



## Committee On Training

Patrick Henry Building – West Reading Room  
Richmond, VA 23219

### MINUTES

June 14, 2018

#### Members Present

Colonel Bobby Russell  
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  
Captain Robert Holland  
Chief Kelvin Wright  
Ms. Lisa Hernandez  
Chief Tonya Chapman

#### Members Absent

Sheriff Vanessa Crawford  
Chief Cervera  
Ms. Angie Carrera

1. **Call to Order.**

Colonel Russell called the meeting to order at 9:35 a.m.

2. **Approval of past minutes.**

Ms. Mary Biggs moved to accept the minutes from the meeting on May 10, 2018. Chief Williams seconded the motion. The minutes were unanimously approved.

3. **Division Update.**

Ms. Teresa Gooch, Division Manager, provided information on upcoming meetings for the following topics:

- Job Task Analysis Update
- Regulatory Update

4. **Old Business.**

Colonel Russell stated there was no old business.

## 5. New Business.

### a. Presentation of Dispatcher Performance Outcomes and Committee Recommendations

– Mr. Alford and Ms. Beall provided the members with a presentation of the recommendations for a comprehensive re-write of the dispatcher Performance Outcomes, Training Objectives, Criteria for Testing and the Lesson Plan Guides.

Ms. Peterson-Wilson explained the process for obtaining public comments and summarized the public comments and responses provided by the CRC and DCJS.

- Most of the comments addressed the need for an in-service requirement for dispatchers and opposition to removing references to fire and EMS from the dispatcher training:
  - DCJS has submitted a regulatory project that includes an in-service requirement in 6VAC20-30 Rules Relating to Compulsory In-Service Training Standards for Law Enforcement Officers, Jailors or Custodial Officers, Courtroom Security Officers, Process Service Officers and Officers of the Department of Corrections, Division of Operations
  - Dispatchers will have to comply with the in-service current requirements. These regulations allow for partial in-service credit for training that occurs outside of the agency.
  - The Dispatcher CRC determined training related to fire and EMS is beyond the minimum training requirements.
  - DCJS determined the Department of Health regulating is responsible for EMS/EMD training and Fire Programs/Fire Services Board regulating is responsible for fire training. It is not appropriate for DCJS to mandate training that should be regulated by other state entities.

Ms. Gooch recognized the members of the Dispatcher CRC and several subject matter experts with certificates and letters of appreciation.

Colonel Russell asked if there were any questions or comments from the committee in reference to the Dispatcher Performance Outcomes.

- Mayor Dull asked what phonetic alphabet meant in reference to on-the-job training. Mr. Alford explained that the phonetic alphabet was a list of the words used in communications to represent the letters of the alphabet and gave an example.
- Mayor Dull also brought the attention to a needed correction of the acronym for HIPAA not HIPPA that was in a read ahead document provided to the members.
- Mr. Patrick Bridge commended the CRC members on the excellent work that was done. Mr. Bridge also stated he was very interested in some of the

additions that were made, especially to the section 4 under professionalism particularly section 4.2 and wanted to hear more about what they wanted to measure and identify from the trainees regarding the third point, demonstrating positive or negative influences in the criminal justice career on a personal level? Mr. Alford stated that in each criminal justice curriculum you must reinforce and remind that since these Public Safety personnel not only have accountability on the job but their conduct as well in their personal life. Ms. Wilson-Peterson also stated dispatcher as well as all public safety personnel are under a state of stress with their job due to the types of calls they are receiving and that could cause a lot of stress in their personal life.

- Captain Holland also stated that dispatchers play a crucial part in the success of Law Enforcement. He appreciates the work CRC Members did to provide clarity to the minimum training requirements for dispatchers. He felt a lot of things that were removed, needed to be removed and he felt the tweaks of improvement were spot on.
- Colonel Russell stated he felt the CRC members went above and beyond to make the dispatcher profession more professional and more respected. He thanked them for such a great job and he commended all the dispatchers there for a job well done.

Colonel Russell asked if there were any questions or comments from the public in the audience in reference to the Dispatcher Performance Outcomes.

- Gabe Elias, President of the Virginia Chapter of APCO, also commended the CRC members for all their hard work. He wanted to make one last attempt and ask the Committee on Training not to remove the references to fire and EMS. Mr. Elias explained the reasons why it was important to allow fire and EMS references to remain. Mr. Elias stated he was not asking DCJS to train Fire and EMS dispatchers but for DCJS to maintain a connection between disciplines that happens no matter what organization you are working for. He asked the committee to take this in consideration when making the decision. And he thanked them for their time.

Colonel Russell stated that the staff is requesting a motion to in reference to the CRC recommendations for Dispatcher Performance Outcomes. Captain Holland moved to accept the recommendation. Chief Chapman seconded the motion. The motion passed unanimously.

**6. Summary of Public Comment.**

There were no comments during the public comment period.

**7. Next Meeting.**

The next meeting of the COT will be held on Thursday, September 13, 2018 at 10:00 a.m.

Ms. Gooch recognized Colonel Russell for his eight years of service and dedication while serving on the Committee on Training as Chairman and the CJSB as a member. She expressed her sincere appreciation for all the work he has done and all the advice he has given.

Colonel Russell said it has been a pleasure and he appreciates the relationships and friendships he has developed. These relationships have been tremendous. Colonel Russell stated he can't go away from the board without acknowledging what a tremendous job the DCJS staff does for the Commonwealth.

8. **Adjournment.**

The meeting adjourned at 10:36 a.m.

A motion for adjournment was made by Chief Williams, and seconded by Chief Wright. The motion passed unanimously.

Approved:

  
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Chair

  
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Date