

Arizona Detention Association

Minutes

Meeting Date: May 21, 2010

Meeting Location: Gold Canyon Golf Resort

Meeting Time: 8:00 am

Attendance:

Don Davis-La Paz County- *Chairman*
Tim Graver- Graham County-*Vice Chairman*
Matt Searles-Navajo County- *Treasurer*
Debra Macias- Greenlee County- *Secretary*
Donna Womble- Coconino County
Mary Hynek- ACIP
Doug Muell-ACIP
Ruben Montano- Pinal County
Esteban Rodriguez- Santa Cruz County
Robert Morales- Santa Cruz County
Swede Carlson- Gila County
Jim Eskew- Gila County
Justin Solberg- Gila County
Jeff brown- Mohave County
Jason Miner- Yavapai County
John Russell- Yavapai County
Kurt Braatz- Coconino County
David Linderholm- Pinal County
Ansel Harmon- Maricopa County
Keith Milner- Maricopa County
Jeremy Marble- Greenlee County
Matrese Avila- Apache County

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

OLD BUSINESS

ADA Executive Committee- Don Davis

Newly elected members for the ADA Executive Board are: Chairman-Don Davis, 1st Vice-Chairman-Tim Graver, 2nd Vice-Chairman-Mark Martinez (will be on leave for Military to Afghanistan), Secretary-Deborah Macias, Treasurer-Matt Searles, and the AZ Sheriff Association Representative-Sheriff Waugh from Yavapai County.

Duties of Executive Officers:

- The Chairperson* is responsible for all ADA appointed committees, assign duties, etc.
- The 1st Vice-Chairperson* is responsible for acting as the Chairman in the event that the Chairman is absent, chairs the Training Committee, and assists with the Conference Committee.
- The 2nd Vice-Chairperson* is responsible for acting as the Chairman in the event of the Chairman and 1st Vice-Chairman are both absent. They chair the Newsletter and assist with the Conference Committee.
- The Secretary* shall see that all ADA meetings are recorded and printed records shall be maintained.
- The Treasurer* shall be responsible for keeping account of all monies received and expended and provide reports of financial conditions at each regular or quarterly meetings,
- The Sheriff's Advisor* is appointed by Sheriff's Association and attends quarterly meetings to advise and act as mentor for the ADA meetings.

8:17

Training Committee- Don Davis

The Training Committees will be separated into five regions:

- Eastern Region* – Gila, Graham, Greenlee.
- Southern Region* – Yuma, Pima, Santa Cruz, and Cochise.
- Northern Region* – Coconino, Navajo, and Apache.
- Western Region* – Mohave, Yavapai, and La Paz.
- Central Region* – Maricopa and Pinal.

Each region needs to appoint one member from each County to attend or appear telephonically to discuss training needs or discuss what training is available within each region. This will enhance the ability to send people from different agencies to training options that are available. It will also help reduce the cost of travel expenses. When each County appoints their person, please provide Tim Graver with the name so a list for point of contacts can be made. The list will be put onto the ADA website.

18:00

Policies and Procedures Committee- Don Davis/Doug Muell

All model Policies and Procedures have been finished and sent back to Gary Deland for review. There have been ten more model policies that were completed and Doug Muell will send those out. One problem with the policies is that Gary Deland uses WordPerfect and most agencies use Microsoft Word so converting the files may need to change them over.

The AARMS audit system correlates with the Model Policies and Procedures. The AARMS audit from 2009 will allow changes to be made prior to the audits for 2010. After the 2010 audit is started, no change can be made to the 2009 audit. 2009 can be used as a reference to make the changes for 2010. The fiscal year will begin July 1st instead of June 1st. There was a minor change relative to searches and Doug will email that information out at a later time.

24:18

NEW BUSINESS

The Policies and Procedures-Doug Muell- that will be given out will be separated by binders. There will be an individual policy of Strip Searches. The strip search section will be broken down into sections. An example of the breakdown is strip searches of transsexuals. Each section will be broken down into different sections.

One area where counties tend to get sued a lot is for is grievance procedures. All counties should have a good grievance procedure. This is where the AARMS audit system plays a major role into each counties' policy review. Basically, every county should have a grievance policy in place and each shift, night or day, should be following the same process all the time.

A special audit will begin July of 2010. This audit is separate from the AARMS audit. It will be basically a procedural audit. This audit will review the five major policies that tend to casue the most law suits. They are *Grievances, Booking (such as the pre-initial strip searches), Classification, Use of Force, and Suicide Prevention*. Next year, there will be another set of five areas that will get reviewed. It may include one of the five policies listed and also possibly religion. Religion will include the types of meals served to inmates.

Initially, the audit should only take about six months. Kim Cheshire and Valerie Lavender will be the auditors. They have not been assigned to certain counties, but because of the amount of counties, it will be better to get them sent individually/separately out to the counties. Possibly, there could be a mentor program set up and maybe each county can get a person to specialize in each liability area so they can travel to other counties, within each region assigned, and help out with the policy review process.

Doug needs to have appointments set for these audits within the next few months. Doug also wants to start AARMS audits in the late fall-October or November.

37:15

The GPS units that were installed inside the transport units have a new report available showing miles per hour over. There are two issues being experienced with the units;

First, there is a bounce signal where it sends a location of where each unit is and how fast they are going. The speed of the units can be lowered but then person receiving the emails will get more emails.

The second problem is the GPS units installed on some vehicles lose signal when vehicle drives under bridges and restarts the signal, causing the signal to read a larger number than what is being driven or if the driver enters an area that has no cell phone signal it will not report at all.

According to DPS, they used to allow a 10 mph over grace, but now, and it is unconfirmed, are only going to enforce a 6 mph over. Speed reports are available for individual units. This can be used on an individual for establishing driving habits. If there are questions or challenges from drivers regarding their GPS readings or speed reports, contact Doug.

A five mile per hour threshold was set and agreed upon by the ADA committee. Doug will send reports in regards to anyone driving over five miles per hour over. Doug also offered to set certain individual mile per hour reports for anyone who requests it. This will send alerts via emails for supervisors who wish to get them. All the Jail Commanders will also get Mile per Hour Over reports and Transport supervisors will be receiving the five mile over report and the end of the week report.

58:22

Lexipol- Currently there are 13 counties and three and four cities involved who are signed up to use Lexipol. Lexipol basically writes the policy and gives the policy to the County who in turn writes a procedure. Lexipol sends policy changes to each County as they complete them. Case Law shouldn't be cited in policy because it changes too regularly.

1:01:58

Lesson Plan Committee-Don Davis

The Lesson Plan Committee has been reviewing the curriculum for the ADA Academy. The curriculum was close to complete but the Chairperson who was in charge of the committee has had to step down. A motion to have Justin Solberg from Gila County take over the Lesson Plan Committee was made. MOTION passed unanimously.

Doug also volunteered to take a second look at the curriculum and asked if he could assist in training in the areas of Sexual Harassment and Sexual Misconduct.

1:06:15

Medical- Mary Hynek

MRSA cases are down. This could possibly because of the HEPA cleanse. Most facilities are only seeing “druggie skin poppers”. H1N1 is not over. CDC states that H1N1 will be back in full force and is quoted as being “awful”.

The Restore to Competency Program (RTC) began on April 15th. Becky Payne is one of the Directors. Yavapai contracts with Lexford. The program is designed for Rule 11 patients with enough room to house up to 20. The cost per day ranges from \$671 to as low as \$250 per day. There were two individuals who were given treatment at this facility. One was a success within 30 days and the other is not expected to make it through the program. Mohave, La Paz, Coconino, and possibly Navajo County may start participating in this program. The RTC Program should help cut costs. ASH is not fully funded by the State anymore and the cost is getting too expensive for counties to pay.

An IGA needs to be contracted with Yavapai County in order to participate with the RTC program. Counties who have a long way to travel can be met halfway for pick-ups. Once an inmate gets restored and leaves the program, whichever facility the inmate comes from needs to have a responsible person to continue the treatment for medications.

This is Mary Hynek’s last ADA meeting. Mary is going to complete her current audits which are expected to be done in the next two weekends, training in Gila County with an RN and ADA Survivor Camp, and possibly finish the Policy and Procedures in Apache County.

1:29:58

Newsletter Committee- Don Davis/Tim Graver

The font used from Microsoft Publisher for PDF format shifts some of the dates. The ADA website has the correct dates on it.

Some vendors want to sponsor all the food and about \$2500 of the cost for the ADA Leadership Retreat. This is why the cost for the four day stay is only \$175 per attendee. Vendors also want to advertise in the in newsletter and they want to publish the newsletter for the ADA. They want to pay for advertising space but because ADA is a non-profit organization, we are checking the legality of advertising in the newsletter and getting paid by vendors. Don Davis will speak with an attorney to find out regulation process of allowing advertisement in the newsletter

Joe Lackey will be filling in for Mark Martinez. The newsletter is still going to be printed every three months. It generally is about 4 to 6 pages long. If anyone has any articles, training ideas, upcoming trainings, or any input, please send that information to Tim Graver.

1:36:00

Conference Committee – Don Davis

The vendors will have their set-ups inside the same area where it was last year as well as throughout the hallway and towards the entrance. They will also be giving out prizes again this year. There are about 20 new vendors that have signed up and committed. Initially, the vendors were offered get a table for half price or a special rate if they get two vendors that have never attended. If they bring four they get their table for free.

The conference will now be working in conjunction with the Sheriffs Association. The room rates are still going to be \$60 a night. If the Resort sells out like it did last year, we will send overflow to the Hampton Inn at the same rate.

The Keynote Speaker still needs to be chosen. Ideas from the group need to be given for a Keynote Speaker. An additional scholarship called the Jeff Goldsmith Scholarship is going to be given this year and will be offered to Command Staff only. The scholarship can be used to pay for tuition for schools like the Jail Command Leadership Academy that is held in Huntsville, Texas each year.

Persons that are awarded scholarships need to report back to ADA so ADA knows the money is spent for education. ADA wants to report in the newsletter how the money was spent. Last year ADA followed up on one of the scholarships and the ADA Board revoked it because the recipient still hadn't used it after 12 months. Criteria for submitting for scholarships are posted in the newsletter.

The conference has the ability to run eight classes each day. There is still plenty of time to think of what classes you would like to see offered at the conference. One idea was to have local agencies participate in instructing some of the classes.

1:52:50

Training Committee- Tim Graver

On December 7th Gordon Graham will be at the Universities Auditorium. There are 300 seats available and it is good for AZ Post certified personnel too.

The SERT School in September is being held in Safford. The dates are on the website. It's five days instead of four days. 30 slots are available. DPS and DOC help out on the hostage negotiation class. Ground Fighting and Cell Extractions are also offered. Dan Severe will be instructing The Ground Fighting class. Attendees who plan to attend the SERT school must have maintained some sort of physical conditioning.

There is a Homeland Security Jail Evacuation training October 15 at Pinal County. More information is posted on the website.

An Advanced Classification school based on NIC's Phase III/Phase IV Classification is being planned for near the end of the year. More information will be posted on the website as it becomes available.

1:57:42

Round Table Discussion

Meeting Adjourned at 1000 hrs.

Minutes respectfully prepared and submitted by, M.L. Searles, former Secretary, Arizona Detention Association Please report any changes or modifications needed to Debra Macias at Green Lee County by email at dmacias@co.greenlee.az.us