

**CRIMINAL JUSTICE SERVICES BOARD
COMMITTEE ON TRAINING**

**MINUTES
*December 12, 2013***

A meeting of the Criminal Justice Services Board Committee on Training (COT) convened at 9:01 a.m. on Thursday, December 12, 2013, in House Room D of the General Assembly Building, in Richmond, Virginia.

Members Present:

Chief Richard Clark
Chief Jeffrey Brown
Mr. Ted Byrd
Mr. Charles Ciccotti
Mr. Michael Doucette
Mr. Edward Macon(*Proxy for the Honorable Karl R. Hade, Executive Secretary, Supreme Court of Virginia*)
Mr. Bobby Russell
Sheriff Charles Jett
Mr. Gilbert Smith
Chief James Williams

Members Not Present:

Mr. Peter Danles (*Proxy for Harold W. Clarke, Director, Department of Corrections*)
Captain Lenmuel S. Terry(*Proxy for Colonel Steve Flaherty, Superintendent, Virginia State Police*)

DCJS Staff Present:

Sam Hoffman
Cindy Campbell
Sharon Gray
Kenny Adcock

Others Present:

Donna Bollander, *Richmond Police Academy*

Jon Cliborne, *Crater Criminal Justice Training Academy*

Call To Order:

Chief Clark called the meeting to order. The roll was called with ten (8) members present, which indicated a quorum.

Chief Clark noted that the minutes of the last meeting had been e-mailed to the members and asked if there were any other questions or comments regarding the minutes. Mr. Ciccotti made a motion to approve the minutes, Chief Brown seconded, and the minutes were approved unanimously.

Old Business:

There was no old business.

New Business:

Suggestions for New Members of the Jail/Court Security/Civil Process Curriculum Review Committee

Some of the terms of the members of the curriculum review committee have expired. Sam Hoffman, Manager, Standards, Policy and Homeland Security is with us to present the nominations for those vacancies.

Mr. Hoffman: Thank you, Mr. Chairman. As you indicated the terms of two members of Jail/Court Security/Civil Process Curriculum Review Committee have expired and we are recommending to you two persons to replace them; Captain Tracy Purches from the Henrico County Sheriff's Office and the Lieutenant Kirk Shaffer from the Hanover County Sheriff's Office.

Chief Clark called for a motion to accept the recommendations presented by Mr. Hoffman. Motion to approve made by Mr. Byrd, second by Sheriff Jett. Motion passed unanimously.

Periodic Review of Regulations Relating to School Security Officers

A periodic review of this regulation was conducted by the Department, and a public comment period ended on Town Hall September 11, 2012. Shellie MacKenzie, from the Public Safety

Training Section will provide us with suggested revisions to this regulation.

Ms. MacKenzie: Standing in for Donna Michaelis, I work in the Public Safety Training area in the Law Enforcement Division. We propose a change to the first line under b. to remove the 32 hour requirement and leave it blank so that DCJS and localities can determine the number of hours that the training will consist of.

Sheriff Jett: Is there a suggested amount of hours? Obviously the 32 hours this was the requisite so are you suggesting the localities' can reduce this?

Ms. MacKenzie: Yes, sir. There is a list of training elements that they are required to meet. What we found when we conducted the review is that they can do that training in a shorter amount of time and that would leave time to go over local policies and additional elements.

Sheriff Jett: Is there a minimum that staff feels is a minimum to meet these requisites?

Ms. MacKenzie: What we're finding for the past few years in conducting the School Resource Officer and School Security Officer training is that 3 ½ days is more than enough time to cover the required elements and to bring in additional elements such as youth culture, child abuse and other elements very effectively. That includes the amount of time for the required testing. We're finding that school divisions are actually doing 5 days worth of training. They will also still have to have their curriculum approved through us.

Mr. Macon: Is there any minimum that you would feel comfortable recommending? It makes sense that the Board doesn't specify the program has to be 32 hours but is there a minimum to cover the topics listed.

Ms. MacKenzie: If we were to have a minimum, it would be 28 hours, but again, that is for a curriculum that is inclusive of these topics.

Mr. Macon: Can you envision anyone covering these topics in less than 28 hours?

Ms. MacKenzie: Jessica Smith is here, she works more closely with those school divisions who host the training so I am going to call upon her to see if that would be an issue.

Ms. Smith: Good Morning. We created the curriculum for School Security Officers and they are required to use our curriculum when they hold their trainings. They are also required to get that training approved through us. The curriculum specifies the amount of time they're to spend on each element. Most of them are adding in other topics such as gangs, drugs, etc. to fill in the remainder of the time as they're covering the required elements a day and a half. I would also add that the only instructors allowed to teach are certified instructors through us.

Mr. Russell: Mr. Chairman, I would suggest that if there are some concerns that DCJS could set up an internal policy associated with the minimum number of hours instead of addressing it in the regulation.

Sheriff Jett: Just a response to Mr. Russell's statement, I'm comfortable after hearing that there will be DCJS oversight and that they are familiar with what they are looking at. I would be satisfied.

Chief Brown: Question about the qualification of the instructors. Who are the instructors?

Ms. MacKenzie: Because of the number of some of the amount of SSO's in the localities, they find it more valuable to hold their own trainings. I will allow Jessica to speak to the specifics of the instructors.

Ms. Smith: Usually, they're Directors of Security. The requirement is that you have to have been certified as a School Security Officer for a certain amount of time, or are a former law enforcement officer. There are waivers to those qualifications, but most instructors are directors or assistant directors for the school district.

Chief Clark: They're not required to be certified General Instructors?

Ms. Smith: No, that's a separate qualification.

Chief Clark called for a motion to accept the recommendations presented. Motion to approve made by Sheriff Jett, second by Mr. Russell. Motion passed unanimously.

Public Comment

Chairman Clark asked if there was anyone in the audience that would like to address the COT concerning matters within their purview.

Hearing none, he moved to the next item on the agenda.

Introduction of New Members

Chief Clark asked the new members of the Board to stand and introduce themselves:.

Jim Williams, Police Chief in the City of Staunton
Mike Doucette, Commonwealth's Attorney for the City of Lynchburg
Gilbert Smith, Charles City County Board of Supervisors

Chief Clark: Thank you, and welcome.

Next Meeting

Chief Clark advised that the next meeting of the Committee on Training will be held on a date to be determined.

Adjournment

A motion made by Mr. Ciccotti to adjourn the meeting. It was seconded by Mr. Russell and was

carried unanimously. The meeting was adjourned at 9:13 a.m.

Respectfully submitted,



Stephanie L. Morton

Recording Secretary

Approved:

The Honorable Richard Clark
Chair

Date

Attachment(s)