

FORM OF ORDER AND TRANSMITTAL BY BOARD, COMMISSION, OR COUNCIL

State of Washington

Wn State Criminal Justice Training Commission

(name of governing body)

(agency name, if applicable)

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

Administrative Order No. 15-D

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

that it does adopt the annexed rules relating to:

- AMEND: 139-10-210 REQUIREMENT OF BASIC CORRECTIONS TRAINING. 10-220 REQUIREMENTS OF BASIC CORRECTIONS ACADEMY. 10-230 BASIC CORRECTIONS OFFICERS ACADEMY CURRICULUM. 10-235 BASIC ((CORRECTIONAL)) ADULT SERVICES ACADEMY CURRICULUM. 10-240 BASIC JUVENILE SECURITY WORKERS ACADEMY CURRICULUM. ADOPT NEW CHAPTER: 10-237 BASIC JUVENILE SERVICES ACADEMY CURRICULUM.

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

This action is taken pursuant to Notice No. 87-15-094 filed with the code reviser on July 21, 1987. These rules shall take effect: [X] thirty days after they are filed with the code reviser pursuant to RCW 34.04.040(2). [ ] at a later date, such date being \_\_\_\_\_

(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:

[ ] (a) This rule is promulgated pursuant to RCW \_\_\_\_\_ 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)

[X] (c) This rule is promulgated under the general rule-making authority of the Wn State Criminal Justice Training Commission (agency) as authorized in RCW 43.101.080(2)

(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.

APPROVED AND ADOPTED September 10, 19 87

FILED

By James C. Scott Executive Director Title

SEP 18 1987

CODE REVISER'S OFFICE WSR 87-19-105

AMENDATORY SECTION (Amending Order 1-B filed 9/10/86  
WAC 139-10-210 REQUIREMENT OF BASIC CORRECTIONS TRAINING.  
As provided in RCW 43.101.220, all full-time corrections  
employees of the State of Washington 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 prescribed, 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 Commis-  
sion 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  
primary job function is to provide for the custody, safety  
and security of adult prisoners in jails, penal institutions  
and work release facilities. Representative job classifica-  
tions include, but are not limited to, jailers and correc-  
tional officers.

(b) (~~Correctional~~) Adult Services Academy. All  
employees whose primary job function is the case management  
of offenders, to include assessment, case planning, counsel-  
ing, supervision, and monitoring. Representative job  
classes include, but are not limited to, (~~juvenile proba-  
tion and parole officers, community service officers,  
institution counselors, and psychiatric social  
workers~~) community corrections officers, probation  
counselors, institution counselors, and psychiatric social  
workers.

(c) Juvenile Services Academy. All employees working  
with juveniles whose primary job function is the case man-  
agement of offenders, to include assessment, case planning,  
counseling, supervision, and monitoring. Representative job  
classes include, but are not limited to, juvenile probation  
and parole counselors and juvenile rehabilitation coun-  
selors.

(~~(e)~~) (d) Juvenile Security Workers Academy. All  
employees responsible for the care, custody, and safety of  
youth in county juvenile court detention centers(~~(state  
institutions, camps and group homes)~~). Representative job  
class(~~(es)~~) includes, but (~~(are)~~) is not limited to, juvenile  
detention workers(~~(, and group life counselors)~~).

(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  
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 service commission, (~~(the Board on~~

~~Corrections-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 1-B filed 9/20/86)  
WAC 139-10-220 REQUIREMENTS OF BASIC CORRECTIONS ACADEMY.

(1) Each trainee in a basic corrections academy shall receive certification only upon full and successful completion of the academy process as prescribed by the Washington State Criminal Justice Training Commission. The performance of each trainee shall be evaluated as follows:

(a) Scholarship. A standardized examination process shall be utilized by each corrections academy sponsored or conducted by the Commission, in evaluating the level of scholastic achievement and skill proficiency of each trainee. Such process shall include the application of a designated minimum passing score and the availability of a retesting procedure.

(b) Participation. Each trainee shall be required to participate fully in all academy classes, practice exercises and physical training programs. No applicant for basic corrections training shall begin the basic academy assignment if his or her health and physical condition precludes active and full participation in the physical activities required for certification; provided, that any applicant whose beginning date of continuous corrections (~~officer~~) employment precedes January 1, 1982, may be allowed to audit, in whole or in part, basic corrections (~~officer~~) training. In no instance shall certification be granted until successful completion of physical training, including defensive tactics, has been achieved.

(c) Department and conduct. Failure to maintain a standard of department and conduct as defined in the rules, regulations and policies of the basic corrections academy may result in termination of academy assignment.

(2) In the instance of termination or suspension of a trainee's academy assignment due to illness, injury, personal hardship, or good cause otherwise shown, the Commission may allow certification after such trainee has successfully completed a subsequent academy, in whole or part, as determined by the Commission.

Such certification may be effected regardless of any time limit or period elsewhere prescribed or mandated for certification.

(3) In all other instances of termination of a trainee's academy assignment, the Commission shall allow such trainee's admission to any subsequent academy only if:

(a) Such trainee has been terminated by the employing agency and subsequently rehired by it; or

(b) Such trainee has been terminated by the employing agency and subsequently is hired by another employing agency.

(4) Upon the written request of a trainee, or the head of his or her employing agency, any action affecting such trainee's status or eligibility for certification shall be reviewed pursuant to the procedural rules and regulations adopted by the Commission.

AMENDATORY SECTION (Amending Order 1-B filed 9/10/86)  
WAC 139-10-230 BASIC CORRECTIONS OFFICERS ACADEMY CURRICULUM. The basic Corrections Officers Academy curriculum of the Washington State Criminal Justice Training Commission, effective January 1, 1988, shall be ((~~eighty~~)) one hundred sixty instructional hours in length and shall include the following subject matter:

- (1) ((~~The-System~~)) Core Skills
  - (a) ((~~Practical-Law-for-Corrections Officers~~)) Observation Skills
  - (b) ((~~Problem-Solving~~)) Communication Skills
  - (c) Security Management
  - (d) Supervision of Inmates
  - (e) Discipline of Inmates
  - (f) Proper Use of Physical Force
  - (g) Writing Skills
- (2) ((~~Supervision-and-Care-of-Inmates~~)) Key Skills
  - (a) ((~~Supervising-Inmates~~)) Legal Issues
  - (b) ((~~Health-and-Mental-Health-Care~~)) Dealing with Aggressive Behavior
  - (c) ((~~Discipline-of-Inmates~~)) Dealing with Medical Problems
  - (d) ((~~Professionalism~~)) Dealing with Mental Illness Problems
  - (e) ((~~Dealing-with-Aggressive-Behavior~~)) Problem Solving
  - (f) Report Writing
  - (g) Avoiding Inmate Manipulation
  - (h) Booking and Classification
  - (i) Fingerprinting
  - ((~~j~~))--Courtroom-Security
  - ((~~k~~))--Weapons-Familiarization
  - (3) ((~~Safety-and-Security~~)) Related Skills
    - (a) ((~~Security-Management~~)) Stress Management
    - (b) ((~~Proper-Use-of-Force~~)) Physical Fitness
    - (c) Professionalism
    - (d) Human Relations/Cultural Awareness
    - (e) Self-Leadership
    - ((~~4~~))--Communication-Skills
      - ((~~a~~))--Incident-Report-Writing
      - ((~~b~~))--Listening
      - ((~~c~~))--Interpersonal-Skills
      - ((~~5~~))--Personal-Development
        - ((~~a~~))--Stress-Management
        - ((~~b~~))--Physical-Fitness

AMENDATORY SECTION (Amending Order 1-B filed 9/10/86)  
WAC 139-10-235 BASIC ((CORRECTIONAL)) ADULT SERVICES  
ACADEMY CURRICULUM. The basic Adult Correctional Services  
Academy curriculum of the Washington State Criminal Justice  
Training Commission shall be eighty instructional hours in  
length and shall include the following subject matter:

- (1) ((Key-Treatment-Approaches)) Core Skills
  - (a) ((Research-Review)) Assessment
  - (b) ((Program-Specificity)) Motivation
  - (c) ((Offense-Prevention)) Goal Setting/Action Planning
  - (d) ((Life-Goals)) Monitoring and Intervention
  - ((e)-----Skills-Training))
- (2) ((Core)) Key Skills
  - (a) Interpersonal Skills
  - (b) Interviewing
  - (c) ((Managing-Information)) Classification
  - (d) ((Report-Writing)) Supervision and Discipline
  - (e) ((Rewards-and-Sanctions)) Offense Prevention
  - ((f)-----Legal-Issues))
- (3) ((Personal)) Related Skills
  - (a) ((Stress-Management)) Dealing With Aggressive and  
Resistive Behavior
  - (b) ((Physical-Fitness-~~(alternate-option)~~--health  
class)) Ethnic Competency
  - (c) ((Time-Management)) Legal Issues
  - (d) ((Personal-Development)) Report Writing
  - (e) Counseling Techniques
  - (f) Managing Information
  - ((4)-----Case-Management-Skills
    - (a) Assessment
    - (b) Goal-Setting
    - (c) Program-Planning
    - (d) Intervention-and-Monitoring

NEW CHAPTER

WAC 139-10-237 - BASIC JUVENILE SERVICES ACADEMY CURRICULUM.  
The basic Juvenile Services Academy curriculum of the  
Washington State Criminal Justice Training Commission shall  
be eighty instructional hours in length and shall include  
the following subject matter:

- (1) Core Skills
  - (a) Assessment
  - (b) Motivation
  - (c) Goal Setting/Action Planning
  - (d) Monitoring and Intervention
- (2) Key Skills
  - (a) Interpersonal Skills
  - (b) Interviewing
  - (c) Classification
  - (d) Supervision and Discipline
  - (e) Offense Prevention
- (3) Related Skills
  - (a) Dealing With Aggressive and Resistive Behavior

- (b) Ethnic Competency
- (c) Legal Issues
- (d) Report Writing
- (e) Counseling Techniques
- (f) Skill Training
- (g) Teamwork

AMENDATORY CHAPTER (Amending Order 1-B filed 9/10/86)  
 WAC 139-10-240 BASIC JUVENILE SECURITY WORKERS ACADEMY CURRICULUM. The Basic Juvenile Security Workers Academy curriculum of the Washington State Criminal Justice Training Commission shall be eighty instructional hours in length and shall include the following subject matter:

- (1) ~~((The-System))~~ Core Skills
- (a) ~~((Overview-of-the-Juvenile-Justice System))~~ Observation Skills
- (b) ~~((Legal-Rights-of-Incarcerated Youth))~~ Interpersonal Skills
- (c) ~~((Reception-and-Classification))~~ Security Management
- (d) Supervision of Youth
- (e) Discipline of Youth
- (f) Proper Use of Physical Force
- (g) Writing Skills
- (2) ~~((Supervision-and-Care))~~ Key Skills
- (a) ~~((Dealing-with-Aggression))~~ Legal Issues
- (b) ~~((First-Aid/CPR))~~ Dealing With Aggressive Behavior
- (c) ~~((Disciplining-Youth))~~ Handling Medical Problems
- (d) ~~((Health-and-Mental-Health-Care))~~ Handling Mental Illness Problems
- (e) ~~((Supervision-of-Youth))~~ Report Writing
- (f) Skills Training
- (g) Reception and Classification
- (3) ~~((Program-Techniques))~~ Related Skills
- (a) ~~((Listening-Skills))~~ Professionalism
- (b) ~~((Interpersonal-Skills))~~ Physical Fitness
- (c) ~~((Observation-Skills))~~ Stress Management
- ~~((d))~~ ~~-----~~ Group-Dynamics
- ~~((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