

**COMMITTEE ON PROBATION EDUCATION
SEPTEMBER 15, 2009 MEETING MINUTES**

Approved on December 15, 2009

Present	Absent	Staff
Todd Zweig, Chair	Robyn Austin	Chad Kewish
Scott Mabery, Vice Chair	Kate Weiby	Evita Holmes
Rene Baca	Lee Phillips	Barbara Ortolano
Margie Brakefield		Kevin Jeffries
Chad Campbell		Kensley Gonzales
Diane McGinnis		Diane Bouconi
Chuck Moter		
Judge Nelson		
Tivo Romero		Guests:
Judge McCarville		Fred Santesteban
Kathy Waters		Leslie Anderson

I. Welcome

Todd Zweig called the meeting to order at 10:02 a.m. The members each introduced themselves. Fred Santesteban attended the meeting for Chad Campbell until he was finished with his prior engagement. Leslie Anderson joined the meeting as a guest presenter.

II. Approval of Minutes

MOTION: Chuck Moter moved to approve the minutes from the April 15, 2009 and July 23, 2009 meetings. Judge McCarville seconded the motion; motion passed unanimously.

III. Handle With Care/ Detention officer safety training: Information provided by Chad Kewish and Fred Santesteban

Todd began by summarizing that the committee has been discussing Handle With Care for months and the State's contract with them will expire in October. A decision must be

made to either continue the contract or to find an alternative. It was decided at the April COPE meeting to pursue a contract utilizing Master Trainers, but concern was expressed about financial issues. At that time, Chad Campbell was asked to look into funding availability. Todd asked Fred Santesteban to report the findings in Chad Campbell's absence.

Fred explained that the legal department had many problems with the proposed Handle With Care contract for Master Trainers, one of them being that the state is not in a financial position to commit for two years and, second, there are not enough individuals who meet the minimum requirements necessary to become Master Trainers. Mark Koch and Chad Kewish have discussed the options of continuing the current contract that trained approximately 30 trainers statewide over two days and required only a one year commitment versus a contract for Master Trainers. The Master Trainer contract is currently under negotiation, but appears to be, based on lack of county responses for Master trainers, the best route because the committee could decide regionally where the trainers would be utilized best and there is no additional cost in using this method. Chad reminded members that funding may continue to be an obstacle in the future and the same issue could arise next year.

At the last COPE meeting, members decided to wait until the Detention Subcommittee reviewed the recommendations of the workgroup and formally adopted the recommendations which the workgroup delivered to COPE. The subcommittee presented their recommendations to the COPE committee outlined in a letter from Paul Gabaldon, Chair of the Detention subcommittee. The letter included two recommendations: Explore the utilization of master trainers, and the possible implementation of using

Defensive Tactics in conjunction with Handle With Care. Todd proposed that the committee vote on the first recommendation at the next COPE meeting because the Detention subcommittee is currently unaware of JJSD's standpoint regarding the contract.

Chuck and Diane agreed that the Detention subcommittee should review the recommendations again in light of the new information from JJSD, then write up an outline identifying specific techniques from Defensive Tactics needed to be added and why. Chuck and Diane were interested in the Detention subcommittee's ideas on recommendation two. That document will then be sent to COPE before finally being passed on to the Curriculum subcommittee.

Diane expressed concern that there weren't enough DT and handle with care experts on the subcommittee and workgroup. Chad explained that the workgroup consisted of a number of individual familiar with both Handle With Care and Defensive Tactics. Diane suggested that the document be presented to Detention Administrators and Juvenile Directors in addition to COPE in order to get a broader perspective.

MOTION: Diane McGinnis made a motion that COPE adopt recommendation #2 as addressed in the letter recommending that the Detention subcommittee meet to identify tactics they believe should be added. The final product should be reviewed by both COPE and JAM. Tivo seconded the motion; motion passed unanimously.

IV. Officer Safety Lesson Plans: Information provided by Barbara Ortolano and Kevin Jeffries

The Defensive Tactics Train the Trainer and Firearms Train the Trainer lesson plans are trainings that have been provided by the AOC for quite some time, but had never been in written lesson plan format. The information in the Firearms Training: Drawing, Holstering and Carry Systems lesson plan has also been taught for some time, but has never been in lesson plan format until now. The Curriculum Subcommittee has approved all three of these lesson plans. Barbara then briefly explained each lesson plan and provided clarification, where needed, for members. Minor corrections were made to the lesson plans.

MOTION: Chuck Moter moved to approve the Firearms Train the Trainer and Defensive Tactics Train the Trainer with the noted corrections. Judge McCarville seconded the motion; the motion passed unanimously.

MOTION: Judge McCarville moved to approve the Firearms Training: Drawing, Holstering and Carry Systems with the noted corrections. Margie Brakefield seconded the motion, the motion passed unanimously.

Kevin explained that the changes to the Prone Self-Defense lesson plan were made to existing curriculum; no material was removed. If accepted by COPE, the roll out process would entail sending lead instructors to each county to train local instructors on the new material in the lesson plan. Over the upcoming calendar year, the local instructors would then deliver that training to officers in their respective counties. While at the Officer Safety Summit, Robert Thornton suggested that this area of the lesson plan be improved. The added techniques were: Hi and Low Tackle Defense, Prone Retreat, Thrust and Knees, The Guard, and Escape from the Guard (the shrimp.) The names of these moves

are not copyrighted and, therefore, are usable in the manual. Kevin and Leslie Anderson proceeded to demonstrate each of these techniques for the committee.

Diane McGinnis expressed concern that due to physical capabilities, more staff may be unable to perform these moves than in the past. Scott Mabery said that he had seen the moves performed and they were not as difficult as they may appear on paper. Although possibly more challenging, the techniques need to be taught to give officers ideas and options to save their lives.

MOTION: Judge McCarville moved to approve the Defensive Tactics: Prone Self-Defense lesson plan. Tivo Romero seconded the motion; the motion passed unanimously.

Kevin moved on to the Handcuffing and Searching Techniques lesson plan, explaining that some officers were concerned with the handcuffing procedure, specifically, the destabilization phase. The lesson plan now requires the arrestee to make only a 180 degree turn instead of a 480 degree rotation. The newly added technique to the lesson plan includes the two-officer arrest. Kevin said the two-person arrest is strongly recommended over the single-officer arrest to increase safety during a critical process. Kevin, Leslie, and Chad proceeded to demonstrate this technique.

MOTION: Judge McCarville moved to approve the Handcuffing and Searching Techniques lesson plan. Margie Brakefield seconded the motion; the motion passed unanimously.

V. Practicum Policy: Information provided by Chad Kewish

Chad gave an overview of how practicum works and its purpose and expressed concern that there is not currently a pass/fail standard for practicum and that there was no policy in place should an officer fail to successfully complete the practicum. He added that if an officer fails all three scenarios there was no policy as to AOC's role in dealing with the participant or notifying the county. He and Evita drafted a policy that would outline these standards for officers. He provided and explained an evaluation form currently utilized as an example of how participants are currently assessed. He asked COPE to discuss this issue and give guidance on appropriate standards for successful completion of role plays and what is an acceptable number of times to remediate a participant. He reminded members that they could also choose to do nothing and leave practicum as an ungraded practice session for officers to develop skills.

Judge McCarville asked if curriculum needed to be drafted first so the students know exactly what is required. Diane was concerned that the leap is too large from simply grading the practicum to failing the entire academy. These ideas need to be looked at separately. Curriculum must be written to prove that the material has been taught if a pass/fail standard is going to be put in place. Chad agreed and suggested that the training unit could notify counties if a student did not pass practicum and the county would be responsible for notifying the AOC that the officer has been remediated within their department. Todd Zweig asked that Chad draft a policy for COPE's review that encompasses all the ideas presented at the meeting. The committee will discuss the issue further at a future meeting.

VI. COPE Bylaws Edit: Information provided by Chad Kewish

Chad explained that the sentence under section B, number 3 (Terms), letter b stating “Committee members may not serve successive terms” appears to be a typographical error. He cited code which does allow members to serve successive terms.

The policy under Faculty and Instructors regarding the Subject Matter Experts has not been used to date. Chad suggested that it be omitted. Diane and Kevin provided information on the history of the policy. The committee discussed having Kevin Jeffries draft a Subject Matter Experts policy. Diane McGinnis made a motion against drafting the policy.

MOTION: Diane McGinnis moved to delete the policy section regarding Subject Matter Experts as it is not necessary for POC, IPS, or Detention Academy Instructors because these programs are observed and monitored by AOC staff. Chuck Moter seconded the motion; motion passed unanimously.

MOTION: Judge McCarville moved to delete the word “not” from the COPE Bylaws policy so that the sentence will read “Committee members may serve successive terms.” Barbara questioned whether the wording was correct under section B, number 3, letter a, regarding “successive years.” The wording was not correct, per code, and the committee voted to correct the error. The phrase in question would now read “successive terms.” Tivo seconded the motion; the motion passed unanimously.

VII. Detention Subcommittee Report: Information provided by Evita Holmes

- The subcommittee met on August 12th. The Behavior Management lesson plan was discussed and will be presented at the next COPE meeting. The

subcommittee is in the process of reviewing the Correctional Officer Training Academy (COTA) in Tucson as a future potential Detention Officer Academy location. Using COTA would cut costs dramatically and provide an area for practical exercises to be executed. An IGA is being drafted with COTA so that the next Academy can be held there.

- There were 16 participants at the Detention Officer Academy held at the JEC on July 13-16, 2009.
- Chad added that if the Detention Academy were moved to COTA, it could be extended from three days to five days and still save a significant amount financially. The decision to extend the academy would require COPE approval.

VIII. Officer Safety Report: Information provided by Barbara Ortolano

Since the committee last met, the following trainings have been held:

4 FT academies

2 DT academies

1 DT TTT

1 FT TTT

Nine instructors are being submitted for approval from the Aug 31- September 4, 2009 Firearms Train the Trainer academy. They all successfully completed the instructor academy and all of their CPR and First Aid certifications are current.

Irvin Talley, Graham Adult

Mary Michele Butcher, Maricopa Adult

Robert Robles, Maricopa Juvenile

Steve Armenta, Pima Adult

Martin Ohlmaier, Pima Juvenile

Chad Carey, Yavapai Adult

Raymond Simmons, Yavapai Adult

Paul Ventura, Coconino Adult

Edward Reyes, Gila Adult

MOTION: Judge McCarville moved to approve the instructors. Margie seconded the motion; the motion passed unanimously.

IX. Certification Report: Information provided by Kensley Gonzales

Five officers were scheduled for the October Probation Officer Academy, however the minimum requirement is 12 officers, so the academy was cancelled. All registrants were moved to the January Probation Officer Academy. This academy will not be cancelled because one registered officer will be out of compliance if he does not complete the academy in January.

The Curriculum subcommittee is slated in November to begin the review process of the Probation Officer Certification curriculum. They will look at classes, learning objectives, and all other issues; possibly forming workgroups to determine if any class needs improvement, changes, or additions.

IPS Update: Information provided by Chad Kewish

Chad explained the modifications made to the IPS program September 16-18, 2009. There are 23 probation officers registered, but only one surveillance officer registered so the academy has been shortened to just the three day PO portion. The surveillance officer will attend the PO portion of IPS, complete county training and then complete Weapons Recognition and practicum during the January Probation Officer Certification Academy to fulfill the requirements for IPS. Kathy Waters explained that, due to budget cuts, many counties have asked for the waiver allowed under code for one person teams and this is the reason that there are so few SOs registering for IPS.

X. New Business: Information provided by Kathy Waters

Kathy Waters explained that both the old and new codes are currently being used by probation departments until the new code goes into effect. Dave Byers and Mike Baumstark questioned how this was being addressed in the Certification Academy curriculum. Chad responded that the curriculum subcommittee will be examining ways to further infuse Evidence Based Practices to the curriculum.

XI. Call to the Public: Todd Zweig

None.

XII. Adjourn: Todd Zweig

Margie Brakefield moved to adjourn the meeting. Tivo seconded the motion; the motion passed unanimously. The meeting adjourned at 12:30.

Respectfully submitted,

Kensley Gonzales