

**WASHINGTON STATE
OFFICE OF ADMINISTRATIVE HEARINGS**

In the matter of:

Drew Seiffert,

Respondent – Corrections Officer.

Docket No. 335460

**NOTICE OF VIDEO CONFERENCE
HEARING**

Agency: Criminal Justice Training
Commission

Program: Decertification

Agency No. 23-340

As set out in the enclosed Prehearing Conference Order issued March 5, 2024, the Office of Administrative Hearings (OAH) has scheduled a Hearing with an administrative law judge as follows:

Date: Monday, July 1 – Tuesday, July 2, 2024

Time: 9:00 a.m. – 4:30 p.m. Pacific Time, each day

Location: Video Conference (see instructions below)

Judge: Dan Gerard

Access Code: **381 045 758**

Hyperlink: https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTc0ZWFMWQzM2EwYi00NmQyLWFiMzgtNDI5ZmNiYjI4NjIx%40thread.v2/0?context=%7b%22Tid%22%3a%221d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%2227ac6b0e-55c3-4ecf-aa9d-d766bedb5afc%22%7d

TO PARTICIPATE VIA VIDEO CONFERENCE:

The hearing will be held through the Microsoft Teams platform.

1. Five minutes before your hearing, click this link: [Online Hearing](#)
2. You will be asked to join your Teams meeting via browser or Teams app.
3. If prompted, allow Teams to use your camera and microphone.
4. Please enter your full name when prompted and select "Join Now."
5. Wait to be admitted into the meeting by the Judge.

TO PARTICIPATE BY TELEPHONE ONLY:

1. To participate, call **1-866-527-0393** at the time specified above.

2. When prompted, enter **381 045 758, followed by the # key**. You are not the Meeting Organizer so do NOT press the * key if asked to do so.
3. You will be placed in the “lobby” awaiting the Judge to begin the event (you may hear “Hold” music).
4. Please announce yourself as you join. Make sure your phone has reception and is charged to last the length of the mediation, and that you are in a quiet place where you can hear and be heard clearly.
5. If you have problems joining the telephone conference, or if the judge does not join within ten minutes after the Hearing start time, immediately call OAH at (253) 476-6888. If you get disconnected, call back in using the same phone number and access code listed in Steps 1 and 2 above. If you have trouble getting reconnected to the telephone conference, call (253) 476-6888 immediately for help.

You must attend the hearing. If you fail to attend, the administrative law judge may hold you in default and dismiss your appeal. RCW 34.05.440(2).

If you are unable to attend, you may request a continuance of the hearing. A request must include a reason. The continuance will only be granted if you can show good cause. Please send your request to the assigned administrative law judge at:

Office of Administrative Hearings
P.O. Box 42489
Olympia, WA 98504-2489
Fax: (253) 593-2200

You may also send your request to the assigned administrative law judge electronically via the OAH Portal or by secure email. You must send a copy of your request to everyone listed on the Certificate of Service. If the request is urgent, call (253) 476-6888. You must call in unless the Office of Administrative Hearings notifies you that the hearing is continued.

You may be represented by an attorney or other representative at your own expense. RCW 34.05.428. If you need an interpreter, we will provide one at no cost.

If you have a disability and need accommodation, we may be able to help. Please contact the Office of Administrative Hearings at 253-476-6888 to request an interpreter or accommodation.

You can find information about the hearing process at www.oah.wa.gov.

Firearms and other dangerous weapons are prohibited at hearings and in all Office of Administrative Hearings facilities. WAC 10-20-010.

CERTIFICATE OF SERVICE ATTACHED