

LEIRA



FALL



CONFERENCE

**SEPTEMBER 24-26, 2019 WALLA
WALLA, WASHINGTON**



**Celebrating 34
Years of Training,
Tradition and
Networking**

**2019 LEIRA CONFERENCE
INFORMATION**

**PROPERTY &
EVIDENCE**

**WASPC:
DENIED FIREARMS**

COURT ORDERS

**JV SEALS, DISMISSALS,
EXPUNGEMENTS &
VACATES**

LEADERSHIP

**NIBRS &
SEX OFFENSES**

NICS/WSP

**MANAGING POLICE
RECORDS**

WORKPLACE CIVILITY

RECORDS RETENTION

**ACCREDITATION
PREP & AUDITS**

REGISTER NOW!

LODGING

This year's conference will be held at the historical Marcus Whitman Hotel & Conference Center. Room reservations can be made at the Marcus Whitman Hotel & Conference Center, 6 W. Rose Street, Walla Walla, WA 99362. 1-509-525-2200

Per Diem room rates of \$93 single and \$113 double have been secured and are available to conference attendees through August 22, 2019. Breakfast is also included to each hotel room guest. Rooms are limited so don't wait and book your hotel room now!

*****AS of early June the Marcus Whitman is sold out but has a waiting list.**

**Overflow hotel reservations can be made at the Courtyard by Marriott located at 550 W. Rose Street, Walla Walla, WA 1-509-876-8100. Per Diem rates of \$94 have been secured and are available to conference attendees thru September 7, 2019. Breakfast is not included at this hotel.



DOOR PRIZE INFORMATION

Throughout the history of LEIRA conferences, conference attendees have enjoyed contributing door prizes. Therefore, we ask for your support in bringing a door prize from each agency and they will be given out throughout the conference. The door prize can include a home-made item, agency merchandise, gift certificates or whatever you chose. There have been many terrific door prizes at past conference and we look forward to seeing what each agency contributes!

KONTOS NETWORKING EVENT

Join us on Wednesday evening at Kontos for a free catered reception. Great music and amazing heavy hors d'oeuvres will be provided and included in your full conference registration.

Take this opportunity to unwind and connect. Visit with old friends from other LE Agencies and make new peer to peer contacts - an invaluable resource in our profession!

Kontos is across the street from the conference location at 10 N 2nd Ave.



2019 LEIRA CONFERENCE SCHEDULE

Monday September 23

1400-1700 Early Registration

1000-1700 Executive Board Meeting

Tuesday September 24

0630-0800 Breakfast Available for Marcus Whitman Guests (staying night of 9/23)

0700-1500 Registration Opens/Vendor Visits

0800-0845 Opening Ceremony

0900-1700 Training Option 1: PRI-Managing Police Records – Ed Claugton

0900-1700 Training Option 2: Property & Evidence – Janelle Knight & Mary Sellars

0900-1700 Training Option 3: NICS/WSP Joint Training – Lynn White & FBI via teleconference

1200-1300 Lunch Provided & LEIRA Business Meeting

1800-2100 President's Reception: Dessert and refreshments provided on the Rooftop Terrace.
Open to all attendees

Wednesday September 25

0630-0800 Breakfast Available for Marcus Whitman Guests (staying night of 9/24)

0700-1500 Registration Opens/Vendor Visits

0800-1115 Training Option 1: Leadership: Leading in Today's Public Safety - All Day – Marcia Harnden

0800-1115 Training Option 2: Court Orders – Janelle Knight, Sandra Shanahan, & Sabath Huttie

0800-0945 Training Option 3: Session 1: JV Dismissals, Seals & Vacates – Carol Vance & Kathy Snowwhite

0945-1115 Training Option 3: Session 2: Accreditation Prep & Audits – Randy Maynard & Cathy Munoz

1130-1300 Lunch Provided. Keynote Speaker – Marcia Harnden

1315-1700 Training Option 1: Leadership: Leading in Today's Public Safety - cont. – Marcia Harnden

1315-1700 Training Option 2: Denied Firearms-WASPC Programs – Jamie Weimer

1315-1700 Training Option 3: Workplace Civility – Michelle Bennett

1800–2100 Kontos Networking Event (Offsite @ 10 N 2nd Ave.)

Thursday September 26

0630-0800 Breakfast Available for Marcus Whitman Guests (staying night of 9/25)

0700-1200 Registration Opens/Vendor Visits

0800-1200 Training Option 1: Longevity & Resilience in the LE Profession - Marcia Harnden

0800-1200 Training Option 2: Records Retention/Scan & Toss – Scott Sacket

0800-1200 Training Option 3: NIBRS & Sex Offenses - Tonya Todd & Brook Bassett



2019 LEIRA CONFERENCE

CLASS DESCRIPTIONS & INSTRUCTOR BIOS

➤ **Managing Police Records - Ed Cloughton, PRI Management Group**

Who should attend: Anyone who manages criminal and administrative records. In this class you will learn how to determine how long records must be kept, in what format, when they can be destroyed and what the legal requirements are for releasing information to the public:

- The latest public records law for police, traffic & admin records
- What can/cannot be released to the public
- Dealing with media requests
- Developing records retention schedules and procedures
- Keeping track of what was destroyed and when □ Procedures for ensuring retention schedule compliance □ What records are permanent?
- Police reports, email, financial records, supporting documentation, and more

Lt. Edward Cloughton (ret.) is a 20 year law enforcement veteran and founder of PRI Management Group, is a public safety records and IT management consultant with deep expertise in public records compliance, UCR/NIBRS and IT systems. Ed specializes in bringing about organizational improvement, reporting accuracy and public records compliance through the effective management of information and the procurement, implementation and management of new public safety technologies. As a recognized expert in the field he has provided project management, business process design and technical consultative and training services to nearly 200 public safety agencies. He has managed projects involving public safety systems including CAD/RMS/MFR and regional information sharing systems, and also specializes in auditing agencies crime statistics. Ed has a keen eye for seeing the big picture and quickly identifying areas where there is room for improvement. His business process re-engineering efforts seek to eliminate redundant information management procedure, flatten organizational information workflows and eliminate duplicitous work product approval procedure. His expertise stems from an extensive law enforcement career as a police lieutenant specializing in records and technology services and criminal investigations. He has professional experience planning, assessing, and managing public safety records management projects including building new police records units and assessing current operations. Ed is passionate about good government and strongly promotes finding creative solutions for eliminating bureaucracy in public safety. His records management and UCR workshops have received excellent reviews and he has been a requested speaker for the IACP, CLEARS, LERMA, PEAFF and ARMA. Edward Cloughton holds a Masters in Criminal Justice from Boston University and is a certified law enforcement auditor and public records manager.

➤ **NICS - Lynn White, Washington State Patrol & FBI NICS (Teleconference)**

If you conduct NICS Checks on your handgun transfers, CPLs, or when releasing a weapon from evidence, this training is for you. The FBI NICS Section and Washington State Patrol ACCESS Section will conduct an 8-hour session on the NICS Process, NICS Index entries, NICS notifications, federal prohibitions, appeal process, and guidelines for accessing the NICS. FBI NICS will also be teleconferencing in for this class.

Lynn White began working for the Washington State Patrol in 1987 as a communications officer. Lynn also dispatched for the Puyallup Police Department and the Palm Beach Florida Police Department. In 2006, Lynn left dispatching to join the ACCESS team as an auditor. Lynn is an Instructor and ORI Administrator. Lynn's areas of responsibilities include: •Creating and updating training presentations to meet WSP and FBI standards • Schedules

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CLASS DESCRIPTIONS & INSTRUCTOR BIOS

and trains National Instant Criminal Background Check System (NICS) classes throughout Washington State • Act as liaison and subject matter expert on NICS and firearms background checks • Provides additional training per FBI.

➤ **NIBRS & SEX OFFENSES - Tonya Todd, WASPC & Brook Bassett, WASPC**

This class will be an overview of the National Incident-Based Crime Reporting System (NIBRS) method of submitting Uniform Crime Reporting (UCR) to the state repository. Each month, our state's data are forwarded to the FBI for inclusion in the national crime statistics repository. The instructors will provide brief synopses on reportable offenses and common data quality issues. There will be discussion about the basic mandatory data elements for incidents and arrests as well as error messages. This is a condensed review of NIBRS and will not count toward the training requirement for agency NIBRS certification.

Tonya Todd has been employed with the Washington Association of Sheriffs and Police Chiefs (WASPC) Criminal Justice Information Support (CJIS) Department since October 1999. She's been a member of LEIRA for 19 years.

Tonya is a Uniform Crime Reporting (UCR) Specialist who has worked on the Summary Reporting submissions and currently, is a National Incident-Based Reporting System (NIBRS) Specialist. She is the lead on imaging archived sex offense case files and compiling the annual *Crime in Washington* publication; in addition, she develops the data visualization dashboards and responds to data requests.

Brook Bassett is employed with the Washington Association of Sheriffs and Police Chiefs (WASPC) Criminal Justice Information Support (CJIS) Department.

➤ **RECORDS RETENTION/SCAN & TOSS - Scott Sackett, Washington State Archives**

Many agencies keep too many records for longer than needed, making important information difficult and time consuming to find. When an agency receives public records requests, a large backlog of disorganized records increases the risk that staff won't be able to quickly find and provide all responsive records.

Many agencies understand that they need to get their records in order but don't know where to start. In this hands-on workshop, you will learn how to tackle the organize project in an efficient and manageable way. Attendees will practice developing a work plan, sorting records, and assigning retention, using real-life examples from their agency. Basics and where to start of implementing your agency towards a scan & toss model.

Scott Sackett is the Principal Records Consultant with the Washington State Archives.

➤ **WORKPLACE CIVILITY - Michelle Bennett, King County Sheriff's Office**

Creating a Civil and Bully-Free Workplace training is a comprehensive training designed to foster understanding, meaning, and clarity as well as the legal ramifications regarding the topics of workplace incivility, bullying, and violence. Workshop participants will learn about the causes of, and damaging effects of, negative workplace behaviors and actions. Participants will also learn powerful tools, tips and techniques to confront and address these behaviors and to confidently combat workplace incivility and bullying. This workshop provides new concepts and tools participants can apply immediately to plan for and build a respectful, safe and accountable culture at work.

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CLASS DESCRIPTIONS & INSTRUCTOR BIOS

Michelle Bennett has worked for the King County Sheriff's Office (KCSO) since 1990. She has held numerous positions in her career with King County. Michelle was the Chief of Police for the City of Maple Valley Police Department from 2004 to 2014. In 2014, she took over as the Administrative Services Captain for KCSO based out of headquarters in downtown Seattle. She currently oversees the KCSO Property Management/ Evidence and Equipment Unit, Fleet, Facilities, the Records Unit, the Data Control Unit, the Civil Unit, and the Contracting Unit.

Michelle has a Bachelor of Arts degree in Law and Justice, a Master of Science Degree in the field of Psychology / Organizational Development and Behavior, and a Doctorate in Education, with an emphasis in Curriculum and Instruction. She is a graduate of Northwestern University School of Police Staff and Command, Session 235, and of the FBI National Academy, Session 247. Michelle has taught criminal justice classes since 1998 in local Washington State colleges including Shoreline Community College, Highline Community College, and Central Washington University. Also teaches part time for the School of Police Staff and Command for Northwestern University.

➤ **PROPERTY & EVIDENCE - Janelle Knight, SPD & Mary Sellars, KPD**

Let me guess, you don't have all your procedures in writing, or didn't when you got to your position, or they need updating with all the new laws and changes? Come join forces with two of your fellow Washington Evidence Technicians, Janelle Knight from Snoqualmie and Mary Sellars from Kennewick. They have combined their knowledge to bring to you a best practice procedure compendium. This training will cover all the best practices for the daily procedures and rare scenarios we all face, as well as address the impact of the new laws. You will walk away from this training and networking conference with a procedure manual you can take home and build on - so you can devote your time to streamlining and purging!

Janelle Knight has been the Snoqualmie Police Department's Evidence Technician for over 5 years now. She has been in LE for 10 years, first as a Dispatcher, and then Records and Evidence. Collectively she has supported 9 police departments, as well as many city fire and aid agencies for South Snohomish County. Her passion for doing a job well is an understatement and she is committed to streamlining so that others aren't continuously reinventing the wheel. Janelle holds a Bachelor's Degree in Communication from the University of Washington. For nearly 4 years she has also lead the Evidence & Property Information Network (EPIN) group and most recently was voted in as a Director with LEIRA where she looks forward to combining efforts to effect change in our industry.

Mary Sellars is the Evidence Technician for Kennewick Police Department and has been with the agency for over 18 years. Prior to KPD, Mary worked in corrections at the Benton County Jail. Currently, Mary runs the Property & Evidence Room as well crime scene evidence collection including the multi-jurisdictional Special Investigation Unit (handing officer involved shootings and in-custody deaths) as well as surrounding area agencies such as DEA, ATF, FBI, METRO, and the Washington State Gaming Commission. Mary has been hired on by both Franklin and Benton Counties to administer a complete overhaul in their Evidence Units, specializing in both organizing, purging and implementing best practices. Along with vast experience in evidence court testimony, Mary is often asked to offer training and mentorship to both high-school and college students regarding evidence collection.

➤ **JUVENILE SEALS, VACATES & EXPUNGEMENTS - Benton Franklin Co Juvenile**

Court

This class will be an overview of the Statewide Juvenile Record sealing process and destruction of Diversion Referrals. In Washington State juvenile court records do not automatically disappear when the youth turns 18. In fact, almost all juvenile records remain open for the public to view, unless you have had an Administrative Sealing hearing if eligible or motion to have the juvenile record sealed if eligible. You must meet certain requirements to be eligible to have your record sealed. The instructors will be providing information on the RCW 13.50.050 and

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13.50.270 regarding the sealing and destruction of juvenile records along with what the process is regarding the Administrative Sealing hearing or motion process to seal juvenile records. Discussion will follow regarding specific scenarios related to a person inquiring about record seals.

Carol Vance has been employed with Benton/Franklin Juvenile Center since 1997. Over the course of the years she has progressed from a Legal Process Assistant 1 to a Legal Process Supervisor. She has worked with the Administrative Office of the Courts in the development of the Juvenile Corrections System which is a statewide data base for tracking juvenile referrals, detention episodes, and juvenile cases and remains as a representative on different committees such as the JIS Codes Workgroup, JCS Advisory Committee, and JCS Referral workgroup. In the last 5 years she also participated as the statewide juvenile representative in the development and implementation of the Superior Court Case management system Odyssey that replaced SCOMIS and remains as the representative on the Court Users Workgroup.

Kathy Snowwhite has been employed with the Benton/Franklin Juvenile Center since 1995. Over the course of the years she has progressed from a Legal Process Assistant I to a Legal Process Assistant IV which is the position assigned to be the Record Seal Specialist for Juvenile court. As the current Record Seal Specialist duties include working with Diversion Destroy, Administrative Sealing hearings, and Record Seal inquiries from the public and attorneys. She is responsible for notifying WSP and LEA's of sealing orders or destructions of referrals that have been processed. Along with being the Record Seal Specialist she also has experience and knowledge to cover various court duties for Dependency Court, Criminal Court, and Truancy/At-Risk Court.

➤ **LONGEVITY & RESILIENCE FOR LE PROFESSIONAL STAFF - Marcia Harnden, BPD**

Being Resilient as a Public Safety Professional: Resilience begins with understanding the stress you face. Responding to the needs of a community and department during a crisis can have a lasting effect on the way staff process the world around them. Being a resilient public safety professional starts with a commitment to taking care of yourself by sleeping well, eating well, and living well.

Marcia Harnden has been with the Bellevue Police Department for 26 years. She has experience in many different divisions at BPD including: Labor Relations, Public Information, School Resource Officer, Patrol, Investigations, Traffic, Project Management, and SWAT/HNT command. She also instructs locally and nationally on leadership and is adjunct faculty at two local colleges in Washington State. Marcia is extremely passionate about leadership.

➤ **COURT ORDERS PANEL - Sandra Shanahan, Sabath Huttel, Janelle Knight**

Civil Protection Orders and Orders to Surrender Weapons have been receiving increased attention as potential crime prevention strategies. With a focus on harm reduction as a tool to promote officer and community safety, the presentation will provide a more in-depth understanding of the different types of civil protection orders, the nuts and bolts of Orders to Surrender Weapons and the everyday strategies agencies can employ to better serve, enforce and manage the growing number of civil protection orders filed each year. Our learning objectives will be for the audience to understand this is more than paperwork, it is for harm reduction and officer safety as these scenarios must be handled differently. As well as be able to identify the different types of orders and when Order To Surrender Weapons can be entered. The need for consistency and streamlining our efforts will go a long way when we can all join forces to effect the change needed.

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Sandra Shanahan is the Program Manager of the Regional Domestic Violence Firearms Enforcement Unit. Comprised of LE, prosecutors and advocates (among others), the unit is one of the first in the nation to intervene to remove firearms in cases where the court has ordered their removal. With harm reduction and prevention at the Unit's core, Sandra engages in efforts to build inter-jurisdictional capacity, system reform, and the use of best practices based on current research and the law. Prior to this position, she managed the Protection Order Advocacy Program within the Domestic Violence Unit of the King County Prosecuting Attorney's Office. Sandra has served on various committees over the past two decades, including the Domestic Violence/Child Maltreatment Oversight Committee, the Domestic Violence Initiative, Child Death Review, and various other collaborative efforts to improve the systems' response to domestic violence. Sandra holds a Bachelor's Degree in Psychology from Shippensburg University and a Masters in Social Work from the University of Washington. She is an Affiliate Instructor with the UW School of Social Work.

Sabath Huttel is a Firearms Surrender Coordinator for the Regional Domestic Violence Firearms Enforcement Unit. She has been a part of the Unit since the launch of its pilot phase in July 2017. As a Coordinator, Sabath's role is a unique blend of information gathering and advocacy. When an Order to Surrender Weapons is issued, Sabath conducts a preliminary investigation into a respondent's access to firearms. This process involves reviewing petition statements, interviewing victims, and conducting criminal and firearm purchase histories. Sabath also evaluates lethality risk, offers safety planning and connects victims to resources such as legal aid or community-based assistance. In her role, Sabath ensures that orders are served properly and verifies if/when firearms are surrendered. Along with her job-share partner, Theresa Phillips, Sabath collaborates with prosecutors and law enforcement to ensure compliance with the order. Prior to accepting a position within the unit, Sabath volunteered her time doing research for the multidisciplinary Workgroup, who were tasked with examining surrender laws and their implementation, and whose findings lead to the creation of the RDVFEU. Sabath was also a volunteer crisis line advocate for LifeWire and a volunteer teacher's aide for Childhaven.

Janelle Knight has been one of the Snoqualmie Police Department's Record Technicians for over 5 years. With her background in handling court orders throughout her 10 year career, it is obvious there is a need for statewide collaboration to truly effect change. With a passion for consistency and streamlining, she has remained committed to keeping the reason for the order in mind and to make this more than paperwork. She is so excited to be teaching this class alongside the Regional Domestic Violence Firearms Enforcement Unit and a DV Advocate. Janelle holds a Bachelor's Degree in Communication from University of Washington, serves as the leader of the Evidence & Property Information Network (EPIN) group, and is now a Director for LEIRA.

➤ ACCREDITATION & AUDIT PREP - Randy Maynard, KPD & Cathy Munoz, CPD

This class is intended to be an open and interactive discussion, so please bring your fears and questions. Topics will include the WASPC accreditation audit and what to expect. Common issues that are found by auditors will be discussed. Audit preparation will include suggestions for all kinds of successful audits including ACCESS, Juvenile Justice, NDEX, and Accreditation. Sample policies and organizational ideas will be presented.

Randy Maynard has been employed as a Kennewick police officer since 1990. During his tenure with KPD, Randy has served as a patrol officer as well as K9 handler. He also served as a detective assigned to investigating crimes against persons. Randy held the rank of Sergeant between 2001 and 2018 where he served in multiple assignments including patrol, investigations, and administration. In 2018, Randy was promoted to the rank of Commander where he is currently responsible for the Criminal Investigations Division. Randy has a BA degree in Criminal Justice from Washington State University. He is a graduate of Force Science Institute as well as Leadership in Police Organizations. Randy has assisted on the WASPC LEMAP Panel and has been on the WASPC Accreditation Team as both an Assessor and Mentor for the last 10 years. In 2019 Randy was nominated to serve as a WASPC Accreditation Commissioner.

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Cathy Munoz has worked for the Cheney Police Department since 1989 and is currently the Director of Communications. Cathy is responsible for all aspects of the non-commissioned operations of the department including a secondary PSAP and police dispatch center, records, technology, budget and purchasing, training and jail administration. She also served as the City of Cheney Information Technology Department Director from 2009-2013. Cathy holds a BA- Education from Eastern Washington University. Cathy is a Certified Public Records Officer, has taught Public Records 101, and serves on the LEIRA Executive Board. Cathy has worked with WASPC on numerous accreditation evaluations and LEMAP visits. Cathy serves as ACCESS TAC for multiple agencies and since 2008 she has guided various agencies through eighteen 100% compliant user and technical audits.

➤ DENIED FIREARMS, VINE, P.O.NOTIFICATION - Jamie Weimer, WASPC

This class will cover multiple topic administered by the Washington Association of Sheriff's and Police Chief's (WASPC) to include Denied Firearms Transactions, Protective Order Notification (VPO) program, Jail Booking and Reporting System (JBRS), and the Washington Victim Information & Notification Everyday (VINE) .

Jamie Weimer is with WASPC and is currently the Projects & Programs Manager.

➤ LEADING IN TODAY'S PUBLIC SAFETY - Marcia Harnden, BPD

This class is an high level overview of the basic principles of leading teams, creating successful and high performing workgroups. Most importantly, promoting the successes of good servant leadership. Covering topics such as:

- Emotional Intelligence
- Having successful crucial conversations
- Adaptive Leadership
- Situational Leadership

Marcia Harnden has been with the Bellevue Police Department for 26 years. She has experience in many different divisions at BPD including: Labor Relations, Public Information, School Resource Officer, Patrol, Investigations, Traffic, Project Management, and SWAT/HNT command. She also instructs locally and nationally on leadership and is adjunct faculty at two local colleges in Washington State. Marcia is extremely passionate about leadership.



LEIRA 2019 CONFERENCE REGISTRATION

SEPTEMBER 24-26, 2019

MARCUS WHITMAN - WALLA WALLA, WA

Please copy this form for other members of your agency who wish to attend

Tuesday, September 24, 2019

ALL DAY SESSIONS - PICK 1

Managing Police Records
0900-1700

Property & Evidence 0900-1700

NICS
0900-1700

REGISTRATION INFORMATION

Name: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

LEIRA Member: Yes No Phone: _____

Email: _____

Wednesday, September 25, 2019

MORNING SESSIONS - PICK 1

Leadership - All Day
0800-1115

Court Orders 0800-1115

JV Seals, Vacates 0800-0945 &
Accreditation, Audit 0945-1115

AFTERNOON SESSIONS - PICK 1

Leadership - Continued
1315-1700

Denied Firearms-WASPC
Programs 1315-1700

Workplace Civility
1315-1700

Full Registration: Member \$275 Non-Member \$325

- Includes Three (3) Days of Training
- Tuesday & Wednesday Lunch
- Wednesday Night Event/Social

One-Day Registration: Member \$125 Non-Member \$150
(Includes Lunch)

Tuesday ____ Wednesday ____

Half-Day Registration: Member \$75 Non-Member
Non-Member \$100 (Thursday)

Spouse/Guest Ticket for Wed. Night Social: \$25

Thursday, September 26, 2019

HALF DAY SESSIONS - PICK 1

Longevity & Resilience in LE
0800-1200

Records Retention/Scan & Toss
0800-1200

NIBRS & Sex Offenses
0800-1200

E-MAIL REGISTRATION FORM TO:

Julie Ubert, Treasurer: jubert@lakestevenswa.gov **You will be invoiced for your registration.**

- Registration will be closed one (1) week prior to the conference.
- Payment must be received prior to the start of the conference.
- To receive a refund, cancellations must be received TWO (2) weeks prior to the conference.



LEIRA'S TAX ID number is: 91-1303064