

State of Washington

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

(name of governing body)

(agency name, if applicable)

Resolution No. \_\_\_\_\_

Administrative Order No. 15A

(1) Be it resolved by the Washington State Criminal Justice Training Commission acting at Spokane, Washington (place)

that it does adopt the annexed rules relating to:

- AMEND: 139-36-020 REQUIREMENT OF BASIC CORRECTIONS TRAINING
AMEND: 139-36-031 BASIC CORRECTIONS OFFICERS ACADEMY CURRICULUM
AMEND: 139-36-033 BASIC GROUP LIFE AND YOUTH CAMP COUNSELORS ACADEMY CURRICULUM
REPEAL: 139-36-034 BASIC JUVENILE DETENTION WORKERS ACADEMY CURRICULUM

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. WSR 84-17-097 filed with the code reviser on 08/20/84. These rules shall take effect: [ ] thirty days after they are filed with the code reviser pursuant to RCW 34.04.040(2). [X] at a later date, such date being July 1, 1985

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, \_\_\_\_\_, find that an emergency exists and that this order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting the emergency is:

These rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of RCW 34.04.026 that "every agency shall incorporate the most specific, but in no case omit all, of the following language alternatives when adopting or amending rules" fill in statement (a), (b), or (c) as appropriate:

- [X] (a) This rule is promulgated pursuant to RCW 43.101.220 and is intended to administratively implement that statute.
[ ] (b) This rule is promulgated pursuant to RCW \_\_\_\_\_ which directs that the

\_\_\_\_\_ (agency) has authority to implement the provisions of \_\_\_\_\_ (name of act or RCW citation)

- [ ] (c) This rule is promulgated under the general rule-making authority of the \_\_\_\_\_ (agency) as authorized in RCW \_\_\_\_\_

(4) The undersigned hereby declares that the agency has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW), and the State Register Act (chapter 34.08 RCW) in the adoption of these rules.

(5) This order, after being first recorded in the order register of this governing body, is herewith transmitted to the Code Reviser for filing pursuant to chapter 34.04 RCW and chapter 1-12 WAC.

STATE OF WASHINGTON FILED APPROVED AND ADOPTED

October 4, 1984

OCT 8 1984

By James C. Scott EXECUTIVE DIRECTOR Title

CODE REVISER'S OFFICE WSR 84-21-018

AMENDATORY SECTION (amending Order No. 15 filed 3/19/82)  
WAC 139-36-020 REQUIREMENT OF BASIC CORRECTIONS TRAINING.  
(Effective July 1, 1985.) As provided in RCW 43.101.220,  
all full-time corrections employees of the state of Wash-  
ington or of any city, county, or political subdivision of  
the state of Washington, initially hired on or after  
January 1, 1982, shall, as a condition of continued employment,  
successfully complete a basic corrections academy as pre-  
scribed, sponsored or conducted by the Washington State  
Criminal Justice Training Commission for their class.  
This requirement to complete basic training shall be fulfilled  
within the initial six months of corrections employment unless  
otherwise extended or waived by the Commission; provided, that  
those persons hired on or after January 1, 1982, and prior to  
July 1, 1982, shall complete the required basic training before  
January 1, 1983. Requests for extension or waiver of the basic  
training requirement shall be submitted to the Commission in  
writing as designated by its policies.

(1) Corrections personnel shall attend basic academy training  
according to job function as described below:

(a) Corrections Officers Academy. All employees whose pri-  
mary job function is to provide for the custody, safety and  
security of adult prisoners in jails, penal institutions and  
work release facilities. Representative job classifications  
include, but are not limited to, jailers and correctional  
officers.

(b) Correctional Services Academy. All employees whose pri-  
mary job function is the case management of offenders, to  
include assessment, case planning, counseling, supervision,  
and monitoring. Representative job classes include, but are  
not limited to, juvenile and adult probation and parole  
officers, institution counselors, and psychiatric social  
workers.

(c) ~~((Juvenile-Detention-Workers-Academy))~~ Juvenile Security  
Workers Academy. All employees responsible for the care,  
custody, and safety of youth in county juvenile court deten-  
tion centers ~~(( ))~~, ~~((d)-Group-Life-and-Youth-Camp-Coun-~~  
~~sellers-Academy--All-employees-responsible-for-the-care,-cus-~~  
~~tody,-and-safety-of-juvenile-offenders-in))~~ state institu-  
tions, camps and group homes. Representative job classes  
include, but are not limited to, juvenile detention workers,  
group life counselors, ~~((youth-camp-counselors))~~ and cottage  
parents.

(2) It shall be the responsibility of the employing agency to  
determine the most appropriate basic academy for an employee  
to attend within the guidelines set by the Commission.

(3) Failure to comply with the above requirements of the  
Board on Correctional Training Standards and Education shall  
result in a notification of noncompliance from the Commission  
directed to the individual employee, and, as appropriate, the  
employing agency director, chief or sheriff, the Civil Ser-  
vice Commission, the ~~((State-Jail-Commission))~~ Board on Cor-  
rections Standards, and/or the State Auditor's Office, and  
the chief executive of the local unit of government.

(4) Each agency employing personnel covered by RCW 43.101.220  
shall be responsible for full and complete compliance with the  
above training requirements. Additionally, each such agency  
shall provide the Commission with employment information  
necessary for the establishment and maintenance of complete  
and accurate training records on all affected employees.

AMENDATORY SECTION (amending Order No. 15 filed 3/19/82)  
WAC 139-36-031 BASIC CORRECTIONS OFFICERS ACADEMY CURRICULUM.  
(Effective July 1, 1985.) The Basic Corrections Officers  
Academy of the Washington State Criminal Justice Training Com-  
mission shall be ((80)) 160 instructional hours in length and  
shall include the following subject matter:

- (1) The System
  - (a) ((~~Overview-of-the-Criminal-Justice-System~~)) Practical Law for Corrections Officers
  - (b) ((~~Practical-Law-for-Corrections-Officers~~)) Problem Solving
- (2) Supervision and Care of Inmates
  - (a) Supervising Inmates
  - (b) ((~~Physical-and-Safety-Needs~~)) Health and Mental Health Care
  - (c) ((~~Orienteing-the-Inmate~~)) Discipline of Inmates
  - (d) ((~~Mental-and-Physical-Problems~~)) Professionalism
  - (e) ((~~Discipline-and-Rewards~~)) Dealing with Aggressive Behavior
- (3) Safety and Security
  - (a) ((~~Security-Management~~)) First Aid/CPR
  - (b) ((~~Proper-Use-of-Physical-Force~~)) Security Management
  - (c) Observation of Group Dynamics
  - (d) ((~~Teamwork-and-Security~~)) Proper Use of Force
- (4) Communication Skills
  - (a) Incident Report Writing
  - (b) Listening
  - (c) Interpersonal Skills
- (5) Personal Development
  - (a) Stress Management
  - (b) ((~~Professionalism-and-Self-Image-Building~~)) Physical Fitness
  - (c) ((~~Physical-Fitness~~)) Cultural Awareness

AMENDATORY SECTION (amending Order No. 15 filed 3/19/82)  
WAC 139-36-033 (~~BASIC-GROUP-LIFE-AND-YOUTH-CAMP-COUNSELORS~~)  
JUVENILE SECURITY WORKERS ACADEMY CURRICULUM. (Effective  
July 1, 1985.) The (~~BASIC-GROUP-LIFE-AND-YOUTH-CAMP-COUN-~~  
~~SELERS~~) Juvenile Security Workers Academy curriculum of the  
Washington State Criminal Justice Training Commission shall be  
80 instructional hours in length and shall include the follow-  
ing subject matter:

- (1) The System
  - (a) Overview of the Juvenile Justice System
  - (b) Legal (~~Aspects~~) Rights of Incarcerated Youth
  - (c) Reception and Classification
- (2) Supervision and Care
  - (a) (~~Physical-and-Safety-Needs~~) Dealing with Aggression
  - (b) (~~Basic-Child-Care-Techniques~~) First Aid/CPR
  - (c) (~~Discipline-Techniques~~) Disciplining Youth
  - (d) Health and Mental Health Care
  - (e) Supervision of Youth
- (3) Program Techniques
  - (a) Listening Skills
  - (b) Interpersonal Skills
  - (c) Observation Skills
  - (d) Group Dynamics
  - ~~((e)--Counseling-Skills~~
  - ~~((f)--Empathetic-Responding~~
  - ~~((g)--Leading-Groups-in-the-Correctional-Setting~~
  - ~~((h)--Youth-Skills-Training))~~
- (4) Security
  - (a) Incident Report Writing
  - (b) Proper Use of Physical Force
  - (c) Safety and Security
- (5) Personal Development
  - (a) Physical Fitness
  - (b) Stress Management
  - ~~((e)--Positive-Image-Building))~~

REPEALER

Effective July 1, 1985, the following section of the Washington Administrative Code is repealed:

WAC 139-36-034 BASIC JUVENILE DETENTION WORKERS ACADEMY CURRICULUM.