



WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
19010 1ST AVENUE SOUTH, BURIEN, WA 98148

COMMISSION MEETING

Wednesday, September 14, 2005
10:00 a.m.

MEMBERS PRESENT:

Thomas Metzger (Chair), Prosecuting Attorney, Pend Oreille Co.
Anne Kirkpatrick, Chief, Federal Way Police Department
Bill Boyce, Citizen at Large, Microsoft Corporation
Brenda Stonecipher, Council Member, City of Everett
Craig Thayer, Sheriff, Stevens Co. Sheriff's Office
Garry Lucas, Sheriff, Clark Co. Sheriff's Office
John Batiste, Chief, Washington State Patrol
Karen Daniels, Chief Deputy of Corrections, Thurston Co. Sheriff's Office
Mike Amos, Sergeant, Yakima Police Department
Rob McKenna, Attorney General, Washington State

WSCJTC STAFF PRESENT:

Michael D. Parsons, Executive Director
Carri Brezonick, Deputy Director
Al Isaac, Manager, Corrections Division
Doug Blair, Manager, Peace Officer Certification
Greg Baxter, Manager, Human Resources
Joel Gavino, Information Technology Coordinator
Ron Price, Commander, Basic Law Enforcement Academy
Scott Parsons, Manager, Professional Development Division
Shannon Inglis, Assistant Attorney General, Attorney General's (AG) Office
Sonja Hirsch, Confidential Secretary
Tisha Ehret, Registrar, Basic Law Enforcement Academy
Wesley Anderson, Manager, Facilities Division

GUESTS PRESENT:

Brian Wilson, Deputy Chief, Federal Way Police Department
Deborah Ranniger, Consultant
Luke Esser, Director of Community Relations and Outreach, AG's Office
Mike Johnston, Detective, Bellingham Police Department (BLETSE)

INTRODUCTION

The Chair called the meeting to order at 10:07 a.m. with a quorum present.

Self-introductions followed.

APPROVAL OF MEETING MINUTES OF JUNE 8, 2005

Commissioner Thayer moved to approve the minutes of June 8, 2005. Commissioner Kirkpatrick seconded the motion. The motion carried unanimously.

COMMISSION APPOINTMENT

Michael D. Parsons, Executive Director

Commissioner John Batiste, Chief, Washington State Patrol (WSP)

Commissioner Batiste is the 21st Chief of the WSP.

Commissioner Batiste has a long career in law enforcement. He began his career with the WSP in March 1976 and retired from the WSP in April 2002 with over 26 years of service. During the past two years, he served as Deputy Chief for the Port of Seattle Police Department. He has also served as Tacoma Police Department's Assistant Chief of the Bureau of Professional Responsibility.

Commissioner Batiste has a Bachelor's Degree in Law Enforcement Administration from City University and a Master's Degree in Organization and Human Resources Management.

Governor Gregoire appointed Commissioner Batiste as the Chief of the WSP in February 2005.

COMMISSION VICE CHAIR NOMINATIONS

Michael D. Parsons, Executive Director

Although no formal selection process is in place, the Commissioners opened nominations for a Vice Chair of the Commission. The Vice Chair will serve as the Chair in the Chair's absence and will succeed to the role of Chair.

Commissioner Amos and Commissioner Thayer were nominated for Vice Chair; Commissioner Thayer accepted the nomination.

Commissioner Amos moved to appoint Commissioner Thayer as Vice Chair. Commissioner Kirkpatrick seconded the motion. The motion carried unanimously.

BOARD VACANCIES/REAPPOINTMENTS/APPOINTMENTS

Michael D. Parsons, Executive Director

The following members have been nominated to serve on the Board on Corrections Training, Standards, and Education:

- ◆ Donna Cayer, Superintendent, Washington State Department of Corrections—Pine Lodge Corrections Center.

- ◆ Todd Wiggs, Correctional Unit Supervisor and NE Performance Manager, Washington State Department of Corrections.
- ◆ Norbert Marks, Jail Commander, Kittitas Co.
- ◆ Pat Love, Work Force Training Coordinator and Criminal Justice Department Instructor, Pierce College.

The following members have been nominated to serve on the Board on Law Enforcement Training, Standards, and Education:

- ◆ Ozzie Knezovich, Sergeant, Spokane Co. Sheriff's Office.
- ◆ Robert Maule, Assistant Range Master and Lead Firearms Instructor, Tacoma Police Department.

Commissioner Amos moved to approve the candidates as proposed. Commissioner Lucas seconded the motion. The motion carried unanimously.

ADMINISTRATIVE EXEMPTION

Michael D. Parsons, Executive Director

Chief Michael Knapp, Ferndale Police Department

Chief Michael Knapp was formerly employed by the Federal Bureau of Investigation, the Santa Clara County (CA) Sheriff's Office, and the Milpitas (CA) Police Department. Most recently, Mr. Knapp served as the Chief of the Medina (WA) Police Department and is currently the Chief of the Ferndale (WA) Police Department.

The Mayor of Ferndale has requested that Chief Knapp attend the Basic Law Enforcement Equivalency Academy, which will be held August 23, 2005, to September 26, 2005.

Chief Knapp meets all of the requirements for an administrative exemption, and the WSCJTC staff recommends approval of Chief Knapp's request for an administrative exemption.

Commissioner Lucas moved to approve the administrative exemption for Chief Michael Knapp of the Ferndale Police Department. Commissioner Kirkpatrick seconded the motion. The motion carried unanimously.

BOARD ON CORRECTIONS TRAINING, STANDARDS, & EDUCATION (BCTSE)

Al Isaac, Manager, Corrections Division

Kevin Bovenkamp, Department of Corrections, has been appointed as the Board's Chair, and Mike Wait, King County Department of Adult and Juvenile Detention, has been appointed as the Board's Vice Chair.

The following actions were taken at the BCTSE Meeting on August 4, 2005:

- ❖ As part of the accreditation process, the Board reviewed the Corrections Division's entire curriculum.
- ❖ The Board also reviewed the Memorandum of Understanding between the WSCJTC and Spokane County for the Juvenile Court Academy. Spokane

County will conduct a Juvenile Court Academy two times per year under the WSCJTC's supervision.

- ❖ The Board reviewed the Courtroom Security Training, which was established by the Corrections Division. To date, the course has been presented in Lewis County, which received excellent reviews. The training is being made available to regions throughout the state and should be available in each region by January or February 2006.
- ❖ Prior to the last Corrections Officers Academy, an Interpersonal Communications notebook was presented to 24 students. Twenty-three of the 24 students completed the notebook prior to the first day of the academy; therefore, the class was able to move much quicker and deeper into the Interpersonal Communications training. The Board approved the new approach.
- ❖ The Board has been tasked to establish a task group to develop a 40-hour in-service training for Corrections Officers as a statewide recommendation for professional development.

BOARD ON LAW ENFORCEMENT TRAINING, STANDARDS, & EDUCATION (BLETSE)

Detective Mike Johnston, Board Member

At the last meeting, on July 21, 2005, the Board spent a majority of their time discussing the certification/decertification for reserve officers and comparing the different reserve programs across the state. A Reserve Academy survey was created and distributed to agencies.

The *Audit and Assessment Committee* has been able to identify statewide training needs. The top needs are Standardized Field Sobriety Testing, Crime Scene Investigation, Criminal Investigations, Instructor Development, Interviewing Techniques, and Collision Investigation.

The Committee did an assessment of the courses offered by the WSCJTC and how many students attended. Detective Johnston stated that the WSCJTC and Regional Training Managers are meeting the needs of training throughout the state.

The *Curriculum Committee* is reviewing the Executive Leadership course and will be meeting with Tony Anderman, NE Regional Training Manager, in November 2005.

The *Legislative Committee* is waiting for the results of the Reserve Survey, which was conducted by the WSCJTC. Once the results are reviewed, the Committee plans to address their three major concerns:

1. If the academy is increased, what is the financial impact?
2. Certification/decertification.
3. What is the financial impact of the psychological and polygraph requirement.

EXECUTIVE DIRECTOR'S REPORT

Michael D. Parsons, Executive Director

Employee Recognition

Tisha Ehret, BLEA Registrar

Tisha grew up in Los Angeles, California, and is the oldest of five children.

Tisha has a daughter named Raynie and gained custody of her brothers at an early age. Her brothers have moved out, and she now has custody of her two sisters. This year she will have a child in elementary school, junior high school, and high school.

For the past three years, she has been the Registrar for the Basic Law Enforcement Academy. Prior to working for the WSCJTC, she served in the United States Army and was stationed at Fort Lewis, Washington, for six years. In the Army, she was a Heavy Equipment Operator. She visited Macedonia to assist in a Peace Keeping Mission, which was her favorite overseas assignment.

In addition to parenting and working, Tisha is a full-time student at Pierce Community College. Her goal is to graduate from Saint Martin's College with a Bachelor's Degree in Community Services by 2008.

With the little spare time she has, she enjoys playing softball and riding ATVs with her family. Every chance she gets, she and her family drive to Oregon and spend the weekend camping and riding their ATVs at the sand dunes.

Joel Gavino, Information Technology Coordinator

Joel Gavino was born and raised in the Philippines. He has been a resident of the Seattle metropolitan area since April 1987. Although he only has one sister, his extended family in the Seattle area is quite large.

Joel attended Seattle Preparatory School (located on Capitol Hill) where his passion for the world of computers developed. At Seattle Prep, he founded an advanced computer class, which to this day, is still part of the school's curriculum. He was accepted and participated in the Matteo Ricci program – an accelerated program of study established jointly by Seattle Prep and Seattle University (SU). The program allows select students to receive their high school diploma in three years and complete a college degree in an additional three years. As a freshman at SU, Joel's affinity for technology and computers landed him a part-time job with the university's Information Services. Joel graduated in 2000 with a double major in Humanities and General Science. Subsequently, he was promoted to a full-time position as a Senior Information Services Specialist. For two years, he honed his computer and technology skills at Seattle University before moving on to his current position with the WSCJTC.

In his spare time, he likes to spend time with his family. Presently, he is devoting much of his time on numerous home projects. He is proud to have become a homeowner and enjoys his attempts at being a handy-man working on home improvements. He is active and can be found playing tennis, basketball, camping,

hiking, and traveling. Ultimately, his love of technology keeps him busy working with computers, little gadgets and gizmos, and finding ways of incorporating such technologies in everything he does.

The Chair commended Joel for his Information Technology tips in the Dispatcher and recommended that the attendees read the Dispatcher.

Paperless Commission

The WSCJTC is moving toward a paperless system. The Idaho POST became paperless approximately five years ago, and Wanda Townsend has been tasked with making the same happen at the WSCJTC.

When the WSCJTC becomes paperless, all incoming mail will be scanned and the scanned letter will then be forwarded to the recipient; therefore, the recipient will never receive a paper copy of the document.

King County Public Health—SARS

The King County Public Health's discussion on SARS is postponed, due to the Hurricane Katrina catastrophe, until the Commission Meeting on Wednesday, December 14, 2005.

Government Management, Accountability, and Performance (GMAP)

The WSCJTC is involved in Governor Gregoire's GMAP process.

The first round of GMAP presentations, by the WSCJTC staff, will be held in October. Within the next several months, the Director would like to invite the Commissioners and the public to attend the WSCJTC's GMAP presentations.

The GMAP process will allow the WSCJTC to continue to look at the WSCJTC's data, training, needs, how to become a more effective and efficient organization, and more.

Budget/Legislation

Approximately four years ago, the number of recruits needing to be trained decreased; therefore, there was an excess of funds. The Basic Law Enforcement Academy, in Burien, went from training 12 classes per year to eight classes per year. The Spokane Academy went from training two classes per year to one class per year.

Due to the decrease, the Legislature cut \$1.2 million dollars from the WSCJTC's budget.

Recently, due to a significant increase in recruits needing to be trained, three Basic Law Enforcement Academy classes have been added. This process will continue and, unfortunately, there is no funding to support the added classes. As a result, the WSCJTC will ask for \$850,000 in a Supplemental Budget.

When the Director began his employment, there was a waiting list for the Basic Law Enforcement Academy of approximately 100 applicants. Due to the waiting list, classes were added and class sizes were enlarged. After approximately one year, there was no longer a waiting list and there has not been a waiting list for the last seven years.

Currently, the Basic Law Enforcement Academy has a waiting list of approximately 65 applicants, so some departments must wait one or two classes until their employee is accepted. The problem is escalating; therefore, it is important to ask for the additional funding at this time.

The Director confirmed that the Basic Law Enforcement Academy will hold 12 classes annually and the Spokane Academy will hold one class annually, and all classes will be filled easily.

Commissioner Kirkpatrick asked if the Equivalency Academy is affected because of the hiring increases.

The Director stated that three Equivalency Academy classes are held annually.

Commander Price stated that 120 students are trained in the Equivalency Academy classes per year, and the increases are only at the Basic Law Enforcement Academy level. He stated that anyone who is eligible to attend the Equivalency Academy is accepted, and no one has been denied during his tenure at the WSCJTC.

Commissioner Boyce asked if the number of training staff will be increased.

The Director stated that approximately two staff members will be added to the Basic Law Enforcement Academy cadre; however, the main costs consist of additional meals, firearms, EVOG, and so on.

Commissioner Lucas asked if the Corrections Division was experiencing the same problem.

Al Isaac stated that the Corrections Division is not experiencing the growth.

The Director stated that he would be meeting with legislators to discuss this issue prior to the start of the legislative session.

Commissioner Daniels asked Commissioner Batiste if the WSP is experiencing the same problem.

Commissioner Batiste stated they are shorthanded in their ability to attract good, quality candidates. The patrol is losing candidates on their eligibility list. The WSP would like to hold two classes annually; however, due to the length of the class, only one class can be held every eight months.

In addition, the Director stated that the WSCJTC needs to replace Dorm One. Per RCW, the WSCJTC is required to provide housing to students who qualify.

Due to the state process, it will be approximately four years until the building process is begun. Until that time, it is important that the WSCJTC has adequate housing for students.

On-line Registration

The WSCJTC is implementing on-line registration, which will minimize human error and allow the registrars to look for other efficient ways to use their time.

In-Service Training Pilot Project

More than twenty agencies have participated in the in-service training pilot project. The 24-hours of mandatory in-service training will be effective January 1, 2006.

Certification/Decertification for Corrections Officers

The certification/decertification process for corrections officers has been postponed until after the supplemental session of the Legislature. The process will be important, significant, and worthwhile to the state, but is not an emergency.

WSCJTC Reorganization

The WSCJTC recently went through a reorganization.

Patti Toth is the WSCJTC's Child Abuse Training Manager. Her duties have been expanded, and she will also serve as the Regional Training Manager for Clallam, Jefferson, San Juan, and Island Counties. Patti will be housed at the Sequim Police Department.

Bob Bragg is the Defensive Tactics & Physical Fitness Program Manager. His duties have been expanded, and he will serve as the Regional Training Manager for King and Kitsap Counties. His office will remain at the WSCJTC.

In July 2005, Lynn Savage, Certification Hearing Coordinator, left the agency. Sonja Hirsch will now be performing the duties of the Certification Hearing Coordinator.

Trainer's Conference

Steve Lettic, QST Assistant Division Manager, and Carri Brezonick, Deputy Director, have been tasked with coordinating a two-day Trainer's Conference for 2006.

The trainers of the WSCJTC have not been sufficiently recognized and have not been engaged in updates on where the WSCJTC is going, policy changes, and so on.

The trainer's are key to the WSCJTC's success; therefore, their input is critical.

New Landscaping

The WSCJTC recently received a face lift. There are new flowers, shrubs, trees, bark, and so on. There will be more improvements to follow.

New BLEA Commander

The WSCJTC is currently recruiting for a new Commander of the Basic Law Enforcement Academy. Commander Ron Price will be returning to the Kent Police Department as soon as a new Commander has been selected.

Currently, applications have been received from the Renton Police Department, Kelso Police Department, and Tacoma Police Department. Interviews will be held within the next few weeks.

CALEA Audit

The WSCJTC will undergo an audit by the Commission on Accreditation for Law Enforcement Agencies during the week of November 7, 2005.

Professional Development Division (PDD) Project

The Director tasked Scott Parsons, PDD Manager, to decorate the halls throughout the agency.

Scott Parsons and Rachelle Parslow of the PDD began collecting framed photos from local law enforcement agencies to hang in the halls.

If agencies have photos to submit, contact Rachelle Parslow at 206/835-7346.

Patch Display for Commission/Board Meeting Room

Over the last several months Sonja Hirsch and Tisha Ehret have gathered 249 patches from police departments and sheriff's offices throughout the state. The patch displays will soon be assembled and displayed in the Commission/Board Meeting Room.

Affiliations

The Director was recently informed that the WSCJTC is mandated to be involved with the Sex Offender Joint Task Force, which was mandated by the Legislature.

The group will determine what to do with sex offenders in the community, such as how to keep track of them and whether there are areas they should be in or should not be in. Recommendations will be made and the group will relay the recommendations to the Legislature.

As IADLEST President, the Director has been asked to participate in the National Institute of Justice (NIJ) conference, which will be held in San Diego at the end of October. The Technology for Critical Incident Preparedness conference is being put on by NIJ and the Department of Homeland Security.

The Director will also attend the Bureau of Justice Assistance and the National Criminal Justice Association's conference. The groups have regional conferences to look at and demonstrate ways in which America's justice initiative is being done throughout the state.

WAC RULE REVIEW

Sonja Hirsch, Confidential Secretary

139-05 WAC

Law Enforcement

WSCJTC staff and the Board on Law Enforcement Training, Standards, and Education (BLETSE) proposed the rule.

The changes are being made to improve effectiveness, clarity, and intent in order to better serve clients, stakeholders, and communities.

WSCJTC staff and the BLETSE recommend approval for final action.

Commissioner McKenna moved to approve 139-05 WAC, Law Enforcement, for final action. Commissioner Batiste seconded the motion. The motion carried unanimously.

WAC 139-10-210

Requirement of Basic Corrections Training

WSCJTC staff and the Board on Corrections Training, Standards, and Education (BCTSE) proposed the rule.

Currently, the arrest, search, and seizure week is part of the Community Corrections Officers Academy. Adding this block into the definition will clarify that both of these academies are required for certification as a Community Corrections Officer.

WSCJTC staff and the BCTSE recommend approval for final action.

Commissioner Batiste moved to approve WAC 139-10-210, Requirement of Basic Corrections Training, for final action. Commissioner Lucas seconded the motion. The motion carried unanimously.

WAC 139-10-212

Physical Requirements for Admission to Basic Corrections Academies

WSCJTC staff and the BCTSE proposed the rule.

This language change is being made because the Juvenile Security Workers Academy's name was changed to the Juvenile Corrections Officers Academy in September 2004.

WSCJTC staff and the BCTSE recommend approval for final action.

Commissioner McKenna moved to approve WAC 139-10-212, Physical Requirements for Admission to Basic Corrections Training, for filing. Commissioner Lucas seconded the motion. The motion carried unanimously.

WAC 139-10-530

Basic Community Corrections Officers Academy Curriculum

WSCJTC staff and the BCTSE proposed the rule.

Originally, the Department of Corrections (DOC) planned to introduce Defensive Tactics training into the Community Corrections Officer (CCO) Academy in September 2005. This WAC was updated accordingly to include Defensive Tactics. In a recent DOC message, the introduction has been deferred for further study. The DOC requested that Defensive Tactics not be included at this time in the WAC covering the CCO curriculum.

WSCJTC staff and the BCTSE recommend approval for filing.

Commissioner Lucas moved to approve WAC 139-10-530, Basic Community Corrections Officers Academy Curriculum, for filing. Commissioner Batiste seconded the motion. The motion carried unanimously.

WAC 139-10-550

Basic Arrest, Search, and Seizure Academy

WSCJTC staff and the BCTSE proposed the rule.

Currently, the arrest, search, and seizure week is part of the Community Corrections Officers Academy.

Al Isaac stated that this change establishes a stand alone WAC for the one-week course.

WSCJTC staff and the BCTSE recommend approval for final action.

Commissioner Lucas moved to approve WAC 139-10-550, Basic Arrest, Search, and Seizure Academy, for final action. Commissioner Thayer seconded the motion. The motion carried unanimously.

Commissioner McKenna introduced Mr. Luke Esser, Director of Community Relations and Outreach, for the AG's Office. He stated law enforcement is one of the key constituencies that Mr. Esser reaches out to. Commissioner McKenna stated that Mr. Esser, Scott Blonien, Shannon Inglis, and others of the criminal justice division are available to assist law enforcement to include tribal law enforcement agencies.

JAIL STANDARDS

Commissioner Daniels

In the 1980s, Washington State had a Jail Standards and Inspections Board. There was a process of accreditation and a process for monitoring and evaluating how city and county jails operated. Those standards were based on the American Correctional Association's (ACA) national standards for jail operations. Washington State developed state standards, by virtue of WAC, and an inspection board traveled from jail to jail to monitor and ensure compliance with the standards.

In 1988, the standards were sunsetted. The Legislature made a decision, in sunseting the standards, that each county establish their own set of standards, which could be based on national standards, WAC standards, etc. The standards had become a financial burden for counties, and they were having difficulty maintaining the standards.

In the late 1980s and early 1990s, the state of Washington experienced a number of lawsuits against city and county jails. This changed the way some jails conducted business, because a number of the counties paid out large sums of money in the lawsuits.

In 1998, the Department of Corrections and the WASPC received a grant from the Department of Justice to institute a long-range master capacity plan for city and county jails. The three components to the plan were: classification, a management information system, and jail standards.

In 2000, the WASPC Corrections Committee, co-chaired by Karen Daniels; Sheriff Dale Brandland, Whatcom County Sheriff's Office; and Sheriff Joe Hawe, Clallam County Sheriff's Office designated a Standards sub-committee. The sub-committee developed a set of standards that were based on Oregon's state standards. In 2003, the standards were "shelved" following a vote by the WASPC membership.

Commissioner Daniels stated that the WSCJTC, the WASPC, the Association of Counties, and the Association of Cities, need to get together to revisit the issue of standards. She stated that she would like the Commission to support an initial meeting with key players to examine if this issue can be achieved.

Commissioner Lucas stated that if standards are developed they should reflect national industry standards. He stated that he could not support the standards that were being proposed during 2000, because they were not national industry standards and did not reflect professional practice in the correctional field.

Commissioner Daniels stated that the committee had developed standards that started out as industry standards and were reflective of good correctional practice; however, little by little were whittled away. The original intent of the standards was to develop a voluntary accreditation process, similar to the law enforcement accreditation process, and to give agencies something to strive for.

Commissioner Daniels asked that the WSCJTC support the exploration and discussion of this issue.

Commissioner Thayer stated that the Sheriffs' Meeting at the WASPC Conference has always conflicted with the Jail Managers' Meeting. The Sheriffs' Meeting has been moved, so sheriffs can attend both meetings.

The issue of standards and funding are on the agenda at the WASPC Conference.

The Chair and Commissioner Daniels agreed that this issue be discussed again at the Commission Meeting in December 2005.

Commissioner Daniels moved that the WSCJTC be a partner in the discussion and development of jail standards for the state of Washington. Commissioner Lucas seconded the motion. The motion carried unanimously.

STAFF REPORTS

Doug Blair, Peace Officer Certification Manager

Peace Officer Certification Hearing Panel Volunteer

The WSCJTC establishes a list of eligible individuals to be appointed as members of the hearing panels. The names are submitted for consideration from law enforcement agencies, law enforcement organizations representing management or labor, from institutions of higher learning, and from eligible individuals interested in serving as panel members.

The WSCJTC received a hearing panel volunteer application from Professor Michael Bosse of South Puget Sound Community College. He has been a professor with the college since September 2001.

The WSCJTC staff recommends that Professor Bosse be eligible to serve on a hearing panel.

Commissioner Lucas moved that Professor Michael Bosse of South Puget Sound Community College be approved to serve as a panel member on the hearing panel. Commissioner Batiste seconded the motion. The motion carried unanimously.

Greg Baxter, Human Resources Manager

Director's Cost of Living Raise

Mr. Baxter directed the Commissioners' attention to a letter from the Department of Personnel.

This summer, the Legislature approved, for the first time in over four years, a 3.2% general salary increase for state employees. This raise, for employees in bargaining units, went into effect on July 1, 2005. On September 1, 2005, the raise was granted to members of non-represented general service employees, members of the Washington Management Service, and exempt employees.

The memo simply says that the raise for agency heads and direct appointees of the Governor will be made on an individual basis. The memo invites Boards and Commissions to consider whether to give the already funded 3.2% increase to executive directors.

Mr. Baxter asked the Commissioners whether or not he should proceed with the 3.2% increase for Director Parsons.

Commissioner Lucas moved to approve the 3.2% raise for Director Parsons. Commissioner Daniels seconded the motion. The motion carried unanimously.

OLD/NEW BUSINESS

Al Isaac stated that for the past several years the Corrections Division has been working on developing a process to audit the DOC's Correctional Worker Core, which provides equivalent training to DOC's corrections officers.

The audit tool has been completed; the audit team has been identified and will make their first visit next month to the Washington Corrections Center.

Commissioner Kirkpatrick stated that at the Commission Meeting in June 2005, some eye-raising information was given in regard to SARS. She wanted to confirm that questions will be addressed at the Commission Meeting in December 2005.

The Director stated that the full discussion will be held in December.

CONSULTANT'S COMMENTS

Deborah Ranniger, Consultant

The Director stated that the WSCJTC entered into an agreement with Ms. Ranniger. She was hired to evaluate and provide feedback on the Managers' Meetings, develop the skills of the managers in terms of public speaking, and to observe the Commission Meetings.

Ms. Ranniger stated that what she will be observing is process rather than content. She will look for ways that the Director and managers can engage in and stimulate active communication with the Commissioners.

Ms. Ranniger suggested that she address her comments regarding the Commission Meeting process in a meeting with the Director.

EXECUTIVE SESSION

All non-Commission members were excused and an Executive Session followed to discuss a personnel matter.

The regular meeting was reconvened and adjourned at approximately 12:12 p.m.

Next Meeting: December 14, 2005, at 10:00 a.m. (WSCJTC)
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Written by: _____
Sonja Hirsch, Confidential Secretary Date _____

Reviewed by: _____
Michael D. Parsons, Executive Director Date _____

Approved by: _____
Thomas Metzger, Commission Chair Date _____