

ARIZONA DETENTION ASSOCIATION

MINUTES

Meeting Date: Friday, May 1st, 2009

Meeting Location: Mohave County Sheriff's Office, Kingman, AZ

Meeting Time: 0800 hrs.

Attendance:

Don Davis-La Paz County-***Chairman***

Matthew Searles-Navajo County-***Secretary Treasurer***

Mary Hynek-ACIP

Doug Muell-ACIP

Donna Womble-Coconino County

Jim Eskew-Gila County

Vi Johnson-Gila County

Justin Solberg-Gila County

Jeffrey Brown- Mohave County

John James-Navajo County

Janet Ojeda-Santa Cruz County

John R. Marquez-Santa Cruz County

Roberto Morales-Santa Cruz County

Chuck Bailey-Yuma County

Mark Martinez-Yuma County

Matrese Avila-Apache County

Ruben C. Garcia Jr.-Apache County

Kurt Braatz-Coconino County

Josette Goins-Mohave County

Jeffrey Brown-Mohave County

Jason Miner-Yavapai County

Chairman Don Davis called the meeting to order at 0800 hrs.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

Not in attendance- Tim Graver, Vice Chairman.

1:18

TREASURE'S REPORT

Matthew Searles

After paying off all the bills from Conference and receiving money for the Classification School in June, the account is now sitting at \$15,125.

1:37

OLD BUSINESS

Lesson Plan Committee

John James – The Lesson Plan Committee, had a meeting on Thursday, April 30, the counties that attended were *Mohave, Apache, Gila, Navajo*. The group was assigned a task to look at the plans and bring them up to standard using the AZPOST standards for writing letter/cover sheet for lesson plans of that nature. We did adopt that structure to bring the lesson plans up to ADA academy standards. Some of the lesson plans had not been rewritten since 1994...98?

We broke the academy down into 9 functional areas. Each functional area will have a series of classes. We assigned 2 lesson plans for everybody who attended the meeting. In total, we plan on having 12 lesson plans completed by next meeting. They will be a complete package with cover sheet, lesson plan, power points, handouts, pre-test, post-test, and everything that needs to be handed out to anybody that wants to use them. As an ADA approved lesson plan, the power points will be general so you can take them back to your agency and make them agency specific.

The next meeting for lesson plan committee will be on June 24, 2009. Currently, we have 48 or 49 lesson plans the committee has been looking at, and the Committee needs help. I am requesting help on the committee.

Matt Searles- who's on the committee?

John James - FTO Goins and FTO Bright, Mohave County; Lt. Vi Johnson, Gila County; Sgt. Garcia, Apache County, Sgt. Land and myself, Sgt. James, Navajo County.

Matt Searles- Would it be possible for Yavapai County and Coconino County to get a representative from those areas since they run academies?

Don Davis- and Yuma as well.

Matt Searles- If they have an academy, they should have a representative on the lesson plan committee.

Don Davis- we want more people to get involved so we can have a broader spectrum of experience.

John James- the next meeting is going to be at Coconino County on June 24th. We are really looking forward to this. Anybody that has written lesson plans, or trainers, we really need them to bring these lesson plans to current standards and build a component on those lesson plans. It is a big undertaking.

What we want is a basic core program of lesson plans for ADA for 280 hours. But then as a user group, you could drive your academy further. As a host, once you do the minimum standards, you could add on Taser, or whatever you like. There would be a core group of lesson plans for every ADA sanction academy. These would be the minimum we have to have in order to pass them.

8:03

Online Academy

Don Davis- Here's the update on the online academy. My short perspective is, in certain situations, that the academy is probably worthwhile but in some instances it's probably not. This is something we should keep on the shelf for future instances or circumstances that come up. In General, in a regular academy you get more core components engrained in the cadets but it's things like this we have to think out of the box and try and see how it ends up.

Jim Eskew- I sent for four to the academy, and if it wasn't for the academy being online I would never be able to send four. I haven't sent four to any academy since I can remember. It is very convenient for us to try to get people caught up to go to an academy. I see some advantages and some definite advantages. I thought the first one we had it was well attended. I was more surprised that there were so many that participated. I'm sure there could be more comments from other counties that sent their "troops".

Don Davis - I think we had four Sheriff's Office and a couple of tribal nations that were involved. I had one cadet involved, but because of the location of La Paz County, they were left out on some things. The online academy does have its place, but it is something that will never replace a hands-on academy.

One of the other things that was brought up about the online academy, is that it would be ideal if you have somebody that used to work with department five years ago, and they re-apply and they come back, use the online, just to get the refreshers, especially if you already know their work histories.

Don Davis – Anybody have any more old business?

NONE

13:00

NEW BUSINESS

AARMS Auditing System

Don Davis – How are the AARMS auditing procedures going with everyone?

Doug Muell – We're getting mixed results.

Question – what is AARMS?

Doug Muell – The new jail guidelines. They used to be called Gryphyn works. Not all standards are created equally, Section A has 1 standard, and Section D has 102 standards. So Section D is going to take a lot longer to complete.

We get into the computer and take a look at the guidelines that have been developed over the computer. Then what you do is take a look at your policy and procedures to see if your guidelines are in compliance, partially in compliance, or not in compliance. And if you're not in compliance it doesn't mean that it's a bad thing, it just means that your facility does not support that type of system or something along those lines.

The system is sophisticated enough where it says it has something to do with the structure of the facility and you can actually take a picture of your policy or things like that and you can enter all that into the computer and you're able to reference what it is you're talking about quickly.

In addition to that, it has the ability to track where an assigned list corrects the policy for a particular individual and track their progress and see when they were there. It has a number of phases with the system, yesterday (04-30-09) we had a policy development committee. Are you familiar with Gary Deland, by any chance? Yes. Gary Deland says that you should have policies on these things.

The high liability policies such as strip searches and things like that, Gary Deland is writing for us in a generic form which could be adapted to your organization. The ADA policy committee met yesterday (04-30-09) and were doing some of the policies that are involved with the lesser liabilities out there.

And so what we're going to do is have a model and policy manual that anybody can use so that in the future you can use those guidelines and adopt the policies any way you want. As far as the phases go, there is a policy development phase which is also running concurrently the data entry phase as you can see on the spreadsheet.

16:47

Doug Muell – Another issue here, there's a certain set up in that Yuma is not part of the pool. The way we were working with Coconino is that we've already paid the set up fee on you guys, if you want to join, if you do join we've already paid, but on the other hand if you don't we bill you back, it is a \$2,000 set up fee for your facility. You only have one facility, is that correct?
Yuma- Yes.

17:40

Doug Muell-On these March Dates, you can have as many people you need to do the data entries. If you get them secured logins, that's specific to them, you can see who's done what and on what standard. You can tell who's entered what information, when they were on and things like that. All these training dates are when he went back with the various counties and they go back to that meeting to specific counties.

So you'll see that we got training dates for the vast majority of the counties that have been involved. What you see over here of the opt-training and that section is completed, and various counties are having various levels of success completing more or fewer sections:

Doug Muell- The way the pool is working this is that this is an internal self-audit, you just do it yourself. Once you get done with this, you can start fixing things. Once you identify, it gives you a snapshot of your facility.

23:00

Matt Searles – in this process you learn what you thought had compared to what you really have, and it's an eye opener as far as how poor a lot of policies really are.

Doug Muell – I was hoping in our original discussions that we could start the external audits in the September time period. So we got four more months. Some of these counties have been given the ability to dedicate the time to it. At times it is difficult and staffing is difficult to get around to it, but is September still a working date for the rest of you? That's kind of what we're looking for as far as time is considered.

30:26

Medical Notes

Mary Hynek – I attended two conferences. One was on Legal Correctional Nursing in Arizona, and the other was Legal Issues in Correctional Medical Conference in Las Vegas.

Two of the major litigations that are coming out of the medical department is that the LPN's are moving outside of the scope of their practice, which means that they are assessing, and the fact that protocol, especially the withdrawal protocols, contain prescription medications and even an R.N. cannot start those protocols with prescription medications and without a doctor's okay. They cannot do that.

As far as the LPN's concern, the State Board of Nursing, I asked them to come speak at our meeting. They came back and said "We speak in Phoenix and Tucson". They are very difficult to work with, so finally someone said we can go if its six months in advance. Hopefully, at one of the meetings if it's not full, the State Board will be there because there some differences in standards in LPN's in hospitals and LPN's in Corrections. LPN's in jails are totally different than any other LPN's anywhere else.

Also, on April 30, 2009, we did 20 Policy and Procedures according to the standards and I just want to let you know that, without Becky and Amy and Yavapai county, we wouldn't have gotten done.

Mary Hynek- I heard Joe Arpaio is now, in his jails, checking to every inmate for symptoms prior to classification. Anyone with flu-like symptoms is isolated. Their Nurse is using a reverse air flow room for them. The State Department is working on an outline on the pandemic and how to handle it specifically for the jails. Pandemic Flu Policies are specifically designed to the jails and what we would do if we have people with this pandemic flu. They are saying that the flu strain is not as bad as they thought it was going to be.

In regards to the audits, I received a call from State Department requesting we be finished by the end of June so they can revise the State Statute. We will have the next meeting in Parker. Also, I heard that the Republic is going to do an article on Correctional Health.

Question – Back on the prescription litigation, R.N.'s prescribing medications for withdrawal symptoms, are you talking about them doing it without the authorization from a doctor or without standing orders?

Mary Hynek – We never use those terms, that's an illegal standing term. And it is for that reason we use the term "protocols". Almost everyone has protocols for withdrawal. There is usually about three different levels. Most jails use a staggered 15-minute check on inmates who are on a watch, depending on policy and what medical unit requests. Usually the medical unit states what standard time and check they need.

43:42

I.G.A.

Doug Muell- The I.G.A. currently has about 30 cities signed by the end of the month. All 11 pool counties are signed. I contacted Coconino County, but there's a worker's comp issue. There is a statute ARS 23-1022 paragraph D that says "if you are working together on any given project, if two agencies are working together and you have an I.G.A. between them, then if one employee enters into another employee's jurisdiction, workers comp is the sole remedy of the employing agency."

For example, If a Pinal County employee was injured by a Coconino County employee and they had an I.G.A. covering that activity, Pinal County would pick up the worker's comp plan. And the Pinal County employee cannot turn around and sue that the Coconino County employee for negligence. This is coming out on law suits primarily on Law Enforcement.

There was a news article out on Casa Grande SWAT. There was a Pinal County SWAT activity where the Casa Grande P.D. officer was repelling off a building and died during a repelling accident. They did not have an I.G.A. covering them and the family was able to sue Pinal County and currently there is a \$12 million dollar claim out there. Initially the reaction was to send me out there and check out all the task forces and make sure we've got I.G.A.'s in place. But most don't cover a lot of things, like ADA training.

There are injuries during defensive tactics classes and things like that, so what I did was get an I.G.A. that cover's pretty much all law enforcement activities, public works activities, and general activities. It has not been tested legally yet but I've got all 11 pool counties signed on to this. It includes provisions specifically regarding joint participation and training.

That should cover ADA activities for everybody that signed on. All 11 pool counties are signed on, but I have yet to contact *Yuma County*. I've tried to keep it simple – I got 30 cities coming up and Coconino County is reviewing it at the present time.

Doug Muell – I've got templates for SWAT Team, Task Forces, and things like that if you need template IGA's.

Comment – We already have an IGA for our Parks and Recreation but we may want to add some of that language to that IGA to make sure that it is identified.

Doug Muell – I'm also having problems with civilians or people who are not detention officers and they supervise inmates. We have inmates that escape, we've got inmates that use people's phones and call other gang members, we have inmates that find alcohol, we have inmates that do all kinds of crazy things, so I developed a training for people who are supervising inmates that are not detention staff, especially if you have them outside the detention facility. In the future I'd like to get training out there for this.

Doug Muell – We got two issues with inmates: One is they escape and do crazy things. The second is it's more expensive to hurt them than it is to hurt an employee because of workers comp.

For example : Someone ran over an inmates' leg with a fork lift a couple years back and then when I showed up on facility, they had other inmates still riding on the sides of the forklifts and things like that. We got out of that light and after the inmate lost his leg it was about \$700,000 because he was getting out in 6 months. Making sure people have their PPE and on the other hand keep an eye on them and making sure they're doing the things they're there to do.

51:19

Training Opportunities

Don Davis- In May, we got an FTO school that is going to be in Santa Cruz County. If anybody wants to send anyone to that they can get a hold of Robert Morales. We also have a Classification school coming up in June, posted on our website (www.azjails.org). We also have the AJA putting on a July school. It looks like it will be held at the Royal Palms in Phoenix and its training is called General Differences in a Correctional Setting. It will be held July 27th-29th and it should be in the American Jail magazine and on their website.

Doug Muell– I went to a similar training of the General Differences and I'm looking at putting on training on for your class. So that will be a topic of interest to go.

Don Davis – There is a generational difference in some of employees we have now. Again, that training is supporting AJA and it's a really nice set up at the Royal Palms. We also have another SERT School coming up in September. Tim is working with a Sheriff's Office out of Indiana that comes out. They put on a weeklong training class over in Safford. Past participants say it is really a great class. These guys are really top notch. Even if you don't have a SERT Team, this is in service training. Any information you want on this, call Commander Graver at 928-428-6761. We try to keep them posted on the ADA website (www.azjails.org).

If you have something coming up let us know if another agency can come to it and we'll post it. Some of the smaller counties appreciate if someone is having a class and we could get some of their people there. Check the website.

If you have pictures of old jails, we have a section on the website where we are posting old jails around Arizona. We just want to continue making that available to the officers and to the people here in Arizona. I've been getting messages from people that have checked out the website and we've answered a few questions from other places. There has been plenty of people going to the website and getting answers from us.

Don Davis- Did everyone get the newsletter that came out this week? Tim and I have decided that instead of getting out quarterly newsletters we would go bi-annual. One of the reasons is because we are not getting participation from other counties. I am encouraging everyone to submit an article. Please allow your Detention Officers, Nurses, and your staff to contribute articles and make a difference.

A few months back, during one of the FTO Schools, someone mentioned the Detention FTO's were supposed to put together some type of organization or committee. There was talk about them getting started but since Tim is not here I don't have any information to give.

1:00:00

The Next ADA General Meeting will be **August 21st** in Flagstaff (Coconino County)

The Executive Policy Committee meeting the day before; **August 20th** in Flagstaff

The Lesson Plan Committee will be in meeting **June 24th** in Flagstaff and again the day before the General Meeting on **August 20th** in Flagstaff.

*Times have not yet been determined

Round Table Discussion

Meeting Adjourned at 1000 hrs.

Minutes respectfully prepared and submitted by, M.L. Searles, Secretary, Arizona Detention Association

Please report any changes or modifications to Matthew Searles 1-928-524-4372 or by email at mat.searles@navajocountyaz.gov