

State of Washington

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

(name of governing body)

(agency name, if applicable)

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

Administrative Order No. 15

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

(place)

that it does promulgate and adopted the annexed rules relating to:

- WAC 139-36-020 REQUIREMENT OF BASIC CORRECTIONS TRAINING
030 REQUIREMENTS OF BASIC CORRECTIONS ACADEMY
031 BASIC CORRECTIONS OFFICERS ACADEMY CURRICULUM
032 BASIC CORRECTIONAL SERVICES ACADEMY CURRICULUM
033 BASIC GROUP LIFE AND YOUTH CAMP COUNSELORS ACADEMY CURRICULUM
034 BASIC JUVENILE DETENTION WORKERS ACADEMY CURRICULUM
(continued on back of this page)

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

This action is taken pursuant to Notice No. 82-04-066 filed with the code reviser on 2/3/82. Such rules shall take effect:

- [X] 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 the foregoing 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 such emergency is:

Such 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. (1977 c 19 § 2) 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 43.101.080(2) 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 he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34.08 RCW).

(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: March 11, 19 82

By James C. Scott

Executive Director

Title

CODE REVISER
WAC 82-07-052

NOTE:

<sup>1</sup>RCW 34.04.\_\_\_\_ (1977 c 19 § 2) provides:

"(1) In addition to the provisions of RCW 34.04.025(1)(a)(i), every agency shall incorporate the most specific, but in no case omit all, of the following language alternatives when adopting or amending rules:

(a) The most specific reference shall be to a section of law which the rule is implementing, and shall be quoted as follows: "This rule is promulgated pursuant to RCW \_\_\_\_\_ and is intended to administratively implement that statute."

(b) The next specific reference, and one which shall be used only if paragraph (a) of this subsection is not applicable, shall be to that portion of an act which directs an agency to adopt rules and regulations as necessary to implement the act, and shall be quoted as follows: "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) The least specific reference, and one which shall be used only if paragraphs (a) and (b) of this subsection are not applicable, is one which indicates that the rule is promulgated under the agency's broad rule-making authority—either in the agency enabling legislation or chapter 34.04 RCW, and shall be quoted as follows: "This rule is promulgated under the general rule-making authority of the (agency) as authorized in RCW \_\_\_\_\_."

(2) The code reviser is directed to develop a format for placing such specific language in each rule, and agencies shall then comply with the code reviser's direction, and shall include the same in the final rule.

(3) During the promulgation hearings process the public may question whether such rule should have a more specific reference, and the agency shall, pursuant to RCW 34.04.025(1)(b), give consideration to such requests."

WAC 139-36-040	REQUIREMENT OF FIRST- AND SECOND-LEVEL CORRECTIONS SUPERVISORY TRAINING
041	FIRST- AND SECOND-LEVEL SUPERVISION CURRICULUM--CORRECTIONS
050	REQUIREMENT OF MIDDLE-MANAGEMENT CORRECTIONS TRAINING
051	MIDDLE-MANAGEMENT CURRICULUM--CORRECTIONS
060	REQUIREMENT OF EXECUTIVE MANAGEMENT CORRECTIONS TRAINING
061	EXECUTIVE MANAGEMENT CURRICULUM--CORRECTIONS

NEW SECTION

WAC 139-36-020 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 Commission in writing as designated by its policies.

- (1) Corrections personnel shall attend basic academy training according to job function as prescribed 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 classifications include, but are not limited to, jailers and correctional officers.
  - (b) Correctional Services Academy. All employees whose primary 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. All employees who are responsible for the care, custody and safety of youth in county juvenile court detention centers.
  - (d) Group Life and Youth Camp Counselors Academy. All employees responsible for the care, custody, and safety of juvenile offenders in state institutions, camps and group homes. Representative job classes include, but are not limited to, 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 non-compliance from the Commission directed to the individual employee, and, as appropriate, the employing agency director, chief or sheriff, the Civil Service Commission, the State Jail Commission, 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.

NEW SECTION

WAC 139-36-030 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 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) Deportment and conduct. Failure to maintain a standard of deportment 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 employing agency, any action affecting such trainee's status or eligibility for certification shall be reviewed by the Board on Correctional Training Standards and Education which shall determine whether any factual or legal base exists upon which such action may be justified. The Board thereafter shall affirm, rescind, or amend such action. Subsequent appeal may be taken to the Commission pursuant to the procedural rules and regulations adopted by the Commission.

NEW SECTION

WAC 139-36-031 BASIC CORRECTIONS OFFICERS ACADEMY CURRICULUM.  
The basic Corrections Officers Academy of the Washington State  
Criminal Justice Training Commission shall be 80 instructional  
hours in length and shall include the following subject matter:

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

NEW SECTION

WAC 139-36-032 BASIC CORRECTIONAL SERVICES ACADEMY CURRICULUM.

The basic Correctional Services Academy curriculum of the Washington State Criminal Justice Training Commission shall be 80 hours in length and shall include the following subject matter:

- (1) Key Treatment Approaches
  - (a) Research Review
  - (b) Program Specificity
  - (c) Offense Prevention
  - (d) Life Goals
  - (e) Skills Training
- (2) Core Skills
  - (a) Interpersonal Skills
  - (b) Interviewing
  - (c) Managing Information
  - (d) Report Writing
  - (e) Rewards and Sanctions
  - (f) Legal Issues
- (3) Personal Skills
  - (a) Stress Management
  - (b) Physical Fitness (alternate option - Health class)
  - (c) Time Management
  - (d) Personal Development
- (4) Case Management Skills
  - (a) Assessment
  - (b) Goal Setting
  - (c) Program Planning
  - (d) Intervention and Monitoring

NEW SECTION

139-36-033 BASIC GROUP LIFE AND YOUTH CAMP COUNSELORS ACADEMY CURRICULUM. The Basic Group Life and Youth Camp Counselors Academy curriculum of the Washington State Criminal Justice Training Commission shall be 80 instructional hours in length and shall include the following subject matter:

- (1) The System
  - (a) Overview of the Juvenile Justice System
  - (b) Legal Aspects
- (2) Supervision and Care
  - (a) Physical and Safety Needs
  - (b) Basic Child Care Techniques
  - (c) Discipline Techniques
- (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
- (5) Personal Development
  - (a) Physical Fitness
  - (b) Stress Management
  - (c) Positive Image Building

NEW SECTION

WAC 139-36-034 BASIC JUVENILE DETENTION WORKERS ACADEMY CURRICULUM. The basic Juvenile Detention Workers Academy curriculum of the Washington State Criminal Justice Training Commission shall be 40 instructional hours in length and shall include the following subject matter:

- (1) The System
  - (a) Overview of the Juvenile Justice System
  - (b) Legal Rights of Incarcerated Youth
- (2) Communications Skills
  - (a) Listening Skills
  - (b) Incident Report Writing
  - (c) Interpersonal Skills
- (3) Security Management
  - (a) Principles of Security
  - (b) Proper Use of Physical Force
  - (c) Discipline Techniques
- (4) Personal Development
  - (a) Physical Fitness
  - (b) Stress Management



NEW SECTION

WAC 139-36-040 REQUIREMENT OF FIRST- 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- or second-level supervisory position on or after January 1, 1982, shall obtain the supervisory certification of the Washington State Criminal Justice Training Commission 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 Washington State Criminal Justice Training Commission; and
- (b) successful completion of the Commission's First- and Second-Level Supervision course, or other training deemed the equivalent by the Board on Correctional Training Standards and Education.

(2) It shall be the responsibility of the employing agency to determine which of its job classifications should attend the first- and second-level supervisors 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, classification and parole supervisors, cottage supervisors, unit supervisors, 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 employing agency, any action affecting such trainee's status or eligibility for certification shall be reviewed by the Board on Corrections Training Standards and Education which shall determine whether any factual or legal base exists upon which such action may be justified. The Board thereafter shall affirm, rescind, or amend such action. Subsequent appeal may be taken to the Commission pursuant to the procedural rules and regulations adopted by the Commission.

NEW SECTION

WAC 139-36-041 FIRST- AND SECOND-LEVEL SUPERVISION CURRICULUM--CORRECTIONS. The First- and Second-Level Supervision curriculum of the Washington State Criminal Justice Training Commission shall be 40 instructional hours in length and shall include the following subject matter:

- (1) Role of the Supervisor
- (2) Advanced Oral 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 Staff and Preventing Grievances
- (12) Handling Criticism from Staff
- (13) Preventing and Handling Staff Burnout
- (14) Leading Meetings

NEW SECTION

WAC 139-36-050 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 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 Washington State Criminal Justice Training Commission; provided, that such certificate requirement may be waived for any person serving within a first- or second-level supervisory position as defined in WAC 139-36-040 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 Board on Correctional Training Standards and Education.

(2) It shall be the responsibility of the employing agency to determine which of its job classifications 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 in the organization who manage and develop programs and who are responsible for the smooth functioning of work groups supervised by first- 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.

(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 employing agency, any action affecting such trainee's status or eligibility for certification shall be reviewed by the Board on Correctional Training Standards and Education which shall determine whether any factual or legal base exists upon which such action may be justified. The Board thereafter shall affirm, rescind, or amend such action. Subsequent appeal may be taken to the Commission pursuant to the procedural rules and regulations adopted by the Commission.

NEW SECTION

WAC 139-36-051 MIDDLE-MANAGEMENT CURRICULUM--CORRECTIONS.

The Middle-Management curriculum of the Washington State Criminal Justice Training Commission shall be 40 instructional hours in length and shall include the following subject matter:

- (1) Teamwork
- (2) Internal Consulting
- (3) Budgeting
- (4) Program Development
- (5) Program Evaluation
- (6) Procedures Development
- (7) Motivation and Bureaucracy
- (8) Procedure Writing
- (9) Managing by Systems

NEW SECTION

WAC 139-36-060 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 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, 1983. The requirements for executive management certification are:

(a) possession of middle-management certification of the Washington State Criminal Justice Training Commission; provided, that such certification requirements may be waived for any person serving in a middle-management position as defined by WAC 139-36-050 prior to January, 1982; and

(b) successful completion of the Commission's Corrections Executive Management training program or other executive management training deemed the equivalent thereof by the Board on Correctional Training Standards and Education.

(2) It shall be the responsibility of the employing agency to determine which of its job classifications 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 employing agency, any action affecting such trainee's status or eligibility for certification shall be reviewed by the Board on Correctional Training Standards and Education which shall determine whether any factual or legal base exists upon which such action may be justified. The Board thereafter shall affirm, rescind, or amend such action. Subsequent appeal may be taken to the Commission pursuant to the procedural rules and regulations adopted by the Commission.

NEW SECTION

WAC 139-36-061 EXECUTIVE MANAGEMENT CURRICULUM--CORRECTIONS.

The Executive Management curriculum of the Washington State Criminal Justice Training Commission shall be 64 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) Futures Planning