

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-E

(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: 139-10-310 REQUIREMENT OF ((FIRST-AND-SECOND-LEVEL)) CORRECTIONS SUPERVISORY TRAINING.
10-320 FIRST- AND SECOND-LEVEL CORRECTIONS SUPERVISION CURRICULUM((---CORRECTIONS)).
10-410 REQUIREMENT OF MIDDLE-MANAGEMENT CORRECTIONS TRAINING.
10-510 REQUIREMENT OF EXECUTIVE MANAGEMENT CORRECTIONS TRAINING.
10-520 CORRECTIONS EXECUTIVE MANAGEMENT CURRICULUM((CORRECTIONS))

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

This action is taken pursuant to Notice No. 87-15-095 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 _____ (agency)

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, 1987

FILED

By James C. Scott

Executive Director

Title

SEP 18 1987

CODE REVISER'S OFFICE

WSR 87-19-106

AMENDATORY SECTION (Amending Order 1-B filed 9/10/86)
WAC 139-10-310 REQUIREMENT OF (~~FIRST-LEVEL-AND-SECOND-LEVEL~~) CORRECTIONS SUPERVISORY TRAINING.

(1) As provided in RCW 43.101.220, all corrections employees of the State of Washington, or any city, county or political subdivision of the State of Washington, promoted or appointed to a full-time first-level or second-level supervisory position on or after January 1, 1982, shall (~~obtain the supervisory certification of the Washington State Criminal Justice Training Commission~~) successfully complete, prior to or within six months after such promotion or appointment, unless otherwise extended or waived by the Commission; (~~provided that those persons promoted or appointed on or after January 1, 1982, and prior to July 1, 1982, shall obtain the supervisory certification before January 1, 1983. The requirements for supervisory certification are:~~

(a) ~~Possession of a basic corrections academy certificate of the Commission, and~~

(b) ~~Successful completion of~~) the Commission's first-level and second-level supervision course, or other training deemed the equivalent by the Corrections Training Manager of the Commission.

(2) It shall be the responsibility of the employing agency, in consultation with the Corrections Training Manager, to determine which of its (~~job classifications~~) employees should attend the first-level and second-level course (~~based on job duties and the prerequisites for the above required course~~). In general, first-level supervision positions are defined as positions above operational level for the direct supervision of non-supervisory personnel. Second-level supervisors are defined as those persons who supervise first-level supervisors. Representative job classes include sergeants, lieutenants, district supervisors, (~~district administrators~~) community corrections officer supervisors, cottage supervisors, and unit supervisors (~~and unit program directors~~).

(3) 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 to the Commission employment information necessary for the establishment and maintenance of complete and accurate training records on all affected employees.

(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~~) compliance with the above requirement 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 139-10-320 FIRST-LEVEL AND SECOND-LEVEL CORRECTIONS
SUPERVISION CURRICULUM(~~---~~ ~~CORRECTIONS~~). The first-level
and second-level corrections supervision curriculum of the
Washington State Criminal Justice Training Commission shall
be forty instructional hours in length and shall include the
following subject matter:

- (1) Role of the Supervisor
- (2) Advanced Oral and Written Communication
- (3) Team Building
- (4) Goal Setting
- (5) Work Planning/Time Management
- (6) Scheduling and Delegating
- (7) On-The-Job Training
- (8) Performance Monitoring
- (9) Employee Selection
- (10) Employee Performance Appraisal
- (11) Handling Incompetent and Difficult Staff and
Preventing Grievances
- (12) Handling Criticism From Staff
- (13) Preventing and Handling Staff Burnout
- (14) Leading Meetings

AMENDATORY SECTION (Amending Order 1-B filed 9/10/86)
WAC 139-10-410 REQUIREMENT OF MIDDLE-MANAGEMENT CORRECTIONS TRAINING.

(1) As provided in RCW 43.101.220, all corrections employees of the State of Washington, or any city, county or political subdivision of the State of Washington, promoted or appointed to a full-time middle-management position on or after January 1, 1982, shall ~~((obtain the middle-management certification of the Washington State Criminal Justice Training Commission))~~ successfully complete, prior to or within six months after such promotion or appointment, unless otherwise waived or extended by the Commission ~~((+))~~, ~~provided, that those persons promoted or appointed on or after January 1, 1982, and prior to July 1, 1982, shall obtain the middle-management certification before January 1, 1983. The requirements for middle-management certification are:~~

~~(a) Possession of the supervisory certificate of the Commission, provided that such certificate requirement may be waived for any person serving within a first-level or second-level supervisory position as defined in WAC 139-10-310 prior to January 1, 1982, and further provided, that this waiver shall be extended to persons laterally entering a correctional department as a middle manager;~~

~~(b) Successful completion of~~) the Commission's corrections middle-management course ~~((and Advanced Problem Solving and Conflict Management course or Correctional Services Academy Phase II,))~~ or other middle-management training deemed the equivalent thereof by the Corrections Training Manager.

(2) It shall be the responsibility of the employing agency to determine which of its ~~((job classifications))~~ employees should attend the middle-management course ~~((based on job duties and the prerequisites for the above required course))~~. In general, middle managers shall be defined as those ~~((people))~~ persons in the organization who manage and develop programs and who are responsible for the smooth functioning of work groups supervised by first-level and second-level supervisors. Representative job classes include regional administrators, central office staff, captains, associate superintendents, ~~((and superintendents of small and medium-sized jails and correctional facilities))~~ district administrators, and unit program directors.

(3) 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 to the Commission employment information necessary for the establishment and maintenance of complete and accurate training records on all affected employees.

(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))~~ compliance with the middle-management training requirement 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 139-10-510 REQUIREMENT OF EXECUTIVE MANAGEMENT CORRECTIONS TRAINING. (1) As provided in RCW 43.101.220, all corrections employees of the State of Washington, or any city, county, or political subdivision of the State of Washington, promoted or appointed to a full-time executive management position on or after January 1, 1982, shall ~~(obtain the executive management certification of the Washington State Criminal Justice Training Commission)~~ successfully complete, prior to or within six months after such promotion or appointment, unless otherwise waived or extended by the Commission(;;), ~~((provided that those persons promoted or appointed on or after January 1, 1982, and prior to July 1, 1982, shall obtain the executive management certification before January 1, 1982, the requirements for executive management certification are:~~ (a) ~~Possession of middle management certification of the Commission; provided that such certification requirements may be waived for any person serving in a middle management position as defined by WAC 139-10-410 prior to January, 1982, and~~ (b) ~~Successful completion of~~) the Commission's corrections executive management ~~((training program))~~ course or other executive management training deemed the equivalent thereof by the Corrections Training Manager of the Commission.

(2) It shall be the responsibility of the employing agency to determine which of its ~~((job classifications))~~ employees should attend the executive management course ~~((based on job duties and the prerequisites for the above required course))~~. In general, executive managers are defined as superintendents of large correctional institutions and jails, central office directors, deputy directors and assistant directors, and juvenile court directors in large jurisdictions.

(3) 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 to the Commission employment information necessary for the establishment and maintenance of complete and accurate training records on all affected employees.

(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))~~ compliance with the executive management training requirement 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 139-10-520 CORRECTIONS EXECUTIVE MANAGEMENT
CURRICULUM(~~(--CORRECTIONS)~~). The corrections executive
management curriculum of the Washington State Criminal
Justice Training Commission shall be (~~(sixty-four)~~)forty
instructional hours in length and shall include the
following subject matter:

- (1) Team Building and Organizational Goal Setting
- (2) Long-Range Planning
- (3) Your Public Image
- (4) Creating Momentum for Organizational Change
- (5) Organizational Communication
- (6) Organizational Leadership
- (7) Policy Development
- (8) Executive Self-Care
- (9) Managing With Limited Resources
- (10) Executive Career Ladder and Power Base
- (11) Program Effectiveness Research
- (12) Quality Control
- (13) View of the Executive
- (14) Training Systems
- (~~(15)~~) (~~----Budgeting~~)
- (~~(16)~~) (15) Futures Planning