

**MINUTES
NORTH CAROLINA CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS
COMMISSION**

EDUCATION AND TRAINING COMMITTEE

February 21, 2013

The Education and Training Committee of the North Carolina Criminal Justice Education and Training Standards Commission met in Room 1826 of the Public Safety Training Center, Wake Technical Community College, Raleigh, NC. Chairperson Wrenn Johnson called the meeting to order at 1:30 p.m. Those in attendance were:

- *Chief Wrenn Johnson, NC Police Executives Association
- *Lee Farnsworth, NC Law Enforcement Officers' Association
- *Johnny Hawkins, Appointment by the General Assembly – Correctional Officer – Senate Pro Tem
- *Chief Bill Hollingsed, NC Police Executives Association
- *Steve Johnson, Appointment by the General Assembly – Speaker of the House
- *Lt. Yolanda Sparrow, North State Law Enforcement Officers' Association
- *Tracy McPherson, Dept. of Community Colleges
- *Gwen Norville, Appointment by the Governor - Correctional Officer – OSDT
- *Robin Pendergraft, Attorney General of the State of North Carolina – Ex-Officio Member
- *Dr. Bob Ruth, NC Criminal Justice Association

Visitors

Eddie Caldwell, Commissioner
John Glenn, Commissioner
Julia Lohman, NC Sheriffs' Standards Division
Joyce Ruth, Wife of Commissioner Bob Ruth

Staff

Wayne Ayers, NC Justice Academy
Gary Dudley, NC Justice Academy
Malia Hollingsworth, NC Justice Academy
Stacy Holloman, NC Justice Academy
Tim Pressley, NC Criminal Justice Standards Division
Mark Strickland, NC Justice Academy

*Committee Members

WELCOME/ROLL CALL

Chairperson Wrenn Johnson welcomed members and guests. The meeting was called to order and the roll was called. A quorum was present.

MINUTES

Commissioner Hollingsed proposed a **motion** to accept the minutes of the November 15, 2012, meeting with a **second** from Commissioner Steve Johnson. **Motion carried.**

ADMINISTRATIVE CODE – PROPOSED RULE REVISION – 12 NCAC 09E.0104 (1)
INSTRUCTORS: ANNUAL IN-SERVICE TRAINING

Commissioner Steve Johnson stated that at the Joint In-service Committee meetings, there was discussion on officers receiving credit for training they had to attend through other means. He expressed a concern that when an officer is required to take CPR training and they take the training from a NC General Instructor who has prepared the materials in the lesson format, they can get credit for it but an officer going to the fire station and taking the course from a competent individual, not certified by the Criminal Justice Standards Commission as a General Instructor, would not receive credit. Due to current budget restraints, Commissioner Steve Johnson felt that under Chiefs Choice, officers could get credit for nationally recognized programs. A draft of **12 NCAC 09E. 0104 Instructors: Annual In-service Training** was presented to the Committee for their consideration and discussion. Commissioner Johnson stated that he would propose to revise the current rule for instructor certification, that the exceptions be extended to not just FEMA, which is already included, but to include the following language . . . ***CPR certification that includes cognitive and skills testing, Manufacturer or Manufacturer's Representatives or Designees.*** He further stated that an agency that is accredited, that has weapons and individuals trained as armorers, have to recertify those officers and those officers do not receive credit towards their "chiefs choice" topic and they still have to take additional training. There is quality training provided the exact same way nationwide on things like Tasers, Simmunitions, Less Lethal Munitions. They all have their own programs and are taught the same way nationwide and are tested the same way nationwide. He continued that he did not see any liability to the Commission by allowing this because these companies are producing nationally recognized programs and they have attorneys that are taking care of issues which arise. He feels this is a means of allowing officers training who have to be recertified on a Taser, Simmunitions or as an armorer instead of telling them that the company which provided the training is not recognized and the training cannot be counted towards their in-service training. This rule would only apply to an officer's chief's choice hours. The only thing that would possibly be required of staff during an audit would be to ensure that the individual has certificates of completion from the company. He concluded by saying that the manufacturer would be exempt from the questions per credit hour testing; the ISD model would not be required because they all have their own lesson plans that are nationally recognized and there would not be a list in the code. This would eliminate the need for a revision of the code should a new manufacturer develop a new piece of equipment on which training is required.

Commissioner Pendergraft expressed her support of the recommendation but she did have some concerns. She felt that the proposed language needed to be clarified. She felt that the use of manufacturer or manufacturer's representatives or designees might be used to make a sales pitch and the Commission would not want that to be used as training. She believes that the language needed to be clarified so individuals would not misuse the rule. Commissioner Steve Johnson stated that he was in agreement with that. Discussion on revising the proposed wording was held. Members did not feel that if a manufacturer provided demonstrations where various individuals participated; that this was to be considered "training." It was agreed upon that this is what the committee wanted to avoid.

Commissioner Steve Johnson stated that the burden would be on the officer to ensure they obtained the certificate of completion for their personnel file.

Chairperson Wrenn Johnson inquired as to whether or not the manufacturer would not be required to test as required in in-service? Commissioner Steve Johnson stated that he felt the vendor would be exempt from that type of test. A lot of armorer schools conduct skills test. Each course that he has attended required a skills and written test. He would be comfortable in accepting any testing mechanism that the vendor conducted. Currently some vendor courses do not provide a certificate, but a card to document completion of the course.

Chairperson Wrenn Johnson stated that there is a concern as to what the officer would provide to prove that they had completed a course and that the necessary testing had taken place. Commissioner Steve Johnson stated that he was not aware of any vendor that did not do testing, i.e, Taser, Simunitions, all Armorer Schools.

Tim Pressley reminded the committee that he was not aware of anything that would allow the Education and Training Committee to regulate testing (number of questions) conducted by outside vendors. The Committee might be able to require a certificate of completion but he was not aware whether they could require testing. Commissioner Steve Johnson stated that he was not concerned over the number of questions a vendor might have on their test, as long as it's the industry standard. He felt that the Committee could require a certificate and if the vendor did not want to comply with that requirement, then it would be up to the individual agency and/or officer to decide whether or not they wanted to take their training.

Commissioner McPherson stated that while a list would not be maintained of those approved entities, it would require the local agency to decide whether or not the vendor met the standard. Commissioner Johnson stated that he believed a list would require a rule change, which meant that each time a new vendor was added, the rule would need to be changed. This proposal would allow more flexibility for agencies to pick and choose, rather than the NC Justice Academy having to develop a dozen or more programs for officers to choose.

Commissioner Pendergraft stated that she felt a manufacturer (vendor) would be motivated by liability factors and if they were going to be conducting training on their product, then improper training would be a liability. Therefore, the vendor would want to document that proper training had been conducted. She felt that an agency head would want to ensure that they have documentation that every officer had been trained on every piece of equipment that has been issued to them. The agency head will want the training their officer receives to be valid.

Commissioner Steve Johnson stated that the current pilot authority given to the Chiefs is for a speaker to come and give a quality lecture. The programs being proposed in this rule revision would provide notebooks, testing, etc.

Commissioner Pendergraft proposed the following revision to 12 NCAC 09E.0104(1), The instructor shall hold Instructor Certification issued by the Commission as outlined in 12 NCAC 09B.0302, 09B.0304, and 09B.0306, except for instructors delivering ***CPR certification that includes cognitive and skills testing, use of equipment training conducted by a manufacturer, manufacturer's representative or a service provider and documented through a certificate of completion or Incident Command System training for NIMS (National Incident Management System) compliance who are certified through FEMA (Federal Emergency Management Agency) as Incident Command Instructors.***

Discussion followed as to whether or not there might be entities/vendors that the Committee would not want to approve and how this would affect the Criminal Justice Standards staff in providing appropriate approval. Commissioner Lee Farnsworth stated that it was the "Chiefs Choice" as to whether or not the training would be accepted. Commissioner Bill Hollingsed stated that the Chief would have to justify his/her decision as to why they approved the training that was taken.

Commissioner Pendergraft felt that the Committee should wait to vote on the proposal to ensure that it did not affect other rules within the Administrative Code regarding Chiefs Choice; particularly since this rule was for instructors. One concern is that while this is only for Chiefs Choice, how it is documented within the rule.

Chairperson Wrenn Johnson asked that the Criminal Justice Standards staff review the proposed language and to ensure that it doesn't affect any other rules. This will be reviewed at the May meeting.

ADMINISTRATIVE CODE – PROPOSED RULE REVISIONS – 12 NCAC 09B.0405(D)(1)(A)(i) AND (ii) – COMPLETION OF BASIC LAW ENFORCEMENT TRAINING COURSE

On behalf of Deputy Director Pam Pope, Tim Pressley, NC Criminal Justice Standards Division, presented a request to revise the rules as they are currently written in the Administrative Code (POPAT) to more accurately reflect the BLET Course Management Guide. This revision would affect the number of attempts a student would have in completing POPAT. The current language within the rule reflects that students would be allowed “one opportunity (two attempts at each obstacle)” **but** the proposed revision would read **“two (2) final attempts – with 24 hours of rest between attempts--“** Mr. Pressley stated that the current language in the rule was confusing as individuals were not designating how much time was allowed between the “two attempts.”

Chairperson Wrenn Johnson, along with Commissioners Robin Pendergraft and Steve Johnson, did not understand what would be accomplished by revising the language from “two attempts at each obstacle” **to “two (2) final attempts – with 24 hours of rest between attempts - - - “** Commissioner Pendergraft felt that the word “final” needed to be removed. Discussion followed that the word “final” was meant to mean POPAT in its entirety. After further discussion and a comparison of the current rule and the BLET Course Management Guide, Commissioner Steve Johnson asked if he were correct in saying that “at the end of Basic Training if an individual has failed POPAT, within 120 days the student would receive two attempts to pass the POPAT?” Deputy Director Pam Pope indicated that was correct. She further clarified that the current rule within the Administrative Code does not match the lesson plan and the course management guide. The intent of the revision is to accurately reflect the BLET Course Management Guide and the Physical Fitness lesson plan.

Commissioner Steve Johnson proposed a **motion** to authorized the Planning and Standards Committee to conduct a rule-making hearing to amend 12 NCAC 09B.0405 (d)(1)(a)(i) and (ii) to read . . .” two (2) attempts to complete the entire POPAT Course with a minimum of 24 hours of rest between attempts” with a **second** from Commissioner Hollingsed. **Motion carried.**

ADMINISTRATIVE CODE - PROPOSED RULE REVISIONS – 12 NCAC 09F.0105 (3) INSTRUCTOR RESPONSIBILITIES (CONCEALED CARRY HANDGUN TRAINING)

On behalf of Deputy Director Pam Pope, Tim Pressley, NC Criminal Justice Standards Division, presented a request to remove the “raised seal” from the certificate that students receive once they have completed Concealed Carry Handgun Training. Due to the reduction in staff members and in an attempt to turn paperwork over more quickly, Mr. Pressley stated that division staff had decided to limit the use of the Commission seal on documents. He stated that when searching the rules, they could only find this specific rule which required that the Commission seal be embossed on these certificates. He further stated that a lot of staff time is spent embossing these certificates. Seals are not placed on instructor certifications nor are they placed on SMI certificates. Therefore, he made the request that this certificate no longer be required to “bear the raised seal by the Commission.”

Commissioner Lee Farnsworth stated that he understood that the Criminal Justice Standards Division did not place seals on the SMI certificate but he knew that certificate was given to a law enforcement officer, who in turn, forwarded that certificate to their police chief or sheriff. He expressed his concern with removing the seal as the seal certified the document as “authentic” and the fact that the Commission could no longer document the certificate as authentic.

Chairperson Johnson inquired as to whether there was a concern that someone would “duplicate” the document. Several members agreed that it was possible. Commissioner Tracy McPherson inquired as to whose burden it would be to authenticate (for a community college or an agency should they have it in their files) whether or not it was a “copy.”

Commissioner Steve Johnson stated that he was part of the process in 1995 when the decision was made and the decision was made by the Commission. The reason that decision was made is that someone could take a computer, scan the document and then generate a certificate that looked just like the state issued certificate. He also stated that all the sheriffs were notified that the certificate would have a raised seal in the lower right hand corner so they could ensure that it wasn't anything that had been falsified or printed. Commissioner Johnson stated that he did not feel technology had gone backwards so that individuals would not do this, but technology has gone forward which makes it easier for individuals to duplicate the certificate. He felt that if the Education & Training Committee were going to remove the seal from the certificate, then why shouldn't they eliminate the certificates. Since the certificates are printed by the Department of Correction, he suggested that they inquire as to whether or not DOC could imprint the seal on the certificate. He believes that the seal should be on the certificate. If it cost extra to have the seal placed on the certificate, then raise the cost of the certificate.

Discussion followed that due to the recent attention that has been placed on banning guns, there had been a rise in the Concealed Carry Handgun Training Courses. However, it was also stated that the rise in courses being offered would subside. Chairperson Johnson stated that she felt there were other options other than removing the seal.

Commission Chair John Glenn stated that he felt the seal should remain on the certificate as there are no "checks and balances" without the raised seal. The Commission should not go backwards. Chairperson Johnson directed the Criminal Justice Standards staff to see whether or not the Department of Correction might be able to print the seal on the certificates. Commissioner Pendergraft stated that as things stood, she would vote "no" for the removal of the seal. Commissioner Hollingsed felt that a watermark, a hologram or something else should be placed on the certificate that would be "unique" for that particular certificate.

Until other options can be explored the Committee deferred this request until the May meeting. Commissioner Gwen Norville stated that she would provide a Department of Public Safety – Adult Correction point of contact to the Criminal Justice Standards staff.

SCHOOL ACCREDITATION COMMITTEE

On behalf of the School Accreditation Subcommittee, Commissioner McPherson reported that James Sprunt Community College, Kenansville, NC, had met the standards for school reaccreditation. She also reported that Piedmont Community College, Roxboro, NC, and Henderson County Sheriff's Office, Hendersonville, NC, had met the standards for school accreditation.

Commissioner Tracy McPherson proposed a **motion** that pursuant to 12 NCAC 09B.0200 and 12 NCAC 09C.0401, James Sprunt Community College, Kenansville, NC, be reaccredited for a period of 5 years for the delivery of the Commission accredited courses with a **second** from Commissioner Farnsworth.

Commissioner Bob Ruth inquired as to the recent sanctions placed on James Sprunt by the Commission. Commissioner McPherson was not aware of anything that would keep the institution from being reaccredited. Mr. Tim Pressley, Criminal Justice Standards Division, stated that he believed Criminal Justice Standards Field Representatives were continuing to monitor the institution.

Deputy Director Pam Pope reported that several site visits (planned and surprised) had been made to James Sprunt Community College. At each of these visits, minor issues (students sharing a manual and student records) were found but corrected prior to the departure of the field representative. Ms. Pope stated that the school's paperwork is in order and they are in compliance. Commissioner Ruth inquired as to whether or not the school was operating in a probationary status. Ms. Pope responded that the reaccreditation of the college verifies that they

have all the things that are required by the Administrative Code and the Course Management Guide to conduct the Basic Law Enforcement Training Course. The reaccreditation is also necessary for the college to continue with this course offering which began in February. Their initial accreditation has not expired and they have met all that has been asked of them by the Commission. After receiving this explanation from Deputy Director Pam Pope, there were no further questions and the **motion carried.**

Commissioner Tracy McPherson proposed a **motion** that pursuant to 12 NCAC 09C.0401/.0402 and 12 NCAC 09B.0200 that Piedmont Community College, Roxboro, NC, be accredited for a period of 5 years for the delivery of the Commission accredited course, Basic Law Enforcement Training, **and** that the Henderson County Sheriff's Office, Hendersonville, NC be accredited for a period of 5 years for the delivery of the Commission accredited courses, Radar Operating Training, Radar Operator Recertification, Lidar Operator and Lidar Operator Recertification Training with a **second** from Commissioner Farnsworth. **Motion carried.**

JOINT IN-SERVICE TRAINING COMMITTEE – 2014 IN-SERVICE TRAINING OBJECTIVES

On behalf of the Joint In-service Training Subcommittee, Gary Dudley, NC Justice Academy, presented the proposed 2014 in-service training objectives.

Commissioner Robin Pendergraft proposed a **motion** that the 2014 in-service training objectives be approved as presented with a **second** from Commissioner Lee Farnsworth. **Motion carried.**

NC POLICE EXECUTIVES

On behalf of the NC Police Executives Association, Chief Ira Jones, appeared before the Committee to request pilot authority and in-service training credit. Training is scheduled to be held in March and July 2013. Chief Jones stated that leadership training will be conducted with speakers and retired law enforcement authorities from across the country. Pilot authority for four (4) hours of in-service training credit was requested. Chairperson Wrenn Johnson reminded the Chief that testing would have to occur for the training to count towards chief's choice. Commissioner Robin Pendergraft proposed a **motion** that pilot authority be granted to the NC Police Executives Association for the purpose of awarding four hours of mandatory in-service training in March 2013, towards their departmental topic of choice with a **second** from Commissioner Bob Ruth. **Motion carried.**

Chief Jones further requested pilot authority for four hours of in-service training to be conducted at the police executives' summer conference to be held in Wilmington. Chiefs of Police from Colorado and Connecticut will speak on "leadership during a crisis." Commissioner Robin Pendergraft proposed a **motion** that pilot authority be granted to the NC Police Executives Association for the purpose of awarding four hours of mandatory in-service training in July 2013, towards their departmental topic of choice with a **second** from Commissioner Bill Hollingsed. **Motion carried.**

NC CHIEFS OF POLICE ASSOCIATION – 2013 WINTER CONFERENCE

On behalf of Commissioner Tim Ledford, Mark Strickland, Director, NC Justice Academy, reported that the NC Association of Chiefs of Police Winter Conference was held January 27-30, 2013, in Cherokee, NC. Eighty-eight (88) conference attendees completed four hours of pilot authority instruction on "Social Media for Police Management" and "Electronic Surveillance." Unless the conference attendees remained for the test given at the end of the training, they did not receive credit.

SPECIALIZED INSTRUCTOR PREQUALIFICATION UPDATE

Wayne Ayers, Deputy Director, NC Justice Academy, reported that the Academy had conducted prequalification for a period of one year in the specialized instructor training area. The data is being analyzed and will be presented at the May meeting.

Commissioner Steve Johnson stated that the initial authorization to collect the data was allowed by the Committee under pilot authority; therefore, Commissioner Steve Johnson proposed a **motion** to extend the pilot authority until January 2014 and requested that the data be presented at the November 2013 meeting with a **second** from Commissioner Lee Farnsworth. **Motion carried.**

Commissioner Steve Johnson stated that students qualifying and failing on the first day of class was resulting in classes being held with a minimum number of students. A typical class size for firearms is 14 students, but 20 – 22 students were being accepted into the class to ensure that at least 14 remained in the class after qualification. The same was being done with the driving class and yet after students qualified on the first day, that class size was reduced to as little as 5 students. Therefore, the prequalification was removed from the first day of classes and conducted prior to the beginning of the course to ensure that the courses were full. There is still a concern, especially in driving, that students are still not passing. The Academy Director will need to determine whether or not it is cost efficient; particularly in the driving course. This continues to be a work in progress and the data continues to be collected.

SPECIALIZED/GENERAL INSTRUCTOR RECERTIFICATION HOURS

Commissioner Robin Pendergraft reported that a report would be provided at the May meeting on this topic.

COMMUNITY COLLEGE SYSTEM

Commissioner Tracy McPherson informed the Committee that changes to the current GED program are taking place. She stated that the current test is being rewritten, as the current version will expire at the end of the calendar year. The GED is based on different standards and will be computer-based. The NC Community College will no longer administer the test. Individuals will be allowed to register and take the test on-line at a cost of approximately \$120. Commissioner Robin Pendergraft stated that she felt this was information which should be passed along to the Executive Committee.

REGIONAL TESTING

With the implementation of regional testing, Commissioner Tracy McPherson inquired as to whether or not a certificate would be provided to a student completing a course without having passed the state exam since testing is being removed from the course? She stated that the community college system provides credit to students who pass a course (real estate) without having passed the exam. The student has to pass the course before they can take the exam.

Commissioners discussed that testing was being removed from the specialized courses and BLET; therefore a student could complete the course, receive their certificate but never take the exam. In order to become a specialized instructor the student would have to take the exam. Commissioner Bob Ruth stated that with nursing, an individual could receive a Bachelor's of Science degree from the college or university in Nursing but they do not become an RN until they have taken and passed the State Board Exam.

Commissioner Robin Pendergraft stated that participants needed to understand there is a difference. Just because they might receive a certificate of completion from the community college system does not mean they have taken and passed the course exam. She further stated

that as a Commission, it was their duty to explain to the Police Chiefs and Sheriffs that while their officer might receive a certificate for course completion, it does not mean that the officer has passed the state exam.

Commissioner Steve Johnson provided the following scenario: Students taking courses through the NC Justice Academy would receive a certificate of completion but it would be up to the student to register and take the state exam. For a student to take the state exam, they must have the certificate of completion. Once the state exam has been completed, it would be the responsibility of the Criminal Justice Standards staff to provide the student with some type of notification/documentation for the student to apply and receive their specialized instructor certification.

After additional discussion, Chairperson Wrenn Johnson felt the Criminal Justice Standards staff should provide a recommendation on what would be provided to the student for them to apply for and receive their specialized certificate.

IN-SERVICE TRAINING CONCERNS

Chief Tim Hayworth appeared before the Committee to express the concerns of Police Chiefs relating to in-service training rules. As the past president of the NC Association of Chiefs of Police, a Commissioner and a Police Chief, he stated that there was a lot of concern regarding the new in-service training rules and testing. Concerns expressed were:

- The current rules are unclear not only with police departments but with police chiefs; they don't understand the rules or what they should do
- In-service coordinators don't understand them
- Some Training and Standards staff don't understand them
- Confusion among everyone who has anything to do with in-service

The following scenarios were provided:

He stated that his department does almost of their in-service training in-house. The in-service training coordinator has to be tested prior to teaching a specific block of instruction. The question is who gives the in-service coordinator the test? According to the rules the chief is not allowed to give the test. It has to be the School Director or another in-service training coordinator. Chief Hayworth stated that if he gave the test to the coordinator, he would then sit in on the class, if mandatory – not chief's choice, now the in-service training coordinator has to give him the test that he just gave to the in-service training coordinator. This is an example of the confusion that exists.

Secondly, if a "chief's choice" class is designed by their department, (lesson plan, etc.) then the instructor who is delivering the class and has designed the class has to be tested according to the rule. Who should give that instructor the test?

Chief Hayworth stated that comments from the field are that the Commission has given rules that are unclear, cumbersome and problematic on police departments and community colleges who are trying to comply with it. One chief said "call Training and Standards, but you may talk to one person and get one answer and then talk to another staff member and get another answer to the same question." Chief Hayworth believes that this is an issue of concern as many chiefs believe that the Commission has given them a rule without a way to enforce it.

He continued that some believe in-service is different from other courses and should be treated as an "update." Testing should not be required or the rules should be simplified to allow department heads to manage testing. He believes that most departments hold their officers to a high standard and officers cannot be "ruled too death."

Commissioner Bill Hollingsed stated that he had received an e-mail from a local school director who had some of the same issues; particularly in the area of testing instructors and then having to sit and take the test themselves; retention of the test/answer sheet and then whether the test can be open or closed book. Different answers are being given and confusion exists.

Commissioner Steve Johnson stated that changes proposed for in-service during 2012 were:

- Change hours to credits
- Everyone has to take a test (on-line and in class)
- If a student completes the course in less time than required, the student would still receive credit for the entire course

If an instructor takes the test prior to teaching the course may be confusing, but the intent was to ensure that if an instructor got sick at the last minute, that a substitute was not just walking into the classroom without any knowledge of the subject matter. Taking the test prior to teaching the subject would ensure they were competent. He is unaware as to where the information came from that once an individual has taken a test to teach the class that they have to take the test again to sit in the class.

Commissioner Hollingsed stated that school directors are confused and do not know what is or isn't required. Chairperson Wrenn Johnson stated that while things might be "simple" to the Commissioners, it isn't to those out in the field.

Commissioner Robin Pendergraft stated that the Commission has a duty to address the confusion that is occurring. She recommended that the areas of confusion be listed and addressed as to how they need to be resolved. Either an individual or a group of individuals (committee) need to do this.

Commissioner Steve Johnson recommended that the E & T Committee generate a FAQ document and responses. He stated that he believed that when an instructor developed a lesson plan, they would take their own test to ensure that it's accurate. He believed that was "taking the test." But he had no idea that the instructor would be "physically tested" on their own test.

Chief Hayworth believes that things need to be simplified.

Commissioners then discussed how to best address these issues and provide feedback. A suggestion included gathering questions from those out in the field and then addressing these with staff.

Commissioner Eddie Caldwell recommended that the Commission Chair (John Glenn) and the Interim Criminal Justice Standards Director (Windy Hunter) develop and distribute a questionnaire to all school directors and agency heads stating that if they have any questions regarding in-service training to submit them to a specific e-mail address within two weeks. Then all the questions would be assigned to the Standards Division staff to draft the answers. So as not to wait until the next meeting in May, at the full Commission meeting, allow the Chair to appoint a committee to meet with the staff, after staff has compiled their first draft, and then make a final decision on what the answers will be. The committee could be comprised of any commission member who volunteers to serve on the committee. An additional suggestion was to include the Joint In-service Committee to review the questions received from the field.

Commissioner Robin Pendergraft proposed a **motion** that based upon the issues presented, regarding the confusion related to in-service testing, that the Education and Training Commission seek input from the criminal justice field regarding questions surrounding this matter and that the Executive Committee be directed to guide this process, utilizing the Joint In-service Training Committee, in reviewing and providing solutions to the issues with a **second** from Commissioner Ruth. **Motion carried.**