

ARIZONA DETENTION ASSOCIATION

MINUTES

Meeting Date: Friday, August 21, 2009
Meeting Location: Coconino County Sheriff's Office, Flagstaff, AZ
Meeting Time: 0900 hours

Attendance:

Don Davis-La Paz County-*Chairman*
Tim Graver-Graham County-*Vice Chairman*
Matt Searles-Navajo County-*Treasurer*
Matt Figueroa-Coconino County
Jason Miner-Yavapai County
Donna Womble-Coconino County
Joe Luna-Santa Cruz County
Tavini T. Sulusi-Graham County
Robert Palmer-Graham County
Justin (Matt)Solberg-Gila County
Vi Johnson-Gila County
Deborah Macias-Greenlee County
Jeremy Marble-Greenlee County
Jan Madeya- ACIP
Jim Eskew- Gila County
Mat Avila-Apache County
Dana Hlavac-Mohave County
Jeffrey Brown-Mohave County
Roberto Morales-Santa Cruz
Ariel Monge-Cochise County
Rodney Leon-Cochise County
Mary Hynek-ACIP
Doug Muell-ACIP
Chris Mccarthy-Apache County
Valerie Lavender-ACIP
Kim Cheshire-ACIP
Ruben Garcia-Apache County
John James-Navajo County
Mark Martinez-Yuma County
Chuck Bailey-Yuma County
Frank Flores-Yuma County
Guest Speaker-Tom-Vendor

Vice Chairman Tim Graver called the meeting to order at 0900 hours.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

PRESENTATION

Digital Solutions Inmate Communications

Guest Speaker-Tom

Presentation of product from DSI and its features.

11:00

TREASURE'S REPORT

Matt Searles

The ADA account balance currently at \$15,742. Money is still coming in for the SERT training and other recent trainings.

OLD BUSINESS

FTO COMMITTEE

Tim Graver

Last meeting ADA offered for all the FTO's Statewide to help form a committee. The meeting for this committee was held on August 20th and Tim gave the FTO's some guidelines to develop a mission statement. The committee is currently going through FTO packets to standardize all the counties' FTO programs. They all agreed there should be an FTO test at the end of the FTO period. The committee wants to develop a test to submit to the group.

The committee will start touring other agencies to see how other agencies FTO programs work. They set some six month goals and a one year goal for completion. Eight FTOs attended and the committee is off to a good start. The committee also asked FTO's to give nominations for awards during the February ADA conference.

Sgt. Joni Kennedy, the committee rep for Graham County, set up an FTO website and encourages FTOs to sign up. www.trainersareus.ming.com.

LESSON PLAN COMMITTEE

John James

The Lesson Plan Committee (LPC) also had a meeting on August 20th. Seven members were in attendance.

There are 14 members on the committee writing 25 new lesson plans. The LPC decided to start finalizing the lesson plans already developed. A 45-day time table has been set to have lesson plans ready for the group to review.

The LPC has been receiving a lot of good input from the members throughout the state. They agreed to use AZPOST general instructor lesson plan format. Majority of the departments represented have already been using lesson plans similar to that, so it should be an easy transition.

The LPC also talked about putting together a comprehensive final test for academies based on performance objectives as given in the academies. When a cadet graduates from an academy, the departments will know that the cadet can demonstrate the performance objectives, tasks, and skills the department expects them to do. Doug Muell from ACIP has been helping the LPC with this project. Don Davis reminded everyone the LPC needs input from all the counties with the lesson plans.

JAIL STANDARDS REVIEW (AUDIT)-ACIP
Kim Cheshire/Valerie Lavender/Doug Muell

Valerie – Self introduction and is one of the reviewing Auditors.

Kim – Self introduction and is also one the reviewing Auditors.

Kim addressed two standards:

D08.08.02- which is in four parts, one of the parts says: “Receiving information from family members about inmates of suicide. Jail officials should implement a system to evaluate that inmate”. Kim discussed an example of how this standard helped him when he worked as Jail Commander in Utah.

E01.03.03- “When you have any publication and you deny them access to your facility, you have to give them that opportunity, according to that standard, for an appeal. Section C – Process for informing or appealing or rejection to the Detention Commander...”.

Kim told the group that this standard helped him win three lawsuits when the jail he was working at would no longer allow any magazines or any other subscriptions for inmates. Instead they allowed 106 different magazines subscriptions paid for by inmate funds. The jail put the subscription in the library and allowed inmates to check them out and allowed inmates to have an appeal process. Because of the way the standard was written it helped their jail win a lawsuit over publications allowed in the jail.

Kim also discussed the Self-Audit recently completed at Navajo County. Some highlights discussed were shortcuts and significance of different areas of the AARMS website. Kim also described what the colors of the audit represented: green means compliant, yellow means partially compliant, red means non-compliant, and white means the question was not answered / completed. When saying that a policy is compliant, the county is agreeing that the policy fits that particular guideline and that it has all the elements in the guideline and that is in effect.

A suggestion for the comments section of the audit is to cut and paste the specific agency's policy for that particular compliance field. Every year when the audit is conducted, each county can go back into their audit and have an electronic view of what was done prior to that year, and if the county continues to follow the same guidelines, they can cut and paste from the previous audit showing they continue to use the same policy. If a policy changes, the county can simply add the changes. 35:59

Doug Muell explained different uses for the AARMS Auditing System. In each standard, there are areas in the fields where the auditor can assign the category to allow specific persons to have access. Priority levels can also be set.

Some counties had trouble accessing the AARMS Audit System. Kim reminded everyone that your Internet Explorer search engine must be at least 7.0 or higher. The Mozilla Fire Fox search engine can also be downloaded at no cost from the internet and works very well with the AARMS Audit System. Mozilla Fire Fox even runs *spell check* automatically.

Doug and Kim covered the details of the Navajo County audit with the group. 57:25

NEW BUSINESS

GIITEM-DLO PROGRAM

Rob Cahoon / Dan Palmer

DPS is still without an approved budget from the state and in crisis mode at this point. Once the budget is signed, the DLO program expects to be funded, at least to what the budget was the last fiscal year. DPS will not get any increases in the upcoming budget. The state cut 21-million dollars from DPS's programs, which included Immigration and Gangs. DPS programs can still move forward with what they have in their current budgets but the DLO program did have some cuts.

The DLO program is finishing up their second year. The program will continue to run as long as each county participates. Rob said DPS is requesting that everyone continues to work with the DLO program so the program is able to continue.

The DLO reports are up to 15 pages long now. The Department of Corrections has even adopted the DLO program and has started providing gang information. The information provided on the weekly DLO reports should be valuable information for all agencies.

Rob asked each for county to identify what their internal needs were and asked for any questions or comments about the program.

Question: Is the DLO program getting moved to DPS?

Answer: DPS's intent is to provide a workspace at DPS facilities where the DLOs can go to get paperwork caught up if they need to. The majority of the time the DLOs need to be in their facility because everything happens in the facility and that's where all the information generally comes from. That is not something DPS expects to change in the future.

After bringing DOC into the DLO program, DPS realigned the squads. There will two squads and they will not be a split by geographical area anymore. It's a change DPS had to make to help everyone work together. 1:07:18

Question: Rotating the DLOs. What do you expect and what was the reasoning for that?

Answer: When the program was first formulated it was designed to expose as many people to the task force environment. It's been a task force rule of thumb to rotate personnel every two years. There are always exceptions to that like if no one qualified to do the job or some other reasons but it's something we'd like to see done. It's also an opportunity for the jail staff to get into a task force environment and develop contacts. We only encourage the agency, we do not dictate. It is up to each agency to determine what they need.

One of the problems DPS is having is funding training, and with all the new people coming on board, and with the budget cuts, it's getting harder to get people to training.

Another goal of the program moving into the third year is to create more Jail Intel Gang Officers. The counties that have started implementing extra gang officers do not receive extra money for it but they do see an increase of intel gathered and they get extra kudos from DPS. In the southern counties, we've started seeing drug cartel tattoos. The local Intelligence meetings that the counties have been doing are working out fantastic. All the information being shared is greatly benefiting the program.

GRIEVANCE PROCEDURES TRAINING

Michele Iafrate and Cari Shehorn

MEDICAL UPDATES

Mary Hynek

The medical units are looking into online FEMA sections 100, 200 and 700 for testing so they know how all incident control systems work and what to look for. The World Health Organization said that the Pandemic Flu is coming. It very important for jails and their medical units to plan to have staff gone so cross-training should be done.

The H1N1 vaccination is coming soon and is expected to be administered in two separate shots. All staff should get the regular flu vaccine (first of the series) this shot should be due out near the end of September or beginning of October. The second series of the H1N1 will be out the end of October beginning of November. High risk inmates should receive both shots. High risk inmates include those with low immunity, HIV, asthma, etc.

We don't know if we will need to stockpile like with the anthrax situation, or if the shots are going to the Health Departments or individual doctors. Nobody knows for sure how it will be brought in. We have Apache County Health Department and Greenlee helping us find out new information. As soon as I know the information will be given to Matt (NCSO) and he will forward out that information via email.

As for the required annual Mental Health Training, any of the nurses will be happy to help you if you need assistance in that training. Other than Maricopa and Pima, the State pays for ASH inmates to go for restoration, but now with the new budget, the State is deciding to put it back onto the Counties. The Counties may have to pay \$532 a day to ASH up to 30 days. That is almost \$16,000 per inmate to go to ASH. Yavapai County is looking at going to Pima to see what they do and Mohave is also looking at what is required just to do it themselves. Mohave actually has a place where they can do that. So the cost on that will be minimal. Once Becky from Yavapai finds out, Matt will receive the information to pass along.

The next time the medical staff meets is in November in Florence. The State Board of Nursing will address items the legality of LPN's doing blood pressures and acting on certain situations. For all the Jail Commanders, if you see want to see what kind of meetings those are, you can really see what goes on if you attend.

TRAINING UPDATES

Tim Graver

Annual SERT training is coming up September 8-11th. I want to keep the class size between 25 and 30. Will have Pepperball training, specialized tactical training, and DOC is doing a Hostage Negotiations class. Hamilton County will be coming again. Luke Synasak, retired from Cochise County, will also be coming in. It will be a lot of good information and I would like to see a lot of attendees.

Don and I have been talking about a having retreat for members up in the White Mountains next spring. We are looking into bringing outside instructors to incorporate leadership training and doing the training on a kind of like “survivor” training, where the groups will be separated and have Team Building exercises throughout the day. David Gonzales will bring his fifth wheel and teach some of the classes, a couple of people from Home Depot also want to come and teach leadership skills, and Covey and Associates want to teach time management.

Tim is requesting emails to be sent asking if anyone is interested. If the group does not have enough people interested, Tim will have his staff attend. This is a different format and might be fun for them. An FTO class is tentatively scheduled in December at Pinal County.

NEXT MEETING

November 12th and 13th are the dates set for the next meeting. Committee meetings will meet on the November 12th at 1330 hrs. and the General Membership Meeting is scheduled at 0830 in La Paz County. More information will be forthcoming.

ROUND TABLE DISCUSSION

MEETING ADJOURNED 1100 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