

COMMITTEE ON PROBATION EDUCATION

Detention Subcommittee Meeting Minutes

March 28, 2012

Present

Paul Gabaldon, Chair (phone)
Kathy Coker
Scharlene DeHorney
Jolene Hefner
Mark Koch
Fernando Matiella (phone)
Jennifer Torchia (phone)

Absent

Elaine Grissom
Denise Smith
Randy Sullivan

Staff

Chad Kewish
Diane Bouconi
Amy Champeau
Jillene Gock

Paul Gabaldon called the meeting to order at 10:08 a.m.

I. Approval of Minutes:

Motion made by Jolene Hefner and seconded by Mark Koch to approve the minutes from the September 26, 2011 meeting as written. Motion passed unanimously.

II. Detention Officer Academy February 21-24, 2012

Summary of Discussion: All

Discussion ensued. The following is a summary of this discussion:

Chad Kewish reported on the Detention Officer Academy held February 21-24, 2012 at COTA, reporting 16 officers attended and stating this academy had an overall rating of 4.81% out of 5.00%, making this the highest rating for this academy. Denise Smith attended as Dean on Thursday and Friday of the academy. Denise was not able to make this meeting, however Chad did report that Denise's feedback was very positive.

Chad commented that the practicum exercise went very well with new role players and team leaders participating. Participants did a good job with their scenarios. Chad proposed a new way of doing the practicum for future academies. Team leaders would be assigned to one room and/or cell for the entire practicum, thus providing consistent feedback to all participants. Team leaders would only be responsible for 4 scenarios instead of all 16. Making this adjustment they will become very familiar w/scenario as they will see it 4 times, making it easier for team leaders to give good, constructive feedback. Being a team leader himself, Mark Koch thought this would be a very good modification. Fernando Matiella suggested emailing the scenarios to team leaders a day or two before the practicum day. Chad said this could be done by pre-assigning team leaders ahead of time. Amy Champeau commented this could be done without much difficulty.

Amy asked whether participant agreements are necessary to attend the academy. Mark suggested doing an electronic signature, modify the email saying yes they read the agreement, and the supervisor confirms they saw the CBTs. Paul wondered if it is really necessary to have the supervisor sign it. Mark commented that there are some counties who are not able to watch the CBTs because of format problems. Mark also suggested having the registration signature by the supervisor be the agreement that they have viewed the CBTs. Kathy Coker noted that a few of her officers who viewed the CBTs after the academy seemed to get more out of them and had a better

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understanding. Paul quoted the detention standards, Personnel Detention Staff Training Section 1B 3.2 “*the detention administrator shall insure all staff attending the AOC detention academies will complete each of the detention topics, computer based training prior to attending the training*”. Because it’s written in the standards, the participant agreements will continue to be required. As of right now the participant agreements will stay.

III. New Detention Academy Class Outlines:

Summary of Discussion: All

Discussion ensued regarding the new class outlines. Following is a summary of this discussion:

Professionalism Workgroup: (Mark Koch; Jennifer Torchia; Omar Villa) Mark reported right now Professionalism is nearly a finished product. Paul asked Mark if Professionalism is in the 2-hour time frame and one hour of practicum. Mark thinks, without doing a dry run, it is in the 2-hour timeframe. Fernando commented that it is very well put together and very thorough. Mark questioned if the format is okay, or should it go on the template/lesson plan. Chad commented that we are trying to get away from that format, so whatever is comfortable for the groups is fine.

The next development stage will be the PowerPoint, which Mark will start on once the committee approves. Next step would be finding faculty for this course. Maybe a detention manager or administrator, Mark suggested bringing it up at the next administrator meeting. Chad commented maybe even have a shift leader instruct this course. Paul commented he’d prefer to see higher level personnel teach it over a shift leader. Chad suggested to the committee to have everyone send names who they think might want to teach this class. And it might be a good idea to have the instructor look at the lesson plan before agreeing to instruct. Kathy Coker suggested Kendall Rhyne, CPO of Gila County.

Motion made by Mark Koch and seconded by Kathy Coker to send the Professionalism class outline to COPE for approval to move forward. Motion passed unanimously.

Workplace Conflict Resolution: Conflict Groups (Jenn Ortiz; Denise Smith; Jolene Hefner; Heidi Long; Elaine Grissom): At this meeting no one from this group is present.

Amy commented that the Workplace Conflict PowerPoint is complete. Mark asked about copyright concerns for the materials that are being used. The curriculum is from NIC; therefore, there should not be a problem because most of NIC’s curricula is approved for public use. During this discussion Jenn Ortiz emailed Amy stating that they did not copy all the materials from NIC, so copyright concerns should not be an issue.

Fernando commented that in his view the content is very well written. Jillene Gock noticed that at the last subcommittee meeting one of the concerns with this course is having enough material to make the 2-hour timeframe. Amy replied saying that Jenn Ortiz has more materials to use and add to the course.

Chad commented that the content is solid, and a lot will depend on the instructor. Looks like the first hour is audience participation, however how much participation will depend on the group.

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Mark suggested putting this course at the end of the academy, as officers get more comfortable with each other throughout the week, and would make for more audience participation. Scharlene DeHorney commented they teach this class in Maricopa's academies, and participation is very good since people find this subject interesting. Mark suggested to possibly put some disclaimers/warnings in the lesson plan as this topic could make the instructor appear bias. Scharlene stated it might be a good idea to secure an instructor who has a mediation background.

Paul agreed that finding the right trainer is important as is denoting time during the DOA.

Motion made by Jolene Hefner and seconded by Mark Koch to send the Workplace Conflict Resolution class outline to COPE for approval to move forward. Motion passed unanimously.

Substance Abuse: Substance Abuse Group (Angie Flerchinger; Paul Gabaldon; Kathy Coker):

Paul reported the content around this subject can be pretty detailed with a lot of information. Paul and Chad talked about the content of this and discussed where to go with this subject. There is so much information that it is difficult to fit it into a 2-hour timeframe. However, the workgroup is in agreement on the learning objectives for this class.

Kathy commented that the section she has been working on is mostly centered on the intake area, what to do when you first admit a juvenile and how to determine if there is impairment. Mark commented this could tie in with some of the other sections of the academy such as how officers engage a juvenile who might be displaying symptoms of drug use and how to reduce stress on the juvenile. Instruction should also contain the steps of what to do with someone who is detoxing from illegal substances.

Scharlene commented that something should also be added on how to protect the safety of the child and the staff in the process as well as when to call medical. Kathy commented that because each detention center is different, the focus should be broad.

Mark suggested that the curriculum include instruction that the officer not diagnose. Scharlene shared with the committee that in Maricopa County the officer makes the initial judgment, when to call medical, when to get medical clearance. Looking for signs and symptoms based on the child's reaction, then verify with medical.

Mark commented that the officer should just be able to recognize that something is not normal; sweating, shaky speech, etc., and when to call the doctor. He suggested incorporating an activity to assist officers with skill building in this area.

Paul is not confident that this content can all be done in three hours. Mark suggested changing the title of the course to "Responding to Youth Under the Influence". Kathy liked the idea of changing the title.

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Paul commented that focusing on identifying a potential need at the time of admission is important to the curriculum. Chad stated that he believes officers could benefit from knowing what they should be observing, perhaps teach recognizing the signs of drug use, and how and when to get a supervisor involved. The idea of teaching about inhalants also came up; everyone agreed this should be included as well. Kathy suggested taking Section 3: Resources, completely out of the lesson plan.

Paul commented this group would like help from the AOC with the lesson plan style. Jillene Gock suggested Sheila Flipcy (Mohave County) to instruct this course and to help craft this class out.

Paul stated this course is not yet ready to go to COPE.

Action: Substance Abuse will be added to the next detention subcommittee meeting agenda.

IV. Detention Train-the-Trainer for July

Summary of Discussion: All

Discussion ensued. The following is a summary of this discussion:

Chad asked the group what is most needed around the state. Kathy and Jolene Hefner both indicated their counties really need the PREA training. Mark commented that PREA is an important topic around the country, so now would be a good time to train on this in Arizona. Paul reported that he approached Gil Contreras and Gil is available and willing to be part of PREA this summer. PREA will be the train-the-trainer summer 2012 during the week of July 9. Diane Bouconi will consult with COTA to make sure the dates can be secured.

Chad asked if there is anyone else in addition to Gil that might be considered to instruct, Mark Koch was the only one suggested. Paul reminded all that before a person can instruct they have to take Faculty Skills Development (FSD), the next one will be held at the JEC in Phoenix June 4-6. After the June FSD the next one will be in August. Paul stated he will let people know at the Administrator's meeting.

V. New Business

Summary of Discussion: All

Fernando asked about the detention officer conference, would this be something to be reintroduced. Paul commented that he spoke with TC Colla at the AOC (JJSD) and there is no funding available for this conference. Mark commented that he will speak to his supervisor about the conference, stating it will not happen this fiscal year, but maybe next. Mark was asked if he will have an answer by the next meeting, he believed that he could.

Chad explained the detention conference to new members, stating it is a one-day conference with a four hour class in the morning and a four hour class in the afternoon. The subcommittee chooses the topics, changing them every year. This was a good way senior officers to get a full day of training; however, when budgets got tight we had to forgo the conference.

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Mark commented that he wants to look at the CBTs. He would really like to have them online, being about 40 minutes long and be able to receive a certificate at the end making it good for four years. Chad commented that because of technical issues, JEC is unable to transfer the current CBTs into a web-based program. There are not enough resources rebuild them at the present time. Chad suggested putting a workgroup together to look over the CBTs. He also suggested having them in a paper format so revisions can be made as well as deciding what is still viable and relevant before attempting to rebuild and recommended starting with one and see how it goes instead of jumping into all of them at once.

Action: *Identify a workgroup at the next meeting for doing the CBT revisions.*

Mark brought up the issue of time in the academy and how to incorporate additional classes without having to reduce the time frame of the current ones. Chad commented that even with cutting time down on the new lessons, we will still have to cut time from the current lessons. He said through discussion w/faculty some of the classes have already been reduced. Paul suggested looking at the classes that can be reduced in time i.e.: Safety & Security. If need be get the instructor on the phone for next meeting to help with this. Anything that is suggested to be cut out highlight on the lesson plans for the next meeting.

Amy announced Jillene and she will be visiting different facilities throughout the state this calendar year.

VI. New Business (Strategic Planning)

Summary of Discussion: All

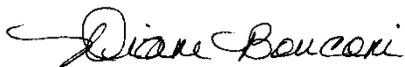
Chad will send out the last strategic plan that was developed. Paul commented with the substance abuse course still on the table, as well as a possible detention conference, PREA, looking at CBTs there really is no time to complete a new strategic agenda, however he is curious as to what is still out there on the old strategic agenda that has not been completed.

VII. Next Meeting

The next Detention Subcommittee meeting is scheduled for Thursday, June 7, 2012 from 10am-2pm at the Judicial Education Center.

Paul adjourned the meeting at 12:00 p.m.

Respectfully submitted:



Diane Bouconi
Education Specialist

Approved July 19, 2012