



CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL



	Chapter 1 Policy 10 LETCSA, 24-Hour Audit & CIT Exemption, Waiver, Extension, or Variance	Revised:06/07/2023; 12/26/2023; 07/30/2024; 06/11/2025
Authorizing Source: Authorizing Source: WAC 139-11-030 – LETCSA, WAC 139-09-020 – CIT, WAC 139-05-300 – In-service to include CIT, WAC 139-03-030 – Requests for exemption, waiver, extension or variance.		Applies to: Relevant staff

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) may review requests from law enforcement agencies regarding exemptions, waivers, extensions, or variances for courses and programs per the applicable authorizing statute or regulation. This policy governs requests for exemptions, waivers, extensions or variances from state law and commission rules governing mandated training under the Law Enforcement Training and Community Safety Act and the 24-hour in-service training requirements, including certain Crisis Intervention Training.

II. DEFINITIONS:

LETCSA – Law Enforcement Training and Community Safety Act

CIT – Crisis Intervention Training

Exemption – A decision by the WSCJTC to release from requirement(s) to which others are subject.

Waiver – A decision by the WSCJTC not to apply all or part of a rule to an agency or person who is subject to the requirement(s).

Extension – A decision by the WSCJTC to grant an increase in length of time to complete the requirement(s).

Variance – A decision by the WSCJTC to grant a modification to all or part of the requirement(s) of a rule to an agency or person who is subject to the rule.

III. POLICY:

A. Law Enforcement Training and Community Safety Act (LETCSA)

[Revised Code of Washington \(RCW\) 43.101.455](#) and [Washington Administrative Code \(WAC\) 139-11](#) requires certified peace officers to complete minimum training requirements. The referenced statute and regulation concern LETCSA courses. The amount of training is contingent on the officer's certification date. Per [WAC 139-11-](#)

[060](#), all incumbent peace officers are required to complete 40 hours of LETCSA training every three years. An agency may request an Exemption, Waiver, Extension, or Variance for any certified peace officer from any requirement of [Chapter 139-11 WAC](#), per [WAC 139-03-030](#).

B. 24-Hour In-Service Training to include the WSCJTC's Two-Hour Annual Online CIT Training Requirement

[RCW 43.101.427](#), [WAC 139-05-300](#), and [WAC 139-09-020](#) requires certified peace officers, corrections officers, and reserve officers to successfully pass the two-hour annual online CIT course as part of the 24-hour annual in-service training requirement. An agency may request an Exemption or Waiver for any certified officer from any requirement of [WAC 139-05-300\(5\)](#).

IV. **LETCSA:**

A. LETCSA Request Criteria

Agency requests will be evaluated and considered under one or more of the following criteria:

1. Extension, Exemption, or Waiver - Military, sick, and/or administrative leave for a specific period of time dictated by the request to which the program pertains.
 - a. For LETCSA requests: The documented leave must be for a minimum of 18 cumulative months in any given three-year LETCSA training cycle. These requests must be submitted by September 1 during the third year of the applying officer's three-year LETCSA training cycle. If a LETCSA documented leave request is submitted after September 1 during the third year of the applying officer's three-year LETCSA training cycle, there is no guarantee it will be placed on the Commission meeting agenda.
2. Variance - Identical (LETCSA) course taken by the officer. To qualify for this request, the course must be created and delivered by the exact same organization or individual as the training offered by WSCJTC. This requirement is only applicable to LETCSA courses. The scope of this criterion is very narrow and specific. A request utilizing this criterion must be received by September 1 during the third year of the applying officer(s) three-year LETCSA training cycle. If any agency is unsure if their situation qualifies to submit a request under this criterion, they should contact the LETCSA Program Manager.

Any other LETCSA request outside of these criteria will be considered on a case-by-case basis in accordance with this policy and any relevant policies and WACs.

B. LETCSA Requested Materials

1. Exemption, Waiver, Extension Requests – The following materials must be submitted:
 - a. A letter from the agency's chief or sheriff on agency letterhead outlining:
 - The officer's name;
 - The dates of absence (if applicable);
 - The type of request being submitted (Exemption, Waiver, Extension);
 - An explanation why the training could not be completed in the mandated timeframe; and
 - The specific program and/or course the request pertains.
 - b. When submitting a LETCSA training request, the WSCJTC course name(s) must be included along with any course documentation relevant to the request.
2. Variance Request - If requesting an identical course Variance request for a LETCSA course, the following materials must be submitted:
 - a. A letter from the agency's chief or sheriff on agency letterhead outlining the course taken and an explanation pertaining to the details of the course including:
 - The officer's name(s) and the dates taken;
 - The organization that developed or delivered the training;
 - The instructor(s); and
 - The WSCJTC LETCSA course relevant to the request.
 - b. A certificate of completion or documentation showing completion and a passing grade for the officer.
 - c. Any additional and available documentation related to the request, such as a course syllabus, or materials.

C. LETCSA Staff Review Process

When an agency submits a request for Exemption, Waiver, Extension, or Variance to the WSCJTC, an internal LETCSA staff review process will be triggered that follows the requirements of the relevant WAC. Reviews are initiated once all requested materials have been received. It is imperative that all requested materials be received by the specific due date.

1. Before a preliminary internal review is conducted, the LETCSA Program Manager will:
 - Ensure all required materials are submitted;
 - Conduct any research related to the request if necessary; and

- Complete the Exemption, Waiver, Extension rubric.
2. The LETCSA Program Manager will add their recommendation and send the rubric to the Deputy Director via DocuSign for final review and approval.
 3. An electronic or written decision will be documented and provided to the requesting agency, for all completed reviews.

D. LETCSA Commission Review Process

If an agency is submitting a request for LETCSA Exemption, Waiver, Extension, or Variance under [WAC 139-03-030](#) and staff recommends approval, the Executive Director shall schedule the request for full consideration at the next Commission meeting. If the Commission Chair determines that circumstances justify expedited review, the Commission Chair may schedule a special meeting for the sole purpose of effecting review. After full consideration of the matter, the Commission shall deny, grant, or provide alternative mitigating relief. The applicant or a representative from the employing agency is not required to be present.

1. A written decision will be documented and provided electronically to the requesting agency for all completed reviews.

V. **24-HOUR IN-SERVICE TRAINING TO INCLUDE THE WSCJTC's TWO-HOUR ONLINE CIT TRAINING REQUIREMENT:**

A. 24-Hour In-Service including Two-Hour CIT Training Request Criteria

An agency may request an Exemption or Waiver for any certified officer from any requirement of [WAC 139-05-300\(5\)](#):

“(5) The commission executive director or designee may, on a case-by-case basis, grant exceptions for individuals with extenuating circumstances where the employing agency has made every reasonable effort to obtain training for the officer.”

1. Exemption or Waiver: The Executive Director designates the Deputy Director to determine Exemption and Waiver requests, consistent with the following:
 - If an officer was unable to complete the required two-hour annual online CIT course due to extenuating circumstances (military, medical, or unexpected leave), the agency may request a Waiver if the officer was out from October through the end of the year (commonly known as the “auditing year”). If an officer is expected to return after February 1, Waivers are appropriate. Requests must be received by February 1 for the auditing year in question. Requests submitted after February 1 will be denied.

2. Agencies may appeal denials to the Commission pursuant to [WAC 139-03-030](#).

B. 24-Hour In-Service Annual Training Requirement Extension

1. If a certified officer has been on documented leave, their agency head may request an Extension to fulfill their required training hours per [WAC 139-05-300\(4\)](#). A sheriff or chief may submit a three-month Extension request in writing to the Commission. Written requests must be received by December 1 of the calendar year in question. The three-month Extension provides the individuals named until March 31 of the following calendar year to complete the remaining mandated 24-hours of training. Any training obtained during this three-month Extension only counts towards the previous year being audited.

C. Two-Hour Annual Online CIT Training Requirement Extension

1. If an officer has been out on documented leave from October to the end of the year, the agency should request an Extension for the two-hour CIT online course. If an officer is expected to return before February 1, Extensions are appropriate. Requests should be received by February 1 for the previous auditing year. Requests submitted after February 1 will be denied. The officer will then have until the last day of February to complete the re-assigned course. Officers expected to return after February 1 may be provided a Waiver.

D. 24-Hour In-Service Training Including WSCJTC's Two-hour Online CIT Training Requested Materials

1. Exemption, Waiver, Extension Requests – If the request is for: Military, sick, and/or administrative leave, the following materials must be submitted:
 - a. A letter from the agency's chief or sheriff on agency letterhead outlining:
 - The officer's name and the dates of absence;
 - The type of request being submitted (Exemption, Waiver, Extension);
 - An explanation why the training could not be completed in the mandated timeframe; and
 - The specific program to which the request pertains.
 - b. If submitting a 24-hour annual in-service training request for the three-month Extension, the letter must include a detailed explanation of the efforts made by the employing agency to obtain training for the applying officer; and how the agency plans to make up the missed training by March 31.

E. Other Considerations – Formula For 24-Hour In-Service Training

If a certified officer is on documented leave for a period lasting longer than one month at any point during a calendar year, they may credit part and/or all of their 24-hour in-service training by utilizing a pro-rated formula of two hours of training per month multiplied by the number of months on leave.

1 month	2 hours
2 months	4 hours
3 months	6 hours
4 months	8 hours
5 months	10 hours
6 months	12 hours
7 months	14 hours
8 months	16 hours
9 months	18 hours
10 months	20 hours
11 months	22 hours
12 months	24 hours

When utilizing the pro-rated formula, the officer's employing agency must keep a record of the total months on leave and the number of hours credited for the applicable auditing year. This does not need to be submitted to the WSCJTC.

If an officer has been on an extended leave of absence for part of the audit period and the agency is aware they will not be able to fulfill the required training hours, the officer's employing agency may request a Waiver from the WSCJTC following the process outlined above. This request would only apply to the remaining training hours required after utilizing the pro-rated formula.

The formula does not apply for the two-hour CIT annual training.

F. 24-Hour In-Service Training Including WSCJTC's Two-hour Online CIT Training Staff Review Process

When an agency submits a request for Exemption, Waiver, Extension, or Variance to the WSCJTC, a review process will be triggered that follows the requirements of the relevant WAC. Reviews are initiated once all requested materials have been received. It is imperative that all requested materials be received by the specific due date.

1. Before a preliminary WSCJTC staff review is conducted, the Program Manager assigned to the request will:
 - Ensure all required materials are submitted;
 - Conduct any research related to the request if necessary; and
 - Complete the Exemption, Waiver, Extension rubric.

2. The 24-Hour Auditing Program Manager will add their recommendation and send the rubric to the Deputy Director via DocuSign for final review and approval.
3. An electronic or written decision will be documented and provided to the requesting agency for all completed reviews.

G. 24-Hour In-Service Training Including WSCJTC's Two-hour Online CIT Training Commission Review Process

1. 24-Hour In-Service and Two-Hour CIT Annual Training
 - a. Agencies wishing to appeal the Deputy Director's denial may submit a request for Exemption, Waiver, or Extension to the Commission under [WAC 139-03-030](#). Upon receipt of a request for appeal under [WAC 139-03-030\(2\)](#), the Executive Director shall schedule the request for full consideration at the next Commission meeting. If it is determined by the Chair that circumstances justify expedited review, the Chair may schedule a special meeting for the sole purpose of effecting review. After full consideration of the matter, the Commission shall deny, grant, or provide alternative mitigating relief. The applicant or a representative from the employing agency is not required to be present.
 - b. A written decision will be documented and provided electronically to the requesting agency for all completed reviews.