PD and the Eastern Washington University PD. Master TAC Officer Hicks, LT Olsen, and Deputy Chief Gasseling testified in support of the variance request. Sergeant O’Laughlin is employed by the University of Washington PD, but is planning to lateral to Eastern Washington PD should the variance be approved.

After reviewing the packet and hearing testimony, **Commissioner Hohenberg** moved to approve the application. **Commissioner Kelsey** seconded the motion. **The motion passed unanimously.**

### WAC Rule Review

*Tisha Jones, Certification Manager*

**Tisha Jones** provided an overview of changes CJTC is looking to adopt per RCW 43.101.080. A handout was provided to Commissioners and is attached to these minutes. Tisha Jones ran through the packet and advised Commissioners these were brought for discussion only and that the final language would be brought to the March 14, 2018 Commission Meeting for final vote and adoption.

After reviewing the packet and hearing testimony, **Commissioner Sapp** moved to approve the forwarding of the WAC changes with clarifying language regarding the 2-hour annual refresher training to the March meeting. **Commissioner Turner** seconded the motion. **The motion passed unanimously.**

## GOOD OF THE ORDER

### Reserve Certification Workgroup Update

**Commissioner Turner** informed the Commission he has been working closely with Tom Hill of CJTC’s Reserve Program and formally thanked him for his assistance. His agency’s beta test of the 3-tiered approach is going very well. The union and reserves both like it. The reserves seem to like it. The most common response is that the specificity of the program is received well. **ACTION:** Item to remain as Old Business with acknowledgement that the Commission wishes to work toward reserve certification. An update will be placed on the June 2018 Commission Meeting Agenda.

### Chief For a Day

**Sonja Peterson** advised the group that Chief for a Day will be held August 16<sup>th</sup>, 2018.

### Class Project Presentation

**Deputy Director Caldwell** shared with the Commissioners a presentation of all of the BLEA Class Projects completed by recruits over the past year. The presentation was keyed up to run during the Executive Session and at the end of the meeting. **Chair Myers** asked that a copy be emailed to Commissioners and placed on the agency screens when possible.

Graduation Attendance

**Chair Myers** asked Commissioners to peruse the graduation calendar and attend when possible.

FBI Citizens Academy

**Commissioner Tabb** provided a brief overview of the FBI Citizens Academy and asked the group to consider attending or sharing with those they believe would be interested in attending.

Executive Session

At 12:10, **The Chair** announced the Commission would be going into Executive Session to:

- (1) review the performance of an employee

He advised, there are no members of the public present, and the public is excluded from this executive session in order to:

- (1) to discuss the performance of another employee confidentially so as not to disrupt the daily operations of the agency.

He shared his expectation for Executive Session to last 20 minutes.

The room was cleared of non-essential attendees. Executive Session began at 12:15pm.

**The Chair** brought the meeting back on the record at 12:37. He asked if anyone had anything further. Hearing none, he adjourned the meeting at 12:40pm.

Next Meeting: March 14, 2018, 10 AM, WSCJTC

Written by:

  
\_\_\_\_\_  
Marisa O'Neill, Executive Assistant

6/13/18  
Date

Reviewed by:

  
\_\_\_\_\_  
Susan L. Rahr, Executive Director

6/13/18  
Date

Approved by:

  
\_\_\_\_\_  
Jeff Myers, Commission Chair

6-13-18  
Date