

COMMITTEE ON PROBATION EDUCATION

Detention Subcommittee Meeting Minutes

January 30, 2013

UNAPPROVED

Present

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

Absent

Gil Contreras

Staff

Chad Kewish
Diane Bouconi
Jillene Gock

Paul Gabaldon called the meeting to order at 10:05 a.m. welcoming all members.

I. Approval of Minutes:

Motion made by Mark Koch and seconded by Scharlene DeHorney to approve the minutes from the October 16, 2012 meeting as written. Motion passed unanimously.

II. Handle with Care Class, October 2012

Summary of Discussion: Mark Koch

The following is a summary:

Mark stated the class had a good turnout. Counties reported no serious injuries. Mark discussed with the Handle with Care class the importance of giving verbal intervention when responding to a juvenile who is losing control before using physical intervention. AOC (JJSD) will continue to fund the Handle with Care training, possibly through 2014 and beyond, sending two people per county to the training.

III. Detention Officer Academy (DOA) (November 27-30 , 2012)

Summary of Discussion: Jillene Gock

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

Jillene Gock reported the overall percentage was 4.79% which is the best this academy has ever received. The attending officers were great, showing a lot of participation and asking a lot of questions during and in-between classes.

Starting with the October academy, the feedback given by the team leaders to the participants during the practicum exercise will be sent to administrators. This feedback will give administrators a chance to work with their officers on any problem areas, or give praise where due.

Chad Kewish commented that it might help for administrators or staff to have discussions with their officers before attending the academy. It's possible they are new on the job and may not know what the instructor is talking about. They may not know some of the terms, practices, etc.

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Chad also mentioned that remediation is available for any officer who the team leader feels did not do well on their practicum scenario. So far we have not had to do any remediation for this program. Currently there is not a policy on failing the practical or scenarios.

Jillene reminded the committee April 9-12, 2013 is the next scheduled academy. Education Services has scheduled another academy for May 21-24, 2013 but the May dates will only be used if there is an extremely high demand for the April academy. Counties are asked to enroll officers as soon as they are hired so Education Services can get a firm count. The May academy can then be scheduled if there is a need. The August academy is scheduled for August 6-9, 2013.

Jillene advised the committee that the academy starting in April will be using a different format. Check-in will be on Monday evening. Classes will begin at 8:00 am on Tuesday. "Professionalism" will be the first class on Tuesday morning. Kendal Rhyne, Chief of Probation (Gila County) will be instructing this class. Grant Rader (Yuma County) will be instructing "Conflict Resolution" which is scheduled for Tuesday afternoon. Currently there is not an instructor for Substance Abuse; Jillene has asked committee members to let her know of anyone who would be able to teach this course.

Mark commented Randolph Hollingsworth, who currently instructs Mental Health, may be a Substance Abuse counselor, and therefore might be qualified to teach the Substance Abuse class. Mark also suggested Heidi Long instruct the Mental Health class instead of Documentation, which would then allow Randolph to teach Substance Abuse. Denise Smith said she will check with Heidi about teaching Mental Health.

Denise suggested their mental health liaison, Diana Kalandros, Director of Treatment Services in Pinal County Superior Court, might be interested in instructing Substance Abuse. Denise will check with Diana.

Paul offered to be Dean at the April academy. Chad reminded the subcommittee that the practicum will again be on Thursday. An email will go out requesting team leaders and role players.

Jillene mentioned with the academy starting at 8:00am on Tuesday morning, check-in for sleeping rooms will be Monday night. Dinner will not be available at COTA on Monday night; counties will have to pay per-diem. Diane Bouconi will find out from COTA the correct check-in procedure for officers arriving after business hours. Registered officers will be notified in the announcement email.

IV. 2013 Behavior Management Train-the-Trainer

Summary of Discussion: All

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

Jillene stated that Behavior Management is the next Train-the-Trainer and is scheduled for June 4-6, 2013. It will be held at the COTA facility. As with other academies, meals will be provided at COTA, while the counties pay per-diem.

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V. New Class Update

Professionalism – Jillene reported for Amy Champeau. Amy and Kendall Rhyne (Chief Probation Officer in Gila County who is instructing this class) have been working together. This class will be ready for the April academy.

Conflict Resolution – Jillene reported that Grant Rader (Yuma County Juvenile Detention) will instruct this class. Grant has previously taught Safety and Security at the academy with Cesar Fazz. This will be Grant's first time teaching solo. This class will be ready for the April academy.

Substance Abuse – Jillene presented the re-worked lesson plan outline for the substance abuse class. She reported there was so much substance abuse information and material on this subject that it was hard to know where to start, so she focused on the Detention Standards. Jillene deleted some of the initial suggested objectives for this class and added alternate objectives. Jillene advised the Subcommittee that she really liked the PowerPoint done by the workgroup on the Drugs of Abuse, but added and updated a few things; one being a clip from "The Wizard of Oz" regarding heroin.

Resources Jillene utilized from the National Institute of Drug Abuse (NIDA) and the Substance Abuse and Mental Health Services Administration (SAMSHA)

Mark suggested mentioning inhalants (cleansers, white-out, markers, hand sanitizers etc.) found in detention centers as a reminder for officers to keep them out of reach of juveniles.

Jillene added that following the PowerPoint presentation on the Drugs of Abuse, an eight question quiz will be given to the participants to determine what they learned.

Jillene explained that the next section of the lesson plan is divided into two relevant parts: B 2.1 (screening of a juvenile by qualified medical personnel) and B 2.2 (observing a juvenile brought into the detention facility). Chad recommended under-reporting at admission be added to the lesson plan. He explained that detention officers should be given a guideline on what staff should do if a juvenile reveals that they are using or if the officer suspects the juvenile is under the influence. Lori commented that some counties do not have access to medical staff all day every day, so to be careful what we tell officers regarding referring to medical. Jillene advised that there is currently not an activity for this section.

Jillene discussed the next part of the lesson plan which will cover procedure in detention facilities when a juvenile is returned from medical with a written medical clearance. She acknowledged that not all counties are the same, so officers will also need to comply with their local policy.

Mark noted on page 2 of the lesson plan, the "policy & procedures" manual should read "mandatory standards" to be in concordance with the state Detention Standards.

Jillene believes that with few adjustments this class will be ready for the April Detention Academy; however, an instructor still needs to be secured. Paul commented that when we find someone to instruct this course they should look over the material first. The subcommittee agreed.

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Discussion was held as to whether the course should be reviewed by COPE in the current format or whether the course should be submitted to COPE at the next meeting on February 21, 2013 as a pilot course.

Paul questioned whether COPE may approve the class as a pilot. Chad indicated that COPE may approve a pilot relying on a subject matter expert (SME) for input. Chad also explained the COPE approval process for a pilot program: 1) pilot, 2) modify any changes, 3) back to subcommittee, and 4) back again to COPE for approval.

Paul reminded the subcommittee that faculty is still needed for this class. He said that he is not ready to approve the content as it currently stands until it is reviewed by a SME. Paul further commented that his county has access to a licensed counselor who might be willing to go over the lesson plan and provide some input. Paul will contact AOC staff with his findings.

Motion made by Mark Koch and seconded by Denise Smith to approach COPE on making this a pilot program. Motion passed unanimously.

VI. Detention Standards Committee:

Summary of Discussion: Mark Koch

Mark reported the first Detention Standards Committee meeting was November 7, 2012. During that meeting the committee looked at seven initial revisions for detention standards including law enforcement; strip searches; wording and verbiage on medical and academic sections; developing a glossary section; PREA (comparing what is in the standards with the federal standards); and ratios.

They discussed dividing these tasks up by breaking into three workgroups, then having the workgroups present their sections to the committee. The workgroup will meet on March 5, 2013 to discuss their progress on the tasks they were assigned.

Mark stated the academics section is complete and they will now get started on the medical portion. The final report explaining the revisions in the sections will go to JAM for their feedback. It will then go to the COJC (Committee on Juvenile Court) for their review. Finally the report goes to the AOC Director, Dave Byers. Once Mr. Byers approves the changes, the standards will be issued through an Administrative Directive. The Standards Committee hopes to have their tasks completed within a year.

Chad mentioned the AOC is contracting with an expert on PREA who will be here on February 25-26, 2013. On February 25, a lot of details will relate to juvenile facilities and community corrections for juveniles. The second day will be half day training and focus on community corrections for adults. Chad also mentioned they are looking into videotaping this training program. If that happens he will request permission to place the video on the website.

VII. Update on Computer Based Training (CBT) Revision Project:

Summary of Discussion: All

Paul-stated that Amy sent out the certifications of completion to everyone via email.

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Chad reported screen shots of the content and quiz sections of CBT's have been completed by Education Services. These screen shots were pasted into PowerPoint in order to give workgroups a simple way to view information on the CBT's in paper-form. The next step will be to make changes and revisions to the content. Once those revisions are made they can be built into a PowerPoint.

Chad suggested using the current workgroups that are outlined in the strategic plan, along with staff from Education Services to assist with the revisions on each CBT. Workgroups will be contacted when Education Services staff has been assigned to a workgroup. The final stage will be the pictures, graphics, and videos.

Chad commented that the timeline on completing this update will depend on how many changes and revisions are suggested. Paul would like to have updates at all meetings to gauge how workgroups are progressing. Mark pointed out the Legal Liabilities CBT might be delayed depending on the Standards Committee. Paul pointed out the timelines might be different for each CBT depending on time factors.

Ethics

Chad indicated the conversion of the CBTs is a three-year project. He said Ethics could be an easier topic to complete first. Paul concurred and commented that most of the information on Ethics is accurate; it just needs to be updated.

Legal Liability

The Legal Liability CBT was discussed in the Standards Committee Update of this meeting. No further information was discussed.

Introduction to Detention

Mark will continue working on the outline for Introduction to Detention and send what he currently has completed to Fernando. There is nothing else to report on the Introduction to Detention CBT.

Special Needs

Jolene will continue working on the Special Needs CBT.

Customer Service

Lori suggested not using the Customer Service CBT if the material is going to be covered in the Professionalism class. Paul reminded everyone that to eliminate this or any CBT it would have to be approved by COPE. Mark suggested going through the Customer Service CBT and see what the objectives are, and determine if they will be covered in the Professionalism or Conflict Resolution classes.

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Paul asked Chad to follow-up with Amy on the Customer Service CBT's content, to see whether it can be added to the Professionalism class. Mark volunteered to see if he can open the Customer Service CBT to take the screen shots as Education Services cannot get it to open.

Adding Juvenile Justice 101

Fernando reported that he and Amy have been speaking with Judge Corsaro. The success of the Juvenile Justice 101 class taught by Judge Corsaro is due to audience participation. Fernando mentioned that there is not an existing curriculum or a script that the judge uses.

Judge Corsaro did speak of concerns about delivery through a video; however, with guidance she could stand in front of a camera and would be open to being filmed.

Jolene mentioned at the October meeting that Yuma County has an orientation for new detention officers, which may help in the development of the curriculum. Jolene sent their curriculum to Amy.

Chad commented that Amy has been in touch with Judge Corsaro, who has agreed to being filmed. Chad further stated that Amy is working with the Distance Learning unit at Education Services to make filming a comfortable experience for the Judge.

Chad suggested that Juvenile Justice 101 should be a separate stand alone CBT. Mark reminded the subcommittee about putting all the CBTs on a website so they are all easily accessible.

VIII. Review of Strategic Plan 2012-2015

Summary of Discussion: All

Strategy 3: Explore Leadership Training for Detention Officers and Supervisors:

Fernando reported his three supervisors who attended the Arizona Court Supervision program were very pleased with the training.

Paul commented the main focus of the strategic plan is the reformatting of the CBT's. All four of the goals outlined in the strategic plan have previously been discussed.

IX. New Business

Summary of Discussion: All

Chad reported that utilizing interns for revamping the CBT's is not an option at this time.

Chad shared with the subcommittee COPE's policy on attendance, noting currently there is no written policy regarding attendance of officers at Detention Officer Academies. He further explained that the policy is up for review and revision. Chad asked for feedback regarding adding a section in the policy for Detention Officer Academies.

Discussion ensued regarding whether officers should be allowed to miss a certain number of hours at the academies (exclusive of the practicum exercise) and whether or not officers would have to make up the hours. Lori suggested officers should be required to attend the whole academy without

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missing, Fernando agreed, that the only exception would be illness. A specific number of hours were not decided on.

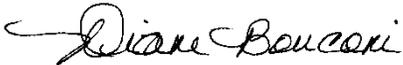
Paul stated this should stay on the agenda for the next meeting, and asked Chad to keep the subcommittee informed of the policy revisions.

Next Meeting

The next Detention Subcommittee meeting is scheduled for April 17, 2013 from 10am-2pm at the Judicial Education Center.

Paul adjourned the meeting at 12:48 p.m.

Respectfully submitted:



Diane Bouconi
Education Specialist

Unapproved DRAFT