



## Committee On Training

Patrick Henry Building – West Reading Room  
Richmond, VA 23219

### MINUTES

September 14, 2017

#### **Members Present**

Colonel Bobby Russell  
Chief Tonya Chapman  
Mr. Edward Macon  
Mr. Patrick Bridge  
Sheriff Anthony Roper  
Mr. Bryan Porter  
Mr. Robert Soles  
Mayor Carolyn Dull  
Chief James E. Williams  
Ms. Mary Biggs  
Ms. Angie Carrera

#### **Members Absent**

Captain Robert Holland  
Chief Kelvin Wright  
Ms. Lisa Hernandez  
Sheriff Vanessa Crawford  
Chief Cervera

1. **Call to Order.**

Colonel Russell called the meeting to order at 10:00 a.m.

2. **Election of COT Chairman**

Colonel Russell asked if there were any motions for nomination of Chairman for the COT and Sheriff Roper made a motion to nominate Colonel Russell as the Chairman of the Committee on Training. Ms. Biggs seconded the motion. Colonel Russell asked if there was any discussion and Mr. Macon said it was a great nomination and he knew Colonel Russell would do a great job. Colonel Russell asked all those in favor to please indicate by raising their hand. The motion passed unanimously.

Colonel Russell stated the next order of business was to elect the Vice-Chairman for the COT. Colonel Russell asked if there were any nominations. Chief Chapman nominated Sheriff Roper for Vice-Chairman; Ms. Biggs seconded the motion. Colonel Russell asked all those were in favor to please indicate by raising your hand. The motion passed unanimously.

3. **Approval of past minutes.**

Sheriff Roper moved to accept the minutes from the meeting on May 11, 2017. Chief Chapman seconded the motion. With no objections, the minutes were unanimously approved.

At that time Colonel Russell announced the new members of the COT and welcomed them.

4. **Division Update.**

Ms. Teresa Gooch, Division Manager, discussed the following items:

Ms. Gooch gave an update on the status of the replacement of the law enforcement records management system (TRex). DCJS contracted with Informa, a software vendor, to develop the system. This project has been underway for several years and when completed, will provide agencies, academies and officers with a web-based solution and benefits that we do not have currently.

In January we will be training two academies – the Northern Virginia Criminal Justice Regional Training Academy along with its 17 member agencies and an independent academy, Chesterfield County Training Academy. We will work with them to test the system work flows to ensure we have identified and corrected any issues that may develop. The test period will last approximately 90 days.

Ms. Gooch introduced Ms. Lois Kinch, Job Task Analysis Coordinator to provide a brief overview to the committee on the importance and benefits of conducting a job task analysis for Law Enforcement officers in Virginia.

Ms. Gooch introduced Ms. Donna Michaelis, Manager, Public Safety Training to provide a brief overview of her team's initiatives. Donna introduced her staff and provided descriptions and attendance data for all Public Safety Training session since last year. She also introduced upcoming class they will be providing.

Colonel Russell thanked Ms. Michaelis and commended her and her staff. Colonel Russell said he has heard nothing but positive and wonderful things on her division and all they do.

5. **Old Business.**

Colonel Russell stated there was no old business.

6. **New Business.**

The Committee was provided read ahead documents concerning the following:

- a. **Regulation Updates** – Ms. Peterson-Wilson provided an overview of the stages for each regulatory action, under the purview of the Board, which are currently moving through the regulatory process.
- b. **Regulation** – Ms. Peterson-Wilson provided a summary of the status of the regulatory actions concerning 6VAC20-60 Rules Relating to Compulsory Minimum Training Standards for Dispatchers (Please see the attachment for a detailed memo). Ms. Carrera moved to accept the recommendation. Ms. Biggs seconded the motion. The motion passed unanimously.

- c. **Regulation** – Ms. Peterson-Wilson provided a summary of the status of the regulatory actions concerning VAC20-130 Regulations Governing the Privacy and Security of Criminal History Record Information Checks for Firearm Purchases (Please see the attachment for a detailed memo). Chief Chapman moved to accept the recommendation. Chief James Williams seconded the motion. The motion passed unanimously.
- d. **Certified Crime Prevention Community re-certification Application Review Virginia Beach** - Mr. Arrington, Crime Prevention Program Manager, briefed the Committee on the status of the re-certification application for Virginia Beach and recommended the committee's approval. Mayor Dull moved to accept the recommendation. Ms. Mary Biggs seconded the motion. The motion passed unanimously.
- e. **Certified Crime Prevention Community re-certification Application Review – Smithfield** - Mr. Arrington, Crime Prevention Program Manager, briefed the Committee on the status of the re-certification application for Smithfield and recommended the committee's approval. Ms. Biggs moved to accept the recommendation. Chief Chapman seconded the motion. The motion passed unanimously.

7. **Summary of Public Comment.**

Ms. Nikki Tidey, 911 Director of Orange County, thanked Barbara Peterson-Wilson and the DCJS Staff for updating Dispatcher curriculum to include Active Shooter. She felt the Active Shooter training was needed and well overdue for Dispatchers. She said due to this being approved they are already working at their academy to make sure training is provided for all their dispatcher by January 2018. Ms. Tidey was pleased that the vote to recommend the regulations for Minimum Training Standards for Dispatchers was unanimous.

Colonel Russell commented that about 27 years ago he was a dispatcher and sees the regulations and quality of training and having the dispatchers to actually want the change, it's a tremendous message and shows their level of professionalism for the job they do and commended Ms. Tidey for that and thanked her for being there.

8. **Next Meeting.**

The next meeting of the COT will be held on Thursday, December 7, 2017 at 10:00 a.m.

9. **Adjournment.**

The meeting adjourned at 10:48 a.m.

A motion for adjournment was made by Ms. Carrera, and seconded by Mr. Soles. The motion passed unanimously.

Approved:



Bobby Russell  
Chair

12.11.17

Date