WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

POLICY MANUAL

REVISION DATE:

October 14, 2025

Washington State Criminal Justice Training Commission

Vision

Advance standards of excellence within criminal justice professions so the people of Washington State live in safe and secure communities.

Mission

Establish certification and training standards which are legally defensible and scientifically valid to ensure criminal justice professionals in Washington State have the knowledge and skills to safely protect the communities they serve.

Values

Leadership – We lead in certification and training through continuous evaluation, collaboration, improvement, and innovation with the goal of modeling best practices for criminal justice professionals.

Integrity – We do the right thing for the right reason with transparency and honesty.

Dignity – We demonstrate respect for each other and the communities we serve.

Accountability – We are dedicated stewards of the resources and responsibilities entrusted to us by the communities we serve.

Motto

"Training the Guardians of Democracy"

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Introduction	Revised: 01/31/2020; 11/25/2024
Authorizing Source:		**Applies to: All Staff**

I. GENERAL INFORMATION

This manual provides Washington State Criminal Justice Training Commission (WSCJTC) staff with a readily accessible source of policy, procedure, and information which comply with state rules.

The manual is intended to serve as a guide and framework within which employees can make decisions. It is not intended to cover every situation that may arise in the discharge of an employee's duties.

This manual is issued on the authority of the Executive Director. All staff are required to familiarize themselves with the contents and keep them at their workplace for immediate access.

Certain policies in the manual may be covered by bargaining agreements. In cases where agency policy differs from language in an agreement, the language in the agreement shall take precedence. When the agreement language covers part, but not all, of agency policy, the area of the agency policy not covered will control.

II. REVISION OF POLICIES

This edition of the manual contains many policy additions and revisions. This manual supersedes policies and procedures that have been put into place by previous administrations. A proper review of commission policies and procedures was conducted and the policies herein have been vetted through WSCJTC leadership in a concurrence process over the last year.

III. ORDERS AND DIRECTIVES

The policy manual will be reviewed annually for any revisions. Changes to information contained in this manual, prior to the annual review, will be communicated through the Weekly Message from the Executive Director’s Office. Employees can find the current policy manual on the intranet SharePoint site and on the WSCJTC webpage.

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CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 01 Agency Performance Evaluation	Revised: 07/01/2018; 2/13/2024
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy makes certain the Washington State Criminal Justice Training Commission (WSCJTC) is meeting its organizational mandates.

II. POLICY:

The evaluation of performance is essential to fulfilling organizational mandates and the mission of the agency. Further, one single method of evaluation cannot provide the necessary information and feedback to properly review the products and services delivered by the staff of the WSCJTC. Therefore, the following criteria are used in the evaluation of agency performance:

- Employee surveys
- Student evaluations
- Instructor audits
- Customer surveys
- Targeted needs assessments
- Curricula reviews and audits
- Government audits
- Accreditation assessments

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 02 Audits, Operations, and Training Programs	Revised: 07/01/2018
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy makes certain the operations and training programs conducted by the Washington State Criminal Justice Training Commission (WSCJTC) meet the needs of our customers.

II. POLICY:

WSCJTC conducts regular audits of operations and training programs to evaluate the effectiveness of the agency and the programs delivered to customers in Washington State.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 03 Copyright and Management	Revised: 2/13/2023; 12/26/2023
Authorizing Source: Federal Copyright Law, 17 U.S.C. Section § 101 The International Berne Convention for the Protection of Literary and Artistic Works of 1971, joined by the United States in 1989		**Applies to: All Staff**

I. PURPOSE:

This policy establishes procedures for the use of materials protected by copyright laws or license. This policy applies to all employees, contracted staff, instructors, and students of the Washington State Criminal Justice Training Commission (WSCJTC).

II. DEFINITIONS:

Plagiarism – The use of another's ideas, information, language, or writing, when done without proper acknowledgment of the original source.

Copyright - A form of intellectual property that grants its holder the sole legal right to copy their works of original expression for a defined period of time.

Creative Commons – An open-source licensing that establishes agreements between the owner and user of agency created material that is enforceable.

Derivative Work - A work based on or derived from one or more already existing works. Common derivative works from WSCJTC may include translations, abridged, or enhanced resources, or collections of adapted materials. The new work must contain a sufficient element of originality that makes it a new work in its own right. For example, correcting grammatical errors or adding a sentence to a single paragraph typically will not create a new work and would therefore be a derivative work

Works of authorship – include the following categories:

A. literary works;
B. musical works, including any accompanying words;
C. dramatic works, including any accompanying music;
D. pantomimes and choreographic works;
E. pictorial, graphic, and sculptural works;
F. motion pictures and other audiovisual works;
G. sound recordings; and
H. architectural works.

Works made for hire - Section 101 of the Copyright Act (Title 17 of the U.S. Code) defines a “work made for hire” in two parts:

A. a work prepared by an employee within the scope of his or her employment or
B. a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas.

III. POLICY:

A. Washington State Criminal Justice Training Commission Copyright Ownership
   1. Copyright Ownership consistent with federal copyright law, WSCJTC affirms that original works of authorship created by employees within the scope of employment are “works made for hire” and owned by WSCJTC. Except where otherwise agreed to in writing, WSCJTC affirms that original works of authorship produced by contractors which fall under “work made for hire” definition are owned by WSCJTC. (See works for hire section in the contract template under WSCJTC General Terms and Conditions.)
   2. Except when in conflict with stated policies, grantees receiving funds managed by WSCJTC from state, federal, private foundation, or other funding sources shall own copyright on their original works of authorship; however, as a condition of receiving a grant, such grantees are subject to the licensing policies below.
   3. This policy does not affect retention schedules.

B. Usage of Creative Common Licensing
   1. The WSCJTC will utilize the Creative Common usage for curriculum materials to note the allowable usage of material by outside individuals when providing curriculum to students, stakeholders, and the public regarding the usage of the documents.
   2. The curriculum manager or designee and program manager will discuss and properly label curriculum documents as necessary with the appropriate creative commons usage to protect the integrity of WSCJTC curriculum.

C. Usage of Outside Copyrights
   1. It is illegal to copy materials that are copyright protected without documented permission. Examples of copyright materials include:
      a. Most information on the Internet.
      b. Published writings including books, magazine articles, and newspapers.
      c. Videotapes, DVD, CD, and audio tapes.
      d. Computer software packages.
      e. Photographs, either in print form or on the Internet.
      f. Works of art and the images of the work.
   2. Tangible mediums of expression that may be “perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.”
   3. Copyright protection exists if the material is marked with a claim of copyright, but a copyright need not be present for the protection to exist (i.e., artistic works like paintings and sculpture). Most works are presumed to have a copyright.
   4. Staff, contracted staff, instructors, and students must not plagiarize any materials nor use any materials that are copyrighted without written permission.
   5. Information found on the internet such as YouTube videos, images on Google, and other platforms are presumed to have a copyright. The WSCJTC can only use the content if the author/creator or publication allows permissible use of the content. Permissible use can be attained by written permission on a website or alongside the content, by WSCJTC staff receiving authorization for use, or by creating a contract for express permission by the author/creator, or publication.
   6. All copyright agreements will be saved in the WSCJTC Worldwide Instructional Design System (WIDS). This can be in the form of a screenshot of a website agreement, saving an email from an author, or retention of a contract.
   7. Program managers will ensure that copyright agreements are saved in WIDS.

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	Chapter 1 Policy 04 Course Evaluations	Revised: 07/01/2018; 07/02/2024
Authorizing Source: IADLEST Standard 6.4, 7.0		**Applies to: All Staff**

I. PURPOSE:

Course evaluations are used for obtaining student feedback. This policy establishes the guidelines for listening to students as a primary information source in evaluating instruction, delivery, curricula, and the training environment.

II. POLICY:

The Washington State Criminal Justice Training Commission (WSCJTC) evaluates all WSCJTC-approved courses.

A. Courses are evaluated through various means, to include but not limited to:

1. Weekly journals;
2. Weekly surveys;
3. Informal student feedback;
4. Midway academy surveys;
5. End of academy surveys;
6. Post academy surveys including:
    a. 30 days
    b. 60 days
    c. 90 days
7. Targeted surveys; and
8. Risk roundtable group surveys.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 05 Course Records	Revised: 07/01/2018
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

The importance of retaining course records and curricula is essential in that it gives us a snapshot of what was taught at a particular point in time. This policy reinforces the requirement of properly maintaining academy course records.

II. POLICY:

The Washington State Criminal Justice Training Commission (WSCJTC) maintains a record of each course. The procedures for record retention are guided by the agency specific retention schedule and housed in the Standard Operating Procedures (SOP) Manual for the division responsible for the course.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 06 **Courses Published**	**Revised: 03/26/2024**
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) publishes a list of all courses offered.

II. DEFINITIONS:

Acadis – The name of the software application WSJCTC uses to track:

- Stakeholder personnel employment history,
- Training history,
- Course templates,
- Session scheduling,
- Curriculum storage,
- Online registration,
- Certification status, and
- Access to online training.

III. POLICY:

All courses are posted on the Acadis List of Available Training twelve (12) weeks prior to the training date(s).

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 07 Coroner/Medical Examiner Advanced Medicolegal Forensic Investigation Training Attendance	Effective: 03/12/2025
Authorizing Source: RCW 43.101.480		**Applies to: Relevant staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) in conjunction with the Washington Association of Coroners and Medical Examiners (WACME) deliver Advanced Medicolegal Forensic Investigation Training during the WACME conference which occurs 1-2 times per year. This policy outlines criteria under which participants may miss a portion of these advanced Medicolegal Forensic Investigation Training sessions and still be eligible to receive full or partial continuing education credit. The goal is to ensure that participants achieve the required learning outcomes while accommodating reasonable circumstances that may prevent full attendance.

II. DEFINITIONS:

Acadis – Online training and registration platform.

Coroner – The elected or appointed official tasked with overseeing the medicolegal system of a county whose principal duty is to investigate death.

Medical Examiner – A physician who is responsible for examining bodies postmortem to determine the cause and manner of death.

Medicolegal Forensic Investigation Training – Training designated to provide tools, resources, and standards to individuals who perform medicolegal death investigations.

Medicolegal Investigative Personnel – Personnel whose role is to investigate any death that falls under the jurisdiction of a Coroner or Medical Examiner's office including all unnatural, suspicious, or violent deaths.

III. POLICY:

Revised Code of Washington (RCW) 43.101.480 and House Bill 1326 (21-22) require all elected Coroners, appointed Coroners, persons serving as Coroners, Medical Examiners (C/ME), and all other Medicolegal Investigative Personnel employed by a county Coroner's or Medical Examiner's office must successfully complete Medicolegal Forensic Investigation Training. Certification is a condition of continued employment in a Coroner's or Medical Examiner's office as specified in RCW 43.101.480 (5). A county in

which mandated personnel have not been certified may have their agency's reimbursement from the death investigations account reduced per RCW 43.101.480(6).

Washington Administrative Code (WAC) 139-27 requires Medical Examiners, Coroners, and Medicolegal Investigation Personnel to maintain certification which, in part, is maintained by attending 30 hours of continuing education relevant to medicolegal death investigation over a 3-year period. Advanced Medicolegal Forensic Investigation training developed and delivered by WSCJTC, often in conjunction with WACME, provides continuing education credit towards this goal. This policy applies only to the advanced Medicolegal Forensic Investigation Training course at the WACME conference(s) and to no other WSCJTC Medicolegal Forensic Investigation Training sessions.

A. Attendance Requirements

1. Absences

Absences are permitted under the following conditions, which are all subject to approval by WACME and WSCJTC:

a. Medical Reasons: Illness or medical appointments that cannot be rescheduled.
b. Family Emergencies: Situations such as a death in the family or urgent care for a dependent.
c. Work-Related Obligations: Unavoidable professional duties or emergencies that require immediate attention.
d. Other Extenuating Circumstances: Situations that are unforeseen and beyond the participant's control.

2. Full Credit

Participants must attend a minimum of 90% of the total course to be eligible for full continuing education credit. This ensures that the majority of course content is covered and learning objectives are met.

3. Partial Credit

Participants may receive partial credit but will only receive credit for the blocks they attended in their entirety. Leaving partway through a block will result in no credit for that block.

B. Notification and Documentation

Participants must notify WSCJTC C/ME Program Manager or Administrative Assistant as soon as possible if they anticipate or experience an absence. Failure to notify WSCJTC program staff of any absence will result in the forfeiture of any credit for the course, regardless of attendance.

Documentation may be required to support the reason for the absence as determined by WSCJTC program staff.

Upon approval of an absence, a diploma (certificate of completion) will be generated in Acadis for each block the participant attended. Participants may use these diplomas toward their continuing education credits required for recertification of Washington State Medicolegal Forensic Investigation Certification.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 08 Research and Planning	Revised: 07/01/2018; 2/13/2024
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy defines the function and responsibility of staff assigned to research and planning.

II. DEFINITIONS:

Research - a planned and systematic sociological, psychological, epidemiological, biomedical, or other scientific investigation carried out by a state agency, by a scientific research professional associated with a bona fide scientific research organization or by a graduate student currently enrolled in an advanced academic degree curriculum, with an objective to contribute to scientific knowledge, the solution of social and health problems, or the evaluation of public benefit and service programs. This definition excludes methods of record analysis and data collection that are subjective, do not permit replication, and are not designed to yield reliable and valid results. [RCW 42.48.010]

Stakeholder - Any individual or group who has a vested interest in the daily operations of the WSCJTC, including but not limited to:

- criminal justice agencies and their employees
- recruits
- public

III. POLICY:

The Washington State Criminal Justice Training Commission (WSCJTC) supports and engages in research activities relevant to its programs, services, and operations. Planning and implementation of policies, programs, and operations should reflect the most current information available from research and practice literature or from operational studies and program evaluations.

A. Types of research and planning projects include:

1. Strategic planning
2. Research and evaluation of internal training programs
3. Development of new training programs
4. The review and evaluation of curricula, instructors, and state of the art training
5. Other research projects as designated by the Executive Director or Deputy Director

B. Research will comply with professional and scientific ethics and with state and federal guidelines for the use and dissemination of research findings, issues of legal consent, and release of information. [RCW 42.52; 45 CFR 46.101 et seq.]

C. Research projects designed and conducted by outside professionals are encouraged. The WSCJTC occasionally collaborates with colleges and universities to conduct research

D. No WSCJTC division or unit will permit or participate in research unless the plans or protocols have been reviewed according to WSCJTC guidelines and approved by the Executive Director or Deputy Director.

E. The WSCJTC is responsible for safeguarding the rights and welfare of recruits, WSCJTC employees, and stakeholders who serve as subjects in research directed, sponsored, or approved by the WSCJTC, as well as the personal records of such individuals that are disclosed for research purposes.

F. Routine statistical tabulations and program reviews undertaken by WSCJTC employees for administrative purposes only are not defined as research projects.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 09 Records Management	Revised: 5/17/2021
Authorizing Source: RCW 40.14, RCW 42.56, RCW 40.10, WAC 434-662-040		**Applies to: All Staff**

I. PURPOSE:

A. This policy establishes responsibilities to be followed in the proper creation, organization, maintenance, use, and disposal of agency public records.

B. The WSCJTC will create, organize, maintain, use, and dispose of information in accordance with all statutory requirements, regardless of media. Systematic records management practices are fundamental to agency efficiency. They ensure that the right information is:

1. Captured, stored, retrieved, and destroyed or preserved according to business need;
2. Accessible to those who need to use the information;
3. Protected from inadvertent disclosure; and
4. Protected in the event of business disruption.

II. DEFINITIONS:

Agency Device - a cell phone, computer, tablet, or other device that is used by the employee for electronic communication related to agency business, and is owned or paid for by the agency.

Archival - determined by the State Archivist as having continued historical value which requires permanent preservation by state government.

Disposition - actions taken with records when they are no longer required to be retained by the agency. Possible disposition actions include: (1) transfer to Washington State Archives and (2) destruction.

Electronic Records - computer data or electronic recorded media of any kind that is stored in a digital medium from which it can be retrieved and examined.

Essential Records - public records that state government agencies must have in order to maintain or resume business continuity and core functions following a disaster.

Double Deleted Emails - emails that are deleted from Outlook and then deleted from the deleted items folder.

Hard Copy Records - records that are physical in nature and non-electronic.

Metadata - data about data. Metadata is information retained as part of an electronic file that provides content, quality, type, creation, and spatial information about a file, dataset, or other resource (for example, who, where, and the date a file was created or altered is considered metadata).

Personal Device - a cell phone, computer, tablet, or other device that is used by the employee for electronic communication related to agency business but is not owned or paid for by the agency.

Records Manager - the individual appointed by the Executive Director to serve as the agency's Public Records Officer and Records Manager who is responsible for directing the agency's records management and public disclosure activities.

Public Record - any paper, correspondence, completed form, bound record book, photograph, film, sound recording, machine-readable material, compact disc, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any state agency in connection with the transaction of public access. This includes any of the above documents created by contractors, or law enforcement agency instructors, who work under a Memorandum of Understanding.

Records Coordinator - an individual assigned by the Division Manager who is responsible for a program's records management and/or public disclosure functions.

Records Retention Schedule - a schedule approved by the State Records Committee which specifies the length of time each record series will be retained by an agency, specifies whether the record is designated essential or archival, and provides authorization for the final disposition of records.

Retention Period - the minimum amount of time a record series must be kept by the agency.

Scan and Toss - a process outlined by the State Archives to scan physical records, retain them electronically, and destroy or archive the original.

State Archives - a division of the Secretary of State’s office managed by the State Archivist that is responsible for regulating and assisting state and local government on records management, archiving, storage of long-term records, and record retention schedules, which authorizes the destruction of public records.

State Government General Retention Schedule - a schedule approved by the State Records Committee that establishes records retention and disposition requirements for records commonly held by most state agencies.

State Records Committee - the state committee that determined the creation of records retention schedules and the length of retentions.

Strategic Plan - strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. It may also extend to control mechanisms for guiding the implementation of the strategy.

Text Message - a brief electronic communication that typically consists of alphabetic and/or numeric characters, between two or more users of mobile phones, fixed devices (e.g., desktop computers), or portable devices (e.g., tablet computers or smart phones).

Transmittal - documentation authorizing the transfer of public records to inactive storage at the State Records Center or archival storage at the State Archives division.

Transitory Record - a record that documents information of temporary, short-term value, and is not needed as evidence of a business transaction.

I. POLICY:

A. Responsibilities:

1. Division Managers will appoint a Records Coordinator(s) within their division. When a new Records Coordinator is appointed, the Division Manager will notify the Records Manager.
2. Records Manager. The manager is designated by the Executive Director to be the Records Officer pursuant to RCW 40.14 and is responsible for:
    a. Overseeing and coordinating all activities of records management as prescribed by this policy and applicable laws and regulations;
    b. Serving as liaison with the Secretary of State, Division of Archives;
    c. Representing the WSCJTC before the State Records Committee; and
    d. Ensuring that WSCJTC staff have access to records management training, including New Employee Orientation training and refresher courses, as needed.
3. Records Coordinator. Record Coordinators are individuals who coordinate the records management responsibilities for a WSCJTC division or program. They are responsible for working with the Records Manager to:
    a. Conduct an annual inventory of the essential records of their division/program;
    b. Conduct an inventory of all public records within their division/program at least once annually for disposition scheduling and transfer action;
    c. Evaluate and coordinate unique retention schedule changes;
    d. Keep the Records Manager informed about internal policy and procedures that affect records and information governance within their division/program; and
    e. Review and approve destruction approval requests from the State Records Center.
4. WSCJTC Employees. Every WSCJTC employee is a custodian of records and is responsible for the management of WSCJTC records in their custody and care. This includes, but is not limited to:
    a. Proper retention of business-related records that they create, send, or receive; and
    b. Proper treatment of transitory records.
5. Information Technology Division. Information technology (IT) systems are essential to the effective management of electronic records. These systems must:
    a. Be maintained and upgraded as needed;
    b. Secure and protect confidential records from unauthorized access; and
    c. Ensure that records are accessible to carry out WSCJTC business. The Information Technology Division will improve or replace any existing IT systems not meeting these requirements as time and/or budget allows, as provided by the WSCJTC strategic plan.

B. Procedures for Records Management:

1. Record Retention
    a. Retention schedules provide legal authority to dispose of records. If a retention schedule does not exist, then records must be kept until one is approved by the State Records Committee. The State Government General Records Retention Schedule establishes retention requirements for records that are common to all state agencies. The WSCJTC also has unique records retention schedules for records that are specific to the agency.
    b. The Records Manager will review the unique retention schedules at least annually to ensure they are meeting the agency's business needs. The Records Manager will notify each Records Coordinator when their division is scheduled for a review of their record retention schedule and will work with them to ensure the schedule is complete, accurate, and consistent with current operation procedures and requirements. Any changes to the schedule must be approved by the State Records Committee.
    c. Transferring Records to the State Records Center. Hard copy records may be transferred to the State Records Center at any time once they are inactive and there is no longer a need to house the records in the WSCJTC office, and before their retention period has been met. The Records Coordinator will prepare a State Records Center transmittal form for approval by the Records Manager.
2. Disposition of Records
    a. Destruction of Records Stored at the State Records Center. The State Records Center sends a records destruction approval request to the WSCJTC when records stored there have met retention. The Records Coordinator will send the destruction approval request to the Records Manager for review and signature approving final destruction. If the records are involved in litigation, are archival, or have a legitimate reason to be held, the Records Manager shall note this on the destruction approval request and return it to the Records Coordinator.
    b. Destruction of Records Stored In-Office. Records that have met their retention period should be destroyed promptly, unless there is a compelling business need to keep the records for longer.
        i. For records with a retention period of one year or greater, including electronic records, the Records Coordinator will verify that cut-off and retention have been met according to the records retention schedule and fill out a Destruction Form for the Record Manager's approval.
        ii. For records with a retention period of less than one year, the WSCJTC employee managing the record may destroy the record once retention has been met without filling out a Destruction Form.
    c. Archiving records. Records designated as "Archival" in the remarks section of the retention schedule cannot be destroyed. The Records Coordinator should contact the Records Manager to make arrangements to have the records sent to the Secretary of State's Archives division office.
3. Essential Records. The Records Manager and Records Coordinators have the task of identifying and maintaining a list of Essential Records and reviewing the list on an

annual basis. For each Essential Record, the method for safeguarding the record (backup) shall be identified. The Records Manager will forward the completed Essential Records list, and any revisions to the list, to the Assistant Director for final approval. Essential Records shall also be identified as such on the records retention schedules.

4. Records holds. WSCJTC management will notify the Records Manager when the agency is or may be involved in litigation or other civil action in order to place a records hold on records that may be required in document production or discovery. The Records Manager will issue a records hold and send a notice to the affected areas and/or employees of the agency noting the types of records involved. The affected areas must not destroy any of the identified records. Affected employees may be asked to sign a statement indicating they were notified of the records hold and have not destroyed any records.
5. Departing employees. Prior to a departing employee's last day with the WSCJTC, the employee shall work with their supervisor to ensure that records residing on the employee's personal OneDrive, laptop, and any handwritten notes or notebooks needed by the agency are provided to their supervisor or moved to an accessible shared folder to ensure continued smooth operation of the agency program. If the employee leaves the WSCJTC prior to this review, the employee's supervisor will be responsible for conducting the review and moving needed records to a shared location. The employee and supervisor will also review the employee's email items to determine if there are emails that need to be moved to a shared location for further access. Following the review, IT will archive the employee's OneDrive and Outlook in an accessible and searchable way to allow ease of access for Public Record Requests or agency needs. The supervisor will notify HR to mark on the Employee Exit Checklist that this has been completed.

C. Managing Electronic Records

1. The law governing preservation and destruction of public records (RCW 40.14) and record retention schedules apply to all records, regardless of format. Nevertheless, there are special considerations when managing electronic records and best practices that should be followed by all employees.
2. Electronic records should be preserved in electronic form. However, electronic records do not need to be kept in their native format. It may be necessary to migrate records in order to better manage them according to the subject matter or to preserve the record. It is important that any data migration to another electronic format preserve the necessary metadata needed to prove the record's authenticity. Please note the Secretary of State requirements for "Scan and Toss" authorization.
3. Managing Emails
    a. Any email message, including associated metadata and attachments, that has been made or received by the agency in connection with the transaction of WSCJTC business is a public record that must be managed in accordance with Ch. 40.14, RCW, and Chapter 434-662, WAC, Preservation of Electronic Public Records.

b. Email retention. It is the responsibility of each employee to retain email messages according to minimum retention requirements based on the information contained in every email message and the agency's email protocol outlined below. Employees are encouraged to set up Outlook subject folders to organize emails that must be retained and to delete transitory messages.
c. Email back-up. All emails that are not deleted are stored in the email archiving system.
    i. All emails are maintained as part of users' Outlook profile.
    ii. Emails are automatically archived within Outlook after 12 months.
    iii. Prior employee Outlook profiles are archived and retained for seven years before being destroyed per disposition policy.
d. Transitory emails. Emails that are transitory in nature are not required to be retained and should be deleted as soon as possible of receipt or when no longer needed. Employees should not allow transitory emails to become archived in the backup. Examples of transitory emails include, but are not limited to, the following:
    i. Notices of training events, professional association announcements, notices of social events, or similar functions;
    ii. Meeting notices, scheduling inquiries, invitations, and other messages regarding the scheduling, location of, and attendance at events;
    iii. Preliminary drafts, including comments on preliminary drafts (may be as an attachment), unless publicly cited;
    iv. Messages relating to development of internal plans and reports that will result in issuance of a final plan or report;
    v. Informational copies, notices, bulletins, newsletters from external sources (such as WASPC, OFM, DES, industry newsletters, or weather updates);
    vi. Secondary copies – CCs of emails, provided the agency is retaining its primary copy of the email; and
    vii. Messages merely containing greetings such as birthdays, anniversaries, "thank you" or similar messages.
e. Deleted emails. Email that is deleted from Outlook's Deleted Items folder will be held in the "Deleted Items" repository for 30 days before being permanently deleted.
f. Email that is copied to a location outside of Outlook must be managed and destroyed according to the records series that the email is copied into, such as an email copied from Outlook to a folder on the G:\drive or OneDrive. Once the email has been placed with the associated subject matter, it no longer needs to be kept in Outlook, provided sufficient metadata is preserved to prove authenticity.

4. Text Messages
    a. Text messages on an agency device are public records of the agency.
    b. Text messages sent and received by a public employee on a private cell phone in the employee's official capacity are also public records of the agency. Records on personal devices that meet the definition of public records are subject to the Public Records Act, chapter 42.56 RCW.

c. When requested to conduct a search of a personal device for agency public records in response to a records request, or when an employee is aware of responsive records maintained on a personal device, agency employees are responsible for searching their personal files, devices, and accounts for responsive public records. Employees must produce any responsive public records (e-mails, text messages, and any other type of electronic communication) to the agency. The agency shall proceed as it normally would when responding to a request for public records in the agency's possession.
d. Any non-transitory text message shall be forwarded to the employee's work e-mail for proper preservation and retrieval. Once preserved, the record shall be retained appropriately and only destroyed when the retention period has expired. Non-transitory texts may not be deleted from any cell phone or device until they have been produced to the agency, transcribed, or retained in some other manner.
e. Per the Washington State Government Retention Schedule, transitory records shall be destroyed when no longer needed for agency business. Any transitory text message that relates to agency business that still exists at the time a public records request is received is subject to the disclosure requirements of the Public Records Act.
f. Employees who utilize text messages in the course of conducting agency business shall limit use to transitory texts on agency devices that can be deleted once the message serves its purpose. In the event communications are needed that are more than transitory, they should occur in person, by telephone, by e-mail, or by memorandum, when possible.
g. In the event a records request is submitted that may include within its scope text messages related to agency business that were transmitted on either an agency-owned or a personally-owned device, the employee, once put on notice of the request, shall not delete any text messages from the cell phone or device, even if such text is transitory or personal. The employee shall work the agency's Public Records Officer to produce the requested public records or to provide another necessary response.
h. Employees are responsible for searching their personal devices for records responsive to a Records Request, Discovery Demand, or Subpoena.
i. When requested to conduct a search of a personal device for agency public records in response to a Records Request, Discovery Demand, or Subpoena, an employee shall complete and submit to the agency an Affidavit of Diligent Search of a Personal Device.
j. An Affidavit of Diligent Search of a Personal Device shall include a detailed, non-conclusory, signed statement outlining an employee's search efforts on their personal device to locate public records. It shall contain facts sufficient to determine that search efforts were reasonable and establish that any personal electronic communication withheld is not a "public record" under the Public Records Act.

5. Emerging technology. New applications and products are regularly being introduced into the workplace. For applications and products that have not been provided by

the WSCJTC, employees should always check with the Information Technology Division before using them to ensure they are safe to use and comply with IT policies.

a. New applications/products may not have features that allow users to easily manage records that are created with use.
    i. For any records received or created that are not transitory in nature, employees are responsible for properly retaining or transferring them to a location where they can be properly retained, such as the G:\drive or OneDrive.
    ii. Transitory records should be deleted when no longer needed.
b. Any application or product that creates or affects records needs to integrate into the existing systems managed by IT and follow WSCJTC policy regarding record retention and disposition plans.

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.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 11 LETCSA, IIT Qualified Lead Investigator Certificate and Annual Training Requirements	Revised: 02/02/2023; 12/26/2023; 06/11/2025
Authorizing Source: WAC 139-12 – LETCSA, RCW 10.114.011		**Applies to:** Relevant staff

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) reviews applications for independent investigation team qualified lead investigator certificates per the applicable authorizing regulation. Independent investigator teams are also required to train as a unit annually per the applicable authorizing regulation.

II. DEFINITIONS:

Acadis – The WSCJTC training management system.

Independent Investigation – Except as required by federal consent decree, federal settlement agreement, or federal court order, where the use of deadly force by a peace officer results in death, substantial bodily harm, or great bodily harm, an independent investigation must be completed to inform any determination of whether the use of deadly force met the good faith standard established in Revised Code of Washington (RCW) 9A.16.040 and satisfied other applicable laws and policies. The investigation must be completely independent of the agency whose officer was involved in the use of deadly force and conducted in accordance with chapter 43.102 RCW. (Text from RCW 10.114.011)

Independent Investigation Team (IIT) – A team of qualified and certified peace officer investigators, civilian crime scene specialists, and at least two non-law enforcement community representatives who operate completely independent of any Involved Agency to conduct investigations of police deadly force incidents. An IIT is created when multiple law enforcement agencies enter into a written agreement to investigate police use of deadly force incidents in their geographical regions. A single law enforcement agency may fulfill the independent investigative function, provided it is not the Involved Agency.

IIT Lead Commander – An officer who is a member of an IIT usually with command rank designated to oversee the IIT. The role's title and responsibilities may differ between IITs.

Involved Agency – The agency that employs or supervises the officer(s) who used deadly force. There can be more than one "involved agency."

LETCSA – Law Enforcement Training and Community Safety Act

Member Agency – Each of the agencies that enters into a written agreement to investigate police use of deadly force in their geographical region.

Reputable Training – For the purposes of this policy, a training is considered "reputable" if it meets at least three of the following criteria:

- The training must encompass a minimum of four hours of lecture.
- The training must include a validation exam and certificate.
- The training must have a syllabus, or similar detailed description, of the course curriculum.
- The training must include a professional biography describing the instructor's experience in the area of study.
- The training (or conference) must be affiliated with a state, national, or international association.
- If applicable and available, the training shall incorporate trauma-informed practices into the curriculum.

If attending a conference for the annual advanced training requirement, the topic of the conference must align with the relevant named training topics in Washington Administrative Code (WAC) 139-12.

III. POLICY:

A. Law Enforcement Training and Community Safety Act

RCW 10.114.011 and WAC 139-12 requires that where the use of deadly force by a peace officer results in death, substantial bodily harm, or great bodily harm an Independent Investigation must be completed to inform any determination of whether the use of deadly force met the good faith standard established in RCW 9A.16.040 and satisfied other applicable laws and policies. The Independent Investigation is conducted in the same manner as a criminal investigation and state law requires an "independent investigation" completely independent of the Involved Agency.

B. Requirements for IIT Qualified Lead Investigator Certificate

The credibility of an officer assigned to an IIT is based on two elements: training and experience with criminal investigations. If an officer is assigned a lead role within an IIT, they must meet the training and experience requirements. Per WAC 139-12-030 an officer applying for an IIT qualified lead investigator certificate must provide proof that they meet the minimum requirements which include:

1. At least three years of uninterrupted experience as a certified peace officer, crime scene investigator, or related expertise in a discipline relevant to investigations;
2. Successful completion of WSCJTC's 24-hour Patrol Tactics In-Service course;

3. Successful completion of a basic homicide and interview and interrogation course which are the basic prescribed training classes listed in WAC 139-12-030;
    a. An applicant may substitute the basic prescribed training classes with work experience as outlined in WAC 139-12-030; and
4. A work history free of a sustained finding of serious misconduct and/or a pattern of sustained complaints and a personal history free of demonstrable bias or prejudice against community members that may be impacted by the police use of deadly force.

Once an IIT qualified lead investigator certificate has been issued, the investigator must complete eight hours of annual criminal investigation training. Proof of completion for the annual training must also be submitted to WSCJTC LETCSA staff. The annual training topics include, but are not limited to:

1. Advanced homicide investigation techniques;
2. Advanced interviewing and interrogation;
3. Officer-involved shooting investigation;
4. In-custody death investigation;
5. Excited delirium and positional asphyxia;
6. Bloodstain pattern analysis;
7. Crime scene photography/videography; and
8. Other related training, seminars, and conferences or on-going training as offered by WSCJTC or other training venues on an as-available basis.

IV. PROOF CRITERIA AND REQUESTED MATERIALS:

IIT qualified lead investigator certificate applications require specific proof and materials to be submitted to WSCJTC which will be reviewed under the following criteria:

A. Employed by a Member Agency on an IIT

An investigator seeking the IIT qualified lead investigator certificate must be employed by a Member Agency that has entered into an agreement with a regional IIT. The applicant indicates which IIT is relevant to the application being submitted on the webform in Acadis.

B. Years of Experience

A letter of recommendation and approval from the applicant's chief or sheriff on department letterhead must be submitted with the application. The letter must include an attestation that the investigator seeking the IIT qualified lead investigator certificate meets the years of experience requirement. A designee for the agency chief or sheriff is not accepted for this requirement.

C. 24-Hour Patrol Tactics In-Service Course

The applicant's completion of the 24-hour Patrol Tactics In-Service course must be documented in WSCJTC's Acadis database and on the applicant's training transcript. This requirement will auto-populate into the webform when applying for the certificate.

D. Basic Training Courses

A certificate of completion or an agency official training transcript may be submitted to demonstrate completion of the prescribed basic training courses. The agency official transcript must contain the training organization's name, amount of training hours, the date(s) completed, and be on the applicant's employing agency letterhead or indicate that it is an official transcript from the agency. Both the basic homicide and interview and interrogation courses must contain trauma-informed components and include trauma-based interviewing techniques when applicable. The basic homicide course should be at least 24 hours and the interview and interrogation course should be at least 8 hours. Both courses should be offered by a Reputable Training organization that teaches best practices pertaining to the course topic. WSCJTC's Child Abuse Interviewing & Assessment and Sexual Assault Investigations: Victim-Centered Engagement and Resiliency Tactics courses do not fulfill the interview and interrogation requirements.

E. Substituting Work Experience

If an investigator would like to substitute their work experience for the prescribed basic training classes, a letter may be submitted that details the number of investigations they have been involved in and to what level their involvement was. Additionally, if they have any certificates or proof of completion for training on a relevant topic that must be submitted as well. This option only pertains to the basic homicide and interview and interrogation courses; the 24-hour Patrol Tactics In-Service course is required and is not able to be substituted.

F. Honorable Behavior - WAC 139-12-030 (vi)

An affirmation from the applicant (this may also be an Acadis point-of-contact from their employing agency) that the investigator has a history of honorable behavior is submitted during the application process. This is completed in Acadis.

G. Continued Annual Training Course(s)

An attestation from the IIT Lead Commander is submitted to WSCJTC for review on an annual basis. The attestation affirms that the IIT has taken the required annual training for both the IIT qualified lead investigators and the IIT as a unit. The annual training attestation must include a roster of all IIT members and indicate those that hold the IIT qualified lead investigator certificate status. If someone received their IIT qualified lead investigator certificate for the specific calendar year in question, the IIT Lead

Commander or designee may indicate on the roster the certificate date. The required annual training for IIT qualified lead investigators must be offered by a Reputable Training organization that teaches best practices pertaining to the course topic.

H. Recertification Application Materials

A certificate of completion of the required annual training along with a recertification application is required to recertify a lapsed IIT qualified lead investigator certificate. The required annual training must be offered by a Reputable Training organization that teaches best practices pertaining to the course topic.

V. INITIAL CERTIFICATE REVIEW:

Applying for an initial IIT qualified lead investigator certificate is completed online through WSCJTC's Acadis database. An initial IIT qualified lead investigator certificate application is submitted by the investigator's employing agency. Instructions and additional information about this process for the applicant is available on WSCJTC's website.

A. Initial Certificate Review Process

1. Once an applicant has submitted the application in Acadis, the LETCSA Program Specialist will complete a preliminary review which entails a document check to ensure that all materials have been submitted and are correct. When the review is complete, the LETCSA Program Specialist will complete the steps to move the application to the next step.
    a. If any of the materials are incorrect or insufficient, the LETCSA Program Specialist will note the issue in the application comments and move the application to the next step.
2. The LETCSA Program Manager will conduct a review of the submitted application and make a recommendation of approval or denial.
    a. If a mistake was made on the application, it must be denied and resubmitted for approval with the correct documents. The application also may be denied if the investigator is employed by a law enforcement agency that is not on an IIT.
3. The Advanced Training Division (ATD) Manager will review the submitted materials and the LETCSA Program Manager's recommendation. They will then make a final determination to approve or deny the application.
4. If approved, the investigator will be granted an IIT qualified lead investigator certificate and the LETCSA Program Specialist will complete the final administrative steps to close out the application including sending an electronic certificate.
    a. An electronic or written decision will be documented and provided to the requesting agency for the denied application if the application was denied for any other reason except for a mistake in the materials. This will come from the ATD Manager. If a mistake in submitted materials was made, the applicant may resubmit for reconsideration and potential approval.

VI. ANNUAL TRAINING REVIEW:

Attestation of compliance with the annual training requirements for both IIT qualified lead investigators as well as the IIT as a unit is submitted to WSCJTC on the IIT annual training attestation form from the IIT's Lead Commander or designee. The attestation is for the IIT as a whole and includes all member agencies that are participating on the applicable IIT. The annual training attestation is due to WSCJTC LETCSA staff on or by March 15 for the previous calendar year.

Example

Documentation Period	Due Date
January 1 - December 31, 2025	March 15, 2026

If an IIT qualified lead investigator certificate was issued during the relevant calendar year, the IIT qualified lead investigator is not required to complete the annual eight hour continued training until the following calendar year. However, they would still be required to train with the IIT as a unit on an annual basis.

An IIT Lead Commander, or their designee, completes the IIT Annual Training Attestation form and submits a roster of their IIT to WSCJTC. Once the attestation is received by WSCJTC, LETCSA staff begins the review process.

A. Annual Training Review Process

1. The LETCSA Program Specialist completes a preliminary review of the submitted attestation to ensure that the correct application materials have been submitted. If anything is missing or needs correcting, they will work with the IIT to get all required materials. The LETCSA Program Specialist will also crosscheck the roster submitted by the IIT with WSCJTC's records of IIT qualified lead investigators as well as IIT member rosters. If any discrepancies are found, the LETCSA Program Specialist will attempt to resolve them with the IIT Lead Commander or designee and the LETCSA Program Manager. Once the LETCSA Program Specialist completes their preliminary review, they will upload the attestation to DocuSign and send for signatures.
2. The LETCSA Program Manager will be the first to review the application materials from the LETCSA Program Specialist in DocuSign. They will review the submitted application and make a recommendation of approval or denial. A recommendation of denial would only occur if there was a mistake or discrepancy in the application and the LETCSA Program Specialist was unable to rectify the issue before sending in DocuSign.
3. The ATD Manager will conduct the final review of the application to make a determination of approval or denial. If a denial is determined, the IIT qualified lead investigators who did not complete the training requirements would have their certificate lapse and be required to recertify. If an IIT did not train as a unit, the IIT would be out of compliance in regard to that WAC requirement.

a. If approved, the LETCSA Program Specialist will notify the IIT Lead Commander or designee that their annual attestation has been processed and send them a written notification of compliance.
b. If denied, the ATD Manager will notify the IIT Lead Commander in writing of the decision and reasoning.

VII. RECERTIFICATION:

If an IIT qualified lead investigator does not complete their annual training required per WAC 139-12, their certificate would lapse, and they will be required to recertify their qualified lead investigator status. The investigator would have until March 31 of the current calendar year to complete the annual training for the previous year. The IIT qualified lead investigator would still be required to take eight additional annual training hours for the current calendar year.

If the investigator does not submit proof of completion of the annual training, their certificate would default, and they will need to complete the initial IIT qualified lead investigator certificate process again. The training utilized for their previous initial IIT qualified lead investigator certificate would not be valid if they defaulted and were reapplying.

A. IIT Qualified Lead Investigator Recertification Process

The IIT qualified lead investigator that is needing to recertify their certificate will submit the requested materials to the LETCSA email inbox at cjtcletcsa@cjtc.wa.gov.

1. The LETCSA Program Specialist completes a preliminary review of the submitted recertification application to ensure that the correct application materials have been submitted. If anything is missing or needs correcting, they will work with the applicant to get all required materials. Once the LETCSA Program Specialist completes their preliminary review, they will upload the recertification application to DocuSign and send for signatures.
2. The LETCSA Program Manager will be the first to review the application materials from the LETCSA Program Specialist in DocuSign. They will review the submitted application and make a recommendation of approval or denial. A recommendation of denial would only occur if there was a mistake or discrepancy in the application and the LETCSA Program Specialist was unable to rectify the issue before sending in DocuSign.
3. The ATD Manager will conduct the final review of the application and make a determination of approval or denial.
    a. If a denial is determined, the IIT qualified lead investigator would need to either resubmit the recertification or follow the initial IIT qualified lead investigator certificate process. A written decision would be provided to the applicant from the ATD Manager.

b. If approved, the LETCSA Program Specialist will close out the application process and send the applicant an email that their certificate has been reinstated and they are in good standing.

B. IIT Team Training

If a member of an IIT is unable to attend the IIT unit training, whether an IIT qualified lead investigator or other IIT member, the following must occur:

1. The IIT Lead Commander, designee, or a representative of the IIT member's employing agency must contact LETCSA staff and inform them of the IIT member's absence from the training and the reason(s) for the absence.
    a. Examples of excused absences include pre-approved leave, being called out to an investigation/scene, and administrative leave.
2. The LETCSA Program Manager will inform the ATD Manager about the request and draft an interoffice communication (IOC) memo to the requestor from the WSCJTC Training Bureau Assistant Director. The IOC will include the following information:
    a. Details of the absence and request.
    b. Steps the IIT must take to rectify the IIT member's absence e.g. review the training topics from the annual IIT unit training with the absent IIT member within the next three months.
    c. A timeline of completion.
    d. Further guidance regarding any other IIT requirements e.g. including the IOC with the IIT's annual attestation for that calendar year.
3. The LETCSA Program Manager will provide the requestor with the IOC. If any guidance was provided to the IIT that WSCJTC will track, the LETCSA Program Manager will document this accordingly.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

Chapter 1 Policy 12 Coroner/Medical Examiner – Washington State Medicolegal Forensic Investigation Certification Requirements	Revised: 06/01/2023; 10/3/2023; 12/26/2023
Authorizing Source: RCW 43.101.480	**Applies to: Relevant staff**

I. PURPOSE

The Washington State Criminal Justice Training Commission (WSCJTC) must certify successful completion of medicolegal forensic investigation training (or exemption from the requirement) developed by the commission in conjunction with the Washington Association of Coroners and Medical Examiners (WACME).

II. DEFINITIONS

ABMDI – American Board of Medicolegal Death Investigators

ABP – American Board of Pathology

Acadis – Online training and registration platform.

ABMDI Registry Certification – the initial certification by the ABMDI.

C/ME – Coroner/Medical Examiner

Coroner – the elected or appointed official tasked with overseeing the medicolegal system of a county whose principal duty is to investigate death.

Good standing – a member of a profession regulated by this WAC who:

A. does not have their professional license(s) or certification(s) suspended or revoked; and
B. is in compliance with their employing agency's training requirements.

Medical Examiner – a physician who is responsible for examining bodies postmortem to determine the cause and manner of death.

Medicolegal forensic investigation training – training designated to provide tools, resources, and standards to individuals who perform medicolegal death investigations.

Medicolegal investigative personnel – personnel whose role is to investigate any death that falls under the jurisdiction of a coroner or medical examiner's office including all unnatural, suspicious, or violent deaths.

Part-time – any personnel who work less than full-time hours. Full-time hours are defined by their employer. A single day of work in a month will count as employment for that month.

WACME – Washington Association of Coroners and Medical Examiners

WSCJTC – Washington State Criminal Justice Training Commission

III. POLICY

Revised Code of Washington (RCW) 43.101.480 and House Bill 1326 (21-22) requires that all elected coroners, appointed coroners, persons serving as coroners, medical examiners, and all other medicolegal forensic investigative personnel employed by a county coroner's or medical examiner's office must successfully complete medicolegal forensic investigation training. All full-time persons must complete training within 12 months of being elected, appointed, or employed unless otherwise exempted by the commission. All part-time persons must complete training within 18 months of being employed unless otherwise exempted by the commission. Certification is a condition of continued employment in a coroner's or medical examiner's office. Those who have not been exempted or certified as required may have their agency's reimbursement from the death investigations account reduced.

Per legislature, the commission must certify successful completion of the medicolegal forensic investigation training or exemption from the medicolegal training requirement within 60 days from receipt of proof of completion or request for exemption.

Washington Administrative Code (WAC) 139-27 was developed to reflect this policy and was necessary to provide structure and guidelines for the development, delivery, and maintenance of the tenants of RCW 43.101.480.

A. Requirements for Certification

The Washington State Medicolegal Forensic Investigation Certification is the initial certification that provides official recognition that an individual has acquired specialized knowledge of death investigation through the Core Medicolegal Forensic Investigation training or has been exempted from the requirement of completing the core training or an equivalent training.

Certification will be awarded if either:

1. The individual has completed the Core Medicolegal Forensic Investigation training developed and delivered by WSJCTC in conjunction with WACME.

    a. To be issued a certificate, 90% of the program must be attended.
    b. A competency exam must be passed (>70%) at the end of the training.
        i. Those who do not pass will be able to make re-testing arrangements with WSCJTC; or;
        ii. The individual has submitted an exemption request for which the exemption has been approved by following the WSCJTC Coroner/Medical Examiner Program Exemption Policies and Procedures.

    Certificates will be generated through ACADIS and certificants will be notified via email.

Certificates are valid for a period of 3 years from the date of initial certification following the completion date of the WSCJTC Core Medicolegal Forensic Investigation training or from the date the exemption is granted.

B. Recertification Eligibility and Requirements

All medicolegal forensic death investigation certificates (including those awarded via exemption) have a 3-year duration from the date issued, after which individuals who continue to meet the requirements must seek recertification. Recertification will begin 6 months prior to the certification expiration date and materials must be received on or before the expiration date.

To be eligible for recertification, individuals shall meet these requirements:

1. A medical examiner must:
   a. Maintain employment by a coroner's or medical examiner's office in Washington State.
   b. Maintain their status as a board-certified forensic pathologist certified by the American Board of Pathology or complete 30 hours of continuing education following continuing education following WAC 139-27-040 over the 3-year certification period.
   c. Maintain their license by the Washington State Medical Commission.
   d. Be in good standing with their agency of employment.

2. A coroner or medicolegal investigative personnel must:
   a. Maintain employment by a coroner's or medical examiner's office in Washington State.
   b. Complete 30 hours of continuing education following WAC 139-27-040 over the 3-year certification period.
   c. Be in good standing with their agency of employment.

If certification lapses, the coroner, medical examiner, or medicolegal investigative personnel will be required to complete the initial certification (i.e. exemption certification) process again. If certification lapses by one year or more, the individual will be required to attend the Core Medicolegal Forensic Investigation training regardless of previous attendance.

C. Required Recertification Materials – Medical Examiners

The Washington State Medicolegal Death Investigation recertification application requires materials to be submitted to WSCJTC which will be reviewed by the following criteria:

1. Application via ACADIS
   Application for recertification will be received through an ACADIS webform created and maintained by the WSCJTC. The application must be submitted by the employing agency designee for any medical examiner directly affected by the regulation.

2. Employment
   Application must include verification of standing on agency letterhead.
3. Licensure
   Proof of continued licensure by Washington State Medical Commission.
4. Certification
   Proof of continued board certification as a forensic pathologist by the American Board of Pathology (ABP); OR
5. Proof of Continuing Education
   Each continuing education activity must be recorded and supporting documentation must be submitted. Documentation must show proof of attendance, the number of credit hours, and dates of the course/program. Supporting documentation includes, but is not limited to, copy of certificate indicating hours, transcript, copy of brochure, or copy of an agenda.

D. Required Recertification Materials – Coroners and Medicolegal Investigative Personnel

The Washington State Medicolegal Death Investigation recertification application requires materials to be submitted to WSCJTC which will be reviewed by the following criteria:

1. Application
   Application for recertification will be received through an ACADIS webform created and maintained by the WSCJTC. The application must be submitted by the employing agency designee for any coroner or medicolegal investigative personnel affected by the regulation.
2. Employment
   Application must include verification of standing on agency letterhead.
3. Certification
   Proof of continued certification by the American Board of Medicolegal Death Investigators (ABMDI).
4. Continuing Education Documentation
   Each continuing education activity must be recorded and supporting documentation must be submitted. Documentation must show proof of attendance, the number of credit hours, and dates of the course/program. Supporting documentation includes, but is not limited to, copy of certificate indicating hours, transcript, copy of brochure, or copy of an agenda.

E. Recertification Submission Process

Request for recertification must be submitted by the employing agency designee for any coroner, medical examiner, or medicolegal investigative personnel directly affected by the regulation.

Requests must be submitted to the commission in writing, via Acadis, with appropriate documentation. Request shall be accepted up to six months prior to the expiration date listed on the certificate and are due by or before the expiration date.

Upon submission of the appropriate documentation, the commission shall review and evaluate the materials and issue recertification, if applicable, within 60 days of receipt.

If the applicant has not met the qualification to receive certification by either failure to submit appropriate documentation or failure to complete adequate continuing education, the commission shall:

1. Issue recertification upon re-submission of application with appropriate documentation; OR
2. Issue recertification upon satisfactory completion of acceptable continuing education which must be completed within six months from the time of the application for recertification.

During the six-month period to complete or rectify missing eligibility requirements for recertification required as above, expiration of the current certification will be delayed until the end of this six-month period or upon the issuance of a new certificate.

If the recertification period has lapsed by one year or more, the certificant will be required to attend a session of the core medicolegal forensic investigation training delivered by the commission, regardless of previous attendance.

F. Continuing Education Requirements

After the initial training period, continuing education is necessary to maintain knowledge and update skills in new technology, equipment, methods, and practices.

1. Every coroner, medical examiner, and medicolegal investigative personnel required to satisfy RCW 43.101.480 must complete a minimum of 30 continuing education hours every 3 years to be eligible for recertification.
    a. Training may be obtained through the commission or other training resources.
    b. All courses must be relevant to medicolegal forensic death investigation.
    c. Courses must be taught by instructors who are subject matter experts, qualified by industry standards, and are not involved in controversy over their instruction.
2. Continuing education hours accrued will only count towards recertification if they are attained after the date of initial certification and before the expiration date.
3. Continuing education credits must be provided by accredited institution or agency and approved by the commission including, but not limited to:

American Board of Medicolegal Death Investigators, American Medical Association, American Osteopathic Association, American Nursing Association, American Academy of Physician Assistants, American Society for Clinical Pathology, American Bar Association, College of American Pathologists, Emergency Medical Services, Federal Emergency Management Agency, International Association for Continuing Education and Training, Peace Officer Standards and Training (or equivalent), Pennsylvania Coroner's Education Board, US Department of Homeland Security or a post-secondary institution recognized by a national educational accrediting agency.

a. Additional institutions or agencies are subject to commission approval.

G. Recertification Review Process

Requests for recertification must be submitted by the employing agency designee for any coroner, medical examiner, or medicolegal investigative personnel directly affected by the regulation. Requests shall be submitted in writing via ACADIS webform with appropriate documentation, to the commission. Requests shall be accepted up to 6 months prior to the expiration date and due on or before the expiration date.

Recertification review process shall be conducted as follows:

1. The Coroner/Medical Examiner (C/ME) Administrative Assistant completes a preliminary review of the submitted recertification application and materials to ensure that the correct items have been submitted. If there is any missing information, the Administrative Assistant will work with the agency designee to obtain all required materials. Once the C/ME Administrative Assistant completes their preliminary review, they will forward the recertification materials via ACADIS workflow to the C/ME Program Manager for review and recommendation.
2. The C/ME Program Manager will review the submitted materials and make a recommendation of approval or denial. The C/ME Program Manager will then forward the recertification materials via ACADIS workflow to the Advanced Training Division (ATD) Manager.
3. The ATD Manager will conduct the final review of the submitted materials and make a determination of approval or denial.
    a. If denied, the agency designee and individual will be notified via written notice with information on how to resubmit the recertification materials or to follow instructions to become qualified for recertification.
    b. If approved, the C/ME Administrative Assistant will finalize the application and send agency designee and individual notification via email that their recertification has been approved. A new certificate will be issued with expiration date 3 years from the issuance date.

c. Appealing a denial can be done by an agency head or designee submitting their material and appeal to the Division manager who will present it to the Executive Director or designee.

CRIMINAL JUSTICE TRAINING COMMISSION

Chapter 1 Policy 13 Coroner/Medical Examiner – Washington State Medicolegal Forensic Investigation Exemption Requirements	Revised: 06/01/2023; 10/03/2023; 12/26/2023
Authorizing Source: RCW 43.101.480	**Applies to: Relevant staff**

I. PURPOSE

The Washington State Criminal Justice Training Commission (WSCJTC) reviews applications for exemption from the successful completion and initial certification of medicolegal forensic investigation training for the Coroner/Medical Examiner (C/ME) Program.

II. DEFINITIONS

ABMDI – American Board of Medicolegal Death Investigators

ABP – American Board of Pathology

Acadis – Online training and registration platform**.**

ABMDI Registry Certification – the initial certification by the ABMDI.

C/ME – Coroner/Medical Examiner

Coroner – the elected or appointed official tasked with overseeing the medicolegal system of a county whose principal duty is to investigate death.

Good standing – a member of a profession regulated by this WAC who:

A. does not have their professional license(s) or certification(s) suspended or revoked; and
B. is in compliance with their employing agency's training requirements**.**

Medical Examiner – a physician who is responsible for examining bodies postmortem to determine the cause and manner of death.

Medicolegal forensic investigation training – training designated to provide tools, resources, and standards to individuals who perform medicolegal death investigations.

Medicolegal investigative personnel – personnel whose role is to investigate any death that falls under the jurisdiction of a coroner or medical examiner's office including all unnatural, suspicious, or violent deaths.

Part-time – any personnel who work less than full-time hours. Full-time hours are defined by their employer. A single day of work in a month will count as employment for that month.

WACME – Washington Association of Coroners and Medical Examiners

WSCJTC – Washington State Criminal Justice Training Commission

III. POLICY

Medicolegal Forensic Investigation Training for Coroners and Medical Examiners per Revised Code of Washington (RCW) 43.101.480 and House Bill 1326 (2021) requires that the WSCJTC exempt from the requirement to complete the training any coroner, medical examiner, or medicolegal investigative personnel who has obtained training comparable to the medicolegal forensic investigation training through education, professional training, or experience.

Per legislature, the commission must certify successful completion of the medicolegal forensic investigation training or exemption from the medicolegal training requirement within 60 days from the receipt of proof of completion or request for exemption.

Washington Administrative Code (WAC) 139-27 was developed to reflect this policy and was necessary to provide structure and guidelines for the development, delivery, and maintenance of the tenants of RCW 43.101.480.

A. Exemption Eligibility and Requirements

As a condition of continued employment, unless otherwise exempted by the commission, all coroners, medical examiners, and medicolegal investigative personnel employed by a county coroner's or medical examiner's office must complete training and receive certification within 12 months of hire for full-time personnel or 18 months of hire for part-time personnel. An exemption from the Core Medicolegal Forensic Investigation training resulting in certification does not waive continuing education requirements to maintain your Washington State Medicolegal Forensic Investigation Certification.

Requirements for exemptions are:

1. A medical examiner who:
    a. Is employed by a coroner's or medical examiner's office in Washington State.
    b. Is a Board-Certified Forensic Pathologist certified by the American Board of Pathology (ABP), maintains their certification, and who shows proof of certification.
    c. Is licensed by Washington State Medical Commission, maintains their license, and who shows proof of license.
    d. Is in good standing with their agency of employment.
2. A coroner or medicolegal investigative personnel who:
    a. Has been employed as coroner or medicolegal investigative personnel by a county coroner's or medical examiner's office for at least 12 months as a full-time employee or 18 months as a part-time employee.
    b. Is certified (minimum registry certification required) by the American Board of Medicolegal Death Investigators (ABMDI).
    c. Has attended a basic, introductory, or core training course or program or has attended an accumulation of courses which is equivalent to a basic,

introductory, or core training course or program within the last 5 years. The courses/program substitution must be comparable in content and quality to that produced by the commission for the core medicolegal forensic investigation training.

d. Is in good standing at their place of employment.

B. Required Materials – Medical Examiners

The Washington State Medicolegal Death Investigation Exemption application requires materials to be submitted to WSCJTC which will be reviewed by the following criteria:

1. Application via ACADIS
   Application for exemptions will be received through an ACADIS webform created and maintained by the WSCJTC. The application must be submitted by the employing agency designee for any medical examiner directly affected by the regulation.
2. Employment
   Application must include verification of standing on agency letterhead.
3. Licensure
   Proof of licensure by Washington State Medical Commission**.**
4. Certification
   Proof of board certification as a forensic pathologist by the American Board of Pathology (ABP).

C. Required Materials – Coroners and Medicolegal Investigative Personnel

The Washington State Medicolegal Death Investigation Exemption application requires materials to be submitted to WSCJTC which will be reviewed by the following criteria:

1. Application via ACADIS
   Application for exempted will be received through an ACADIS webform created and maintained by the WSCJTC. The application must be submitted by the employing agency designee for any medical examiner directly affected by the regulation.
2. Employment
   Application must include verification of standing on agency letterhead.
3. Certification
   Proof of minimum registry certification by the American Board of Medicolegal Death Investigators (ABMDI).
4. Education
   Proof of comparable medicolegal forensic investigation training which must include:
   a. Certificate of completion or documentation showing completion
   b. Course description
   c. Agenda/syllabus/program

d. Number of education hours

D. Core Curriculum

The core medicolegal forensic death investigation training developed and delivered by the commission shall include, but is not limited to, the following subject areas:

1. Medicolegal systems;
2. Ethics;
3. Cause and manner of death;
4. Sharp force trauma;
5. Blunt force trauma;
6. Gunshot wounds;
7. Identification;
8. Drowning/water related deaths;
9. Fire deaths;
10. Decomposition and postmortem changes;
11. Infant death investigations;
12. Next of kin;
13. Report writing;
14. Photography;
15. Missing persons;
16. Toxicology.

This curriculum shall be used to evaluate curriculum submitted for exemption. Courses submitted for exemption must, at minimum, cover these subject areas.

E. Education Review Process

Every training program, course, or accumulation of courses submitted for exemption shall be evaluated based on the following criteria:

1. The course curriculum is comparable to the curriculum and number of educational hours offered for the WSCJTC Core Medicolegal Forensic Investigation training required to receive certification.
2. Courses must be taught by instructors who are subject matter experts, qualified by industry standards, and are not involved in controversy over their instruction.
3. Continuing education credits must be provided by accredited institution or agency and approved by the commission including, but not limited to: American Board of Medicolegal Death Investigators, American Medical Association, American Osteopathic Association, American Nursing Association, American Academy of Physician Assistants, American Society for Clinical Pathology, American Bar Association, College of American Pathologists, Emergency Medical Services, Federal Emergency Management Agency, International Association for Continuing Education and Training, Peace Officer Standards and Training (or equivalent), Pennsylvania Coroner’s Education Board, US

Department of Homeland Security or a post-secondary institution recognized by a national educational accrediting agency.

a. Other institutions may be accepted upon review by the commission and must meet accreditation requirements and required focus.

F. Request Review Process

Requests for exemption must be submitted by the employing agency designee for any coroner, medical examiner, or medicolegal investigative personnel directly affected by the regulation who wish to receive exemption from the initial certification training requirement. Requests shall be submitted in writing via ACADIS with appropriate documentation to the commission. Once the request is received, the review process shall begin within 14 days of receipt. The individual and their agency will be notified of a decision within 60 days of receipt.

1. The C/ME Administrative Assistant will complete a preliminary review of the submitted application and materials and will ensure all required materials have been submitted. The Administrative Assistant will conduct any follow-up related to the request, as needed. Once the C/ME Administrative Assistant completes their review, the request will be forwarded via ACADIS workflow to the C/ME Program Manager.
2. The C/ME Program Manager will review submitted materials and evaluate compliance with exemption requirements. The program manager will make a recommendation based on the evaluated materials and all materials will then be forwarded to the Advanced Training Division (ATD) Manager via ACADIS workflow.
3. The ATD Manager will review submitted materials and evaluate compliance with exemption requirements. The ATD Manager will make a recommendation based on the evaluated materials.
    a. IF APPROVAL RECOMMENDED then the C/ME Administrative Assistant will finalize the application and send agency designee and individual notification via email that exemption has been approved. The individual will be issued a certificate with the expiration date 5 years from the issuance date.
    b. IF DENIAL IS RECOMMENDED then all materials will be forwarded to the WSCJTC Deputy Director or designee.
        i. The WSCJTC Deputy Director or designee will review submitted materials and evaluate compliance with exemption requirements. The Deputy Director or designee will make a final recommendation based on the evaluated materials.

A written decision will be documented and provided to the requesting agency and the individual. If denied, reasons for denial will be indicated. If the exemption is denied due to a lack of proper documentation, resubmission of an exemption application will be allowed.

a. Appealing a denial can be done by an agency head or designee submitting their material and appeal to the Division manager who will present it to the Executive Director or designee.

Issuance of a certificate through the exemption process does not exempt the individual from recertification requirements.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

Chapter 1 Policy 14 Coroner/Medical Examiner – Notice of Hire/Notice of Separation	Revised: 10/3/2023; 12/26/2023
Authorizing Source: **RCW 43.101.480; WAC 139-27**	**Applies to:** **Relevant staff**

I. PURPOSE

The Washington State Criminal Justice Training Commission (WSCJTC) must certify successful completion of medicolegal forensic investigation training (or exemption from the requirement) developed by the commission in conjunction with the Washington Association of Coroners and Medical Examiners (WACME). The WSCJTC is tasked with tracking compliancy with this requirement.

II. DEFINITIONS

ABMDI **–** American Board of Medicolegal Death Investigators

ABP – American Board of Pathology

Acadis **–** Online training and registration platform.

ABMDI Registry Certification **–** the initial certification by the ABMDI.

C/ME **–** Coroner/Medical Examiner

Coroner **–** the elected or appointed official tasked with overseeing the medicolegal system of a county whose principal duty is to investigate death.

Good standing **–** a member of a profession regulated by this WAC who:

A. does not have their professional license(s) or certification(s) suspended or revoked; and
B. is in compliance with their employing agency's training requirements.

Medical Examiner **–** a physician who is responsible for examining bodies postmortem to determine the cause and manner of death.

Medicolegal forensic investigation training **–** training designated to provide tools, resources, and standards to individuals who perform medicolegal death investigations.

Medicolegal investigative personnel **–** personnel whose role is to investigate any death that falls under the jurisdiction of a coroner or medical examiner's office including all unnatural, suspicious, or violent deaths.

Part-time **–** any personnel who work less than full-time hours. Full-time hours are defined by their employer. A single day of work in a month will count as employment for that month.

WACME **–** Washington Association of Coroners and Medical Examiners

WSCJTC **–** Washington State Criminal Justice Training Commission

III. POLICY

Revised Code of Washington (RCW) **43.101.480** and House Bill **1326 (21-22)** requires that all elected coroners, appointed coroners, persons serving as coroners, medical examiners, and all other medicolegal forensic investigative personnel employed by a county coroner's or medical examiner's office must successfully complete medicolegal forensic investigation training. All full-time persons must complete training within 12 months of being elected, appointed, or employed unless otherwise exempted by the commission. All part-time persons must complete training within 18 months of being employed unless otherwise exempted by the commission.

Per legislature, the commission must certify successful completion of the medicolegal forensic investigation training or exemption from the medicolegal training requirement.

Washington Administrative Code (WAC) 139-27 was developed to reflect this policy and was necessary to provide structure and guidelines for the development, delivery, and maintenance of the tenants of RCW 43.101.480.

A. Requirements for Notice of Hire/Separation

The WSCJTC must track certification compliance per legislature. To assist in this, coroner's and medical examiner's offices must use an approved form to notify the commission within 15 days when mandated personnel begin ongoing regular employment or appointment with the agency.

Upon separation of coroner, medical examiner, or medicolegal investigative personnel from a coroner's or medical examiner's office, the agency shall notify the commission via an approved form within 15 days of the separation date. The notice of separation form must be completed upon a coroner, medical examiner, or medicolegal investigative personnel movement or rotation to a position within the office that does not require certification per legislation.

B. Required Notice of Hire/Separation Materials

The agency head, supervisor, or designee will complete and submit the approved Notice of Hire/Separation form within 15 days of employment, appointment, or separation. The form shall be electronically sent via email to the C/ME Program Manager.

C. Notice of Hire Process

The Program Manager will receive the form and review for completeness. Once reviewed, the Program Manager will send the form to the C/M Administrative Assistant. The C/ME Administrative Assistant will confirm that the individual's profile has been generated in Acadis.

If the agency gave a date that they will enter the profile by, the C/ME Administrative Assistant will recheck Acadis after that date to ensure the profile has been created. If the profile still has not been created, the C/ME Administrative Assistant will reach out to the individual and agency to provide assistance or instructions and will notify the C/ME Program Manager of this action.

Once the individual has been added to Acadis, the form will be retained per agency retention records. Internal C/ME rosters will be updated with the new information.

D. Notice of Separation Process

The Program Manager will receive the form and review for completeness. Once reviewed, the Program Manager will send the form to the C/M Administrative Assistant. The C/ME Administrative Assistant will remove the individual's profile from the agency in Acadis.

Once the individual has been removed from Acadis, the form will be retained per agency retention records. Internal C/ME rosters will be updated with the new information.

CORONER/MEDICAL EXAMINER - NOTICE OF HIRE/SEPARATION

This form must be submitted to the WSCJTC C/ME Program Manager within 15 days of hire, appointment, or separation. It must be signed by the direct supervisor, agency head, or designee of the agency.

Please submit completed form to cme@cjtc.wa.gov

Section 1: Personnel Information

Full Name (Last, First M.I.):	Date of Birth:	Status:
		☐Hire ☐Separation

Agency (Do not abbreviate):	Position Category:	Hire/Separation Date:
	Select	

Employment:	Agency Assigned Email Address:
☐Full-time ☐Part-time (any hours less than full-time)	

Separation Reason:

Section 2: Conditions of Employment and Requirements of Training

RCW 43.101.480 requires that all coroners, medical examiners, and other full-time medicolegal investigative personnel employed by a county's coroner's or medical examiner's office must complete medicolegal forensic investigation training within **12 months** of being elected, appointed, or employed, unless otherwise exempted.

All part-time medicolegal investigative personnel employed by a county coroner's or medical examiner's office must successfully complete medicolegal forensic investigation training within **18 months** of being employed, unless otherwise exempted.

Certification is a condition of continued employment. A county in which a coroner, medical examiner, or other medicolegal investigative employee who has not received certification or has not otherwise been exempted, may have its reimbursement reduced under RCW 68.50.104.

Recertification is required every 3 years per WAC 139-27. All coroners, medical examiners, and medicolegal investigative personnel must complete 30 hours of continuing education and submit a recertification application.

The commission is required to track certification compliance.

Section 3: This section must be signed by the direct supervisor, agency head, or designee.

Name:	Title:		
Signature:	Have you created an Acadis profile for new hire?		
	☐Yes ☐No	Will Complete By (Date):	

Section 4: CJTC to Complete

☐	New Hire – Confirm new hire has an Acadis profile.	
☐	Separation – Confirm separated employee has been removed from agency in Acadis.	

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 15 Agency Compliance	Effective: 1/2/2024
Authorizing Source: Federal Labor Standards Act (FLSA), Revised Code of Washington (RCW), Washington Administrative Code (WAC), Governor Executive Orders, State Admin. & Accounting Manual (SAAM), State Human Resources Directive, Collective Bargaining Agreements (CBA), lADLEST Standard 1.0		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) shall conduct all work-related activities in compliance with all laws, regulations, policies, and procedures.

II. POLICY:

Compliance is, at a minimum, any requirements specified by Federal Labor Standards Act (FLSA) and federal requirements for all or specific groups of employees of the state of Washington, Revised Code of Washington (RCW), Washington Administrative Code (WAC), Governor Executive Orders, State Administrative and Accounting Manual (SAAM), State Human Resources Directive, and Collective Bargaining Agreements (CBA) for eligible employees. WSCJTC may require additional compliance for its employees in support of agency policies or procedures.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 16 Acadis Person Profiles	Revised: 04/23/2024
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) Acadis Portal's primary functions are to track personnel who fall under state training and certification mandates and allow agencies to register online for training. The number of active Acadis Person Profiles is limited per WSCJTC contract with the vendor. This policy ensures that only necessary Acadis Person Profiles remain active.

II. DEFINITIONS:

Acadis – The WSCJTC training management system.

Acadis Person Profiles – Acadis records that holds data and information on personnel who participate in training and is required to track employment history, certification actions, and other data and information as required by RCW, WAC, or WSCJTC policy.

Certified Officer Profiles – Acadis Person Profiles for individuals who have obtained and maintain officer certification pursuant to RCW 43.101.095 and Chapter 139-06 WAC.

Certified Profiles – Acadis Person Profiles for anyone holding a WSCJTC certification other than that of a certified officer issued pursuant to RCW 43.101.095. This includes medicolegal investigators, coroners, medical examiners, Private Security/Private Investigator/Bail Bonds Recovery Agents (PS/PI/BBRA) and Law Enforcement Officers Safety Act (LEOSA) certificate holders.

Inactive Profiles – Acadis Person Profiles that have been deactivated and are no longer accessible to the individual whose data is contained in the profile or to the individual's last employer to view records (training, certifications, etc.).

Mandated Profiles – Data or information regarding personnel who are required by law to attend WSCJTC training and do not qualify as Certified Profiles, including, but not limited to, first responders, prosecuting attorneys, or Department of Children, Youth & Families (DCYF) employees.

Non-Mandated Profiles – Data or information regarding individuals who do not fall under any state training mandate with the WSCJTC and are not stakeholder employees.

WSCJTC Acadis Portal (Portal or Acadis Portal) – The access page provided to all agencies who employ individuals with Acadis Person Profiles.

WSCJTC Certification Division – The WSCJTC Division responsible for officer certification and decertification investigations and proceedings pursuant to RCW 43.101.095 *et seq*.

II. POLICY:

A. Deactivating Acadis Person Profiles

1. Non-Mandated Profiles and Mandated Profiles will be made Inactive Profiles after 12 months without any tracked Acadis activity such as training enrollment or completion of training.

2. Certified Profiles will be made Inactive Profiles two years after an individual's certification expiration date.

3. Certified Officer Profiles will be made Inactive Profiles when an individual's certification lapses due to a two-year break in service pursuant to RCW 43.101.125.

4. Acadis Person Profiles that began in one category shall not be deactivated if they must remain open for tracking employment, training, or certifications in another category.

5. Acadis Person Profiles will be reviewed and deactivated at least once annually by WSCJTC Quality & Standards staff.

B. Reactivating Acadis Person Profiles

1. Employing agencies can request reactivation of Acadis Person Profiles using webforms within the WSCJTC Acadis Portal or through direct communication with the responsible WSCJTC division or program.

2. Acadis Person Profiles will be reactivated by the responsible WSCJTC division or program. Certified Officer Profiles must be activated and reactivated by the WSCJTC Certification Division.

C. Altering Data in Certified Officer Profiles

1. Alteration of the data or information in Certified Officer Profiles that impact the responsibilities of the WSCJTC Certification Division may only be made by, or with the express permission of, the WSCJTC Certification Division. This includes the Certified Officer Profile's employment history, certification status, and certification flags.

2. If WSJCTC staff is unclear on whether information in a Certified Officer Profile can be altered, they should contact the WSCJTC Certification Division Operations Manager.

D. Inactive Profiles

1. Inactive Profiles continue to be searchable and viewable in detail to WSCJTC Acadis users and available for public records disclosure.

2. Inactive Profiles are retained indefinitely.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 17 Acadis Course Registration and Enrollment	Effective: 08/13/2024
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) Acadis Readiness Suite includes an administrative site for management of training and the portal for stakeholders to register personnel. This policy ensures that registrations for all personnel are properly documented in Acadis by WSCJTC staff.

II. DEFINITIONS:

Acadis - The WSCJTC training management system.

WSCJTC Acadis Portal – The access page provided to all agencies who employ individuals with Acadis Person Profiles.

Acadis Person Profile – Acadis records that hold data and information on personnel who participate in training and is required to track employment history, certification actions, and other data and information as required by law or WSCJTC policy.

Acadis Training Records – Training history for WSCJTC offered sessions stored on Acadis Person Profiles and/or course sessions.

Acadis Session Records – Legally defensible records of past, current, and upcoming sessions, based off a course template, that contains information specific to a scheduled training offered by WSCJTC.

Approved Courses for Alternate Means of Registration – Any course registration process that is preapproved for use other than the WSCJTC Acadis Portal.

Approving Person – The program team member who has been assigned the task of making selections in a session. This assigned task is determined by the program and can be, but is not limited to, the program manager, program support personnel, or an administrative support supervisor.

Certificate – A decorative paper that students and agencies can use as proof of completion in addition to diplomas, and Acadis training records. Certificates allow students, agencies, and WSCJTC staff to track training renewal dates and can communicate upcoming deadlines.

Diploma – A decorative paper that students and agencies can use as proof of completion in addition to certificates, and Acadis training records. Diplomas are issued for trainings that do not require renewals.

Enrollment Record – Information stored in the course template and session that controls how student enrollment is processed. Acadis Session Records store the rules. Acadis Training Records store student specific enrollment data.

Training Manager – Person(s) designated by their agency responsible for registrations of all agency personnel. This designation can be assigned to any stakeholder staff member(s).

Training Session - Training that is scheduled for a specific period of time and requires enrollment.

III. POLICY:

A. Registration in the WSCJTC Acadis Portal requires an Acadis Person Profile. The following information is required for all Acadis Person Profiles without exception:

1. Social Security Number
2. Full Legal Name
3. Date of Birth
4. Employer
5. Hire Date
6. Appointment Type
7. Business/Agency Email Address

B. Emergency contact information should never be collected when manually entering registrations. Emergency contact information should be removed from any registration request submitted through the WSCJTC Acadis Portal by the processing WSCJTC staff member.

C. All personnel must register through their agency training manager utilizing the WSCJTC Acadis Portal unless it's an Approved Course with Alternate Means of Registration.

D. Acadis Training Records contain all required data when registration is submitted in Acadis by the requesting agency. When manually entering registration, the following information must be included:

1. Registrant details submitted by the agency requesting the registration;
2. Status history of registration submission and actions taken;
3. Completed prerequisites or documentation waiving prerequisites; and
4. Approving person's name and contact information.

E. Enrollment Records stored within the session record contain:

1. Student Enrollment Processing;

    a. Registration start and end date
    b. Minimum and maximum students in a session
    c. Cancellation and waitlist rules
    d. Organizational limits
    e. Enrollment request processing

2. Successful or unsuccessful results of their attendance;
3. Successful or unsuccessful results of program specific graduation requirements;
4. Approving person's name and contact information when manually updated; and
5. Sponsoring agency when manually updated.

F. All personnel, and their agency, must be able to print the session's Diploma or Certification, if applicable, for successful completion of the course.

G. Acadis Training Records must be complete, accurate, and retained in compliance with the Washington Secretary of State Records Retention Schedule.

H. The session record's descriptive information must contain a statement that all personnel are required to seek agency approval and be registered by their agency in the WSCJTC Acadis Portal.

I. Manually entered registration data must be completed prior to day one of the Training Session.

J. Manually entered enrollment data must be completed within five (5) business days from the end of the Training Session.

K. Graduations and/or completions must be completed within five (5) business days from the end of the Training Session.

L. Registration rosters must be completed within five (5) business days from the start of the Training Session. No student(s) shall have the status of Pending (Registered) after this deadline.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 18 Social Media	Effective: 12/17/2024
Authorizing Source: RCW 42.52 Ethics in Public Service Act, WAC 292-110-010 Use of State Resources,		**Applies to: Refer to Scope**

I. PURPOSE:

The purpose of this policy is to set clear guidelines and direction for the use of Social Media in the workplace. This policy is not meant to infringe on the employees' right to engage in protected activity or as outlined in applicable collective bargaining agreement related to wages and working conditions.

II. SCOPE:

This policy applies to all Washington State Criminal Justice Training Commission (WSCJTC) employees, contractors, commissioners, and non-employees who interact with WSCJTC Social Media accounts.

III. DEFINITION:

Social Media - Any online media which allows user participation, interaction, or publishing. Social Media includes blogs, micro blogs, social and professional networks, discussion boards, video or photo sharing, and social bookmarking. Examples of Social Media sites include but are not limited to the following: YouTube, Facebook, Instagram, TikTok, Flickr, Twitter (X), WordPress, Nextdoor, RSS, Medium, Second Life, LinkedIn, Reddit, etc.

IV. POLICY:

A. Permitted Use

Access to Social Media networks from within the WSCJTC is limited to employees who have a clear business purpose to use the forum and are performing official WSCJTC business.

WSCJTC employees may use Social Media in the workplace only for approved agency purposes in support of the agency mission, including professional networking, keeping the public informed, and educating the public about who we are, what we do, and why we are important to them. WSCJTC employees who engage with Social Media for agency purposes shall not engage in unlawful or

prohibited conduct, and must adhere to applicable policies, including, but not limited to the following:

1. Ethics in Public Service Act (RCW 42.52)
2. Sexual and Other Types of Harassment (WSCJTC Policy 2.36)
3. Affirmative Action and Equal Opportunity (WSCJTC Policy 2.01)
4. Acceptable Use (WSCJTC Policy 4.01), Electronic Mail Use (WSCJTC Policy 4.07) and Internet Access and Use (WSCJTC Policy 4.11)
5. Telecommuting (WSCJTC Policy 2.42)
6. Copyright and Management (WSCJTC Policy 1.03)
7. Records Management (WSCJTC Policy 1.09)

Users of Social Media sites should take into consideration the lack of anonymity and exercise sound judgment, including, but not limited to, considering how usage will impact the agency, other WSJCTC employees, work performance, and office morale.

Absent an exigency, employees generally shall not engage with Social Media for agency purposes outside of their regular working hours.

Employees shall not create a Social Media account for agency purposes unless approved in advance under this policy.

Failure to abide by this policy or participation in any activity inconsistent with the WSCJTC values and mission may result in appropriate disciplinary action.

B. Comment Policy

Visitors to Social Media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between WSCJTC divisions and programs and members of the public.

WSCJTC Social Media site articles, posts, and comments containing any of the following forms of content are prohibited and will be removed:

1. Comments not typically related to the particular Social Media article being commented upon;
2. Profane language or content;

3. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, sex, age, religion, gender identity, marital status, national origin, physical or mental disability, or sexual preference/orientation;

4. Sexual content or links to sexual content;

5. Attempts to endorse, sell, or purchase products;

6. Illegal conduct or encouragement of illegal activity;

7. Information that may compromise the safety or security of the public or public systems.

C. Personal Use

Employees should understand that Social Media posts may be perceived by others as being representative of our agency, regardless of when, where and how the content was posted. While we acknowledge employee rights to privacy and free speech that may protect online activity conducted on personal social networks, what is published on such personal sites should not be attributed to or reference WSCJTC unless originated or endorsed by the agency.

Employees that list their work affiliation or reference their employment with the state of Washington and the WSCJTC in any way on a social network should regard all communication on that network as if it were a professional network. If employees identify themselves as a state employee on a social networking site, wherever appropriate, use a disclaimer (e.g. “While I work for a state agency, anything I publish is my personal opinion and not necessarily the opinions or position of my agency or state.”)

State ethical obligations must be followed at all times, even when employees engage in Social Media use in their personal capacities. For example, employees must not disclose confidential information acquired by the employee by reason of the employee's official position. See RCW 42.52.050.

Employees assume any risk associated with their personal Social Media use. The WSCJTC may require immediate removal of material and/or take disciplinary action for personal Social Media use that causes workplace disruption or impairs the WSCJTC’s mission.

Employees who use personal Social Media may not:

1. Use work email or password in conjunction with a personal Social Media site.

2. Use state-owned resources (computer, network, cell phone, etc.) to access social networking websites unless authorized to do so for official WSCJTC business. Employees must not use any state resources to access social networking sites for political purposes, to conduct private commercial

transactions or to engage in private business activities. Please refer to WAC 292-110-010.

3. Attribute personal statements, opinions or beliefs to the agency or agency leadership.
4. Disclose confidential information.
5. Use the agency logo, state seal or state logos.
6. Participate on Social Media websites or other online forums on behalf of the agency unless authorized by the Executive Director, WSCJTC Communications Manager or designee.
7. Post material that (i) constitutes harassment, hate speech or libel; (ii) violates fellow employees' privacy; or is (iii) disruptive to the work environment because it impairs workplace discipline or control, impairs or erodes working relationships, creates dissension among co-workers, interferes with job performance, or obstructs operations.

D. Privacy

The internet is an unsecured publicly accessible network. WSCJTC employees should have no expectation of privacy in the use of internet resources. Owners of internet sites commonly monitor usage activity and those activities may be disclosed to any number of parties.

The WSCJTC reserves the right to monitor workplace internet usage at such times and in such circumstances as it deems appropriate.

Social Media shall not be used to distribute privileged or confidential material.

E. Responsibilities

All WSCJTC employees who currently have or want to create a Social Media account for agency purposes must obtain approval of their Bureau Director and the WSCJTC Communications Manager.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 19 Contractor Acadis Person Profiles	Effective: 11/26/2024
Authorizing Source:		**Applies to: All Staff and Contractors**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) Acadis Portal's primary functions are to track personnel who fall under state mandates, allow agencies to register online for training, and maintain certification records. This policy ensures that WSCJTC contractors are properly documented and tracked in Acadis.

II. DEFINITIONS:

Acadis - The WSCJTC training and learning management system.

Acadis Person Profile – Acadis records that hold data and information on personnel who participate in training and is required to track employment history, certification actions, and other data and information as required by law or WSCJTC policy.

Contractor – An individual or entity awarded a contract with an agency to perform a service or provide goods.

Contract Manager – Division, Unit, Program Manager or designee who supervises the preparation, review, negotiation, and approval for new and existing contracts or agreements to ensure compliance and fulfillment of contracts. The Contract Manager is tasked with overseeing the comprehensive fulfillment of all contractual obligations. They collaborate closely with contract staff to ensure the accurate completion of all necessary documentation.

Administrative Contact – WSCJTC administrative professional who may be assigned to prepare contract documents, supervise people who do, and/or collaborate closely with contractors to ensure the accurate completion of all necessary documentation.

Instructor – A professional who provides WSCJTC training and education to law enforcement personnel. This includes contract instructors and those who qualify for reimbursement of expenses.

WSCJTC Acadis Portal (Portal or Acadis Portal) – The access page provided to all agencies who employ individuals with Acadis Person Profiles.

III. POLICY:

A. All active WSCJTC Contract Instructors must have an Acadis Person Profile.

B. Any WSCJTC Contractor registering for training must have an Acadis Person Profile.

C. If a Contractor already has an Acadis Person Profile, the Contract Manager or designee must ensure that the new WSCJTC contract employment has been added to the Acadis Person Profile.

D. If the Contractor does not have an Acadis Person Profile, the Contract Manager or designee must direct the Contractor to the proper Acadis webform available on the Acadis Portal to request the creation of a new Acadis Person Profile.

E. WSCJTC Contractor Acadis Person Profiles must contain the following information without exception:

1. Social Security Number
2. Full Legal Name
3. Date of Birth
4. Organization – Select “WSCJTC Contract Instructors”
5. Rank - Assigned by the Contract Manager. This is typically “Contractor”, but can also be any variation of “Instructor”, “Researcher”, “Safety Tech or Officer”, “Interviewer”, “Advisor”, etc.
6. Hire Date - Start date for the contract.
7. Primary Employment - Do not check this box if the contractor is currently active at another agency.
8. Supervisor - Contract Manager’s name.
9. Employment Assignment - Should reflect the division/unit the contractor works for. If the division/unit is not listed, contact Quality & Standards.
10. Employment Comment - Contract number.

F. When a contract ends and is not renewed, the Contract Manager or designee, must separate the Contractor from the WSCJTC Contractor Instructor agency in Acadis.

G. Separations for WSCJTC Contract Instructor employment must contain the following information without exception:

1. Action – Select “Separation”
2. Reason & details – Select “Contract ended”
3. Status – Select “Separated”
4. Effective date – End date for the contract
5. Comments – Enter only as needed

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 20 Memberships in Professional and Nonprofit Organizations	Revised: 07/01/2018; 3/11/2025
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) recognizes the value of membership and participation in professional and nonprofit organizations. This policy establishes the criteria for determining agency membership.

II. DEFINITIONS:

Dues – Reoccurring payments to become and remain a part of a specific organization.

Fees – Payment made to access membership to a specific organization.

Membership - The state of belonging to an organization, or an agreement by which someone joins an organization.

III. POLICY:

A. Fees and/or Dues associated with Membership in professional or other work-related organizations will not be reimbursed by the agency unless a business need exists, and with the approval of the Executive Director or their designee.

B. Agency Memberships may be paid by the agency. Membership must provide clear, specific, and demonstrable benefits to the agency in one or more of the following areas:

1. Goals and objectives of the organization must relate directly to the specific goals and objectives of one or more department programs.
2. Provides information on federal initiatives, statutes and regulations, and sources of federal funding and support, for one or more department programs.
3. Provides usable information or other assistance on new developments affecting the operations and/or management of one or more department programs.
4. Results in a measurable impact upon program if agency Membership is withheld or denied.

C. Requests specifying perceived benefits shall be submitted to the Executive Director through the chain of command for review/approval via agency Interoffice Communication (IOC) memo. If approved, the employee will be responsible for initiating the Membership request.

1. Approved Memberships will be re-evaluated on an annual basis through the same approval request process.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 1 Policy 21 Legally or Legislatively Mandated Reports and Contacts	Effective: 03/11/2025
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy establishes the guidelines for staff Legislative Contact and submission of Legally or Legislatively Mandated Reports for the Washington State Criminal Justice Training Commission (WSCJTC).

II. DEFINITIONS:

Legislator - Elected member of either the House of Representatives or Senate.

Legislative Contact – Communication with a legislator or legislative staff, either through phone call, email, or letter, to express an opinion on a specific issue or to request action on a piece of legislation.

Legal or Legislative Report - A document that a government agency or organization is legally obligated to submit to a legislative body, detailing their activities, data, or analysis on one or more specific issue(s), as mandated by a law or statute, allowing courts and/or lawmakers to oversee and inform policy decisions based on the provided information.

III. POLICY:

A. Reporting Legislative Contacts

1. All Legislative Contacts, other than with the WSCJTC Legislative Liaison, shall be immediately reported to the employee's supervisor.

2. The supervisor must immediately forward the information to the division/unit Bureau Director, who must forward the information to the WSCJTC Legislative Liaison.

B. Responding to Legislators' Questions

1. Any employee contacted for specific information regarding potential or pending legislation must refer the inquiry to the WSCJTC Legislative Liaison for response.

2. Division, Unit, and Program Managers and/or Bureau Directors must not furnish specific information prior to contacting the WSCJTC Legislative Liaison.

3. Employees may respond to Legislators' questions reporting their specific duties in the agency upon receiving approval from the Executive Director (ED) or their designee. Opinions must not be offered, but factual information may be provided.

C. Maintaining Political Neutrality

1. All employees, while representing the agency, shall remain politically neutral regarding pending legislation or any other legislative matter.

2. Personal and/or union opinions regarding legislation must not be expressed while on duty, at work, or using state resources.

3. Unless designated by the ED, employees may not testify in legislative hearings on behalf of the WSCJTC. Employees may testify on personal time.

4. Nothing in this section precludes employees from exercising their constitutional right to free speech or advocacy for or against legislation in a personal capacity and on personal time.

D. Legislative Events/Conference Presentations

1. Requests to present at legislative events and/or conferences must be approved by the ED.

2. Presentations must be reviewed and approved by the ED and Legislative Liaison prior to the presentation.

E. Legal and/or Legislative Reports

1. Legal and/or Legislative Reports are to be drafted in a simple and concise style that is easy to read and navigate following the WSCJTC Style and Brand Guidelines, WSCJTC Correspondence Guidelines, and must addresses all requirements listed in the applicable court order or Revised Code of Washington (RCW).

2. Legal and/or Legislative Reports are drafted in the division/unit/bureau which oversees the work.

3. Legal and/or Legislative Reports must be submitted up the chain of command one month prior to the mandated due date.

4. Final drafts are routed for review and approval in the following order, unless the ED grants an exception in writing:

    a. Division Manager
    b. Bureau Director
        i. Positions that directly report to the Executive Director will route final drafts for review/approval to the ED.

c. Deputy Director
d. Executive Director

5. Once approved, the Office of the Executive Director will:

    a. Forward the report to the Legislative Liaison for distribution to the specified Legislative committees and committee staff, agency Governor's policy analyst and for posting on leg.wa.gov.
    b. Send the final report to the Communication Manager for posting on the WSCJTC webpage.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 01 Affirmative Action and Equal Opportunity	Revised: 10/01/2018; 07/01/2022; 04/09/2025
Authorizing Source: 357-25 WAC Affirmative Action		**Applies to: All Staff**

I. PURPOSE:

Define the agency's affirmative action and equal opportunity policy.

The Washington State Criminal Justice Training Commission (WSCJTC) is firmly committed to providing an environment that provides fair and equal treatment in public employment and equal access to its benefits, programs, and services. This shall be provided to all persons without regard to age, gender identification, marital status, sexual orientation, race, creed, color, national origin, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by persons with disabilities based upon a bona fide occupational qualification.

Equal employment opportunity and affirmative action are vital responsibilities and, as such, assume equal importance within all functions of the WSCJTC. It is the responsibility of management, supervisors, and all employees to comply with and promote these policies and, as with any policy, violations may result in disciplinary action up to and including termination of employment.

II. DEFINITIONS:

Affirmative Action – Tools and programs designed to ensure equal opportunity and to increase active good faith efforts to attract, develop, and retain a diverse workforce.

Equal Employment Opportunity – The effort to provide an equal work experience, free from discrimination, for all people. Often the phrase equal opportunity is associated with recruitment and selection efforts, however, the phrase and concept also apply in all other areas of employment including career growth and development opportunities, compensation and classification, corrective and disciplinary actions, and in business dealings with external agencies, organizations, and contractual relationships.

Non-discrimination – The WSCJTC will provide equal access to its programs and services for all clients without regard to age, gender identification, marital status, sexual orientation, race, creed, color, national origin, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in accordance with the principles, intent, and purpose of Washington state and federal civil rights law.

III. POLICY:

All employees, contractors, volunteers, and other persons having business with the agency are responsible for maintaining a working environment free from all forms of discrimination and shall refrain from engaging in any form of discrimination or harassment (including jokes, slurs, and innuendos) based on age, gender identity, marital status, sexual orientation, race, creed, color, national origin, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Such discriminatory or harassing behavior is inappropriate and prohibited from the work environment.

Supervisors or managers who become aware of discrimination or harassment toward employees, volunteers, or persons having business with the WSCJTC, have an ongoing obligation to respond in an appropriate and timely fashion. The established procedures for response are set forth in the WSCJTC Policy 2.06 - Complaint Investigations and/or WSCJTC Policy 2.36 - Sexual Harassment.

Employees, contractors, volunteers, students, or persons having business with the WSCJTC who witness discrimination or harassment in violation of this policy are to report the conduct in accordance with WSCJTC Policy 2.06 - Complaint Investigations, WSCJTC Policy 2.36 - Sexual Harassment – WSCJTC Staff and/or the Basic Training Division Rules and Regulations.

A. Affirmative Action Plan – State's Human Resources Guidelines require small agencies like the WSCJTC to maintain the Equal Opportunity, Sexual Harassment, and Reasonable Accommodation policies found in this section.

B. The WSCJTC actively recruits to create and maintain a diverse workforce. WSCJTC seeks qualified candidates of all ages, gender identifications, races, religious affiliations, military status, and/or those with disabilities, provided they can perform the essential functions of the job for which they apply or are hired.

C. Resolution of Complaints – Any employee, contractor, volunteer, or candidate for employment, or persons having business with the WSCJTC who believes that they have been discriminated against, within the meaning of this policy, has the right to file an internal complaint in accordance with WSCJTC Policy 2.06, Complaint Investigations. They also have the right to file a complaint with the Washington State Human Rights Commission or the Federal Equal Employment Opportunity Commission.

D. Retaliation is Prohibited – The WSCJTC prohibits retaliation against a complainant, the subject of the allegation, or any other person participating in the investigation of complaints. An employee, contractor, or volunteer found to have engaged in retaliation will be subject to disciplinary action up to and including dismissal or contract termination.

E. Processes for Reasonable Accommodation of Persons with Disabilities – Refer to WSCJTC Policy 2.28 - Reasonable Accommodation of Persons with Disabilities.

F. Primary Roles and Responsibilities for Affirmative Action and Equal Employment Opportunity within the WSCJTC:

Role	Responsibilities
Employee/ Contractor/ Volunteer	• Maintain a working environment free from all forms of discrimination. • Refrain from engaging in any form of discrimination or harassment including jokes, slurs, and innuendos. Failure to do so may result in corrective and/or disciplinary action. • Comply with and promote this policy.
Other Persons	• Other persons having business with the WSCJTC may report incidents of discrimination or harassment by a WSCJTC employee, contractor, or volunteer to the Human Resources Office.
Supervisor/ Manager	• Ensure promotion and implementation of the principles of affirmative action and equal opportunity. Respond in an appropriate and timely fashion to suspected or reported incidents of discrimination or harassment toward employees, contractors, volunteers, students, or persons having business with WSCJTC in accordance with agency policies and procedures.
HR Manager	• Overall development, communication, implementation, monitoring, and auditing of this policy. • Administration of the agency's complaint and investigation procedures. • Report to the Governor's Affirmative Action Policy Committee and the Equal Employment Opportunity Commission. • Represent the WSCJTC, if required, in audits or hearings related to the agency's administration of this policy. • Assist the agency Executive Director to support the training and accountability of Supervisors/Managers to ensure adherence to this policy in their area of responsibility.
Executive Director	• Overall responsibility for implementation of the Affirmative Action and Equal Opportunity program.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 02 Alcohol and Drug-Free Workplace	Revised: 07/01/2018; 08/01/2022; 12/31/2024
Authorizing Source: Uniform Controlled Substance Act RCW 69.50; WAC 357-37-200; Executive Order 92-01; Americans with Disabilities Act Title III.		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) is committed to ensuring a safe, healthy, and productive workplace, free from the presence and dangerous effects of Alcohol and/or Drugs. The WSCJTC will encourage and/or direct employees toward effective Alcohol and/or Drug dependency rehabilitation when needed.

II. DEFINITIONS:

Excessive Use of Alcohol and/or Drugs – A recurring pattern of Alcohol and/or Drug use impairs a person's functioning in one or more important areas of life such as family, work, psychological, physical, or social.

Alcohol – The intoxicating agent in alcoholic beverages, ethyl alcohol or other low molecular weight alcohols, including methyl alcohol and isopropyl alcohol.

Drug – Any substance legal or illegal, which significantly impairs a worker's ability to perform duties safely and with the exercise of necessary judgment. Examples include, but are not limited to, amphetamines, methamphetamines, cannabinoids, cocaine, phencyclidine (PCP), opiates, barbiturates, benzodiazepines, methadone, methaqualone, propoxyphene, or a metabolite of any such substances.

Drug Paraphernalia – Objects that facilitate the use, storage, or sale of Drugs.

Under the Influence – Exhibiting behavior, work performance, judgment, or physical characteristics leading to a reasonable belief the worker is impaired due to the use of Alcohol and/or Drugs.

Safety Sensitive Position – Position requiring the employee to possess a Commercial Driver's License (CDL), regularly operate a motor vehicle, heavy machinery or equipment, firearm, and/or trains WSCJTC students.

Split Sample – A specimen that is divided into two separate containers for the purpose of using one container for immediate testing and the other being tested at the employee's request if the first sample tested results in a confirmed positive test.

III. POLICY:

A. The WSCJTC encourages staff to seek prompt and effective treatment for excessive use of Alcohol and/or Drugs. The WSCJTC will direct employees toward effective rehabilitation and reasonably cooperate with rehabilitation programs, maintaining the confidentiality of requests for assistance and referrals.

B. No employee will have job security or promotional opportunities jeopardized, nor suffer discrimination as a consequence of seeking or undergoing treatment.

C. Employees suffering from Alcohol and/or Drug dependency will be allowed the same sick leave and other considerations as employees suffering other illnesses.

D. Employees under active treatment for Excessive Use of Alcohol and/or Drugs, or who have in the past been under such treatment will be considered Persons with Disabilities entitled to anti-discrimination protection and to reasonable accommodation if requested. This provision does not apply to anyone Under the Influence at work.

E. Employees are prohibited from unlawfully manufacturing, selling, soliciting, possessing, transporting and/or using Alcohol, Drugs or Drug Paraphernalia while on official business or on state-owned or leased premises; in or operating state vehicles or equipment; and/or operating rented or personal vehicles while in an official WSCJTC capacity.

F. Employees are prohibited from reporting to work; returning to work from breaks, mealtimes or time off; remaining at work; or being on scheduled standby for work while Under the Influence or with the odor of intoxicants.

G. This policy does not prohibit the appropriate use of prescribed Drugs or over-the-counter medication during working hours. The WSCJTC expects employees to use legal medication exactly as prescribed or recommended by a medical professional. The WSCJTC requires staff who perform in a Safety Sensitive Position to notify Human Resources and encourages all staff to inform supervisors of the use of any medication whose adverse effects may pose a danger in the workplace or impair work performance.

H. Employees Under the Influence are held to the same attendance, performance, and disciplinary standards as other employees. Employees considered Persons with Disabilities under the Americans with Disabilities Act Title III, Section D are held to the same attendance, performance, and disciplinary standards as other employees.

I. An employee may be subject to formal disciplinary action, up to and including dismissal, for:

- Failure to inform their appointing authority or Human Resources of an arrest, any court-imposed sanctions or conditions that affect their ability to perform assigned duties within forty-eight (48) hours or prior to their next scheduled work shift, whichever occurs first.
- Conviction for possession, manufacture, sale or distribution of Drugs or Drug Paraphernalia stemming from an on-duty or on-work premises incident.

- Conviction of driving Under the Influence while operating a state vehicle, or a personal or rented vehicle while on state business.
- Violation of absenteeism rules, safety rules, prohibitions against insubordination, and other WSCJTC policies even if those offenses are attributable to the use of Alcohol and/or Drugs.
- Violation of this policy.

J. Alcohol and/or Drug Testing

1. The Executive Director may require that an employee submit to an Alcohol and/or Drug test when presented with evidence and/or observed behavior to believe the employee's work performance is impaired due to the presence of Alcohol and/or Drugs in the body; or the employee's condition presents a reasonably potential danger to the physical safety of the employee or another.
2. Employees who perform in Safety Sensitive Positions are subject to pre-employment, post-accident, post-firearm shooting incidents, and reasonable suspicion testing.
    - Employees holding a CDL are subject to pre-employment, post-accident, random and reasonable suspicion testing in accordance with the US Department of Transportation rules, Washington Administrative Code (WAC), Collective Bargaining Agreement (CBA), and agency policy.
    - Employees who perform in other Safety Sensitive Positions are subject to post-accident, post-firearm shooting incidents, and reasonable suspicion testing in accordance with WAC, CBA, and agency policy.
3. Post-accident Alcohol and/or Drug testing may be conducted when a work-related incident has occurred involving death, serious bodily injury or significant property/environmental damage, or the potential for death, serious injury, or significant property/environmental damage, and when the employee's action(s) or inaction(s) either contributed to the incident or cannot be completely discounted as a contributing factor.
4. Reasonable suspicion testing for Alcohol and/or Drugs may be directed by the Executive Director or their designee for any employee performing in a Safety Sensitive Position when there is reason to suspect that Alcohol and/or Drug use may be adversely affecting the employee's job performance or that the employee may present a danger to the physical safety of the employee or another.
    - Referral for testing will be made on the basis of specific objective grounds of Alcohol and/or Drug use documented by a trained manager, supervisor, or lead worker supporting the reasonable suspicion of Alcohol and/or Drug use;
    - Alcohol and/or Drug use, possession, sale, or delivery; or
    - The occurrence of an accident(s) where Alcohol and/or Drugs are suspected to have been a factor.

5. When reasonable suspicion exists, employees must submit to Alcohol and/or Drug testing when required by the employer. A refusal to test is considered the same as a positive test. When an employee is referred for testing, they will be removed immediately from duty but remain on paid time. The employer will provide transportation to the collection site and is responsible for the cost of reasonable suspicion testing.
    - WSCJTC employees will not be tested by other agency employees but may be tested by a certified peace officer assigned to WSCJTC using a breath-testing device.
    - An employee notified of a positive controlled substance and/or cannabis test result may request an independent test of their Split Sample at the employee's expense. If the test result is negative, the employer will reimburse the employee for the cost of the Split Sample test.
    - An employee who has a positive test for Alcohol and/or Drugs may be subject to disciplinary action, up to and including termination, based on the incident that prompted the testing, including a violation of agency Alcohol and Drug-Free workplace policies.
6. When this policy is applied to a member of the bargaining unit, the Executive Director will comply with the CBA.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 03 Alternate Dispute Resolution	Revised: 07/01/2018; 02/25/2025
Authorizing Source:		**Applies to: All Non-Represented Staff**

I. PURPOSE:

This policy contains the Washington State Criminal Justice Training Commission's (WSCJTC) Alternate Dispute Resolution (ADR) process for employees in positions not governed by a Collective Bargaining Agreement.

II. DEFINITIONS:

Alternate Dispute Resolution – The agency's process to resolve concerns, disputes, or disagreements in whole or in part when a non-represented employee contends that a WSCJTC official has misapplied, unfairly applied, or violated WSCJTC's personnel policies and processes, or other applicable laws and regulations.

Grievance – An employee's contention that a WSCJTC official has misapplied, unfairly applied, or violated the Collective Bargaining Agreement, WSCJTC's personnel policies and processes, or other applicable laws and regulations.

III. POLICY:

A. WSCJTC will:

1. Promptly and reasonably resolve employee Grievances; and
2. Resolve Grievances and other disputes at the lowest possible supervisory level.

B. ADR is not intended to:

1. Hinder or replace routine discussions between supervisors and their employees.
2. Replace Civil Service rules for appealing disciplines.

Role	Responsibilities
Employee	• Report concerns and/or Grievances directly to supervisors. • If it is not possible to speak with direct supervisor, take it to the next supervisor/manager in the chain of command.

Supervisor/ Manager	• Listen to employee concerns and/or Grievances. • Ask clarifying questions to ensure receipt of the information necessary to formulate a plan for further review of the situation. • Review agency policies and procedures to determine appropriate course of action. If no clear course of action, talk with manager and/or consult Human Resources (HR). • Consult HR on any concerns of potential misconduct, harassment, discrimination, work performance issues, etc.

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CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 05 Collective Bargaining	Revised: 07/01/2018; 12/26/2023
Authorizing Source: RCW 41.80; Master Collective Bargaining Agreement		**Applies to: All Staff**

I. PURPOSE:

This policy ensures a harmonious labor environment for both management and labor through strict adherence to the provisions contained in Revised Code of Washington (RCW) Chapter 41.80.

II. POLICY:

The Washington State Criminal Justice Training Commission (WSCJTC) promotes labor harmony through:

A. Recognized bargaining units.
B. Participation in “good faith” negotiations.
C. A commitment to the ground rules for collective bargaining.
D. A commitment to abide by the negotiated Master Collective Bargaining Agreement (MCBA).

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 06 **Complaint Investigations – WSCJTC Staff**	**Revised: 07/01/2018; 4/23/2024**
Authorizing Source: RCW 42.52.520, WAC 357-40, CBA, WSCJTC Administrative Investigation – Adjudication Manual		**Applies to: All Staff**

I. PURPOSE:

This policy outlines the procedures for the proper investigation of complaints against Washington State Criminal Justice Training Commission (WSCJTC) staff. Complaints against staff will be investigated promptly and with sufficient thoroughness to arrive at justifiable findings and recommendations.

II. DEFINITIONS:

Complaint – Notice to a WSCJTC staff member that a violation of agency personnel or administrative policy; a violation of state regulations, statutes, or ethical guidelines; a violation of staff or students' rights; or a crime may have occurred.

Good Faith – The complainant knows or reasonably believes that the offense complained of actually occurred.

Retaliation – Punishing, intimidating, or harassing conduct directed against any participant in an investigation because of their cooperation with the investigation.

III. POLICY:

A. A complaint is considered filed when a member of WSCJTC staff is notified of allegations that a violation of agency policy or a crime has occurred. WSCJTC will investigate complaints from any source, including staff, recruits, other agencies, WSCJTC Commissioners, and the public.

B. Staff have a duty to report violations of law or agency policies. Staff may file good faith complaints without fear of retaliation, whether or not an investigation substantiates the complaints. Retaliation against complainants is prohibited and may subject the offender to discipline up to and/or including dismissal.

C. Staff who receive a complaint regardless of how it is provided should report the complaint to their supervisor or Human Resources immediately. No particular form or method is required for an acceptable complaint. Staff members should report rumors of misconduct, anonymous or vague complaints, etc., without investigating the allegations themselves.

D. Complaints which include accusations of criminal conduct must be immediately brought to the attention of the agency Risk Manager. The Risk Manager will start a

preliminary investigation, refer to local law enforcement with agency jurisdiction over the offense, and notify the Executive Director and/or their designee.

E. Investigation procedures are guided by the WSCJTC Administrative Investigation – Adjudication Manual. This manual contains information including but not limited to notification, timelines, recording of interviews, and investigations practices.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 07 Contract Staff	Revised: 07/01/2018; 08/12/2025
Authorizing Source: RCW 39.26.180		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) uses contracted staff from public and private agencies to supplement the work performed by state employees to fulfill the mission of the agency. The purpose of this policy is to establish guidance for staff involved in the contracting process.

II. DEFINITIONS:

Client Service Contract – An agreement, or any amendment thereto, with a firm or individual for the rendering of direct services to clients of the state agency.

Contract Manager – Division, Unit, Program Manager or designee who supervises the preparation, review, negotiation, and approval for new and existing contracts or agreements to ensure contract compliance and fulfillment. The Contract Manager is tasked with overseeing the comprehensive fulfillment of all contractual obligations. They collaborate closely with contractors to ensure accurate completion of all necessary documentation.

Contract Management – Activities related to contracting, including the decision to contract, contractor screening and selection, contract preparation, contract monitoring, auditing and post-contract follow-up.

Interagency Agreement – An agreement between the WSCJTC and another agency specifying the goods or services to be provided or exchanged and the roles and responsibilities of each partner. Examples: Instructional services, Teacher, Administrator, Counselor (TAC) Officers, record sharing, or facility usage.

Performance-Based Contract – A written document detailing an agreement between parties and identifying expected deliverables, performance measures or outcomes with payment contingent on their successful delivery. Performance-based contracts also use appropriate techniques, which may include, but are not limited to, consequences and/or incentives to ensure that agreed upon value to the state is received.

III. POLICY:

A. Contract Management must follow the prescribed methods established by the Office of Financial Management (OFM) for Performance-Based, Client Service or Interagency Contracts or Agreements, and WSCJTC policy, procedure, and Contract Guidelines.

B. All contracts, including extensions and amendments, must be reviewed utilizing the Contract Routing Sheet for the following prior to approval:

   1. Proposed scope of work.

2. Budget availability.
3. Labor considerations.

C. Contract Management is the responsibility of the Contract Manager assigned to the individual contract. The Contract Manager is responsible for:

1. Ensuring work performed is consistent with the statement of work.
2. Tracking and managing the balance of funds expended.
3. Maintaining the contractor file.

D. Some contract types require adherence to specific protocols, others may not. Adherence to these protocols in no way implies an employment relationship with WSCJTC.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 08 Disciplinary and Corrective Action	Revised: 07/01/2018; 11/01/2022; 2/13/2024; 03/18/2025
Authorizing Source: RCW 42.52.520, WAC 357-40, Collective Bargaining Agreement (CBA)		Applies to: All Staff

I. PURPOSE:

This policy outlines the process for imposing corrective actions and discipline on Washington State Criminal Justice Training Commission (WSCJTC) Washington General Service (WGS), Washington Management Service (WMS), and Exempt Management Service (EMS) employees.

II. DEFINITION:

Appointing Authority – Personnel designated by the Executive Director (ED) to review investigations and determine discipline. Appointing Authority status for cases may be delegated to Assistant Directors, Division, or Unit Managers by the ED.

Corrective Action – Refers to Supervisors' formal efforts to improve deficiencies in work performance, conduct, or attendance and include but are not limited to work instruction, counseling sessions, or referral to training.

Disciplinary Action – Refers to the ED or designee imposing an oral or written reprimand, demotion, suspension, reduction in salary or dismissal of an employee for cause.

Findings – The agency uses the following findings when determining case outcomes:

Founded: There exists, by a preponderance of the evidence, sufficient proof to find the accused employee committed the violation(s).

Unfounded: There exists sufficient evidence to conclude that the accused employee did not commit the allegation(s) or the action is not a violation of policy.

Undetermined: There is insufficient evidence to prove or disprove the allegation(s). Leaves room for guidance, mentoring, and counseling but not formal discipline at this time.

Just Cause – Investigation Findings are based on a standard of Just Cause, the elements of which include but are not limited to:

- Have the allegations against the employee been factually proven?
- Is the discipline considered proportionate to the offense?
- Was the investigation conducted fairly?
- Is the discipline contemplated non-discriminatory or similar to what another employee in a comparable situation would receive?
- Is it the employee who is at fault?

Supervisor – As used here, includes Executives, Managers, and Supervisors responsible for rating or reviewing employee performance.

III. POLICY:

A. The ED appoints staff to EMS positions. Exempt is the term used to identify positions exempt from state civil service law. These positions do not share the same rights that are provided to classified positions. Exempt is different from general service because the incumbent of this appointment type typically serves at the pleasure of the ED. Discipline and Corrective Action are handled at the ED's discretion.

B. WSCJTC's Disciplinary and Corrective Actions will be equitable, timely, and consistent with the Washington Administrative Code (WAC 357) and, where appropriate, the Collective Bargaining Agreement (CBA).

C. Supervisors will consult with Human Resources regarding all Disciplinary and Corrective Action processes**.**

D. Supervisors may use Corrective Action at any time. Disciplinary Action must only occur after investigation into allegations of improper conduct or substandard performance.

E. A Supervisor has the authority to take Disciplinary Action up to and including written documentation of an oral reprimand. Unit or Division Managers and Assistant or Deputy Directors have the authority to take Disciplinary Action when delegated as Appointing Authority status by the ED.

F. The ED may discipline WGS or WMS employees for Just Cause as defined in the Administrative Investigation – Determination Manual.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 09 **Workplace Violence and Domestic Violence Affecting the Workplace**	**Revised: 07/01/2018; 8/01/2022; 4/30/2024; 03/11/2025**
Authorizing Source: RCW 49.76, 42.56.250, 9A.46.110, 9.41.010, 70.74.010, 9.41.250, WAC 357-01-172, 357-26-050, 357-26-55, 357-26-060, 10-20-010; Executive Order 96-05, Collective Bargaining Agreement (CBA)		**Applies to: All Staff, Contractors, Volunteers, and Students**

I. PURPOSE:

The purpose of this policy is to provide guiding principles to staff, contractors, volunteers, and students regarding Workplace Violence and Domestic Violence affecting the workplace. The Washington State Criminal Justice Training Commission (WSCJTC) aims to prevent and support victims of Workplace Violence and assist those who are victims of Domestic Violence. For represented staff, the Collective Bargaining Agreement supersedes any conflicting provisions of this policy.

II. DEFINITIONS:

Domestic Violence – Abusive or violent behavior that is physical, sexual, and/or psychological, intended to establish and maintain control over a partner or family member.

Workplace – Any location, either permanent or temporary, where an employee performs authorized work-related activity.

Workplace Violence – Verbal or physical assault or threatening behavior which occurs in or arises from the Workplace, and which is committed toward or by WSCJTC staff, contractors, volunteers, students, or stakeholders.

Violent Behavior – Any conduct (physical, verbal, visual, etc.) that threatens, attempts to intimidate, or has the purpose of unreasonably interfering with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Employee Assistance Program (EAP) – Free, confidential program created to promote the health, safety and well-being of public service employees. For further information, visit: https://www.des.wa.gov/services/employee-assistance-program

III. POLICY:

A. Workplace Violence or Domestic Violence affecting the Workplace is strictly prohibited. The behavior does not need to be directed at a specific person to be a violation of this policy.

B. WSCJTC is committed to providing a work environment in which staff, contractors, volunteers, and students are safe from harm. All staff, contractors, volunteers, and students will take seriously the problem of Workplace Violence and Domestic Violence. Staff, contractors, volunteers, and students must conduct themselves in a manner that promotes a safe, secure, and violence-free work environment. WSCJTC will take reasonable steps to foster and promote a safe and secure Workplace environment for all agency staff, contractors, volunteers, and students.

C. WSCJTC is committed to providing support and assistance to staff who are victims of Domestic Violence. This may include resource and referral information, work schedule adjustments, approving an alternate worksite, leave as needed to get assistance or obtain safety, and other assistance and accommodations as reasonably appropriate. This policy addresses WSCJTC's responsibility to make reasonable safety accommodations requested by staff who are victims of Domestic Violence, sexual assault, or stalking unless WSCJTC can show the accommodation would cause an undue hardship.

D. Staff will not be discriminated against for being a victim of Domestic Violence.

E. Prohibited Behavior

While using state resources, conducting state business, or while in a state facility or state vehicle, WSCJTC staff, contractors, volunteers, and students are prohibited from behaviors that include:

1. Committing Workplace Violence, Domestic Violence, or threatening such violence;

2. Injuring or threatening to injure another person physically;

3. Engaging in behavior that creates a reasonable fear of injury to another person;

4. Engaging in behavior that subjects another person to extreme emotional distress;

5. Possessing, brandishing, or using a weapon that is not required for the position;

6. Intentionally damaging property or threatening to damage property of a staff member, contractor, volunteer, or student, WSCJTC or another government agency;

7. Retaliating against staff, contractors, volunteers, or students who, in good faith, report a violation of this policy.

F. Reporting

WSCJTC staff must immediately report to a supervisor or the agency Risk Manager, acts or threats of violence they experience or witness in the Workplace or while

performing work functions. If reported to the supervisor, the supervisor will notify the agency Risk Manager as soon as possible.

The Risk Manager and/or supervisor will initiate action based on reports of violence to:

1. Address the safety and security of potential victims and others;

2. Provide support and assistance to any victim;

3. Restore the Workplace to a violence-free environment;

4. Inform staff who are victims of Workplace Violence or Domestic Violence affecting the Workplace they may use paid leave or authorized leave without pay under Chapter 357-31 WAC;

5. In coordination with the HR Unit, provide information to staff who are victims or perpetrators of Domestic Violence about breaking the cycle of violence, including referrals to local assistance and resources and the EAP.

WSCJTC will keep confidential all health information from health care providers, health plans, and other covered entities under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and state Health Care Information Access and Disclosure Act in Chapter 70.02 RCW. To the extent allowed by law, WSCJTC will keep confidential requests for information or assistance by victims or perpetrators of Domestic Violence including when a staff member has provided a statement.

G. Action will be taken against perpetrators of Domestic Violence.

1. Supervisors or managers will immediately contact appropriate law enforcement personnel to deal with perpetrators of Domestic Violence or Violent Behavior toward any staff, student, contractor, volunteer, or stakeholder in our Workplace, or while conducting state business.

2. Supervisors or managers will honor civil orders of protection and, when appropriate, participate in court proceedings in obtaining protection orders on behalf of the staff member.

H. Staff who are perpetrators of Domestic Violence may be subject to corrective or disciplinary action. Corrective or disciplinary action up to and including termination, may be taken against staff who are arrested and convicted or issued a permanent injunction as a result of Domestic Violence.

I. Training and information will be provided regarding Domestic Violence.

1. Training on Workplace Violence and Domestic Violence awareness are required upon hire. The training is updated by the Department of Enterprise Services and includes:
    - What Workplace Violence and Domestic Violence are;
    - What resources are available to victims and perpetrators; and
    - What staff can do if they believe a co-worker is a victim or perpetrator of Workplace and/or Domestic Violence.
2. All employees are required to review this policy annually.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 10 Early Intervention For Employee Performance	Revised: 07/01/2018; 02/25/2025
Authorizing Source: RCW 41.06.169, RCW 41.06.176, RCW 41.06.196		**Applies to: All Staff**

I. PURPOSE:

This policy provides direction to Washington State Criminal Justice Training Commission (WSCJTC) supervisors on identifying and addressing employee performance issues early in order to retain a diverse and effective workforce.

II. DEFINITIONS:

Performance Issues – A pattern of unmet expectations, typically falling into one of three categories: attendance, productivity, or conduct.

Intervention – Intervention includes, but is not limited to, closer supervision, coaching and monitoring, corrective action, interim performance feedback, and/or discipline.

Employee Assistance Program (EAP) – Free, confidential program created to promote the health, safety and well-being of public service employees. For further information, visit: https://www.des.wa.gov/services/employee-assistance-program

III. POLICY:

Understanding most employees want to be successful contributors to our agency, WSCJTC is committed to a performance management approach which requires setting clear expectations, clearly and effectively communicating methods to meet expectations, and ensuring supervisors provide the necessary guidance, training and tools to improve performance.

A. Responsibilities:

1. Managers will:

   a. Clearly communicate expectations to subordinate supervisors.
   b. Develop core supervisory competencies.
   c. Encourage partnership with Human Resources.
   d. Ensure supervisors receive leadership and system or tool-related training, for example: developing performance development plans, reviewing timesheets, leave requests, travel requests and reimbursements, etc.
   e. Provide guidance on new or difficult personnel matters.

2. Supervisors:

   a. Build trusting relationships with their staff, their manager, Human Resources, union shop stewards and representatives, and others.
   b. Clearly communicate expectations to subordinates.
   c. Monitor performance of subordinates for compliance with agency policies and position expectations and note Performance Issues in a supervisory desk file.
   d. Intervene when unmet expectations are noted, identifying the source of the problem before taking action. Review employee's past performance and talk

directly with them before jumping to conclusions.

e. Focus on success. The purpose of corrective and disciplinary action is not to punish an employee. It is to alert the employee that there is a significant issue that needs to be addressed. The ultimate goal is to improve performance.

f. Address issues immediately. Postponing action often results in both the individual's productivity loss and the negative impact on the morale and productivity of other employees.

g. Readdress the knowledge, skills, abilities, and behaviors required to meet performance expectations to assess whether a competency gap is the driver of a productivity problem and determine an appropriate course of action.

h. Consider implementing a Performance Improvement Plan (PIP) in consultation with Human Resources. A PIP outlines the actions an employee must take to improve their performance. A PIP typically includes:

- The specific performance elements requiring improvement.
- An action plan detailing what steps the employee must take to meet performance expectations.
- Timeframes for achieving performance targets.
- Standards and expectations for performance in measurable or observable terms.
- Information about the support management will provide.
- Information about what will happen once the work plan is completed.
- Signatures from both the employee and supervisor.

i. Provide employees access to external support. Performance Issues are often the result of personal life difficulties such as illness, home life issues, etc. Make sure that employees are aware of access to individual support through the EAP.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 11 Pre-Employment Background and Reference Checks	Revised: 07/01/2018; 01/01/2023; 03/11/2025
Authorizing Source: RCW 28A.400.303, 43.43.815		**Applies to: All Staff and Volunteers**

I. PURPOSE:

This policy establishes standards for the Washington State Criminal Justice Training Commission (WSCJTC) to conduct background checks for WSCJTC employees, volunteers, and applicants for employment.

II. SCOPE:

This policy applies to all state employees, volunteers, and applicants for employment in state positions within WSCJTC.

III. DEFINITIONS:

Background Check – A review of an employee or applicant's work and criminal histories to ensure compatibility with the employment requirements of WSCJTC positions.

Criminal Background Check – A report provided by law enforcement authorities that identifies an individual's official criminal history record.

Applicant Background Self-Disclosure Statement – A self-disclosed report provided by an employee or applicant concerning their background, education, and employment.

IV. POLICY:

Thorough Background Checks provide a meaningful and proactive approach to protect WSCJTC personnel, funds, property, other assets, and the general public.

In accordance with the WSCJTC mission, it is important to ensure employees and volunteers are qualified and able to ensure a safe and secure environment for employees, students, instructors, visitors, and stakeholders.

A. Pre-Employment Background Checks

1. The WSCJTC will conduct Background Checks on:
   a. All new employees or volunteers.
   b. State employees transferring to the WSCJTC from other state agencies.
2. The pre-employment Background Checks and verifications will include, but are not limited to:
   a. Review and validation of information contained in the Applicant Background Self-Disclosure Statement.

b. Employment history verification.
c. Reference checks.
d. Criminal history records check conducted through the Washington State Patrol Washington Access to Criminal History (WATCH) system.
e. Acadis check to verify certification status for previous law enforcement officers.
f. Disciplinary History review and verification.
g. Complaint history for previous criminal justice professionals.
h. Educational credentials verification (for applicable positions only, as noted on the Position Description Forms). Professional license and certification verification (for applicable positions only, as noted on the Position Description Forms).
i. Personnel File Review (for current and previous state employees).

3. All required pre-employment/Background Checks must be completed by Human Resources (HR) prior to making an official job offer.
    a. Pre-Employment Criminal Background Checks are valid for 90 days. Extensions may be granted and documented by the HR Operations Manager on a case-by-case basis.
4. WSCJTC can take appropriate employment actions up to and including termination, if it finds employees made false statements, provided false documents, and/or did not disclose information during the application process that one would reasonably believe would negatively impact their employment.

B. Candidate Criminal History or Conviction

1. A reported criminal offense or conviction is not necessarily grounds for disqualification. The nature and seriousness of the offense, the date of the offense, the surrounding circumstances, rehabilitation, the relevance of the offense to the specific position(s), and whether hiring, transferring, or promoting the candidate would pose an unreasonable risk to the agency will be considered by the HR & Risk Manager on a case-by-case basis before making a final determination.

C. Retention of Background Information

1. Background Check documents, disclosures, references, and associated reports will be retained in HR within a confidential file kept separate from an employee's personnel file.
    a. Employee Background Check information will be retained for the length of employment, or as required by the recruitment retention schedule, whichever is longer.
    b. Candidates not hired will have their background information retained as part of the recruitment file.
2. Employees and applicants of the WSCJTC will not have routine access to their background check file. Access is limited to the WSCJTC Executive Director, Division Manager, and HR Manager on a "need to know" basis. Access may also be granted to union representatives, employees and others with a need to know, in the event of grievance proceedings, litigation, or otherwise as required by law.

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CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 13 Employee Occupational Health Records	Revised: 07/01/2018; 04/09/2025
Authorizing Source: RCW 42.56, RCW 51, RCW 70.02, WAC 296-27, WAC 296-802, WAC 296-842, Statewide Record Retention Schedule, Collective Bargaining Agreement		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) will establish, maintain, disclose, and retain a confidential Employee Occupational Health Record for each employee in compliance with federal and state laws and regulations.

II. ACRONYMS:

CBA – Collective Bargaining Agreement

EOHR - Employee Occupational Health Record

L&I - Labor & Industries

RCW – Revised Code of Washington

WAC – Washington Administrative Code

WISHA - Washington Industrial Safety and Health Act

III. POLICY:

A. Responsibility

1. The Human Resources Manager or designee will serve as EOHR Custodian and:
   a. Create a new EOHR file for new employees at the time of employment.
   b. Maintain an EOHR file for each employee per this policy.
   c. Secure and control access to the files.
   d. Maintain confidentiality of EOHRs.

B. EOHR Content

1. EOHR contents may include, but not be limited to:
   a. Employee medical information provided for shared leave or family medical leave.
   b. Ergonomic evaluations related to medical conditions.
   c. Documents generated or received containing employee medical information and not part of a worker's compensation file.

d. Medical information required for reasonable accommodation.

e. Disability separation letter and all attachments.

2. The following documents will not be part of the EOHR unless they contain medical information:

   a. Records concerning insurance claims.

   b. Records created solely for litigation that are privileged from discovery.

   c. Records concerning voluntary employee assistance programs.

3. Records containing personal health history information unrelated to employment are not required, but may be maintained in the EOHR, if voluntarily submitted.

4. Workers' compensation claim files for employees, contractors, and volunteers are maintained in the L&I system and will not become part of the EOHR, but copies may be maintained in a separate location temporarily, for active claims.

C. Disclosure of EOHR

1. Requests for EOHR information from employees or their designated representatives will be answered per CBA, Chapter 296-802 WAC as well as state and federal laws. The EOHR Custodian will:

   a. Respond to requests for disclosure.

   b. Obtain written authorization from the employee, when required, to release the information.

   c. Provide a copy of the record to the employee or their designated representative without cost.

   d. Stamp disclosed documents as confidential to be opened only by the addressee.

   e. Log all requests/releases on the EOHR Disclosure Log.

2. Persons other than the employee, their designated representative, or state employees engaged in their official duties may only have access to EOHR information when not prohibited by state or federal law.

3. An employee will provide consent to the release and/or disclosure of information by the EOHR Custodian, except for the following:

   a. Supervisors will be informed of:

      i. Necessary health related restrictions on the work or duties of an employee, and of any necessary accommodations.

      ii. Health related restrictions which might require emergency treatment, when appropriate, and of any specific procedures needed in the case of fire or other evacuation.

   b. The L&I may be provided relevant health information per Title RCW 51. Its inspectors should also be provided relevant health information, on request, when reviewing WSCJTC EOHRs for compliance with WISHA.

   c. Government officials investigating compliance with the Americans with Disabilities Act and other federal and state law prohibiting discrimination on the basis of disability.

   d. The Attorney General's Office will have access to EOHRs when conducting official state business.

e. Health care providers who created a record in an EOHR, or their clinical supervisors in their chain of command, will have access.

4. A certified receipt will be required when EOHR information is sent via United States Postal Service.

D. Access to information

1. Unrestricted access to EOHRs will be limited to the Executive Director and the EOHR Custodian or their designated representative. EOHR files will be maintained in electronic confidential files with restricted access separate from employee personnel files.
2. When the EOHR Custodian cannot be reached, access will be provided to EOHRs in medical emergencies, as determined by the Executive Director, requiring specific health related information.
3. Routine requests to examine a file or obtain other health information will be handled during normal business hours.

E. EOHR Retention

1. When an employee separates from WSCJTC and requests their EOHR to provide to a new employer, the EOHR Custodian will only provide the copy of the EOHR to the employee.
2. The EOHRs of employees separated from WSCJTC for more than one year will be retained per WAC 296-802-200. EOHR Custodians will ensure confidentiality and follow appropriate records procedures.
3. Medical, blood borne pathogen, and employee exposure records will be preserved and maintained per the Statewide Records Retention Schedule.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 14 Employee Recognition	Revised: 07/01/2018; 04/09/2025
Authorizing Source: RCW 41.60.150		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) may recognize employees for their achievements in carrying out the agency's mission, vision, and values, as well as, recognition of years of dedicated service to the people of Washington State.

II. DEFINITIONS:

Recognition Award - A form of employee appreciation, given to individuals or groups for their contributions, achievements, or length of service, often in the form of a tangible item or event.

III. POLICY:

A. Annual Agency Recognition Awards - The WSCJTC Recognition Awards program was developed to recognize agency staff and/or work groups for providing exemplary service.
   1. As directed by the Office of the Executive Director, an agency recognition committee will coordinate an annual appreciation event and oversee the WSCJTC Recognition Awards program. The team will consist of the following:
      a. Confidential Secretaries for the Executive Director, Deputy Director, and Assistant Directors;
      b. Human Resources (HR) Representative;
      c. Communications Representative; and
      d. Other representatives as determined by the Executive Director.
   2. The annual WSCJTC Recognition Award categories and criteria will be maintained by the recognition committee and posted annually for award nominations.
   3. All WSCJTC employees may nominate an individual or team through completion and submission of the nomination form prior to the due date.
   4. Nominations will be reviewed by the recognition committee and Recognition Award recipient recommendations made to the Executive Director. The Executive Director will make the final Recognition Award determinations.
   5. Recognition Award winners will receive recognition at the agency's annual employee appreciation event.
      a. Final Recognition Award recipients will receive a plaque and a tax-deductible monetary award.
         i. Monetary Recognition Award amounts cannot exceed $200 per award in accordance with RCW 41.60.150.

B. Years of Service Pins

1. Years of Service awards will be given to WSCJTC employees who have been employed by the state of Washington for every five (5) years of service, as determined by their anniversary date.
2. The HR office will provide an annual report of staff who are eligible to receive service pins based upon their anniversary date (total state service).
3. HR will coordinate the ordering of service pins to present to eligible employees.
4. The list of eligible employees and service pins will be prepared for the Executive Director to present at the annual employee appreciation event.

C. State Service Retirement Recognition

1. Divisions/Units will consult with HR to ensure retirement eligibility for employees.
2. Each division/unit will submit a request, in writing, through their Bureau Assistant Director to order a plaque recognizing the service of their eligible retiring employee utilizing an agency approved vendor.
3. The Governor would like to send each retiring employee a certificate of appreciation. The agency must request the certificate with one-month advance notice. Such requests must be made in writing, through the Executive Director's Office.
4. The Executive Director may send each retiring employee a letter of appreciation. Requests for this letter from the Executive Director should include the following information:
    - The retiree's name as it should appear on the letter;
    - The retiree's home address;
    - Total number of service years;
    - Presentation date; and
    - The requesting person's name and phone number.

D. Other Recognition

1. The Executive Director has the discretion to recognize employees for outstanding accomplishments and achievements including, but not limited to, innovation, safety, performance, customer service, teamwork, and quality improvement. If the recognition has a monetary value, it cannot exceed $200 per calendar year.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 15 Employee Relationships with Vendors or Outside Organizations	Revised: 07/01/2018; 04/09/2025
Authorizing Source: RCW 42.52 Ethics in Public Service, Executive Order 93-02		**Applies to: All Staff and Contractors**

I. PURPOSE:

This policy provides the Washington State Criminal Justice Training Commission (WSCJTC) standards for employee and contract staff relationships with vendors and outside organizations doing business with or seeking to do business with the WSCJTC.

II. DEFINITIONS:

Relative – The employee's child (biological, adopted, foster, stepchild, etc.), parent, grandparent, grandchild, sibling, spouse, domestic partner, aunt, uncle, niece, nephew, sibling-in-law, first cousin, and corresponding relatives of the employee's spouse or domestic partner.

III. POLICY

A. WSCJTC staff are prohibited from:

1. Directly or indirectly receiving, accepting, taking, seeking or soliciting any gift, gratuity, favor or anything of economic value from any person if the staff member has reason to believe the person:
   - Has or is seeking a contractual, business or other financial relationship with the WSCJTC;
   - Is involved with an operation or activity regulated by the WSCJTC;
   - Has interests which may be substantially affected by the employee's performance or nonperformance of official duties; or
   - Offered the gift, gratuity or favor because of the employee's ability to influence the activities regulated by the WSCJTC.
2. Accepting, maintaining or disbursing WSCJTC funds, except as authorized.
3. Working within their official WSCJTC capacity, with any Relative or Household Member who has a contractual, business or other financial relationship with WSCJTC, except with the prior written approval of the Executive Director. Should such a conflict arise, the staff member must immediately notify their supervisor.
4. Using the power or authority of a position with WSCJTC in a manner intended to induce or coerce another person to provide the employee or any other person with anything of economic or personal value, directly or indirectly.

B. Reporting of potential conflicts

Staff will notify their immediate supervisor:

1. On becoming aware of any real or potential conflict with prohibitions contained in Chapter 42.52 RCW or listed above for themselves or another staff member; or
2. Upon receiving a gift or offer of a gift or honorarium from a vendor, whether it was provided directly to the staff member or left for the staff member.
    a. Supervisors will consult with Risk Management if they need assistance to determine next steps in accordance with RCW 42.52.130-150.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 16 Employees Holding Outside Employment	Effective: 07/01/2018 Revised: 1/2/2024; 04/09/2025
Authorizing Source: RCW 42.52; 42.52.020; 42.52.040; 42.52.050; 42.52.120; WAC 292-110-060		**Applies to: All Staff**

I. PURPOSE:

This policy clarifies the parameters for Washington State Criminal Justice Training Commission (WSCJTC) employees who hold or intend to hold Outside Employment.

II. DEFINITIONS:

Compensation – Anything of economic value, however designated, that is paid, loaned, granted, transferred, or which will be paid, loaned, granted, or transferred to any person in return for personal services.

Outside Employment – Any job other than the current position with the WSCJTC. This could include, but is not limited to, employment by another unit of government or state agency, private employment, self-employment, work under personal service contracts with the state, serving as a consultant or advisor, and volunteer activities.

Conflict of Interest – Any instance where an employee's actions, decisions, recommendations, or activities outside the agency influence, potentially influence, or have the appearance to a reasonable person of influencing, the employee's official duties or decisions.

III. POLICY:

A. Whether Outside Employment is objectionable depends on an employee's specific duties, the actual or potential relationship between the Outside Employment and WSCJTC or other state agencies, and the potential or actual conflict posed by the employment.

B. Employees must ensure Outside Employment:

   1. Does not conflict with or impede the performance of their assigned duties; and
   2. Is consistent with the ethical code established by RCW 42.52.

C. An employee holding Outside Employment when joining WSCJTC must submit a completed Outside Employment Approval Request Form (WSCJTC Form 424) through the chain of command to obtain approval from the Executive Director within thirty (30) calendar days of appointment.

D. Employees who accept Outside Employment must immediately submit an Outside Employment Approval Request Form through the chain of command to obtain approval from the Executive Director. Except for those detailed in III.C above, employees may not perform work for the outside employer prior to receiving Executive Director approval.

E. An employee, who begins to receive Compensation for previously approved uncompensated Outside Employment, must submit a new Outside Employment Approval Request Form.

F. The decision to approve, deny, or withdraw approval rests with the WSCJTC. The Executive Director must review and render a decision within thirty (30) calendar days from receipt of an Outside Employment Approval Request Form. If the Executive Director disapproves the Outside Employment Approval Request Form, the employee will receive justification for the denial.

G. Employees have the right to appeal disapproval of Outside Employment requests, through WSCJTC's Alternative Dispute Resolution or through the grievance process as outlined in the Collective Bargaining Agreement (CBA) for represented staff.

H. Failure to obtain prior approval for Outside Employment or engaging in Outside Employment when such approval has been denied or withdrawn, may result in corrective or disciplinary action up to and including dismissal.

I. Employees wishing to continue previously authorized Outside Employment must request reauthorization annually by submitting the request form no later than January 31 each calendar year.

    1. If Outside Employment negatively impacts the employee's work, or if there is a situation that is determined to present a perceived, potential, or actual Conflict of Interest, a supervisor may withdraw approval for the Outside Employment.
        a. The employee will be notified in writing if approval of the Outside Employment is withdrawn.
        b. The employee must terminate the Outside Employment or employment with the WSCJTC within thirty (30) days of such notice or appeal the revocation through their chain of command using WSCJTC's Alternative Dispute Resolution, whereby the Executive Director or their designee will consider the appeal and render a final decision or through the grievance process as outlined in the CBA for represented staff.

J. The employee must not use any state resources, including time, materials, facilities, equipment, supplies, or telephones in connection with employment outside WSCJTC.

K. The employee must not receive Compensation from any person, business, or agency within Washington for services which are part of the employee's assigned responsibilities at WSCJTC. Employees may receive Compensation for performing those same services for entities outside Washington, if approved by the Executive Director after submittal of the Outside Employment Approval Request Form.

L. The employee must not use, or give the appearance of using, a position with WSCJTC to create the opportunity for private gain.

M. Employees must not accept Outside Employment with an employer who provides contract services to WSCJTC without prior Executive Director approval. In determining whether a Conflict of Interest exists, the Executive Director should consider the scope of the employee's job duties with both WSCJTC and the contractor, as well as the scope of the contractor's services for WSCJTC. In the event the employee's job duties at WSJCTC or the contractor change, the employee must submit a new Outside Employment Approval Request Form within (10) business days.

N. Matter Specific Outside Employment

1. Employees whose WSCJTC position description includes expert witness responsibilities must comply with III.K above and must not charge a fee for expert witness activities performed in the course of their WSCJTC employment. Such employees may charge clients for reasonable and customary expenses if not reimbursed under state travel regulations. No Outside Employment Approval Request Form is required for assignments done in the course of WSCJTC employment.
2. Employees who act as expert witnesses, consultants, investigators, curriculum developers or instructors outside the course of their WSCJTC employment must submit a sufficiently detailed Outside Employment Approval Request Form for each contract, case, or matter in which they are retained and must otherwise comply with this policy and with state ethics rules. The Executive Director may limit or disapprove an expert witness retention at any time after an analysis of potential conflicts with WSCJTC's interests. Any such limit or disapproval must specify the reason for the decision.
3. The employee's written and oral expert reports and any testimony at deposition, hearing, or trial must include the phrase "These opinions are mine, and do not represent the opinions of my employer or the State of Washington." Employees must not wear the WSCJTC logo while performing outside expert work, including testifying at a deposition, hearing, or trial.
4. Absences from work for assignments outside the scope of employment will require the employee to request vacation leave or use of a personal holiday by submitting a Leave Request as early as reasonably possible. Supervisors may disapprove such requests only for reasons of efficient workforce scheduling or insufficient leave balance. Civil leave is not authorized for paid expert witness activity, even if the employee is subpoenaed.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 17 Employment of Relatives or Household Members	Revised: 07/01/2018
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

The purpose of this policy is to ensure the unbiased selection, promotion and hiring of all staff.

II. DEFINITIONS:

Relative -

- The staff member's spouse, child, step-child, sibling, grandchild, grandparent or parent; or
- Any relative who has established shared residence within the same domicile.

Household Member – a person residing in the same home as the staff member and having reciprocal duties to provide financial support for one another. This term will include a foster child and a legal ward, even if not living in the household. "Household Member" does not include a person sharing the same general house when the living style is primarily that of a dormitory or commune.

III. POLICY:

This policy establishes Washington State Criminal Justice Training Commission (WSCJTC) guidelines for the employment, promotion, and contracting of relatives or household members.

This agency will base employment, promotion, and contracting on individual merit. Management will assign employees within the office in a way that avoids employing relatives or household members in a supervisor/subordinate role.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 18 Family Medical Leave Act - Military Family Leave	Revised: 07/01/2018; 12/26/2023
Authorizing Source: Federal law - 29 U.S.C. § 2601 et. Seq. (United States code, title 29, chapter 28 of the Family & Medical Leave Act of 1993), 29 C.F.R. Part 825 (Code of Federal Regulations, Part 825 of the Family & Medical Leave Act of 1993), RCW 49.78, WAC 357-31-135, 200, 285, 290, 300, 305, 325, 335, 373, 390, 400, 405, 495, 535		**Applies to: All Staff**

I. PURPOSE:

The Family Medical Leave Act (FMLA) Military Family Leave offers valuable protection for employees to maintain employment and benefits while dealing with family or medical situations related to covered family members in the armed forces that takes them from the work place for an extended period of time either in a single block or intermittently.

II. DEFINITIONS:

A. Serious Injury or Illness

1. In the case of a member of the Armed Forces, including the National Guard or Reserves, an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty) that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

2. In the case of a veteran who was a member of the Armed Forces, including the National Guard or Reserves, at any time during the 5-year period preceding the medical treatment, recuperation, or therapy, a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran.

III. POLICY STATEMENT:

The FMLA is a federal law passed in 1993 to grant family and temporary medical leave to eligible employees under certain circumstances. In 2008 and again in 2009, the National Defense Authorization Act(s) (NDAA) amended the FMLA to allow eligible employees to take up to 12 work weeks of leave in a 12-month period for any "qualifying exigency" due to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. The amendments also amended the FMLA to allow eligible employees to take up to 26 work weeks of leave in a 12-month period to care for a covered service member with a serious injury or illness. These two types of FMLA leave

are known as the military family leave entitlements. This policy should be read together with the FMLA policy as the 12-work week entitlements do not apply separately.

IV. ROLES AND RESPONSIBILITIES:

Role	Responsibilities
Employee	• If possible, notify your supervisor of the need to take FMLA, 30 days prior to the anticipated absence. • Provide certification as required. • Provide status reports to the HR Manager when out on FMLA. • Notify the HR Manager of your intention to return to work. • If applicable, continue employee-paid insurance premiums during FMLA absence. • Submit leave requests associated with the absence as outlined in the Leave Policy.
Supervisor/ Manager	• Communicate with the HR Manager when an employee requests FMLA or when an employee requests leave you feel may qualify for FMLA. • Ensure that the employee's position is protected during an FMLA absence.
HR Manager	• Determine if employee meets FMLA Military Family Leave eligibility requirements. • Notify the employee regarding eligibility. Send FMLA pre-approval or denial letter. • Request certification from the employee. • Determine if absence meets FMLA Military Family Leave qualification requirements. Send FMLA approval or denial letter. • Notify the employee when the FMLA Military Family Leave allowance is near conclusion. • Update the supervisor on employee status. • Notify the supervisor of employee's intention to return to work and the date. • Communicate with the agency payroll office.

V. ELIGIBILITY REQUIREMENTS:

To be eligible, an employee must have worked for the state for at least 12 months (not necessarily consecutively) and worked at least 1,250 non-overtime hours in the 12 months immediately proceeding the first day of leave. Paid leave will not be counted as hours worked toward the 1,250-hour requirement.

VI. PROVISIONS:

A. *Military Caregiver Leave* - The WSCJTC will grant an eligible employee who is a spouse, son, daughter, parent or next of kin, (defined below), of a covered service member, (defined below), with a serious injury or illness, (defined above), up to a total of 26 work weeks of leave during a 12-month period to care for the service member.

B. *Covered Service Member*

1. A member of the Armed Forces, including National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness.
2. A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including the National Guard or Reserves, at any time during the 5-year period preceding the date on which the veteran undergoes the medical treatment, recuperation or therapy.

C. *Next of Kin* – Used with respect to an individual means the nearest blood relative of that individual other than spouse, parent or child, in the following order of priority:

- Blood relatives who have been granted legal custody of the service member.
- Brothers and sisters.
- Grandparents.
- Aunts and uncles.
- Cousins.

If the covered service member designates another blood relative as their nearest blood relative, that designation takes precedent over the above list. That person would be the only next of kin.

The "single 12-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later. An eligible employee is limited to a combined total of 26 work weeks of leave for any FMLA qualifying reason during the "single 12-month period." (Only 12 of the 26 weeks may be for a FMLA qualifying reason other than to care for a covered service member.)

D. *Qualifying Exigency Leave* **-** The WSCJTC will grant an eligible employee up to a total of 12 work weeks of leave during a 12-month period for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, child of any age or parent is on covered active duty or has been notified of an impending call or order to covered active duty. Covered active duty is defined as:

1. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.

2. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of Title 10 United States Code (USC).

E. *Qualifying Exigencies Include:*

1. Issue arising from a covered military member's short notice deployment (e.g. deployment with seven or less days of notice) for a period of seven days from the date of notification.
2. Military events and related activities, such as official ceremonies, programs or events sponsored by the military, family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.
3. Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member.
4. Making or updating financial and legal arrangements to address a covered military member's absence.
5. Attending counseling provided by someone other than a health care provider for oneself, the covered military member or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member.
6. Taking up to five days of leave to spend time with a covered military member who is on short-term temporary rest and recuperation leave during deployment.
7. Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the end of the covered military member's active duty status or addressing issues arising from the death of a covered military member.

NOTE: FMLA Military Family Leave is not an additional leave category. It is simply the designation indicating leave for one of the purposes stated above to ensure leave entitlement and continuation of benefits during instances of leave without pay. During absences designated as FMLA Military Family leave, an employee may choose to use accrued paid leave to cover all or part of their FMLA absence. Accrued paid leave includes sick leave, vacation leave, and personal holiday accrued as indicated on leave records. If applicable, shared leave or leave without pay may also be used.

VII. COUNTING ABSENCES TOWARD THE USE OF FMLA:

Military Caregiver Leave - Employee absences that qualify as FMLA absences under Military Caregiver leave will be counted toward the FMLA 26-work week allowance beginning with the first day of the employee's use of leave (or leave without pay) for reasons that meet the FMLA military caregiver leave criteria. The HR Manager will verify reasons for absence to ensure they meet the criteria to be designated as FMLA Military Caregiver leave. The first day of the approved designated absence will also count as the first day of the 12-month rolling period.

Qualifying Exigency Leave - Employee absences that qualify as FMLA absences under Qualifying Exigency leave will be counted toward the FMLA 12-work week allowance beginning with the first day of the employee's use of leave (or leave without pay) for reasons that meet the FMLA qualifying exigency leave criteria. The HR Manager will verify reasons for absence to ensure they meet the criteria to be designated as FMLA qualifying exigency leave. The first day of the approved designated absence will also count as the first day of the 12-month rolling period.

Under some circumstances, employees may take leave designated as FMLA intermittently, which means taking leave in blocks of time or by reducing their normal weekly or daily work schedule.

FMLA leave amounts may be counted in hourly increments and the actual hours available will depend on the FTE of the employee, e.g., a full time FTE will have 480 hours or 12 work weeks available in the 12 month period and a ¾ FTE will have 360 hours available.

Intermittent FMLA **-** Leave designated as FMLA may be taken intermittently. If the need for intermittent leave is foreseeable based on planned medical treatment of the covered service member, the employee is responsible for scheduling treatment in a manner that does not unduly disrupt the employer's operations subject to the approval of the health care provider.

It may be necessary to transfer an employee temporarily to an alternative job with equivalent pay and benefits that better accommodates intermittent leave for the planned medical treatment.

VIII. NOTIFICATION:

When the employee's absence is designated by the HR Manager as FMLA military family leave qualifying, the employee will be notified of the decision in writing by the HR Manager. This notification will also outline the employee's responsibilities in relation to their leave.

Whenever possible, the employee shall provide at least 30 days written notice to the agency and the HR Manager of the need to take FMLA military family leave. When this is not possible, the employee should communicate in writing the need to take leave as soon as it is known. This should include anticipated beginning and ending dates of the requested leave, the reason for the leave, the service member's name, and the employee's relationship to the service member.

IX. REQUIRED CERTIFICATION:

The HR Manager will require that an employee's request for military family leave be supported by an appropriate certification. Medical certification may be requested for service member caregiver leave as allowed by law.

The WSCJTC requires:

- Leave for a qualifying exigency is supported by a copy of the covered military member's active duty orders and information providing the facts related to the qualifying exigency.
- Leave to care for a covered service member with a serious injury or illness requires certification completed by an authorized health care provider or by a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family.

X. IMPACT ON BENEFITS:

The WSCJTC will provide health insurance and other benefits to employees on leave as required by law. If leave without pay is taken for eligible or approved FMLA leave, the employee will not be required to take eight hours of leave per month to retain medical or dental benefits.

The employee's payroll deducted self-paid health insurance premiums, optional life or long term disability insurance may be continued on a self-pay basis during FMLA leave. Arrangements should be made as to how these self-payments will be made. These arrangements should be discussed prior to the start of the leave, however, the payments are not required to be made in advance.

XI. RETURNING TO WORK:

The employee should provide notice to the HR Manager indicating when the employee plans to return to work.

The employee returning from military family leave will be reinstated to the same job or to an equivalent job with equivalent status and pay in the same geographic area. If the same position or one of equivalent status and pay is not available due to layoff or other operational reasons, the employee will be treated in the same manner as though the employee were not absent at the time of the layoff.

XII. OTHER IMPACTS:

An employee's anniversary and seniority dates will be adjusted for any period of leave without pay which exceeds 15 consecutive calendar days. The adjustment made will be equal to the amount of time that the employee has taken leave without pay.

If an employee uses leave without pay for an entire work shift while serving a probationary period or trial service period, the probationary period or trial service period will be extended by one work day for each work shift of leave without pay.

An employee's periodic increment date will be adjusted for any period of leave without pay which exceeds 15 consecutive calendar days. The adjustment made will be equal to the amount of time that the employee has taken leave without pay.

XIII. INTERACTION WITH LAWS AND REGULATIONS:

This policy will be construed in accordance with the FMLA and its accompanying regulations as currently written or as hereafter amended. To the extent items or aspects of the FMLA or its accompanying regulations are not covered in this policy or are, or become, inconsistent with this policy, those gaps or inconsistencies will be construed in accordance with the FMLA and its regulations.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 19 Family and Medical Leave Act (FMLA)	Revised: 07/01/2018
Authorizing Source: Federal law - 29 U.S.C. § 2601 et. Seq. (United States code, title 29, chapter 28 of the Family & Medical Leave Act of 1993), 29 C.F.R. Part 825 (Code of Federal Regulations, Part 825 of the Family & Medical Leave Act of 1993), RCW 49.78, WAC 357-31-135, 200, 285, 290, 300, 305, 325, 335, 390, 400, 405, 495, 535		**Applies to: All Staff**

I. PURPOSE:

The Family Medical Leave Act (FMLA) offers valuable protection for employees to maintain employment and benefits while dealing with family or medical situations that takes them from the work place for an extended period of time either in a single block or intermittently.

II. DEFINITIONS:

Serious Health Condition – An illness, injury, impairment, or physical or mental condition that involves one of the following:

1. *Inpatient Care* – Inpatient care (e.g., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
2. *Continuing Treatment* – Incapacity, for the purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment or recovery.

   A period of incapacity of more than three consecutive calendar days including any subsequent treatment or period of incapacity relating to the same condition, but also involves:

   a. Treatment two or more times within thirty (30) days of the first day of incapacity by a health care provider, a nurse, or physician's assistant under direct supervision of a health care provider, or a provider of health care services (e.g., physical therapist) under orders of, or on referral by a health care provider. Treatment includes examination to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations; or

   b. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider. A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, salves, bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

This requirement means an in person visit to a health care provider. The first or only visit must occur within seven (7) days of the first day of incapacity.

3. *Pregnancy* – Any period of incapacity due to pregnancy or for prenatal care.
4. *Chronic Conditions Requiring Treatments* – A chronic condition which meets all of the following:
    a. Requires periodic visits at least twice per year for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider.
    b. Continues over an extended period of time including recurring episodes of a single underlying condition.
    c. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc).
5. *Permanent or Long-Term Conditions Requiring Supervision* – A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
6. *Multiple Treatments Non-Chronic Conditions* – Any period of absence to receive multiple treatments including any period of recovery by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for:
    a. Restorative surgery after an accident or other injury.
    b. For a condition that will likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

III. POLICY STATEMENT:

The FMLA is a federal law passed in 1993 to grant family and temporary medical leave to eligible employees under certain circumstances. This policy should be read together with the FMLA Military Leave policy as the 12-work week entitlements do not apply separately.

IV. ROLES AND RESPONSIBILITIES:

Role	Responsibilities
Employee	• If possible, notify your supervisor of the need to take FMLA, 30 days prior to the anticipated absence. • Provide medical certification. • Provide status reports to the HR Manager when out on FMLA.

	• Notify the HR Manager of your intention to return to work. • Provide medical release to return to work to your supervisor if out on FMLA for the employee's own serious health condition. • If applicable, continue employee-paid insurance premiums during FMLA absence. • Submit leave requests associated with the absence as outlined in the Leave Policy.
Supervisor/ Manager	• Communicate with the HR Manager when an employee requests FMLA or when an employee requests leave that you feel may be FMLA qualifying. • Ensure that the employee's position is protected during an FMLA absence.
HR Manager	• Determine if employee meets FMLA eligibility requirements. • Notify the employee regarding eligibility. Send FMLA pre-approval or denial letter. • Request medical certification from the employee. • Determine if the absence meets FMLA qualification requirements. Send FMLA approval or denial letter. • Notify the employee when the 12-week allowance is near conclusion. • Update the supervisor on employee status. • Notify the supervisor of the employee's intention to return to work and the date. • Communicate with the agency payroll office.

V. ELIGIBILITY REQUIREMENTS:

To be eligible, an employee must have worked for the state for at least 12 months (not necessarily consecutively) and worked at least 1,250 non-overtime hours in the 12 months immediately preceding the first day of leave. Paid leave will not be counted as hours worked toward the 1,250-hour requirement.

VI. PROVISIONS:

The FMLA entitles eligible employees to take up to 12 work weeks of job-protected paid or unpaid leave in any 12-month period for specific family and medical reasons.

Leave for the following reasons will meet the criteria to be designated as FMLA:

- For the birth or placement of a child for adoption or foster care.
- To care for an immediate family member (spouse, child – under the age of 18 or disabled pursuant to the Americans with Disabilities Act (ADA) definition, or parent) with a serious health condition.
- To take medical leave when employees are unable to work because of their own serious health condition.

- Leave for Military Exigency and Service Member Caregiver Leave as added by the amendments to the FMLA and which is outlined in a separate policy.

NOTE: FMLA leave is not an additional leave category. It is simply the designation indicating leave for one of the purposes stated below to ensure leave entitlement and continuation of benefits during instances of leave without pay. During absences designated as FMLA leave, an employee may choose to use accrued paid leave to cover all or part of their FMLA absence. Accrued paid leave includes sick leave, vacation leave, temporary salary reduction leave, and personal holiday accrued as indicated on leave records. If applicable, shared leave or leave without pay may also be used.

VII. COUNTING ABSENCES TOWARD THE USE OF FMLA:

Employee absences that qualify as FMLA absences will be counted toward the FMLA 12-work week allowance beginning with the first day of the employee's use of leave or leave without pay for reasons that meet the FMLA criteria. The first day of the approved designated absence will also count as the first day of the 12-month rolling period. Under some circumstances employees may take leave designated as FMLA intermittently which means taking leave in blocks of time or by reducing their normal weekly or daily work schedule.

FMLA leave amounts may be counted in hourly increments and the actual hours available will depend on the FTE of the employee, e.g., a full time FTE will have 480 hours or 12 work weeks available in the 12 month period; a ¾ FTE will have 360 hours available.

Intermittent FMLA **-** Leave designated as FMLA may be taken intermittently. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling treatment in a manner that does not unduly disrupt the employer's operations subject to the approval of the health care provider.
It may be necessary to transfer an employee temporarily to an alternative job with equivalent pay and benefits that better accommodates intermittent leave for planned medical treatment.

The WSCJTC may choose to grant leave on an intermittent basis for bonding with a newborn child or a foster or adopted child. Granting of intermittent leave for this purpose is discretionary and will be determined on a case-by-case basis. If such leave is granted, the employee and the WSCJTC must mutually agree to the schedule to be worked before the employee may take the intermittent leave.

VIII. FMLA ALLOWANCE FOR SPOUSES WHO ARE BOTH EMPLOYED WITH WSCJTC:

Spouses employed by the WSCJTC are jointly entitled to a combined total of 12 weeks of FMLA leave during any 12-month period if the leave is taken for the birth of a child or placement for adoption or foster care. The leave must conclude within 12 months of the birth or placement.

This limitation does not apply to leave taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child or other qualifying relative with a serious health condition, or for his or her own serious illness. In these situations, each employed spouse is entitled to 12 weeks of family leave during any 12-month period.

IX. NOTIFICATION:

When the employee's absence is designated by the HR Manager as FMLA qualifying, the employee will be notified of the decision in writing by the HR Manager. This notification will also outline the employee's responsibilities to report their status during their absence and to provide guidance on steps to take in returning to work.

Whenever possible, the employee shall provide at least 30 days written notice to HR Manager of the need to take FMLA leave. When this is not possible, the employee should communicate in writing the need to take leave as soon as it is known. This should include anticipated beginning and ending dates of the requested leave and the reason for the leave. If the leave is needed to care for a family member, the employee will provide the name, relationship, and the nature of the employee's role in the care.

X. REQUIRED MEDICAL CERTIFICATION:

The HR Manager will ask the employee to provide a medical certificate from the physician of the employee's or family member's physician before the absence or within a specified time. Second or third opinions or updated medical certification may be requested on a periodic basis as allowed by law. Certification for military exigency will also be requested as applicable.

XI. IMPACT ON BENEFITS:

The WSCJTC will provide health insurance and other benefits to employees on leave as required by law. If leave without pay is taken for eligible and approved FMLA leave, the employee will not be required to take eight hours of leave per month to retain medical or dental benefits.

The employee's (payroll deducted) self-paid health insurance premiums, optional life, and/or long term disability insurance may be continued on a self-pay basis during FMLA leave. Arrangements should be made as to how these self-payments will be made. These arrangements should be discussed prior to the start of the leave; however, the payments are not required to be made in advance.

XII. RETURNING TO WORK:

The employee should provide notice to the HR Manager indicating when the employee plans to return to work. An employee returning from leave due to a personal illness will be required to provide a physician's certification of the employee's ability to perform the functions of the job, and verifying that the employee may return to work.

The employee returning from absence will be reinstated to the same job or to an equivalent job with equivalent status and pay in the same geographic area. If the same

position or one of equivalent status and pay is not available due to layoff or other operational reasons, the employee will be treated in the same manner as though the employee were not absent at the time of the layoff.

XIII. OTHER IMPACTS:

An employee's anniversary and seniority dates will be adjusted for any period of leave without pay which exceeds 15 consecutive calendar days. The adjustment made will be equal to the amount of time that the employee has taken leave without pay.

If an employee uses leave without pay for an entire work shift while serving a probationary period or trial service period, the probationary period or trial service period will be extended by one work day for each work shift of leave without pay.

An employee's periodic increment date will be adjusted for any period of leave without pay which exceeds 15 consecutive calendar days. The adjustment made will be equal to the amount of time that the employee has taken leave without pay.

XIV. INTERACTION WITH LAWS AND REGULATIONS:

This policy will be construed in accordance with the FMLA and its accompanying regulations as currently written or as hereafter amended. To the extent items or aspects of the FMLA or its accompanying regulations are not covered in this policy or are, or become, inconsistent with this policy, those gaps or inconsistencies will be construed in accordance with the FMLA and its regulations.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 20 Alternate Schedule/Work Shift Changes	Revised: 07/01/2018; 04/29/2025
Authorizing Source: WAC 357-28-220, WAC 357-28-225, WAC 357-28-230, WAC 357-28-235, Collective Bargaining Agreement		**Applies to: All Staff**

I. PURPOSE:

This policy establishes Washington State Criminal Justice Training Commission (WSCJTC) guidelines and procedures to ensure overtime eligible employees obtain approval for any desired Alternate Schedule or Work Shift changes and adhere to their scheduled work hours in accordance with the Collective Bargaining Agreement (CBA) for represented employees.

II. DEFINITIONS:

Alternate Schedule – A work schedule which requires fixed core hours of work, with start and end times other than 8:00 a.m. to 5:00 p.m. Examples include, but are not limited to:

- Four ten-hour days;
- Four nine-hour days and one four-hour day;
- Four nine-hour days and one eight-hour day, with one of the eight-hour days off every other week; and
- Five eight-hour days other than 8:00 a.m. to 5:00 p.m.

Employer - The state of Washington

Overtime Eligible Employee – A represented employee whose position is not designated as overtime exempt.

Work Schedule – The regular work schedule for overtime-eligible employees not exceeding forty (40) hours in a workweek, with starting and ending times as determined by the requirements of the position and the Employer.

Work Shift – The hours an employee is scheduled to work each workday in a workweek.

III. POLICY:

A. Supervisors provide Human Resources (HR) the Work Schedule approved for the position for entry into the Human Resources Management System before hire.

B. Alternate Schedules or Work Shift changes

1. Employees may request Alternative Work Schedules and such requests may be approved by the Employer, subject to business and customer service needs.
    a. The Employer may disapprove requests if there are performance or attendance concerns.

b. Previously approved Alternate Work Schedules may be rescinded by the Employer if business and customer service needs are no longer being met, or if performance or attendance concerns exist.

c. The Employer will consider employees' personal and family needs.

2. Requests for Alternate Schedules or Work Shift changes are made by submitting a Work Schedule/Shift Change Request, State HR Form 12-008, for approval by the direct supervisor. Once approved or denied, the State HR Form 12-008 is forwarded to the Department of Enterprise Services (DES) – Small Agency Financial Services (SAFS) for processing and a copy placed in the employee's personnel file.

3. The Employer may adjust an overtime-eligible shift employee's daily start and/or end time(s) by two (2) hours.

4. Employees may adjust their daily start and end time on occasion and with documented supervisory approval, provided the Employer's business and customer service needs are met and no overtime expense is incurred.

5. Employees' workweeks and/or Work Schedules may be temporarily changed with prior notice from the Employer. A temporary schedule change is defined as a change lasting thirty (30) calendar days or less. The Employer will provide three (3) days' written notice of the change.

   Employees will receive seven (7) calendar days' written notice of a permanent schedule change, which will include the reason for the schedule change.

B. The Employer may choose to notify affected employees of more than one (1) schedule change in a single notice.

C. Abuse or loss of productivity

1. Employees who abuse the privilege of working Alternative Schedules or approved Work Shift changes by coming in late, leaving early, not ensuring the time is made up within the workweek, their duties are covered, etc. are subject to discipline, and may be required to return to a standard eight-hour, five-day work schedule.

2. Any employee who is less productive due to a longer Alternate Work Schedule may be required to return to a standard eight-hour day.

D. Adherence to approved Work Schedule

1. Agency employees who are unable to report to work due to illness or personal reasons must notify their supervisor within one hour prior to scheduled start time, if reasonably possible. The employee must submit leave immediately upon reporting to work utilizing the DES MyPortal system.

   a. Supervisors should advise employees of their preferred contact method.

2. Frequent and/or unreasonable tardiness or absence will be documented by the employee's immediate supervisor and discussed with the employee. Failure to correct tardiness or absenteeism will lead to the employee being disciplined.

E. Rest periods

Overtime eligible employees must take rest breaks in a manner that ensures adequate staffing to meet telephone and reception responsibilities. The rest break must not exceed 15 minutes, should be taken mid-shift when possible, and must not be taken in conjunction with the beginning of the Work Shift, lunch break or end of a Work Shift.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 21 Grievance Procedures	Revised: 07/01/2018
Authorizing Source: Master Collective Bargaining Agreement		**Applies to: All Staff**

I. PURPOSE:

This policy outlines the process for filing and resolving bargaining unit employees' grievances under the Master Collective Bargaining Agreement (MCBA). If any provision of this policy conflicts with the MCBA, the MCBA prevails.

II. DEFINITIONS:

Day – calendar day, excluding the first day and including the last day of a period. If the last day of a period is a Saturday, Sunday or holiday, the last day will be the next day that is not one of those.

Grievance – an allegation by a bargaining unit employee or employees – or by the union itself - that there has been a violation, misapplication, or misinterpretation of the MCBA. Matters not addressed by the MCBA are inappropriate for the grievance process.

Grievant – the bargaining unit employee or former employee filing the grievance through the union.

III. PROCESS:

A. If informal resolution of a dispute about a matter addressed in the MCBA fails, the union may file a written grievance at Step 2, as described below. The MCBA specifies that our agency bypasses the MCBA's Step 1.

B. Grievances must include:

1. The nature of the grievance;
2. The facts upon which it is based;
3. The specific article of the Agreement violated;
4. The specific remedy requested;
5. The name of the grievant(s); and
6. The name and signature of the Union representative.

C. Grievances must be received by the agency within twenty-one (21) days of the event being grieved, or of the date the grievant knew or could reasonably have known of the event. Once filed, a grievance cannot be amended except by mutual agreement.

D. The union files a Step 2 written grievance with the Executive Director with a copy to the Human Resources Manager. Within fifteen (15) days of receiving the grievance,

the Executive Director or designee will meet, or confer by telephone, with the union steward or official to discuss the grievance, and will respond in writing within fifteen (15) days after that meeting.

E. If the agency provides the remedy requested in the grievance filing (see B.4 above), the grievance is resolved and may not be processed further.

F. If the Union rejects the Step 2 response, it must within fifteen (15) days of receiving that response, file a demand for arbitration with the Director of the Office of Financial Management's Labor Relations Office (OFM-LRO) and the agency's Human Resource Manager.

G. Within fifteen (15) days of receiving the demand for arbitration, OFM-LRO discusses with the union whether a meeting will be arranged with officials from the agency, the union, and OFM-LRO to negotiate settlement of the grievance. If the meeting is held and does not resolve the grievance, the union may, within fifteen days of the meeting, file with the American Arbitration Association (AAA) a demand to arbitrate the grievance.

H. If the parties decline this pre-arbitration meeting, an OFM-LRO official will notify the Union of that. Within fifteen (15) days of receipt of that notice, the Union may file a demand to arbitrate the matter with the AAA.

I. If the union fails to meet a deadline, the grievance is automatically withdrawn and cannot be reinstated. If the agency or OFM-LRO fails to meet a deadline, the union is entitled to move the grievance to the next step in the process.

J. Records of grievance filed at any step will be forwarded to the Human Resources Manager for retention separate from anyone's personnel file. The Human Resources Manager will prepare analyses of grievances as requested by the Executive Director but at least annually.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 22 Inclement Weather	Effective Date: 07/01/2018 Revised: 08/01/2022; 12/19/2023
Authorizing Source: WAC 357-31-255, 357-31-260, 357-31-265, 357-31-270, 357-31-275		**Applies to: All Staff**

I. PURPOSE:

This policy establishes guidelines for authorizing closure, delayed opening, and/or early dismissal of agency activities due to inclement weather or natural disaster affecting the WSCJTC campus locations. It also ensures closure and delayed opening information is easily available to the public.

II. DEFINITION:

Inclement Weather - Includes severe conditions that constitute a hazardous weather event, where local weather conditions prevent or significantly affect employees from traveling to or departing from the workplace. These conditions include heavy snow and ice that make roadways and walkways treacherous or impassable as well as dangerous wind, rain, and other conditions related to extreme weather events. Only the Executive Director or designee has the authority to designate conditions as inclement weather.

Suspended Operations - For the purposes of this policy, suspended operations constitute the temporary discontinuance of normal agency work activities and programs due to a severe weather event or conditions (e.g., earthquake, fire, or flood). Only the Executive Director or designee has the authority to suspend operations.

Campus – Main Burien location or regional academy locations.

III. POLICY:

A. All agency closures, delayed openings and/or early dismissals must be authorized by the Executive Director. In the absence of the Executive Director, the decision must be approved by agency employees in the following order:

   1. Deputy Director
   2. Assistant Directors
   3. Human Resources Manager
   4. Designee appointed by the Executive Director

B. The WSCJTC campuses will remain open to all recruits and instructors during inclement weather conditions unless there is power lost to the facility for an extended period of time.

C. Inclement weather reporting

1. Staff and students are reminded to check the following for information on local weather and outages for campus closures or delays:
    a. Local News
    b. Puget Sound Energy – https://www.pse.com/en/outage/outage-map
    c. WSCJTC website
    d. WSCJTC email
2. As soon as possible, the Executive Director or designee will communicate the inclement weather decision to Division Managers by posting a message to the agency website and Facebook page, if possible.
    a. The decision relayed will include the amount of time that an employee may be tardy or released early without a loss in pay for the specific occurrence.
3. Division Managers may contact their staff via telephone and email.
4. Employees issued laptops should take them home when inclement weather is anticipated.
5. The Deputy Director or designee will ensure the voicemail message at the agency reception desk (206-835-7300 option 2) includes information on the closure or delayed opening.

D. Evacuation orders issued by the Governor's Office may supersede any decision made by the Executive Director or designee.

E. If the campus is fully operational, but employees are unable to report to campus to work their scheduled shift because of inclement weather or a natural disaster, employees will be allowed up to one hour of paid time at the beginning of the workday. Leaving the facility early or tardiness in excess of one hour will be charged in the following order:

1. Any earned compensatory or exchange time;
2. Any accrued vacation leave;
3. Accrued sick leave (three days maximum per calendar year);
4. Personal holiday;
5. Leave without pay.

If the campus becomes non-operational during the workday, non-emergency employees may be released at no loss in pay for the duration of the disruption to services.

F. Suspended operations
When it is determined that public safety, health, or property is jeopardized due to emergency conditions, the Executive Director or designee may suspend operations

for the entire agency or a portion of the agency for a period of time that is no longer than fifteen (15) consecutive calendar days.

If advance notice is not possible, each building at the WSCJTC that will suspend operations will have a sign posted at the building's entrance with notification. The emergency number message will be updated accordingly. Employees will be expected to report for work the following business day unless otherwise directed to complete their shift at home.

Employees not required to work during suspended operations will not experience a loss in pay and will not be required to submit leave. When an employee is already on pre-approved leave, their leave will still apply.

Any employee required to report to work during suspended operations will be compensated as follows:

1. Overtime-eligible employees will accrue compensatory time at the rate of time plus one half of the time worked during the closure.
2. Overtime exempt employees will accrue exchange time at a rate of hour for hour of time worked during the closure.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 23 Leave and Holidays	Revised: 12/06/2021; 08/27/2024; 05/20/2025
Authorizing Source: WAC 357-31, RCW 38.40.060; Collective Bargaining Agreement (CBA), The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) 38 USC 4301		**Applies to: Classified Employees**

I. PURPOSE:

This policy provides the Washington State Criminal Justice Training Commission's (WSCJTC) leave accrual and use processes as established to accompany governing Washington Administrative Code (WAC), Office of Financial Management (OFM) Rules, and Collective Bargaining Agreements (CBA).

II. DEFINITION:

Leave Request: A formal application for time off from work.

III. POLICY:

The WSCJTC believes it is beneficial to the organization to provide a culture that supports a balance between work and personal life. As part of this commitment, the WSCJTC will employ a responsive and fair process for approving Leave Requests.

A. Role and Responsibility

Role	Responsibilities
Employee	• Complete a Leave Request through MyPortal.wa.gov and submit the request to the supervisor for approval. • Leave Requests should be completed prior to the proposed absence according to the CBA for union represented employees and provide a reasonable amount of notice when possible. • Leave Requests for unscheduled sick leave should be submitted to the employee's supervisor promptly, preferably one hour prior to their normally scheduled start time on the first day of leave and each day thereafter, in accordance with supervisor's reporting method expectations. Sick leave must be submitted in MyPortal immediately upon the employee's return to work from the absence (medical certification may be required). **NOTE**: State observed holidays do not require submission of Leave Requests.

Supervisor/ Manager	• Check employee's leave balances and approve or deny the employee's Leave Requests, following associated WAC rules and the CBA for union represented employees. • If the Leave Request is approved, process the approval within the MyPortal system in a timely manner. • If the Leave Request is denied, discuss the reasons with the employee and deny the request within the MyPortal system within a timely manner. • If an employee's Leave Request is denied, and the employee is absent regardless, absent extenuating circumstances, the absence must be designated as unauthorized leave without pay and may be grounds for discipline, up to and including termination. Contact the Human Resources (HR) Office for assistance. **NOTE**: If the request for sick leave is associated with an employee's (or family members') serious medical condition, consultation with HR is required.

Human Resource Office	• Consult with supervisors and managers to ensure that leave provisions outlined in federal and state laws and WACs are honored for employees. • Consult with employees to ensure they understand leave options available for use.

B. Accrued and Non-accrued Leave

1. The categories below are leave types that can be accrued by employees.

   a. Part-time employees will accrue leave at a rate proportionate to the number of hours in which they remain in pay status during the month.

   b. Full-time employees will accrue the following:

Leave Category	Amount of Accrual
Personal Holiday	One work shift per calendar year (as long as employment is expected to last 4 months or longer).
Personal Leave Day (represented employees only)	One work shift per fiscal year (as long as employment is expected to last 4 months or longer).
Sick Leave	8 hours per month.
Vacation Leave	Specific rates are listed on the OFM Webpage.
Compensatory Time (overtime eligible employees only)	Hours accrued at time and a half for hours worked over 40 hours in a work week.

2. When accrued leave can be used

   Upon supervisory approval, employees may use the different types of leave (listed above) for standard purposes immediately upon accrual. Employees may not use leave that is not yet accrued.

3. There are various other types of leave available to employees but not accrued. Refer to the OFM Webpage for leave types: Bereavement Leave, Civil Leave, Family and Medical Leave Act (FMLA), Paid Family Medical Leave (PFML), Military Leave, Uniformed Services Leave, and Shared Leave.
4. Situations when leave must be approved

   There are a number of situations when supervisors and managers must grant approval for employees to use their existing leave balances and, at times, leave without pay. In most cases, there are employee eligibility requirements and limitations to the amount of leave to be granted.

   The following are reasons that the WSCJTC will grant leave or leave without pay for a prescribed amount of time, as long as the employee meets the eligibility requirements.

Type of Leave or Reason for Leave	Additional Information
Family Care Emergency	WAC 357-31-290, WSCJTC FMLA Policy 2.18 and 2.19
Family Medical Leave/Family Care Act Leave	WSCJTC FMLA Policy 2.18 and 2.19, Title 50A RCW, RCW 49.12.265-295
Inclement Weather	WAC 357-31-255, WSCJTC Inclement Weather Policy 2.22
Parental Leave	WAC 357-31-460, WFSE CBA
Military Leave	WAC 357-31-360, RCW 38.40.060

5. Leave will be lost if not used under the following conditions:

   There are two leave types where an employee can lose leave if it is not used within a certain amount of time.

   a. Personal holidays and personal leave days must be used within specified time frames or will be lost. Personal holidays and personal leave days do not roll over into the following year if not used. Per WAC 357-31-080, if before the end of the calendar year the employee requests the use of their personal holiday in accordance with the employer's leave procedures and the employer denies the request, the employee is entitled to carry over the personal holiday to the next calendar year. Please see the CBA between the state of Washington and the Washington Federation of State Employees for additional details on personal holidays.

   b. Vacation leave balances may not exceed 280 hours on the employee's annual anniversary date. An employee may be at risk of losing vacation hours over 280 on their anniversary date if the leave is not used. Exceptions can be made to protect unused leave over 280 hours under certain circumstances with agency approval per WAC 357-31-215.

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CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 25 **New Employee Orientation Program**	**Revised: 7/01/2018; 8/01/2022; 4/29/2025**
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy ensures employees new to the Washington State Criminal Justice Training Commission (WSCJTC) receive an introduction to state service, the WSCJTC, and their position.

II. DEFINITIONS:

Phase 1/Technical – Human Resources (HR) and the Information Technology (IT) Unit conduct Phase 1. In this phase, new employees complete and submit employment and benefits-related forms, and are briefed on:

- WSCJTC's mission, vision, values, goals, and culture.
- Immediately applicable policies, procedures, and required training. This includes employee code of conduct, ethics in state government, respect in the workplace, information about payroll periods and timesheets, employee resources, etc.
- Employee rights and responsibilities, including Equal Employment Opportunity, sexual harassment, reasonable accommodation, union activities, etc.
- Other personnel practices.
- Technology equipment issued by the IT Unit.
- IT policies and practices as presented by the IT Unit.

Phase 2/Program – In this phase, supervisors orient new employees on the relationship between their position and WSCJTC as a whole. The Supervisor Checklist will assist supervisors in completing this phase. Employees are also familiarized with:

- The work environment and working conditions.
- Position specific requirements and expectations. This information should be explained during training with the new employee and in writing using the Position Description Form and Performance and Development Plan Expectations Form.
- The tie between their position and WSCJTC's mission.
- Job-specific training and/or development opportunities.

III. POLICY:

A. All employees new to WSCJTC, regardless of appointment status, must receive both phases of orientation.

1. HR orientation must be conducted within three (3) days of hire.
2. IT orientation will be scheduled as soon as practicable.

B. The new employee's immediate supervisor is responsible for ensuring the employee receives both phases of orientation.

C. An abridged orientation will be provided to Teacher, Administrator, Counselor (TAC) officers, on-site contractors, consultants, and other non-employee staff and will require completion of WSCJTC contract-specific training on policies such as harassment, sexual harassment, discrimination, codes of conduct, anti-fraternization with students, etc.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 26 Performance and Development Plan	Revised: 07/01/2018; 04/09/2025
Authorizing Source: WAC 357-37-060; Collective Bargaining Agreement		**Applies to: All Staff**

I. PURPOSE:

The primary purpose of the Performance and Development Plan is to encourage open, constructive, and frequent communication between supervisors and subordinates to help employees succeed in their duties and advance their careers with Washington State government.

II. DEFINITION:

Performance and Development Plan (PDP) – A tool for facilitating communication between a supervisor and an employee about:

- The employer's standards and expectations of employees.
- The linkage between the employee's expected results and the organization's goals and performance measures.
- The employer's commitment to training and development.
- The employee's progress, accomplishments, and needs for growth.

III. POLICY:

The PDP system is a two-part performance management tool used to establish expectations, provide feedback on performance, and develop training needs for employees.

- PDP Expectations (performance goals) are provided to employees at the beginning of the review period.
- PDP Evaluations (performance feedback) are completed at the end of the review period.

A. Employees in a probationary, trial service, transition review period, and Washington Management Service (WMS) Review Period receive PDP Expectations at the beginning of the appointment and PDP Evaluation before the end of the review period.

B. All permanent employees are required to receive PDPs annually. PDP due dates are based on the employee's anniversary date. PDPs are due to Human Resources (HR) within 30 days following the end of the review period.

C. All classified service employees are entitled to a timely and thorough PDP.

1. HR provides training, consultation, and feedback on the PDP process.
    a. New supervisors (including those who are newly promoted), are to contact HR for training prior to preparing any PDPs.
    b. All Supervisors are to follow the HR Standard Operating Procedure (SOP) on Performance Management for completion requirements.
2. The Performance Feedback section of all supervisors' PDPs will include comments on their effectiveness in using the PDP process in performance management of their subordinates.

D. Human Resources provides training, consultation, and feedback on the PDP process. All supervisors (including those who are newly promoted), are to contact HR for training before preparing any PDPs.

E. Supervisors will complete a thorough PDP and forward it for review by their supervisor/manager. The supervisor/manager will sign as the Reviewer, then return the PDP to the direct supervisor to present to the employee.

F. Completed PDPs will be provided to employees during a feedback session where the supervisor and employee discuss its content. At this meeting, the employee will sign the PDP acknowledging receipt.

G. Once all signatures are obtained on the PDP, a copy will be provided to the employee, a copy saved in the supervisor file, and a scanned copy forwarded to HR for inclusion in the personnel file.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 27 Position Qualifications	Revised: 07/01/2018; 05/20/2025
Authorizing Source: WAC 357-13-030, WAC 357-28-055, WAC 357-01-240, WAC 357-01-075, WAC 357-01-060, RCW 41.06, Collective Bargaining Agreement		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) determines allocation, funding, and authorization for all agency positions. In coordination with supervisors, managers, and appointing authorities, the Human Resources (HR) Unit manages positions to ensure that work is properly described, documented, allocated, and assigned to positions. If any provision of this policy conflicts with the Collective Bargaining Agreement (CBA), the CBA prevails.

The Appointing Authority is authorized to establish, reallocate, and transfer the position within fiscal resources and guidelines, after consultation with the HR, Fiscal, and Budget Units.

II. DEFINITIONS:

Allocation – The assignment of a position to a job class.

Class or Classification – A level of work within the statewide job classification system. Where there is a professional structure that includes a job family and job level, the combination of the job family and job level constitutes a class, and a change in job family, job level or both is a change in class.

Classified Employees – Employees appointed to positions in the Washington General Service (WGS) or Washington Management Service (WMS).

Class Specification - An official document that defines the primary purpose of the job class. It summarizes the nature and scope of the duties and responsibilities.

Performance and Development Plan (PDP) – An evaluation tool for facilitating communication between a supervisor and an employee about performance.

Position – A group of duties and responsibilities officially assigned to an employee and performed by an employee. A position may be filled or vacant, full-time or part-time, seasonal, temporary, project, or permanent.

Position Description – An official document that lists the primary duties and responsibilities assigned to a position, required competencies, essential functions, and other job-related information as needed.

Washington General Service (WGS) – System of personnel administration that

applies to classified employees or positions under the jurisdiction of Chapter 41.06 RCW which are not exempt under RCW 41.06.070 and do not meet the definition of manager found in RCW 41.06.022.

Washington Management Service (WMS) – System of personnel administration that applies to positions that meet the definition of manager as defined in RCW 41.06.022.

III. POLICY:

A. Employee Responsibilities

1. Employees will work within the parameters of their Position Description.
2. Employees may submit recommended changes to their Position Description to their supervisor whenever needed to accurately reflect the duties being performed.
3. If a WGS employee believes there has been a substantive and permanent change in job duties and scope of responsibilities, they may request a position review once every six months using OFM-12-043 Position Review Request – Employee Portion or OFM 12-084 Information Technology Professional Structure (ITPS) Position Review Request.
    a. Employees will ensure the Position Review Request accurately reflects the current duties and responsibilities, then submit it to their supervisor for review, comment, and signature. Employees may seek assistance from their supervisor and/or HR.

B. Supervisor Responsibilities

1. Supervisors will:
    a. Review the Position Description annually in conjunction with the employee's Performance and Development Plan, or as significant changes in job assignments occur.
    b. Ensure employees accomplish their duties and demonstrate competencies as assigned and described in the Position Description.
    c. Ensure higher level duties are not assigned to a Position, except for temporary training assignments, emergencies, or other short-term exceptional circumstances.
2. If a supervisor becomes aware that an employee is performing work outside the scope of assignments for the Position, the supervisor will evaluate the need for the work and consult HR to determine allocation impact and their manager for guidance, and stop its performance if necessary.
3. When changes in Position assignments and requirements are considered or necessary, the supervisor will consult with HR and the Budget Manager to determine the impact of the Position's potential reallocation, and then seek and receive guidance and/or approval from their manager and Appointing Authority before taking action.

C. Management Responsibilities

1. Management will:
    a. Determine and assign the duties to be accomplished by each Position and reassign, change, add, and/or eliminate duties based on agency

needs.

b. Ensure each Position Description accurately reflects assignments, competencies, and other Position requirements are on file and maintained for the Position.

c. In consultation with the HR office, complete or review the Position Description, including the organizational chart. This should be completed when:

- A Position is established or vacated; or
- There is a significant change in a Position's job duties or the percentage of time spent performing each duty.

d. Ensure the Position Description, Position Review Request, and employee-initiated reallocation requests are appropriately signed and forwarded to HR in a timely manner.

2. Before submitting an employer-initiated Position action which establishes or reallocates a Position to double fill a current Position, the Appointing Authority will consult with the Budget Office to ensure adequate funding is available.

3. Before submitting an employer-initiated Position action to reallocate a Position, the Appointing Authority will consult with HR, the Budget Office, and the Executive Director.

IV. HUMAN RESOURCES RESPONSIBILITIES:

A. For each established Position, HR will maintain a Position file containing information on the Position, including a current Position Description and appropriate Position control forms.

B. Human Resources will:

1. Update the appropriate records as needed with information about the Position and, if applicable, notify the incumbent.

2. Process each Position Description and Position Review Request received as timely as possible and notify parties involved if delays occur.

3. Allocate each Position to the classification within the State Classification Plan that best fits the assigned duties, authority, and responsibilities, and maintain written documentation of the Allocation decision.

a. Allocations or reallocations must be based on a review and analysis of the duties and responsibilities of the Position.

b. Positions may be reallocated upward, downward, laterally, or remain the same.

c. The effective date of an employer-initiated reallocation is determined by the employer.

d. The effective date of a reallocation resulting from an employee request for a position review is the date the request was filed with HR.

4. Conduct a desk audit of a Position if deemed necessary for the Allocation process.

5. Consider the possible impact on other related Positions within the

Unit/Division/Agency before taking any action that results in a reallocation.

6. When a position is reallocated, determine incumbent's status per WAC 357-13-090.
7. Provide written notification to the employee and supervisor regarding the Allocation decision.
8. If a WGS Position is determined to meet a Position in the WMS, ensure the Position Description is forward to the WMS Committee for evaluation.
9. Ensure all employees are legally appointed to Positions.
10. Before establishing or including a Position in the WMS, notify the Appointing Authority as to how it will impact the agency's overall authorized level.

V. BUDGET OFFICE/DEPARTMENT OF ENTERPRISE SERVICES (DES) SMALL AGENCY FINANCIAL SERVICES (SAFS) EMPLOYEE RESPONSIBILITIES:

A. Budget Office/DES SAFS employees will process each Position Action Request received as timely as possible, and ensure appropriate funding and account coding is identified. If funding is not identified:

1. For employer-initiated actions, the Budget Office will ensure funding is identified and executive level approval is obtained.
2. For employee-initiated actions, the supervisor will notify their chain of command, and the Budget Office while completing their supervisory review of the employee-initiated position review request for information and identification of funding should the reallocation occur and provide verification of having done so with their submittal to HR.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 28 Reasonable Accommodation of Persons with Disabilities	Revised: 7/01/2018; 4/29/2025
Authorizing Source: Americans with Disabilities Act; Rehabilitation Act of 1973; RCW 49.60, RCW 41.06.490, WAC 357-26, WAC 162-22-065, and Governor's Executive Order 96-04		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) affirms its commitment to equal opportunity and access to employment, facilities, programs, and services offered to individuals with disabilities. The WSCJTC will not discriminate against any individual with a Disability, or anyone perceived or believed to have a Disability, in any aspect of the employment process.

This policy also sets provisions for meeting the Reasonable Accommodation (RA) requirements of Federal and State Law.

II. DEFINITIONS:

Applicant – A person seeking employment who has requested consideration for a vacant position by following instructions as specified in the recruitment announcement for the vacant position.

Disability – The presence of a physical or mental impairment that substantially limits one or more major life activities.

A Disability exists whether it is temporary or permanent, common or uncommon, mitigated or unmitigated, or whether or not it limits the ability to work generally or work at a particular job or whether or not it limits any other activity within the scope of this chapter.

Any mental, developmental, traumatic, or psychological disorder, including but not limited to cognitive limitation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Only for the purposes of qualifying for RA(s) in employment, impairment must be known or shown through an interactive process to exist in fact and:

- The impairment must have a substantially limiting effect upon the individual's ability to perform their job, the individual's ability to apply or be considered for a job, or the individual's access to equal benefits, privileges, terms or conditions of employment; or
- The employee must have put the employer on notice of the existence of impairment, and medical documentation must establish a reasonable likelihood that engaging in job functions without an accommodation would aggravate the impairment to the extent that it would create a substantially limiting effect. A limitation is not substantial if it has only a trivial effect.

Direct Threat – There is reasonable cause to believe that an employee poses a Direct Threat to the health or safety of themselves or others.

Essential Functions – Primary duties of a position that are fundamental to why the position exists. This does not include "marginal functions" – job duties that are peripheral or secondary to the main functions.

Health Care Professional – A person who has completed a course of study and is licensed to practice in a field of health care that includes the diagnosis and assessment of the particular Disability in question.

Qualified Individual with a Disability – A person who meets legitimate skill, experience, education or other requirements of an employment position that they hold or seek and who can perform the Essential Functions of the position with or without RA(s).

Reasonable Accommodation – A modification or adjustment to practices, procedures, policies, work environment, or a job, which determined on a case-by-case basis, enables a Qualified Individual with a Disability to enjoy equal benefits and privileges of employment.

III. POLICY STATEMENT:

Qualified Individuals with Disabilities have the right to request and receive Reasonable Accommodation(s) in all aspects of employment, so they may; enjoy the benefits, rights and privileges of equal employment opportunity afforded to other applicants, candidates and employees; and access to WSCJTC programs, facilities and services, consistent with applicable law, regulations, WSCJTC policies and labor contracts.

IV. POLICY:

A. Non-Discrimination

The WSCJTC will not discriminate against any Qualified Individual with a Disability, or anyone perceived or believed to have a Disability, in any aspect of the employment process. Requesting, receiving, and/or needing an accommodation will not adversely impact the individual's right to enjoy equal employment opportunity.

B. Accessibility

The WSCJTC will provide an opportunity for qualified Applicants, selected candidates, and employees with disabilities to request and receive RA(s) to ensure equal access to employment, facilities, programs, and services.

C. Essential Functions

Essential Functions are identified and documented on the Position Description Form. Copies of Position Description forms are available, upon request, from Human Resources (HR).

D. Notice of Accommodation

WSCJTC will notify Applicants and employees of their right to request and receive RA(s).

Qualified Individuals with Disabilities that require accommodation are generally expected to notify the WSCJTC that an accommodation may be required.

Regardless of employee notification, WSCJTC will also engage employees in the RA process when supervisors/managers become aware of qualifying disabilities and physical limitations, and/or there is reason to believe that known disabilities may impact employees' ability to perform the Essential Functions of their position.

E. Interactive Process

WSCJTC will engage in an interactive process with employees, in response to their accommodation requests, to determine reasonable and appropriate accommodation(s) that provide employees with equal opportunity. WSCJTC shall consider each request and corresponding accommodation on a case-by-case basis.

F. Medical Information

When necessary, individuals requesting or requiring possible accommodations need to cooperate with and/or authorize the WSCJTC to obtain information from their physician(s), licensed mental Health Care Professional(s), or other Health Care Professional(s). In some cases, an Independent Medical Examination (IME) may be required to determine the nature of and/or limitation related to a Disability.

The WSCJTC is not obligated to continue the RA process when employees elect not to provide requested medical information and/or refuse to cooperate with related IMEs.

G. Determinations

Accommodation determinations will be made on a case-by-case basis only after careful consideration. The HR Manager or designee shall engage in an interactive process prior to making determinations regarding RA requests. This may include consultation with appropriate sources of technical expertise on accommodations.

Although employee preference is considered when multiple effective accommodations are identified, the WSCJTC selects the accommodation option provided.

WSCJTC is not obligated to make accommodations that are not reasonable; involve a Direct Threat that cannot reduce to safe levels; and/or impose undue hardship on the operation of the agency. Decisions to deny accommodations on these grounds must be authorized by the Executive Director or designee.

H. Declined Accommodations

Qualified Individuals with Disabilities have the right to decline offered accommodations. When accommodations are declined and the involved individuals cannot participate in recruitment/selection processes or perform the Essential Functions of the position, they will no longer be considered as otherwise Qualified Individuals with Disability for the purposes of accommodation.

I. Separations

Employees may be separated from employment due to a Disability when; upon conclusion of the accommodation process there is no viable option; medical documentation confirms an employee's inability to work in any capacity; or employees voluntarily request separation due to Disability and provide a medical certification documenting their inability to perform the Essential Functions of their position/classification.

J. Confidentiality

All Disability related information shall be treated as a confidential medical record and maintained in a secure manner, apart from the personnel files. Access to this information will be restricted and requires the approval of the HR Manager or designee.

K. Complaints

Employees may register complaints through the Internal Dispute Resolution (IDR) process or directly with the Federal Equal Employment Opportunity Commission or with the Washington State Human Rights Commission under RCW 49.60.

L. Guidelines for Processing Request

1. Applicants

a. Notification

The WSCJTC generated job announcements will notify Applicants applying directly to the WSCJTC of their right to request RA(s) throughout the recruitment/selection process.

Applicants have the responsibility to provide timely notification of the need for RA(s) to participate in the recruitment/selection process. Applicants shall identify to the listed recruiter, the need for RA(s) at the time of application and/or prior to a scheduled interview.

b. Processing

The recruiter will notify the HR Manager and/or HR Operations Manager of the RA request.

The HR Manager and/or HR Operations Manager will assist Applicants with accommodation requests.

Recommendations to deny RA(s) requests shall be forwarded to the Executive Director for review and final determination.

Applicants will be notified in writing if their accommodation requests are denied. This notification will include the right of Applicants to register complaints with the Federal Equal Employment Opportunity Commission and/or Washington Human Rights Commission.

2. Employees

   a. Notification

      Timely notification to employees of their right to request RA(s) will occur as follows:

      i. New Employees: HR will inform newly hired employees during New Employee Orientation (NEO) of the WSCJTC's RA policy and of their right and responsibility to request accommodation.

      ii. Current Employees: The HR Manager or designee will inform current employees identified as disabled, or who become disabled, of the RA policy and their right to request accommodation, upon adoption and revision of this policy, or at the time the identification is made known to management.

   b. Requests

      Employees have the responsibility to provide timely notification of the need for RA(s) to perform the essential job functions as follows:

      i. New employees, who have not previously notified the agency of the need for RA(s), shall schedule a meeting with the HR Manager during New Employee Orientation.

      ii. Requests made by current employees should be in writing using the RA Request Form. Verbal requests may be made to the HR Manager who will confirm with the requesting individuals in writing.

      iii. Supervisors receiving verbal notice for a need of accommodation should direct staff to make requests through the HR Manager. The supervisor shall promptly notify the HR Manager in writing when verbal accommodation requests are received.

      If supervisors/managers become aware of qualifying disabilities and physical limitations, and/or there is reason to believe that known disabilities may impact employees' ability to perform the Essential Functions of their position they should notify the HR Manager, in writing, of the potential need to accommodate.

   c. Processing

      RA requests shall be processed as follows:

- The HR Manager or designee will engage in an interactive process with the requesting employee.
- Employees seeking RA(s) shall cooperate and assist the agency in obtaining the necessary medical verification from their Health Care Professional regarding the nature/extent of the Disability.
- When more specific medical information is needed, a medical release is required so that additional information may be requested from the individual's Health Care Professional. The agency may also require an IME, at its own expense, regarding the Disability.
- When the nature and extent of the Disability is established, the HR Manager or designee, will engage with the supervisor and requester to identify essential job functions and review possible accommodations required for the employee to perform those functions.
- WSCJTC may seek technical assistance with respect to accommodation from the Human Rights Commission or the Office of Civil Rights. If necessary, consultation with outside agencies (Governor's Commission on Disability Issues and Employment, DSHS's Division of Vocational Rehabilitation, Services for the Blind, the Developmental Disabilities Planning Council, and/or other appropriate technical assistance resources) will be pursued as appropriate.
- If the accommodation is agreed upon through an interactive process that includes the affected parties, the HR Manager shall confirm so in writing. If an agreement is not reached, the HR Manager will notify the employee of the RA the WSCJTC can provide.
- Any recommendation by the HR Manager to deny a request for accommodation shall be forwarded to the Executive Director for review and final determination.
- The HR Manager shall inform employees of their right to pursue redress for resolution of disputes through appropriate administrative procedures and civil agencies prior to concluding the accommodation process.

M. Dispute Resolution

Employees may request a review of the outcome of their accommodation request as follows:

1. Executive Management Team Review

   Employees must submit a written request for review of their accommodations to their Division Manager or Commander within seven (7) calendar days following their receipt of the RA decision. Requests must be signed, dated, and include detailed descriptions of the concerns/disagreements with the accommodation outcome.

   The employee's Assistant Director shall meet with the employee and provide a written response within fifteen (15) calendar days following the meeting.

2. Executive Director Review

   If the Assistant Director's response does not resolve the issues under dispute, employees may request a review by the Executive Director. The written request must be received within seven (7) calendar days following receipt of the Assistant Director's response. This request must be signed, dated, include a copy of the original request for review, and the reasons why the issues are not resolved.

   The Executive Director or designee will review the information provided and provide a written response within twenty-one (21) calendar days from the date of receipt. The Executive Director or designee's review and subsequent determination is final.

   Use of this dispute resolution process does not preclude the right of employees to register complaints with the Federal Equal Employment Opportunity Commission and/or the Human Rights Commission.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 29 **Recruitment, Selection and Appointment – Washington Management Service (WMS) and Washington General Service (WGS)**	**Revised: 07/01/2018**
Authorizing Source: RCW 41.06, RCW 42.56.230, RCW 42.56.250, WAC 357-16, Collective Bargaining Agreement		**Applies to: All Staff**

I. PURPOSE:

This policy establishes guidelines for recruitment, selection, and hiring of new employees for the Washington State Criminal Justice Training Commission (WSCJTC). The WSCJTC actively recruits for a diverse workforce representing the demographic of its stakeholders.

The Agency is committed to employing highly qualified, capable managers in our WMS and Exempt positions who will provide leadership and make positive contributions to setting and achieving agency goals. The recruitment and selection practices, established herein, will be flexible and will permit methods and strategies to be varied and customized for each recruitment and selection need.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 30 Reduction in Force (RIF)	Revised: 07/01/2018
Authorizing Source: WAC 357 series; RCW 41.06.150 (10); WFSE Master Collective Bargaining Agreement		**Applies to: All Staff**

I. PURPOSE:

This policy establishes how Washington State Criminal Justice Training Commission (WSCJTC) must achieve a reduction-in-force (RIF) of classified employees with the least hardship to employees and a minimum of interference in the work process. If this policy conflicts with any provision of the Washington Federation of State Employees (WFSE) Master Collective Bargaining Agreement (MCBA), the MCBA prevails.

II. DEFINITIONS:

Reduction in Force (RIF, further detailed below) – a separation from service, reduction in work hours, or demotion, without cause on the part of the employee.

Layoff Unit (further detailed below) – WSCJTC bargaining unit positions in the county where the employee's work station is located, or the project for employees on project appointments.

Formal Option – a position within the layoff unit, in a classification in which the employee holds permanent status, and which is at the same or lower salary range as the class from which the employee is being RIFed.

Informal Option – positions for which the employee is qualified, which are at the same or lower salary range as the class from which the employee is RIFed. The employee will not have held permanent status in these classifications.

III. POLICY:

A. WSCJTC maintains a work force appropriate to agency responsibilities. When a workforce reduction is necessary, the agency will try to do so through normal attrition and hiring restrictions. All RIF proposals will be discussed with the WFSE officials prior to implementation.

B. The agency may reduce the number of employees for any of the following reasons:

- Lack of funds;
- Curtailment of work;
- Good faith reorganization for efficiency purposes;
- Having fewer funded positions than the number of employees entitled to the positions (because of reversions from other agencies or Washington Management Service employees returning to the General Service);

- An incumbent is no longer eligible to continue in a position which has been reallocated; or
- Termination of a project.

C. The agency will not separate a permanent employee from state service through RIF without offering, at least fifteen (15) calendar days in advance, positions for which the employee is qualified; currently held by emergency, temporary, probationary or intermittent employees; in the same or lower salary range within the layoff unit.

D. Seniority is measured according to the employee's seniority date at the time of the RIF action.

1. The HR Manager oversees the computation of seniority, and advises employees of their standings on the seniority list. The agency also provides WFSE a seniority list upon request.
2. Ties in seniority will be broken in this order:
    a. calculating the employees' last continuous time within their current classification;
    b. measuring the employees' last continuous time in WSCJTC;
    c. by lot.

E. At the time of the RIF action, veterans and veterans' surviving spouses receive additional seniority for active military service, limited to five (5) years credit.

F. Layoff units within WSCJTC
The primary layoff unit must be the county in which an employee's work station is located. If no formal or informal option is available within the county layoff unit, the unit expands to statewide.

Employment projects are distinct layoff units, separate and exclusive of any other defined layoff unit or employment project.

Project employees have RIF rights within their project boundaries only and must compete according to seniority, except permanent employees who left regular classified positions to accept project employment. Such employees have RIF rights of the position they left. Time spent in project employment is credited to the employee's seniority for use in competing in regular state positions, provided there is no break in service.

G. Formal option
In cases where a classification no longer exists due to civil service reform, the Department of Personnel (DOP) determines if the position the employee held in the abolished classification equates to an existing class. If it is determined an equation exists, the normal procedure for determining RIF options will be exercised.

If a position has a confirmed selective qualification, the position may not be offered as an option to an employee who does not possess that selective qualification.

H. Informal option
Informal options are positions that may be available to a permanent employee, based on seniority and qualifications, even if that employee does not hold permanent status in the positions' classifications.

I. Pool options
When more than one employee is being RIF'd from the same geographic location and multiple options are available to the same classification:

- Each employee will be provided a list of all options for which they qualify.
- Employees will be required to bid on those options by indicating, in order of preference (1, 2, 3, etc.), which is the most desired option.
- Employees will be notified that options are granted based on seniority.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 31 **Religious Accommodation**	**Revised: 07/01/2018**
Authorizing Source: Civil Rights Act of 1964, Title VII		**Applies to: All Staff**

I. PURPOSE:

This policy provides guidelines for accommodating staff members' religious beliefs, observances, and practices.

II. DEFINITIONS:

Reasonable Accommodation – adjustments made to the job, workplace, or conditions of employment which eliminate conflict between staff members' religions and the Washington State Criminal Justice Training Commission's (WSCJTC) needs. An accommodation is reasonable if it does not impose an undue hardship on WSCJTC or coworkers. Examples of Reasonable Accommodation include, but are not limited to:

1. Temporary or permanent changes to work schedules, job structure, or non-essential job duties.
2. Temporary or permanent re-assignment to a vacant position for which the staff member fully qualifies.
3. Physical changes to a facility.

Religion – includes all aspects of religious beliefs, observances, and practices. Moral and ethical beliefs sincerely held with the strength of traditional religious beliefs meet this definition. Cultural or ethnic practices or preferences are not religion.

Undue Hardship – an accommodation judged unduly costly, extensive, disruptive, or a hardship that would fundamentally alter the nature or operation of the job or workgroup or violate a Collective Bargaining Agreement.

III. POLICY:

A. WSCJTC will:

1. Not discriminate against employees based upon religion.
2. Provide reasonable accommodation when a staff member seeks accommodation for religious reasons.

B. Requests for religious accommodations.

1. Staff members are responsible for requesting accommodations in writing.
2. The person requesting an accommodation will cooperate with WSCJTC officials in their consideration of effective and reasonable accommodations by:

a. Specifying the nature of the belief, observance, or practice which is in conflict with employment at WSCJTC. The staff member will be required to articulate the reasons why that belief, observance, or practice should be considered religious. WSCJTC is entitled to ascertain whether a claimed religious belief is sincerely held.

b. Providing, if possible, confirmation and explanation of that conflict from religious authorities.

c. Assessing the effectiveness of requested and alternative accommodations at eliminating the conflict.

3. WSCJTC is not obliged to accommodate persons who fail to cooperate with the reasonable accommodation process, or who fail to articulate a sincerely held belief which closely meets the definition of religion given above.

4. When more than one reasonable accommodation will effectively eliminate the conflict, WSCJTC will choose the accommodation to be implemented, after considering the staff member's preferences.

5. When the staff member cannot be reasonably accommodated in his/her current position and a vacancy exists in WSCJTC, management will make a reasonable effort to appoint to the vacancy the employee:

   a. Who is qualified for the vacancy.

   b. For whom a transfer or voluntary demotion is a reasonable accommodation.

C. The Executive Director will:

1. Review accommodations identified as undue hardships or impractical.

2. Make the final determination on reasonableness of proposed or requested accommodations.

3. Ensure the consideration of alternate funding sources, if cost is a factor in the hardship. Include consideration of the candidate/employee defraying the portion of the costs which constitutes the undue hardship.

4. Notify the Human Resources Manager and supervisor of accommodation decisions.

D. Staff members will have the right to refuse a reasonable accommodation. Any person who refuses reasonable accommodation will be held to the same performance standards as all similarly situated employees of other religions.

E. Any person who experiences discrimination or retaliation in the application of this policy may file a complaint through WSCJTC's Chapter 2 - Alternate Dispute Resolution process, discrimination complaint process, or with:

- Equal Employment Opportunity Commission
- Human Rights Commission
- The Office for Civil Rights

F. The Human Resources Manager is available for consultation on all aspects of this policy.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 32 Reporting Improper Governmental Action (Whistleblower)	Revised: 07/01/2018
Authorizing Source: RCW 42-40		**Applies to: All Staff**

I. PURPOSE:

This policy outlines Washington State Criminal Justice Training Commission (WSCJTC) staff's right to report improper governmental action without retaliation.

II. DEFINITIONS:

Improper Governmental Action – actions by state employees in the performance of their official duties, which violate federal or state laws or rules. This term also includes abuse of authority, causing substantial danger to public health and safety, and gross waste of public funds.

- *Improper governmental action*, as defined here, excludes personnel actions, including appointments, promotional decisions, performance reviews, or disciplines. This term also excludes actions authorized by law as within the agency's discretion, or the private conduct of state employees unrelated to their official duties.

III. POLICY:

A. WSCJTC encourages staff to report improper governmental actions through our established complaint and grievance channels. Staff who believe they can more safely or effectively report such allegations without involving their WSCJTC superiors, or who prefer to remain anonymous, should use the state Whistleblower Program.

B. To file a complaint for allegations of improper governmental actions, use the online form, or fill in and return the printable pdf form. This can be found online at: http://www.sao.wa.gov/investigations/Pages/FileWhistleblower.aspx

Printed forms must be sent to the Washington State Auditor's Office at this address:

Washington State Auditor's Office

ATTN: State Employee Whistleblower Program

P.O. Box 40031

Olympia, WA 98504-0031

You may also submit the form by email to: whistleblower@sao.wa.gov

Reports may also be filed with a public official or designee, defined as someone who is in a position to pass the assertion on to the State Auditor's Office and act with discretion and in a non-retaliatory fashion.

In any case, the report must be made within one year of the incident, and should include:

- A detailed description of the improper governmental action(s).
- The name of the employee(s) involved.
- The agency, division, date, and location where the action(s) occurred.
- Details important to proper investigation -- witnesses, documents, and evidence.
- If known, the specific law or regulation violated.
- The Whistleblower's name, home address and phone number. Employees can file anonymously, but if a name is given it will be kept confidential.

C. Employees making good faith reports of Improper Governmental Action are protected against retaliation.

D. The Executive Director or designee ensures that staff are given this policy and annual updates.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 33 Resignation, Retirement, and Termination	Revised: 07/01/2018
Authorizing Source: WAC 357-31-150, 357-31-225, RCW 43.01.0141		Applies to: All Staff

I. PURPOSE:

This policy establishes procedures for Washington State Criminal Justice Training Commission (WSCJTC) employees leaving state service. These provisions do not apply to interagency transfers, even if the payroll action code indicates termination.

II. DEFINITIONS:

Benefits on leaving state service – An employee who has six months or more of continuous state service on the effective date of a dismissal, RIF, separation, retirement, or a resignation with at least fifteen (15) days' notice is entitled to a lump sum payment of unused vacation leave. Only retirees will be paid for unused sick leave (at the rate of twenty-five percent). All employees leaving state service will be eligible for health benefit continuation, self-paying the premiums for up to eighteen (18) months.

Dismissal – Termination of a permanent employee for cause, or a probationary classified employee.

Reduction in Force (RIF) – Termination due to a lack of funds, lack of work, good faith reorganization for efficiency purposes, or from there being fewer positions than the number of employees entitled to the positions because of demotion or reversion.

Resignation – Voluntarily leaving state service, with or without notice.

Retirement – Resignation, with notice, accompanied by a claim for state retirement benefits.

Reversion – Voluntary or involuntary movement of a classified employee during a trial service period or of a Washington Management Service (WMS) employee during the review period, to the job class held prior to the current appointment.

Separation – The termination of a Washington Management Service employee during the review period.

Termination – Involuntarily leaving State of Washington employment.

III. DISMISSAL:

A. The Executive Director will dismiss permanent employees (except for Merit System exempt employees) only for the reasons specified in Chapter 2 – Discipline and Corrective Action.

B. Permanent employees (except exempt employees) will be afforded an opportunity to respond to charges and to present mitigating circumstances before the dismissal is imposed. [This opportunity is typically termed a Loudermill conference.]

C. Dismissals are imposed in writing, with a reminder of appeal rights.

D. Dismissed permanent employees are given at least fifteen (15) calendar days' notice of the effective date, unless the good of the agency justifies removing the employee from the facility during the notice period.

E. An employee on initial probation or WMS review period (i.e., who holds permanent status in no classification) may be dismissed without appeal or Loudermill conference.

F. The Human Resources Manager out-processes dismissed employees.

IV. REVERSION:

A. A state employee who transfers into WSCJTC or accepts a promotion or transfer within WSCJTC will be informed in writing of the trial service or review period.

B. When an employee does not succeed during the trial service or review period, he or she will be provided a written notice of reversion to the classification previously held. This is not necessarily the position previously held (which may have been eliminated, re-allocated, or assigned to an employee with greater seniority).

C. After five (5) calendar days' notice, the employee reverts to his/her former classification and pay. If there is a vacant position in that classification for which the employee has permanent status, the employee is reassigned to that vacancy.

D. If there is no position appropriate to the reverted employee's classification and seniority when the notice period ends, the employee is placed on a Reversion Register and considered a RIF for lack of work. The employee is then terminated, but with no break in service.

E. The reversion and the termination are not subject to appeal or Loudermill conference.

F. The Human Resources Manager processes reverted employees.

V. SEPARATION:

A. A WMS employee who does not succeed during the review period, and who is not eligible for reversion to a classified or WMS classification previously held, may be separated. There is no notice requirement beyond informing the employee of the separation's effective date.

B. A separation is not subject to appeal.

VI. REDUCTION IN FORCE:

The agency will follow Article 34 of the Collective Bargaining Agreement.

VII. RESIGNATION OR RETIREMENT:

A. Employees are urged to give management as much notice as possible of their intention to resign or retire, and provide that notice in writing.

B. The WSCJTC is authorized to pay an employee for accrued vacation upon resignation or retirement when adequate notice is provided. The WSCJTC reserves the right to deny cashout under the circumstances set forth in state law and the Collective Bargaining Agreement.

C. Upon submitting a resignation or retirement notice, the decision is deemed accepted. Once received, the Division Manager shall contact the Human Resources Manager for scheduling an exit interview.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 34 Salary Determination Washington General Service (WGS)	Revised: 01/31/2020
Authorizing Source: WAC 357-28		**Applies to: All Staff**

I. PURPOSE:

This policy establishes guidelines for the administration of salary for all Washington General Service positions.

II. POLICY:

A. Compensation philosophy

The WSCJTC recognizes that it is in the best interest of the organization and its employees to fairly compensate our workforce for the value of the work provided. It is the intention of the WSCJTC to use a fair and reasonable salary determination process that incorporates flexibility to attract and retain a high-performing workforce that is capable of delivering the level of service necessary for the organization to achieve its mission. In support of our performance based culture, the WSCJTC compensation system may also recognize exceptional performance that directly and uniquely contributes to the progress and success of the organization.

B. Setting base salary for new employees

The appointing authority or his or her designee, in consultation with the Human Resources Manager, will set the salary for a new employee not to exceed step L of the range established in the state's compensation plan for that particular job class. Prior state employees who are being rehired may be set at Step M if they meet the established requirements. In determining a new employee's initial base salary, the appointing authority or his or her designee may consider the employee's salary history, internal alignment, educational background, related work experience, and other relevant factors.

C. Promotions

A promotion is defined as an employee's appointment to a class with a higher salary range maximum that results in a salary increase. A promotion may also occur as a result of an upward reallocation. A permanent employee in a nonpermanent appointment who is appointed permanently to the same position will not receive a salary increase. A permanent employee in a nonpermanent appointment who promotes to a permanent position with a higher salary range would be treated the same as a promotion and would receive a salary increase from the base salary of the nonpermanent appointment.

The salary for a promoted employee shall be placed at either the starting step of the new range or the step which provides a minimum of a two-step (5%) increase, whichever is higher. The increase shall not exceed step M of the salary range assigned to the job class. An employee who promotes to a job class six ranges

higher or more than his or her current job class, or an employee who skips an intervening job class upon promotion, shall receive a minimum of a four step (10%) increase. The increase shall not exceed step L of the salary range assigned to the job class.

The appointing authority or his or her designee, in consultation with the Human Resources Manager, may grant an increase greater than two steps under the following circumstances: if significant increase in duties and responsibilities warrants greater compensation; if the increase is necessary for internal salary alignment, or retention of the employee; if the increase is necessary to bring the employee to the minimum of the salary range for the position; or for other documented business needs. The increase will not exceed step L of the salary range assigned to the job class.

D. Transfers

An employee who transfers to another position in the same job class or to a different job class at the same salary range shall retain the same base salary as in the position held prior to the transfer. The appointing authority or his or her designee, in consultation with the Human Resources Manager, may grant increases within the salary range for transfers on a case- by-case basis not to exceed step L of the range. When granting increases for a transfer, consideration may be given to recruitment and retention issues, internal alignment, educational background, related work experience, and other relevant factors.

E. Reallocations

An employee occupying a position that is reallocated to a job class with a higher salary range shall be treated the same as a promotion.

An employee occupying a position that is reallocated to a job class with the same or lower salary range maximum shall be placed in the new range at a salary equal to his or her base salary prior to reallocation. If the base salary prior to reallocation exceeds the new range, the employee's base salary will be set equal to step M of the new range. The appointing authority or his or her designee, with approval from the Human Resources Manager, may set the base salary higher than step M, but not to exceed the employee's base salary prior to reallocation. When setting salary above the maximum, consideration will be given to the value of the position to the success of the agency, the employee's educational background and related work experience, and other relevant factors.

Should the base salary be set above the maximum of the salary range assigned to the job class, the employee shall retain his or her base salary until such time as the employee vacates the position or the salary falls within the salary range established for the position.

F. Layoff options / Demotion in lieu of layoff

An employee who accepts a layoff option to a different position with the same salary range shall retain the same base salary.

An employee who accepts a demotion in lieu of layoff or accepts a layoff option to a position with a lower salary range maximum will be placed within the new salary range at a salary equal to his or her salary prior to layoff. If the base salary prior to layoff exceeds the new salary range, the employee's base salary shall be set equal to step M of the new salary range. If the employee's previous base salary was at step M of the salary range the employee must be placed at step M of the new salary range.

An employee appointed from an internal or statewide layoff list to a position with the same salary range as the position from which the employee was laid off shall be placed within the range at a salary equal to the employee's base salary prior to layoff.

The base salary for an employee appointed from an internal or statewide layoff list to a position with a lower salary range will be set in the new salary range at the discretion of the appointing authority or his or her designee, in consultation with Human Resources staff, not to exceed step M of the new salary range. When setting salary, consideration will be given to the employee's previous salary, internal alignment, educational background, related work experience, and other relevant factors.

G. Demotions

An employee who demotes for any reason other than due to a layoff action must be placed in the salary range of the new position not to exceed step L unless the employee was at step M of the salary range from which they are demoting or the employee was previously at step M in the salary range of the class the employee is demoting to. The employee who has been employed in a lower salary range shall receive credit for all continuous employment in the higher range in determining the step in the lower salary range. The employee who has not been employed in a lower salary range shall be reduced on a step-for-step basis. The appointing authority or his or her designee, with approval from the Human Resources Manager, may grant salary increases within the range differently from that outlined above on a case-by-case basis not to exceed step L.

An employee demoted for disciplinary reasons shall be placed in the new salary range at the discretion of the appointing authority or his or her designee, in consultation with Human Resources staff, not to exceed step L of the new salary range.

H. Reversions

When an employee is being reverted following a promotion or transfer, the employee's base salary is set at the step the employee would be at if he or she had not left the position.

When an employee is reverted following a voluntary demotion, the appointing authority, in consultation with the Human Resources Manager, shall determine the employee's base salary. The employee reverts to a position for which the employee

satisfies the competencies and other position requirements and which is allocated to a job class that has the same or lower salary range maximum as the job class from which the employee is reverting. When setting salary, consideration shall be given to the reason for the demotion, internal alignment, the employee's salary history, educational background, related work experience, and other relevant factors. The salary shall not exceed step M of the salary range assigned to the new job class.

I. Recruitment and Retention

1. Within salary range

   The appointing authority or his or her designee may consider adjusting a current employee's base salary up to step L within the salary range to address issues that are related to recruitment, retention, or other business related reasons, such as equity, alignment or competitive market conditions. The request must be submitted on the Exceptional Salary Request Form to the Human Resources Manager for approval.

2. Longevity increases

   Once an employee is at step L of a salary range, they will progress to step M of that same salary range six years from the date they were advanced or appointed to step L. The progression to step M is regardless of what has transpired in the six years since the employee was appointed to step L, provided that the employee is at step L in the same pay range as the pay range the employee was in at the beginning of the six-year period.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 35 Salary Determination Washington Management Service (WMS)	Revised: 07/01/2018; 11/01/2022
Authorizing Source: WAC 357-58		**Applies to: All Staff**

I. PURPOSE:

Provide a compensation philosophy for the WSCJTC on Washington Management Service (WMS) and provide policies and guidelines for WMS positions and employees.

II. SCOPE:

This applies to all WSCJTC employees permanently appointed to positions determined to meet the definition as defined in WAC 357-58-035. Inclusion in the WMS shall be in accordance with the WSCJTC's Operating Procedures.

WMS is a personnel system for civil service management level positions within Washington State government. The WMS system recognizes the unique nature of management positions and the importance of strong management skills in effectively accomplishing assigned management duties and responsibilities. WMS provides for greater flexibility, as well as accompanying responsibility, in employee selection and development, assignment of work, career advancement, performance, and compensation.

WMS employees are the core of the Agency's management team. They occupy positions of leadership and contribute to accomplishing the Agency's mission. They have a role as managers to ensure the work environment reflects the stated values of the organization, and should exemplify the highest standards of professionalism, integrity, and ethical conduct.

III. DEFINITIONS:

Definitions for WMS are provided in WAC 357-58-065.

IV. POLICY:

A. General Responsibilities

1. The WSCJTC Executive Director is responsible for the overall administration of WMS rules, polices, and procedures.
2. The Division Managers are responsible for good management practices that encourage WMS processes intended to facilitate hiring, developing, and compensating WMS employees within their division.
3. Managers/supervisors will engage WMS employees in developing the management skills, achieving program results, knowledge, and abilities required in performing their assigned duties. This includes encouraging good management practices, facilitating training opportunities, developing related

goals/performance measures, and providing adequate performance feedback/assessments. This process will include the use of the Performance Development Plan form's expectation and evaluation.

4. Managers/supervisors will be responsible for good management practices that encourage WMS managers to grow and develop to perform their assigned duties and responsibilities, including the development of management knowledge, skills, and abilities.
5. WMS employees will be responsible for accomplishing the assigned duties and responsibilities, growth, and development of managerial knowledge, skills, and abilities expected of Washington State manager.

B. Inclusion and Position Evaluation

The inclusion and evaluation of points within WMS are determined in accordance with WAC 357-58-032 through 042 and WMS-Inclusion and Evaluation Procedure.

C. Salary Administration

1. The Human Resources Manager will maintain the WSCJTC's WMS Salary Administration Plan consistent with OFM State HR's guidelines and WMS Band and Salary Structure.
2. WMS employees will be compensated at or above the minimum salary authorized for the corresponding WMS Bands. Band placement is determined by the Job Value Assessment Chart (JVAC) value assigned to their position.
3. Educational and experience levels of those filling WMS positions upon initial hire will be considered during salary determination.

D. Relocation Compensation

1. Relocation compensation shall be administered in accordance with WAC 357-58-145 through 155 and SAAM Chapter 60.
    a. Relocation compensation will normally be limited to situations when specialized skills, knowledge, and/or abilities are required to meet recruitment, retention, and/or operational requirements.
    b. The relocation shall normally involve a cross-state or out-of-state move.
2. Supervisors/managers shall consult with the Human Resources and Finance Managers to determine the amount of relocation pay requested.
    a. Determination shall be based on operational necessity, SAAM guidance, potential costs associated with recruitment/retention, funding availability with existing resources, and any special circumstances associated with the relocation requirement.
3. Relocation pay must be requested in writing with the amount requested, and documentation of operational necessity.
4. Relocation requests require the approval of the Human Resources Manager, Fiscal Manager, and Executive Director.

E. Recruitment and Selection (Reference WAC 357-58-185 through 190)

1. Agency procedures for the recruitment and selection of WMS employees will be maintained in the Recruitment and Selection Policy:
    a. Consider any and all qualified candidates for hire, promotion, or internal movement based on the identified recruitment plan for the vacancy.
    b. Ensure that hiring decisions are fair, objective, and based on the evaluation of job related competencies and characteristics required for successful job performance and performance management.
    c. Support workforce diversity and affirmative action.
    d. Consider the career development of Agency employees and other state employees.
    e. Ensure that hiring decisions are not based on patronage or political affiliation.
    f. Ensure compliance with state and federal laws regarding employee selection and nondiscrimination.
2. Appointments to and within WMS shall be made in accordance with the provisions of WAC 357-57-185 through 195 and the WSCJTC's WMS Operating Procedures.
3. The WSCJTC will document and maintain information regarding the recruitment and selection criteria utilized in filling WMS positions in accordance with retention guidelines.
4. Direct appointments (permanent WMS appointments made without formal recruiting) are offered when appointing authorities believe the candidate has the knowledge, skills, abilities, and/or experience to perform the work required of the position. Direct appointments require Executive or Deputy Director approval.

F. Performance Documentation and Evaluations

1. Performance Development Plans for WMS employees will be completed annually between January 1 and December 31.
2. The Performance Development Plan form shall be used to evaluate WMS employees during their review period and annually thereafter as noted in F (1). Supervisors shall maintain all performance documentation until the evaluation process is complete. Completed Performance Development Plan forms shall be maintained in employee personnel files.
3. Performance documentation outside the Performance Development Plan process (i.e. letters, awards, accomplishments) should be clear, timely, and distributed appropriately.

G. Reviews

Issues should be resolved at the lowest possible level in a timely manner. The formal review process is outlined in WAC.

H. Disciplinary Action

As provided in WAC 357-58-050, the disciplinary process shall be administered in accordance with the provisions of WAC 357-40-010 through 050 and the WSCJTC Administration – Determination Manual.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 36 Sexual Harassment	Revised: 07/01/2018; 08/01/2022
Authorizing Source: Title VII U.S. Civil Rights Act of 1964 as amended in 1972; EEOC Guidelines 29 C.F.R. 1604.11; Executive Order 89-01; RCW 41.06.395; RCW 43.01.135; RCW 49.60; RCW 49.60.030; WAC 357-34-100 through 120		**Applies to: All Staff**

I. POLICY:

The WSCJTC is committed to providing a working environment that is free from sexual harassment of any kind. Sexual harassment is an unacceptable practice and will not be tolerated in the workplace.

Sexual harassment is a form of sex discrimination and is an unlawful employment practice under Title VII of the 1964 Civil Rights Act, *RCW 49.60* (Washington State Law against Discrimination) and *Washington State's Executive Order 89-01*.

Sexual harassment is misconduct that undermines the integrity and quality of the workplace and employment relationships and is unfair to the employee or volunteer who is subjected to it and their co-workers. All employees, volunteers, and persons conducting business with the WSCJTC must be allowed to work in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment hurts morale and interferes with the work productivity of employees and volunteers.

The WSCJTC does not intend to regulate social interaction or relationships which are consensual, voluntary and freely entered into by employees, volunteers, or individuals engaged in business with the office where such relationships do not impact the performance of professional duties.

II. DEFINITIONS:

According to the federal Equal Employment Opportunity Commission (Section 1604.11):

Sexual harassment - unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any one (1) of three (3) criteria is met:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such behavior has the purpose or effect of unreasonably interfering with an individual’s work performance creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include but are not limited to:

- Verbal: Sexual comments, suggestions, jokes, requests for sexual favors, sexual innuendoes, or lewd remarks;
- Non-verbal: Sexual gestures, leering, any distribution or display of any written or graphic material such as pictures, calendars, posters, or cartoons; or sexual content in letters, notes, facsimiles, email, instant messages, texts and other forms of social media;
- Physical: Physical contact including but not limited to pinching, patting, hugging, cornering, assault, molestation, touching, repeated brushing against a person's body, kissing, fondling, or forced sexual intercourse.

III. ROLES AND RESPONSIBILITIES:

A. Consequences for failing to maintain a work environment free from sexual harassment

All WSCJTC employees and volunteers and other persons having business with the agency are responsible to maintain a work environment free from sexual harassment. Employees, volunteers, and contractors determined to be in violation of this policy will be subject to appropriate corrective or disciplinary action, up to and including termination.

B. Supervisor or Manager's role in providing a work environment free from sexual harassment

It is the responsibility of managers and supervisors to clearly communicate the policy to all employees and volunteers and to provide training to new employees during the orientation phase of their employment. Managers and supervisors shall ensure their staff review the sexual harassment training and policy annually. Managers and supervisors must also take reasonable steps to prevent sexual harassment in their work units and take immediate corrective action if they become aware of sexual harassment. Failure to do so may result in corrective or disciplinary action, up to and including termination.

C. Filing a sexual harassment complaint

All employees, volunteers, contractors, and other persons having business with the WSCJTC have the right to file a complaint with the WSCJTC Human Resources Manager under this policy, the Washington State Human Rights Commission under RCW 49.60 or with the Federal Equal Employment Opportunity Commission under Title VII of the Civil Rights Act of 1964.

D. The WSCJTC will respond to all sexual harassment complaints

All employees, volunteers, and contractors are advised that if a complaint concerning a violation of this policy is made, the WSCJTC is under a legal obligation to respond.

E. Process when a complaint is filed

Investigative procedures depend on the nature and the extent of sexual harassment and the context in which the alleged incidents occurred. Appropriate investigative procedures may include informal review or a formal investigation and will be conducted in a prompt and sensitive manner. All employees and volunteers are required to cooperate. Management shall inform the complainant of the completion of the investigation and whether their allegations were substantiated.

F. An internal investigation for sexual harassment will be kept confidential if possible. All efforts will be made during the investigation process to maintain confidentiality to the extent possible. Once an investigation is completed, confidentiality can no longer be guaranteed. Completed investigative reports may be subject to public dissemination in accordance with state law.

G. Retaliation from an allegation of sexual harassment will not be tolerated. Retaliation against employees, volunteers, contractors or other persons having business with the WSCJTC who report sexual harassment or who participate in an investigation will not be tolerated. Any employee, volunteer or contractor found to have retaliated will be subject to corrective or disciplinary action, up to and including termination.

H. Primary roles and responsibilities for sexual harassment within WSCJTC

Role	Responsibilities
Employee/ Volunteer/ Contractor	All employees and volunteers shall take responsibility for creating and maintaining a work environment free of sexual harassment. Any employee, volunteer, or contractor who believes they are being sexually harassed by another employee, volunteer, or contractor of the WSCJTC or other person having business with the WSCJTC should immediately notify their supervisor. If the alleged harasser is their supervisor, the employee should notify their supervisor's supervisor. All employees must attend sexual harassment training within the first six months of employment and every five years thereafter.
Other Persons	Other persons having business with the WSCJTC may report incidents of sexual harassment by an employee, volunteer, or contractor of the WSCJTC to the Human Resources Manager or the supervisor of the division in which the alleged harasser works.
Supervisor/ Manager	The WSCJTC supervisors and managers have an ongoing obligation to respond immediately to sexual harassment in the workplace. When they are informed of or receive a sexual harassment complaint, they will immediately consult with the Human Resources Manager. If appropriate, the supervisor or manager and the Human Resources Manager may resolve the situation quickly by talking to the parties involved. If they are unable to resolve the situation and further action is required, the Human Resources Manager will contact the Executive Director or designee to determine the appropriate response and investigative procedure.

	All supervisors must attend supervisory sexual harassment training within the first six months of employment and every three years thereafter.
Agency Deputy Director or Director and HR Manager	The Executive Director or Deputy Director and the Human Resources Manager shall promptly decide on the next steps. The next steps will depend on the nature of the complaint and the context in which the alleged incidents occurred and may include a preliminary or a formal investigation. Every effort will be made to complete the investigation in a timely manner. Upon completion of the investigation, the findings will be shared with the Executive Director and Deputy Director. If the finding is that sexual harassment occurred, corrective or disciplinary action will be taken up to and including termination. The Human Resources Manager will follow-up with the individual who filed the complaint once the investigation is complete.
Staff Cooperation	Managers, supervisors, employees, volunteers, and contractors are required to cooperate in all phases of an investigation. It is also an expectation that staff in the work area where the incident occurred and others involved in the investigation will cooperate to minimize disruption and stress in the work unit by refraining from unnecessary dissemination of information and speculation regarding the alleged acts or investigation. After completion of the investigation and any necessary personnel action, management may provide follow up information to affected individuals, witnesses, staff, or the work unit where appropriate.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 37 Shared Leave	Revised: 07/01/2018; 08/01/2022
Authorizing Source: RCW 51.32		**Applies to: All Staff**

I. PURPOSE:

This policy establishes guidelines for WSCJTC employees to donate or receive paid leave.

II. DEFINITIONS:

Employee - means a state employee entitled to accrued sick leave, vacation leave, or a personal holiday for whom the agency maintains accurate leave records.

Employee's Relative - means the employee's spouse, child, stepchild, grandchild, grandparent, or parent.

Health Care Professional - is one who has completed a course of study and is licensed to practice health care, including the diagnosis and assessment of the condition in question.

Household Member - means a person residing in the same home as the state employee and having reciprocal duties to provide financial support for one another. This term will include a foster child and a legal ward, even if not living in the household. "Household Member" does not include a person sharing the same general house when the living style is primarily that of a dormitory or commune.

Severe or Extraordinary Condition - means serious, extreme, and/or life threatening.

Shared Leave - means paid leave or personal holiday voluntarily donated by state employees to qualified state employees who have exhausted accrued paid leave.

III. POLICY:

WSCJTC will support the state shared leave program.

A. An employee qualifies to receive shared leave when:

1. The recipient is a state employee who has complied with their agency policies on the use of sick leave.
2. The recipient has exhausted, or will soon exhaust, vacation leave and sick leave due to the illness, injury, impairment, or physical or mental condition - extraordinary or severe in nature - of the employee or the employee's relative or household member. The recipient may use donated leave only after exhausting their own paid leave.
3. The extraordinary condition has caused, or will soon cause, the employee to go on leave without pay or terminate state employment.

4. For work-related injury or illness, the employee has diligently pursued and been found ineligible for time loss benefits under RCW Chapter 51.32, and can show that the Labor and Industries claim was denied.
5. The recipient provides the Executive Director with a completed Recipient Shared Leave Form and certification from a health care professional verifying the condition's severe or extraordinary nature and its expected duration. WSCJTC will keep all medical information within the employee's confidential medical file.

B. An employee qualifies to donate shared leave when:
   1. WSCJTC's Executive Director or designee approves the recipient as qualified; and
   2. The donor's vacation leave balance will not fall below eighty (80) hours as a result of the donation. For part-time employees, minimum balance requirements are prorated.
   3. The donor's sick leave balance will not fall below 480 hours as a result of the donation.
   4. The donor may donate all or part of a personal holiday.

C. WSCJTC will promptly review and approve or disapprove donor requests.

D. Shared Leave Limitations
   1. Leave may be shared between state agencies when donation and receipt are approved by mutual agreement of the agencies' Executive Directors.
   2. The donor cannot donate more vacation than the donor could use before their next anniversary date. For example, a donor whose vacation balance is 160 hours, but whose anniversary date is one week (40 hours) away, could not donate 80 hours, only a maximum of 40.
   3. Recipients will receive and use no more than 522 days of shared leave during the employee's state service.
   4. Shared leave is dollar-valued at the donor's salary and converted to hours of leave based on the recipient's salary. The recipient is paid his/her regular rate of pay.
   5. Leave not used by the recipient will be returned to the donor.
   6. At a recipient's request, WSCJTC will publicize the need for shared leave a reasonable number of times.
   7. WSCJTC will take care to ensure employees are not coerced, intimidated, or financially induced to donate under this program, nor suffer retaliation for not donating.

E. The Human Resources Manager is the Executive Director's advisor and designee for shared leave matters. When employees apply to donate leave, the Human Resources Manager confirms donors' leave balances.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 38 Staff Code of Conduct	Revised: 10/28/2021; 04/09/2025
Authorizing Source:		**Applies to: All Staff and Contractors**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) considers adherence to work rules to be an important responsibility of all employees and contractors so they can be treated fairly and work safely and effectively. The purpose of this policy is to establish expectations that:

- Encourage positive workplace relations by providing fair and consistent treatment of staff and contractors;
- Ensure that all employees and contractors are aware of their obligations, and the consequences of disregarding those obligations; and
- Ensure that all misconduct is addressed in a timely and appropriate manner.

This policy is not intended to cover all aspects of employee or contractor conduct. In the absence of a written policy, the employee or contractor should ask their supervisor or contract manager for guidance. Common sense and good judgment should be exercised until a formal decision is made.

II. POLICY:

The following articulates WSCJTC's expectations regarding the behavior of employees and contractors (herein referred to as staff). These expectations represent a standard of conduct for all staff. Supervisors and contract managers should set clear expectations with staff to achieve the goals set for the work group. Staff will follow directives to meet agency expectations. If conflict arises that a staff member and/or supervisor or contract manager is unable to resolve, one or both should elevate the concern utilizing the chain of command. Repeated failure or unwillingness to conform to this code of conduct may be cited as a performance deficiency and lead to disciplinary action, up to and including dismissal.

A. Accountability

Staff are expected to accept responsibility for their decisions, for the foreseeable consequences of their actions and inactions, and set an example for others. Staff are to follow Revised Code of Washington (RCWs), Washington Administrative Code (WACs), state rules, agency policies, procedures, guidelines, and supervisory directions. Staff are expected to report to work as scheduled and conduct agency business in accordance with their position description, performance expectations, and/or contract statement of work.

B. Civility

Staff are expected to act courteously. Staff are expected to contribute to and support a work environment in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each

individual. Staff are expected to address problems and resolve conflicts in a civil, respectful, and constructive manner.

C. Collaboration
Staff are expected to create and maintain a work environment characterized by cooperation and contribution to the common good of the agency. They are expected to make reasonable compromises to achieve the goals of work groups and the agency. They are expected to be helpful and supportive of each other and not publicly express sarcasm, ridicule, or cynicism regarding the programs, services, staff, leadership, or operations of the WSCJTC.

D. Competence
Staff are expected to maintain professional competence, keep abreast of the latest developments in their respective areas, and maintain proficiency in the latest relevant methods and technologies. They are expected to share information with their supervisor or contract manager and colleagues, cooperate with and accommodate those who want to learn more about their job functions, and welcome questions regarding what they do.

E. Customer Service
Staff are expected to prioritize facilitation of the WSCJTC's mission over regulation of their specific activities. Staff should exhibit a "can-do" attitude and focus on the customer's needs to accomplish a program, project, or task. They are expected to actively seek ways to reconcile customers' needs and desires with any administrative or regulatory restrictions. They are expected to facilitate each other's efforts to provide the best customer service possible and offer assistance whenever possible.

F. Maturity
Staff are expected to display emotional maturity, accept responsibility for their own actions, inactions, errors and omissions, and accept the special obligation of modeling emotional self-control. They are expected to give and receive constructive criticism with openness and a positive attitude, understanding there is always room for improvement. They are expected to refrain from behaviors that reflect negatively upon themselves, their colleagues, their supervisor or contract manager, their division/program, or the agency.

G. Professionalism
Staff are expected to behave in a professional manner at all times and timely produce high quality work with neatness and accuracy. They are expected to be courteous, pleasant and considerate, and conscientiously work at maintaining positive working relationships with others. They are never to engage in any workplace behavior that could be misconstrued as mean-spirited, abusive, belittling, discriminating, harassing, or unprofessional.

The WSCJTC is committed to a working environment that exhibits fairness and integrity. Any behavior having the potential for creating adverse impact on supervision, morale, safety and security, or involves a potential conflict of interest is not acceptable.

For this reason, fraternization between any staff member and Basic Training Division (BTD) students is prohibited during the student's training assignment at WSCJTC and their probationary status and/or post-academy training with their employing agency.

Contracted Instructors training Basic Academy students must review the BTD Standard Operating Procedure (SOP) Manual for enhanced limitations on fraternization and required communication to supervisors about interaction with students outside the agency or training environment.

Fraternization is defined as a personal relationship that extends beyond the routine interaction necessary in the training/work environment. Contractor and staff attendance at social events with recruits is only allowed with the permission of the BTD Commander(s).

Should a staff member assigned anywhere within WSCJTC have a personal or familial relationship with a student prior to the student's selection for a BTD class, the staff member is required to report that relationship to their supervisor. Their supervisor shall forward the information to the BTD Commander(s) immediately.

H. Gossip

Staff are expected to refrain from engaging in gossip or disrespectful conversation about other employees. Staff should refrain from speaking negatively about their colleagues in their absence; should not repeat or perpetuate negative rumors about the agency's decisions or spread information that is harmful to others or detrimental to the effective functioning of the workplace.

This should not be misconstrued to mean that staff must agree with every organizational decision or ignore problems in the workplace. Staff are obligated to raise any concerns with their supervisors and other leaders in their chain of command. Likewise, this does not preclude staff from discussing a problem with peers with the intent of trying to resolve it in a constructive manner. Sharing of information must be done respectfully and in an appropriate setting, and not in a manner that unnecessarily and/or publicly embarrasses or humiliates other staff members. If a staff member is not satisfied with the response of their supervisor, the staff member is encouraged to contact other leaders utilizing their chain of command.

I. Respect

Staff are expected to demonstrate respect of others at all times. Below is a list of behaviors, created by WSCJTC staff, which demonstrate respect and disrespect. This list is not exhaustive. These examples serve as guidance to determine whether an employee is behaving in a respectful manner.

RESPECTFUL BEHAVIOR	**DISRESPECTFUL BEHAVIOR**
Honesty	Lying
Demonstrates integrity	Fails to follow rules
Cooperative	Insubordinate
Be accountable, focused	Reject feedback, retaliate
Include others, share information	Exclude others, fail to share information
Offer to help	Fail to support
Make timely responses	Neglect
Use good eye contact	Roll or avert eyes
Listen	Interrupt
Greet & smile	Disregard & ignore
Ask questions, show interest	Inattentive
Give the benefit of positive intent	Assume the worst about intent
Teamwork and patience	Gossip and chronic complaining
Compliment	Ridicule
Use a proper tone	Yell
Show thanks	Be unappreciative

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 39 Staff Development	Revised: 07/01/2018
Authorizing Source: RCW 28B.15.558; WAC 356-39-120 and -130; WAC 357-34		**Applies to: All Staff**

I. PURPOSE:

The Performance and Development Plan (PDP) provides a way to sustain a successful, high-performance organization by investing in employee development and training. It establishes support to employees in developing occupational and professional skills and assigns responsibilities for providing training and development for employees.

This policy establishes guidelines for planning, approving, and funding developmental training for Washington State Criminal Justice Training Commission (WSCJTC) staff.

II. DEFINITIONS:

Career Development – Progressive development of an employee's capabilities. Career development is meant to facilitate the employee's productivity, performance, job satisfaction, and advancement. Career development can happen through work assignments as well as education and training. The education and training may be state-sponsored or achieved by the individual employee's efforts. All career development must be consistent with the needs and obligations of the state and its employers.

Career Planning – A process designed to identify and provide opportunities for each employee's career growth through job experience, training, or continuing education.

Developmental Opportunities – Activities designed to develop employees' knowledge and skills for future job assignments.

Mentoring – Activities on the job where more experienced employees help less experienced employees develop job knowledge and skills.

Training – Activities designed to develop employees' job-related knowledge and skills for present job assignments.

III. POLICY:

A. In order to sustain a successful, high performance organization, the WSCJTC believes that employee development and training is not only beneficial, but critical.

   1. Upon approval from the employee's immediate supervisor, employees are eligible to attend training that will enhance their abilities to successfully perform their jobs and contribute to the agency's success.

2. Certain training is required by WAC, RCW, or Executive Order. Other training may also be required by the agency.
3. Training may be identified by supervisors or employees in individual PDP. Training may also be required as a result of an assessment of the organization's employee development and training needs.
4. Supervisors will outline specific job-related training as part of the PDP process.
5. Employees may seek out developmental opportunities to enhance individual performance that will contribute to the agency's mission, goals, and objectives.
6. An employee must get supervisory approval for all training requests. Supervisors are responsible for supporting employee development that benefits the organization or the pursuit of a performance based culture. Supervisors must balance several factors in deciding to approve or not to approve an employee's request to attend training. Some of those factors include, but are not limited to:
    - Budget.
    - Staffing – to ensure operational need is covered.
    - Job-relatedness of training requested.
    - Relationship to career development plans.

Required training and other job-related training approved by supervisors will be considered time worked. If required or otherwise approved training falls outside of an employee's standard work hours, the employee and the supervisor must determine what schedule modifications might be necessary to accommodate an employee's attendance at such training. (i.e. schedule adjustments, exchange time, over time, etc.)

With prior approval from the employee's agency, educational leave without pay may be used for furthering the employee's education. The employee must be permanent and the length of approved leave without pay for educational purposes is determined by the employer. An employee returning from authorized leave without pay will have return rights under WAC 357-31-340. (Employees returning from authorized leave without pay must be employed in the same position or a similar position in the same class and in the same geographical area, provided that such return to employment is not in conflict with rules relating to layoff).

Immediately after completion of any training, the employee will submit attendance verification to update their training record.

B. Tuition reimbursement

1. The agency may support tuition reimbursement that, in some cases, allows employees to be reimbursed for tuition of college courses that provides or

enhances essential job skills and knowledge related to the employee's work assignment.

2. Tuition reimbursement must meet certain criteria to be considered for approval:
    - An employee must be a permanent employee of the agency.
    - Agency approval must be obtained prior to enrolling in a course.
    - All tuition reimbursement is subject to the availability of funds and agency discretion.
    - The course must be job-related or related to the work of state government and identified in the individual's position description form.
    - Tuition reimbursement for educational and vocational coursework will be based upon fees charged by the local Washington State institutions of higher education. Costs incurred above this level (i.e., private institution's tuition) are the sole responsibility of the employee.
    - Funds expended for tuition reimbursement will be limited to tuition or registration fees and will not include textbooks, supplies, lab fees, parking, or any other school expenses.
    - Tuition reimbursement to any one employee for education or vocational coursework will be limited to no more than nine (9) quarter credit hours, or six (6) semester hours, or other equivalent credit hours during any one (1) academic quarter or semester.
    - In the event the employee leaves the WSCJTC prior to completion of the course, tuition reimbursement, pre-approved or otherwise, shall not be made.
    - Reimbursement will be provided only upon written evidence of satisfactory completion of the course. Satisfactory completion is defined as a letter grade of "C" or an appropriate equivalent.
    - An employee shall not receive federal or state educational reimbursement funds that exceed the total tuition for any course.
    - An employee must use time outside of work hours and will not be compensated to attend college courses.
    - The WSCJTC shall not reimburse for education obtained beyond a four-year college or university degree except for individual classes directly related to an employee's job function.
3. Additional agency supported training outside of standard classroom training can include but is not limited to:
    - Developmental job assignments – depending on operational need.
    - E-Learning.
    - In-training appointments to positions.
    - Rotational assignments within or to other agencies - depending on operational need.

- Mentoring arrangements.
- Non-permanent appointments or project assignments.
- Attendance at professional conferences.
- College-level courses that will enhance an employee’s career growth.
- On a case-by-case basis, may support other developmental activities.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 40 Staff Training Records	Revised: 01/31/2020
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy establishes guidelines for updating and maintaining staff training records.

II. POLICY:

A. Staff training records are maintained on the centralized state Personnel-Payroll System, LMS. The LMS training record follows staff who transfer across state agencies.

B. Staffs or their managers forward graduation certificates or other proof of course completion to the Human Resources Manager (HRM). If the Department of Enterprise Services, Office of Financial Management, or other state agencies, conducted the course, those agencies update the staff's LMS file. For all other courses the staff wishes to have reflected in the official file, the HRM updates the file.

C. Human Resources provides managers printed reports of their subordinates' training records on request, and provides staff their own records.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 41 Supervisory Files	Revised: 07/01/2018; 08/01/2022
Authorizing Source: RCW 42.56.250 WFSE Collective Bargaining Agreements		**Applies to: All Staff**

I. PURPOSE:

The purpose of this policy is to provide guidance regarding the setup, maintenance, and destruction of supervisory desk files.

II. SCOPE:

This policy applies to all state employees of the Washington State Criminal Justice Training Commission (WSCJTC).

III. DEFINITIONS:

Supervisory File – A working desk file maintained by supervisors to assist in the evaluation/development of their employee.

IV. POLICY:

1. The WSCJTC will properly establish and maintain confidential supervisory files for each employee in compliance with applicable federal and state laws, regulation, and collective bargaining agreements.

2. Supervisors will retain supervisory files for each employee to be utilized when developing PDP evaluations annually.

3. The contents of the supervisory files will be destroyed after used to develop the PDP and the process renewed for the following year.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 42 **Telecommuting**	**Effective: 07/01/2018** **Revised: 1/2/2024; 5/30/2024; 11/05/2024**
Authorizing Source: Commute Trip Reduction Act, SSHB 1671, Executive Order 93-02		**Applies to: All Staff**

I. PURPOSE:

The Transportation Demand Management Act (SSHB 1671), also referred to as the Commute Trip Reduction Act, requires the Washington State Criminal Justice Training Commission (WSCJTC) to develop a plan to reduce single occupant vehicle commute trips. Telecommuting, which involves working at home or at a Telecommute Worksite close to the home, contributes to the agency's compliance with the Commute Trip Reduction Act.

II. SCOPE:

In order to be applicable agency-wide, this policy provides only minimum necessary direction. Managers within organizational units may wish to expand beyond these general provisions.

III. DEFINITIONS:

Telecommuter – employee voluntarily substituting for the normal home-to-work commute either working at home or at a Telecommute Worksite near home.

Telecommute Worksite – an extension of the Official Duty Station located at another office near or at the employee's home.

Official Duty Station – the address where the employee's office is located, or where the employee is assigned to work when not Telecommuting.

Official Duty Station for Travel Reimbursement – the address where the employee's office is located, or where the employee is assigned to work when not Telecommuting for the purposes of travel reimbursement only.

Telecommuting Agreement – a contract between the employee and supervisor which details the agreed understanding and commitment relative to Telecommuting. The WSCJTC Mobile Work/Telework Agreement, Form 404, is used in conjunction with this policy.

International Telecommuter – an employee that is not present in the United States of America while working for WSCJTC.

IV. POLICY:

A. Minimum criteria for Telecommuting

Telecommuting is a management option and may be considered when these minimum criteria are met:

1. Employee's job, or essential tasks of that job, can be readily completed at a Telecommute Worksite;
2. Employee's absence from the office will neither:
    a. Be detrimental to the work group's productivity or the needs of stakeholders; nor,
    b. Have a disruptive or negative impact on working conditions of other employees;
3. The supervisor considers employee's recent performance to be satisfactory;
4. The supervisor and employee are willing to sign and abide by a Telecommuting Agreement; and
5. The supervisor and employee are willing to participate fully in Telecommuting training and evaluation efforts.
6. International Telecommuting requires the following:
    a. The employee maintains a U.S. permanent address;
    b. The employee maintains a U.S. bank account; and,
    c. Approval from the Executive Director.

B. Nature of Telecommuting

1. Telecommuting is not a universal benefit and is granted at management's discretion subject to the terms of this policy.
2. Employee participation in Telecommuting must be voluntary.
3. Participation in Telecommuting may end, without cause, with notice as stated in the Telecommuting Agreement.
4. Telecommuting Agreements must be renewed annually. Renewals are due to Human Resources by January 31 each year.

C. Working conditions

1. The agency considers the Telecommuter's Duty Station as an extension of the employee's Official Duty Station. The Telecommuter's job responsibilities, total work hours, workers' compensation, benefits, and salary will not change as a result of Telecommuting with the exception of the King County Premium Pay

provision. If the Telecommuter's Duty Station no longer meets eligibility requirements for the King County premium pay provision, they will cease earning the premium pay.

2. The agency may require the Telecommuter to travel to the Official Duty Station at any time during the scheduled workday. Employees required to travel in order to perform their duties will be reimbursed for any authorized travel expenses (e.g., mileage and/or per diem), in accordance with the regulations established by the Office of Financial Management (OFM) and WSCJTC Travel Policy 3.26.

3. The supervisor and Telecommuter must comply with all applicable laws, rules, collective bargaining agreements, and policies including but not limited to:
   - Work hours
   - Meals/break periods
   - Scheduling
   - Overtime
   - Leave
   - Employee Conduct and Ethics
   - Employee Performance Evaluations
   - Disciplinary/corrective action
   - Labor relations
   - Agency equipment/supply use
   - Workers' compensation liability for job related accidents
   - Communication procedures

4. International Telecommuters must maintain residency in the United States of America at all times.

D. Relationship of Telecommuting to family responsibilities

While Telecommuting may facilitate the employee meeting family responsibilities, the employee will not use Telecommuting to provide family care.

E. Performance of duties during inclement weather

Telecommuters are expected to perform their duties during inclement weather as long as they have the power and network capabilities to do so in accordance with Policy 2.22.

F. Telephone access/use

1. The Telecommuter must use their assigned agency cell phone, if provided, or SCAN and SCAN PLUS systems to place any long-distance phone calls. The

agency will not reimburse long-distance business calls that are not made on their agency cell phone or the SCAN or SCAN PLUS systems.

2. An International Telecommuter must only use their assigned agency cell phone on Wi-Fi.

3. An International Telecommuter will provide a personal phone number to the agency where they may be reached when outside their workspace or designated office hours.

G. Computer equipment/information

To ensure hardware/software, equipment security, and information confidentiality the agency will:

1. Limit the use of agency-purchased equipment, software, supplies, and furniture at the Telecommuter's home or Telecommute Worksite to those authorized by the agency and only for business under RCW 42.52.160 and Executive Order No. 93-02;

   a. International Telecommuters will be responsible for furnishing all office equipment, furniture, and supplies at their own expense.

   b. The agency will not assume any liability for the loss, damage, or wear and tear of any equipment, furniture, or supplies purchased by an International Telecommuter.

2. Ensure the Telecommuter complies with all agency policies relative to equipment/data security, data confidentiality, and hardware/software manufacturer's licensing;

3. Ensure the Telecommuter receives prior management approval to:

   a. Take secure/confidential materials from the Official Duty Station; or

   b. Access secure/confidential information through computers.

4. International Telecommuters will ensure that their agency-purchased equipment is securely stored while not in use. Secure storage will require either a key or code (combination or digital lock) to gain access to agency-purchased equipment.

H. Home Telecommute Worksite

If the Telecommuter establishes an in-home Duty Station, it must be maintained in a safe condition, free from hazards to employees, others, and/or equipment.

1. The Telecommuter must not use their home to meet stakeholders in person in an official agency capacity.

2. The Telecommuter remains liable for injuries to third parties and/or members of employee’s family on their premises.

3. To ensure safe working conditions exist, the agency may make on-site inspections at mutually agreed upon times.

I. Equipment maintenance and repair

1. The agency maintains and repairs equipment provided by the agency, unless damaged through negligence. The Telecommuter must use a surge protector with any agency-owned computer.
2. Any equipment, supplies, software/hardware, etc., purchased by the agency remains agency property and the Telecommuter must return the same at the conclusion of a Telecommuting Agreement.
3. The agency must reimburse the Telecommuter when the pre-approved equipment/supply purchases are made.
4. When the Telecommuter uses their own equipment, the Telecommuter is responsible for equipment repair and maintenance.

J. Other Telecommuter expenses

The Telecommuter assumes responsibility for all costs associated with Telecommuting, other than costs referenced in this policy and the Telecommuting Agreement. Managers establishing Telecommuting programs will ensure:

1. Participating supervisors and employees receive basic information on Telecommuting.
2. The complete and accurate collection of commute trip reduction data, as may be required by the agency.
3. The supervisor and Telecommuter review and evaluate the:
    a. Work accomplished at the Telecommute Worksite; and
    b. Impact on stakeholders annually or more often, if needed.
4. International Telecommuters will ensure that their Telecommute Worksite is equipped with high-speed internet.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 43 **Time Reporting For WMS**	**Revised: 07/01/2018; 11/01/2022**
Authorizing Source: WAC 357-58		**Applies to: WMS Staff**

I. PURPOSE:

This policy sets the expectations of WMS Staff regarding work hours and location which support our agency core values of Leadership, Integrity, Dignity, and Accountability. WMS employees are provided a degree of flexibility and autonomy that must be exercised in a way that reflects their responsibility to the people they lead and the people they serve.

II. DEFINITIONS:

Core Work Schedule – a series of work shifts and work days within the workweek.

Exchange Time – Time off earned by employees who are not eligible for overtime compensation but have worked over 40 hours in the work week. This time is compensated at a straight rate of 1:1.

Flex Schedule – a work schedule which requires fixed core hours of work, with starting and ending times other than 8:00 a.m. to 5:00 p.m. Examples include, but are not limited to:

- Four ten-hour days;
- Four nine-hour days and one four-hour day;
- Four nine-hour days and one eight-hour day, with one of the eight-hour days off every other week; and
- Five eight-hour days other than 8:00 a.m. to 5:00 p.m.

Primary Worksite – the location were a staff member regularly reports to work.

Work Shift – scheduled working hours within the workday.

III. POLICY:

A. WMS staff members will have a Core Work Schedule set up in the Human Resource Management System.

1. WMS staff are expected to routinely follow their core work schedule so that others members of the work team can effectively accomplish their work.

2. WMS staff may temporarily adjust their core work schedule as necessary with supervisor approval. This adjustment must be reflected on the staff member's outlook calendar out of consideration for the other members of the work team.

B. Adherence to Approved Work Schedule

1. WMS staff who are unable to report to work due to illness or other personal need must notify their supervisor and submit a leave slip when they return to work.

2. Frequent and/or unreasonable tardiness or absence may lead to discipline, after the employee has been counseled about the issue.

3. The Executive Director may return any employee to a standard eight-hour work schedule if it is in the best interest of the agency.

D. Exchange Time

1. Although WMS Staff are not eligible for overtime they may earn exchange time, if approved by the supervisor.
2. Exchange time will be accrued hour for hour and should be used within the pay period. Should the additional work time take place at the end of the pay period, the supervisor may approve carry over into the next pay period.
3. It is the responsibility of the WMS employee to keep track of the accrual of supervisory approved exchange time, to document the time in an email, and to coordinate with their supervisor when the employee will use the accrued exchange time.

E. WMS staff are assigned to and are expected to work at a primary work site. Telework and working from an alternative work site may be authorized by the supervisor so long as it is posted on the staff member's outlook calendar and does not interfere with the business needs of the agency. Telework and alternative work site assignment that is more than intermittent must be authorized by the Executive Director and documented in an official Telework Agreement.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 44 **Training and Conference Attendance**	**Revised: 07/01/2018**
Authorizing Source: WAC 356-15-040, 356-39-140, Executive Order 93-05		**Applies to: All Staff and Contract Staff**

I. PURPOSE:

This policy establishes guidelines for authorizing employees to attend conferences and training sessions not sponsored by state government.

II. POLICY:

A. Employee attendance at any conference or training session under this policy requires the supervisor's prior approval.

B. Decisions to authorize training or conference attendance shall be based on:

1. Employee's training needs and long-term development goals as indicated in their Performance and Development Plan;
2. Determination that the employee can be released from regular duties;
3. Availability of funds;
4. Benefits to be derived by the employee and the agency; and
5. Similar employee training opportunities.

C. The Executive Director reviews all out-of-state training or conference attendance and all travel outside the country.

1. Staff requests training or conference attendance under this policy by submitting a timely, completed State of Washington Travel Authorization (A40-A) form for approval.
2. The employee will ensure that an event description and completed registration form are attached to the request, if applicable.
3. Immediately after completion of any training or conference session, the employee submits successful completion verification to update their training record.

D. The agency pays travel, per diem, and registration fees according to the state travel policy when:

1. The agency requires an employee to attend any training or conference; or
2. The conference program or training activity is clearly related to the agency mission and was approved in advance.

E. Attendance at approved training or conferences is considered time worked. Management will allow for necessary travel time. Overtime provisions apply when applicable and approved in advance.

F. Management may:

1. Prescribe the mode of travel when travel reimbursement is provided; and
2. Set the maximum time away from the job for an approved conference or training session.
3. Request employees consider cost-saving methods for attending such conferences, to include carpooling and hotel room sharing.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 45 Transitional Return to Work Program	Revised: 07/01/2018
Authorizing Source: RCW 41.06.490, 51.32.090, 51.32.300, 51.44.170; WAC 296-20-01002, 356-46-135, 356-40-140, 356-46-145		**Applies to: All Staff**

I. PURPOSE:

This policy provides guidelines for the agency's Transitional Return to Work (TRTW) program. Washington law requires Washington State Criminal Justice Training Commission (WSCJTC) to adopt a program to assist injured employees in returning to active duty as soon as reasonable. Prompt return to work is often beneficial for employees' physical condition, self-confidence, and sustained recovery.

WSCJTC encourages and will make good faith efforts to provide TRTW assistance to an injured employee in keeping with the employee's medical restrictions.

II. SCOPE:

This policy applies to permanent employees incapacitated in the course of employment who:

A. Receive workers' compensation benefits under RCW 51.32.090; and

B. Have medical restrictions which the agency can accommodate.

III. DEFINITIONS:

Access Area – positions within a reasonable commuting distance considering the physical limitations of the employee.

Attending Doctor – the employee's primary health care provider licensed to practice one or more of the following professions: medicine and surgery; osteopathic, chiropractic, naturopathic, podiatric medicine; dentistry; or optometry.

Employee – any permanent employee injured or incapacitated while in the course of employment, entitled to workers' compensation benefits, and unable to return to regular duties.

Supervisor – the person supervising the employee in the TRTW assignment.

Transitional Return To Work (TRTW) – a method of temporary job accommodation offered to injured employees expected to return to a full, regular job assignment. TRTW encompasses alternative work assignments less physically demanding than regular work within guidelines normally established by the employee's attending doctor. An employee's TRTW assignment includes one or a combination of the following:

- *Gradual Return* – the regular job is performed at reduced hours.
- *Restricted Duty* – the regular job is performed with some tasks restricted.
- *Job Modification* – the regular job is performed with some type of equipment or method of work modification.
- *Light Duty* – the regular job is not performed. A less physically demanding job is assigned.

IV. POLICY:

A. The agency will ensure TRTW plans:
   - Are consistent with the most reasonable and expedient means of returning the employee to work; and
   - Include jobs within:
     - The employee's customary work site;
     - The same agency facility;
     - Other agency facilities; and
     - Other state agencies.

B. The agency will ensure the physical demands placed on employees during TRTW assignments do not exceed their physical capacity as determined by the attending doctor.

C. A qualified employee is eligible to participate in a TRTW program for up to two (2) years from the date/time loss commenced.

D. The agency compensates employees working in a TRTW assignment as if the employee worked a regular position according to actual hours worked. The wage may include approved industrial insurance loss of earning power compensation if the TRTW assignment is in a position with a lower salary range than the employee's permanent assignment.

E. Employee on TRTW assignments continue to attend training related to their regular duties provided the training and travel are within the employee's physical capabilities. When management requires attendance at training, management will bear the normal costs related to training.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 46 Tuition Reimbursement	Revised: 07/01/2018
Authorizing Source: RCW28B.15.558; WAC 356-39-120 and -130		**Applies to: All Staff**

I. PURPOSE:

This policy establishes tuition reimbursement policy and procedure in accordance with state law and administrative code.

II. POLICY:

Based on funds available, the Executive Director of the Washington State Criminal Justice Training Commission (WSCJTC) considers approval of tuition reimbursement only for staff in good standing.

The requested reimbursement must not exceed the tuition for the course, and excludes textbooks, supplies, lab fees, parking, transportation, meals, lodging or any other academic expenses or fees.

III. COURSE SELECTION GUIDELINES:

When selecting and approving staff development courses, staff should follow these guidelines:

A. Tuition is reimbursed only for courses conducted by an educational institution or vocational school accredited by the US Department of Education or CHEA.

B. The course is directly related to functions or services performed by the member. The course must have an objective of furthering the staff's career development plan or enhancing the staff's skills or behavior, which will improve performance in the current job.

C. Priorities, in sequence, for approving reimbursement:

1. Member received a final grade of C or higher.
2. A course required by an approved in-training plan.
3. A course directly related to the staff's current job, and designed to increase his/her job performance.
4. A course which directly meets a qualification for promotion or retention or licensing in the staff's current career field.
5. A course which assists the staff in qualifying for another career field within WSCJTC.
6. A course required for a degree, not directly required by the current job, but for career development as identified in the Performance & Development Plan (PDP).

D. The course is not a repeat or near-duplication of any course already completed, whether or not tuition was reimbursed.

E. The staff and approver have explored alternatives to the requested training, and concluded that no effective alternative exists within the desired timeframe or cost.

F. The course is conducted by an educational institution approved by the Council for Higher Education Accreditation (CHEA).

G. The student has explored the availability of discounted tuition or tuition waivers for state staff, and the availability of federal or state educational assistance before requesting reimbursement by WSCJTC.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 47 Weapons	Revised: 07/01/2018; 01/01/2023
Authorizing Source: RCW 9.41		**Applies to: All Staff**

I. PURPOSE:

This policy limits the possession of weapons by Washington State Criminal Justice Training Commission (WSCJTC) employees and staff.

II. SCOPE:

This policy applies to all agency non-law enforcement employees, staff and contractors.

III. DEFINITION:

Weapon - any object as defined in RCW 9.41.280 (1) (a-f), including:

1. Any firearm
2. Any dangerous weapon
3. Any Electronic Control Device commonly known as a Taser or Stun Gun, whether projectile or not

IV. POLICY:

A. Staff, instructors and employees of the WSCJTC shall NOT carry or possess weapons on the WSCJTC campus or while in the course of their official duties, with the following exceptions:

   1. WSCJTC staff, contractors and instructors:
      a. Who are commissioned law enforcement officers; or
      b. Whose assigned WSCJTC duties necessitate the possession and use of firearms or other weapons; or
      c. Who are exempt from state concealed carry rules under the federal Law Enforcement Officer Safety Act (LEOSA); or
      d. Who are active members of the United States Armed Forces or the Military Department of Washington State, engaged in duties that require them to be armed, may carry a weapon, concealed or otherwise, on campus or in the course of their assigned duties.

B. Sworn or certified law enforcement officers serving on staff may possess and use weapons in accordance with the law and the policies of their employing agencies.

C. Staff or non-Law Enforcement contract instructors who qualify under this section and who choose to carry weapons must provide the Division Manager for whom they

perform work and the Human Resources Director current documentation showing their compliance with this policy. Said documentation (Commission card, LEOSA Documentation) shall be retained in contractor files when applicable.

D. When assigned duties dictate the necessity for an employee or instructor to possess or use weapons the Position Description Form (PDF) for that assignment shall clearly reflect such.

E. LEOSA documents shall be updated on an annual basis.

F. Violations of this policy may result in disciplinary action in accordance with Chapter 2 – Disciplinary and Corrective Action.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 48 Infant at Work Program	Revised: 10/13/2021; 10/16/2024
Authorizing Source: RCW 43.10.005, RCW 43.70.640, WFSE CBA, The Patient Protection and Affordable Care Act of 2010, Section 7 of the Fair Labor Standards Act, Governor's Executive Order 13-06, The Pregnancy Discrimination Act of 1978.		**Applies to: All Staff**

I. PURPOSE:

The Infant at Work Program has been established for eligible employees who are new parents or legal guardians to bring their infant to work with them from the age of six weeks to six months.

Benefits for employees:

- Lower day care costs
- Better financial stability for young families
- Employees feel supported
- Lower stress for parents
- More options for women i.e., breastfeeding
- Enables working fathers to be more involved with their babies

Benefits for the agency:

- Employees return to work sooner
- Attractive benefit that can be used for recruitment
- Increased retention/lower turnover costs
- Increased employee loyalty
- Higher morale
- Lower health care costs from increased breastfeeding rates

For represented employees, the collective bargaining agreements (CBAs) supersede specific provisions of agency policies with which they conflict.

II. DEFINITIONS:

Parent - Washington State Criminal Justice Training Commission (WSCJTC) permanent employees who are a biological parent, adoptive parent, foster parent, stepparent, legal parent, or legal guardian of an Infant are eligible to participate in the program.

Infant - Children of the agency's full-time and part-time permanent employees who are six weeks to six months old.

Care Provider – WSCJTC employee or other adult who volunteers and signs the Infant at Work Program Care Provider Agreement to provide infrequent care for the Infant for up to one hour when the Parent is unavailable.

A Care Provider may not simultaneously participate in the program as a Parent bringing their Infant to work and as a Care Provider for another Parent's child, except in rare situations subject to specific approval by the WSCJTC Bureau Director for which they serve. Care Providers may not be a subordinate employee to the Parent. Employees currently involved in corrective or disciplinary action or those who have not completed their probation or trial service period are not eligible to participate.

III. POLICY:

A. Eligibility:

1. The program is designed to accommodate an employee's participation with a single Infant.

2. Prior to submitting application, the Parent must have a pre-meeting with the Human Resources Manager or designee.

3. Employees currently involved in corrective or disciplinary action may not be eligible. In these situations, the decision will be made by the Bureau Director with approval of the Executive Director in consultation with Human Resources and the employee's supervisor.

4. The Infant, Parent, and WSCJTC Employee Care Provider are required to be vaccinated, as appropriate for age according to the recommendations of the U.S. Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices (ACIP), against the diseases published by the CDC and available at https://www.cdc.gov/vaccines/. Infants should be vaccinated no later than seven (7) days following the ACIP recommended age for vaccination.

   Care Providers for those in a telework status who are not employed by WSCJTC are exempt from vaccination requirements. The employed Parent assumes responsibility for illness or injury to the Infant while in the care of the non-employee Care Provider.

5. Parents and WSCJTC Employee Care Providers are required to provide Human Resources with updated vaccination records consistent with this policy. Human Resources will review vaccination records prior to approval and upon date requirements after initial approval.

6. Parents and WSCJTC Employee Care Providers cannot participate in the program while engaged in work functions that render care unsafe or inconsistent with their work functions. This may include work that is non-sedentary in nature, requires regular in-person contact with the public, or is otherwise unsafe for young children.

7. Parent and WSCJTC Employee Care Providers' supervisors have input on whether the Parent or WSCJTC Employee Care Provider may participate. If the Parent or WSCJTC Employee Care Provider disagrees with the decision, they may appeal in writing to the Human Resources Manager. The Human Resources Manager will review the appeal in cooperation with the respective Division Manager/Appointing Authority or Designee to determine the suitability of the request. The Human Resources Manager must provide a final ruling in writing after consultation with the Executive Director.

B. Workstation: Each Parent must provide the necessary furniture and equipment suitable for the Infant's needs, ensuring that the equipment is not disruptive. The Infant shall be located primarily at the Parent's workstation during the workday if on WSCJTC campus. Parents with approved telework assignments will also ensure a safe and suitable working environment.

C. Work Time: The Parent will provide care for the Infant while performing job duties so long as it does not become disruptive. WSCJTC Employee Care Providers are authorized up to two hours per day with prior supervisory approval, to care for the Infant. Parents are responsible for coordinating with the WSCJTC Employee Care Providers any time they need coverage. WSCJTC Employee Care Providers are responsible for communicating this need with their supervisors. Coverage is required to attend meetings either in-person or virtually.

D. Flex Time: With supervisory approval, the Parent and/or WSCJTC Employee Care Provider may flex their work hours up to two hours per day to accommodate loss of productivity. The hours must be flexed on the same day. If hours are not flexed that day, leave must be submitted.

E. Home: If the Infant becomes sick, is disruptive for a prolonged period of time, causes a distraction in the workplace, or prevents the Parent from accomplishing work, the Parent must take the Infant home. The Parent must submit leave in accordance with the applicable agency policy or collective bargaining agreement.

F. Infant Feeding: WSCJTC provides onsite lactation space.

G. Diapering: Diaper changes and disposal must take place in a restroom. WSCJTC provides a diaper changing table in a restroom near the Parent's work area. All used cloth and disposable diapers must be stored in a closed container in a restroom. The container must be provided by the Parent who will empty and remove the soiled diapers from the building at the end of each day. Soiled diapers must be placed in a sealed plastic bag or other sealed container.

H. Sick Infant: A sick Infant shall not be brought to work.

I. Travel: The Parent is not authorized to travel with the Infant while driving or riding in state owned or leased vehicles.

J. Complaints: Complaints shall be submitted to the Parent's supervisor or the Complainant's supervisor. The supervisor will consult Human Resources for a resolution.

IV. REVIEW AND APPROVAL:

An employee who is requesting approval to participate in the Infant at Work Program must review the associated procedures and complete the required forms.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 49 Pet at Work Program	Revised: 6/3/2022
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

The Pet at Work Program has been established to provide guidance to supervisors, employees, and visitors while pets are on the WSCJTC campus. Pets can foster a friendly and happy environment. However, they should not disrupt operations, damage property or cause issues to other employees or visitors.

II. DEFINITIONS:

Pet - Any domesticated or tamed animal that is kept as a companion and cared for affectionately.

Service Animal - Any dog or miniature horse, as discussed in RCW 49.60.040, that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks.

Exotic Animal - is an animal that is not originally domesticated, and the species originally lived in the wild, and is not a commonly held household pet.

III. POLICY:

This policy outlines the WSCJTC rules for bringing, caring for and supervising pets while on campus. This policy only concerns pets; persons with bona fide Service Animals and/or seeking reasonable accommodations due to a disability should consult RCW 49.60.040. Employees currently serving a probationary period or as contractor are not eligible to participate in the Pet at Work Program. Exotic animals are not eligible to participate in the Pet at Work program.

- Employees must provide proof of current vaccinations and documentation.
- Be licensed according to the law, with current identification tags.
- Employees must attest that their pet is obedience trained, house trained, and free of parasites or odors.
- Employees must provide details of their pet's name, breed, age, and a recent photograph.
- Employees will not bring sick or injured pets to campus.
- Employees must sign a liability form.
- The pet owner may be asked to discontinue bringing their pet to campus if the relevant policy and procedures are not upheld.
- The WSCJTC complies with ADA and Washington law to accommodate Service Animals.

A. Employee/Owner Responsibility:

- Pets may not roam freely or unsupervised while in the workplace.
- Keep the pet on a leash at all times, except when the pet is in the contained workspace of the employee and/or the door to the office is closed.
- Employees must maintain leashed control of their pet while passing through open workspace.
- Employees must only walk leashed pets in designated outdoor areas.
- Pets must be clean and without offensive odor.
- Clean any indoor and outdoor messes immediately and dispose of pet mess offsite.
- Perform an occasional thorough cleaning of their office space to remove hair and smells associated with the pet, including at the time the pet owner transfers the office to another employee.
- Post a sign on their office door/workspace indicating that a pet is inside or present.
- Employees are solely responsible and accountable for their pet's behavior.
- Employees are responsible for any expenses and cleaning resulting from their pet's behavior.
- Employees must ensure their pet does not distract the workspace (e.g., constant barking, jumping, climbing on desks or staff and dog play).
- Employees must ensure their pet does not cause allergies or other medical problems for their coworkers. In the event of legitimate health problems, the pet may not be brought to that area unless it is required for disability accommodation.
- Pets are prohibited in the WSCJTC kitchen, cafeteria, classrooms, meeting rooms during meetings with clients or external parties, or the auditorium.

B. Number of Pets in the Office Space:

- A maximum of two pets will be allowed in the same office on any day. A Service Animal will take priority over a personal pet.
- A sign-up sheet will be posted in the affected office.
- Pets will be restricted to a maximum of two days per week.
- If the same day is requested by three employees, the pet who last visited the office will not be eligible.
- Employees may only sign-up a week in advance.

C. Agency Responsibility:

- Support a happy and healthy pet friendly environment.
- Ensure all complaints are reviewed and appropriate action taken.
- (HR) will maintain completed pet liability forms.

Review and Approval: The Executive Director or designee is responsible for coordinating updates or revisions of this policy or its associated procedures with the Human Resources Manager.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 50 **Dress Code**	**Revised: 6/28/2023; 12/26/2023; 05/20/2025**
Authorizing Source:		**Applies to: All Staff and Contractors**

I. PURPOSE:

The purpose of this policy is to provide guidance on appropriate attire worn by Washington State Criminal Justice Training Commission (WSCJTC) employees and contractors based on the duties performed and to promote a professional image of the agency.

II. DEFINITIONS:

Attire – Clothing that reflects a professional image appropriate to the employee's role and interaction.

Standard of Dress – Guidelines of expectations for how employees should dress while representing the agency. It sets the tone for professionalism, safety, and appropriateness based on the nature of work and the workplace environment.

III. POLICY:

Personal appearance directly affects the public image of WSCJTC and state government. As such, employees should dress in appropriate Attire that is suitable for their daily work assignments. While engaged in work duties, employees and contractors must conform to a professional Standard of Dress that reflects favorably upon WSCJTC. The professional Standard of Dress may be affected by job assignments but must, at a minimum, meet the standards of this policy. Staff and contractors are expected to exercise good judgment in selecting their work Attire and must dress suitably for their work assignments for the day.

Although it is impossible and undesirable to establish an absolute dress and appearance code, WSCJTC will apply a reasonable and professional workplace standard. The contents of this policy are to serve as guidelines for staff and supervisors. Those who are unsure of what is appropriate should seek clarification from their supervisor or contract manager.

Division and Unit Managers may exercise reasonable discretion to determine appropriateness in staff Attire and appearance based on the work performed by their team. However, this does not negate the need to present a professional image.

Staff must dress in appropriate professional or business casual Attire and maintain a professional appearance in the workplace. Staff must be cognizant of visits or meetings with external partners, members of the legislature, or the public where professional Attire would be appropriate or expected.

If a staff member's Attire does not meet agency standard and is deemed inappropriate by a supervisor, they will be asked to change. Repeated violations and/or failure to comply may be subject to discipline following the WSCJTC Disciplinary and Corrective Action Policy.

Reasonable accommodations for medical reasons will be submitted to Human Resources, reviewed, and made where required.

A. Appropriate Attire

Clothing must be clean and neat in appearance and conform to accepted health, safety, and security standards applicable to the employee's work assignment. Clothing that is wrinkled, soiled, torn, revealing, or imprinted with communiqués (i.e., messages, advertising, or logos) that could be perceived as offensive is not permitted.

B. Business Professional Attire

Traditional, professional business Attire is expected of all employees when representing the agency during meetings with external partners/collaborators and/or while attending training or conferences - unless a different dress code is advised by the host.

Examples of business professional Attire:

1. Suit or sport coat, with dress pants or skirts which extend to a minimum of just above the knee, shirt, and tie or blouse.
2. Dress pants or knee or longer length skirts with sweater.
3. Dress shoes such as loafers, oxfords, pumps, or flats.

C. Business Casual Attire

Business Casual Attire will be permitted for those not meeting with external partners/collaborators.

Examples of business casual Attire:

1. Tops: All shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts. Examples of inappropriate shirts include shirts with inappropriate slogans or graphics, tank tops, muscle shirts, camouflage, and crop tops.
2. Pants: Casual slacks, trousers, and jeans without holes, frays, etc. Examples of inappropriate pants include but are not limited to shorts, sweats, gym or workout Attire, camouflage, and pants worn below the waist or hip line. Leggings are acceptable if worn with a top or jacket that extends to mid-thigh.
3. Dresses and skirts: Skirts will extend at minimum to just above the knee. If the dress or skirt contains a slit, it will extend no higher than just above the knee.
4. Footwear: Casual slip-on or tie shoes, dress shoes, sandals, and clean athletic shoes. Examples of inappropriate footwear include flip-flops and tattered or excessively dirty footwear.

D. WSCJTC Issued Clothing & Equipment:

Some positions or contracts include job duties with an inherent risk. In these cases, the appropriate Personal Protective Equipment (PPE), based on job function and the Occupational Safety and Health Administration (OSHA) requirements, will be

provided by the agency. Footwear is considered PPE and purchased by WSCJTC for specific positions requiring it for safety reasons.

All PPE clothing and equipment provided by the agency is the property of the agency. Any item provided by the agency must not be worn while off duty or worn in environments or activities that would discredit the agency.

Supervisors and/or contract managers will ensure standardization of required equipment. They will also establish an inventory procedure to account for and inspect all issued PPE equipment. Any item needing replacement must be turned in and replaced following established procurement practices.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 2 Policy 51 Reporting Off Duty Conduct	Effective: 03/11/2025
Authorizing Source: RCW 49.94.010, Collective Bargaining Agreement (CBA)		**Applies to: All Staff, Contractors, and Volunteers**

I. PURPOSE:

This policy establishes standards for reporting off-duty conduct by employees, contractors, and volunteers of the Washington State Criminal Justice Training Commission (WSCJTC) to ensure WSCJTC is aware of any potential conflict of interest, maintains a safe and healthy work environment, mitigate potential risks, and enhances and preserves public trust in WSCJTC and the criminal justice system.

II. SCOPE:

This policy applies to all state employees, contractors, and volunteers of the WSCJTC. Due to the unique nature of the WSCJTC mission, WSCJTC must ensure employees, contractors, and volunteers are qualified and able to ensure a safe and secure environment for staff, students, and stakeholders.

III. DEFINITIONS:

Appointing Authority – For Division or Unit staff reporting to anyone other than a Division or Unit Manager, this is the Division or Unit Manager. For those reporting directly to the Division or Unit Manager, this is the Bureau Director.

Background Check – A review of an employee or applicant's education, work, criminal or other position-specific required history to ensure compatibility with the employment requirements of WSCJTC positions.

Contractor – An individual or entity awarded a contract with an agency to perform a service or provide goods.

IV. POLICY:

A. Background Checks

1. Thorough Background Checks are conducted for prospective employees, contractors, and volunteers and provide a meaningful and proactive approach to protect WSCJTC personnel, funds, property, other assets, and the general public.
    a. Employees and Volunteers: Applicants are responsible for submissions and omissions of application information. Applicants are required to truthfully and fully complete applications for employment and supply information requested for the background process.

b. Contractors: Contractors are responsible for submissions and omissions of contractor backgrounding information. Contractors are required to truthfully and fully complete background documentation required for their contract type.

B. Reporting Criminal Activity or Restraining Orders

1. Current employees, contractors, and volunteers notify WSCJTC in the following manner:
   a. Employees and Volunteers: Notify their Appointing Authority or the Human Resources (HR) & Risk Manager if they are charged with a crime or of an arrest and/or any court-imposed sanctions or conditions that affect their ability to perform assigned duties within forty-eight (48) hours or prior to their next scheduled work shift, whichever occurs first.
   b. Contractors: Notify their Contract Manager or the HR & Risk Manager of an arrest, if they are charged with a crime, and/or of any court-imposed sanctions or conditions that affect their ability to perform work found in the statement of work section of the contract with WSCJTC within forty-eight (48) hours or prior to their next scheduled work shift, whichever occurs first.

C. Actions

1. WSCJTC can take appropriate action, up to and including termination, regarding employee criminal activity and/or alleged criminal activity. Upon receipt of information regarding criminal activity or restraining orders, the following actions will be taken for employees and volunteers.
   a. Upon notification, the Appointing Authority and HR & Risk Manager will consult to review information, consider impacts to the agency and its employees, and set further course of action.
   b. Recommendations will be provided to the Executive Director (ED) for review and consideration.
2. WSCJTC may determine the need to cancel a contract upon receipt of information regarding criminal activity and/or alleged criminal activity or restraining orders by Contractors. The following actions will be taken:
   a. Upon notification, the Contract Manager shall contact the HR & Risk Manager immediately.
   b. The HR & Risk Manager will consult with the Appointing Authority to review information on hand, consider impacts to the agency and its employees, and set further course of action.
   c. Because there may exist a real or perceived conflict of interest between the Contractor performing work for WSCJTC raised by the arrest, charges, or restraining order, the Contractor will be removed from the schedule, while WSCJTC reviews the circumstances and makes recommendations on next steps.
   d. Recommendations will be provided to the ED for review and consideration.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 01 **Academy Insurance**	**Revised: 07/01/2018**
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy establishes the Washington State Criminal Justice Training Commission (WSCJTC) source of insurance coverage.

II. POLICY:

As a Washington State agency, the WSCJTC possesses insurance coverage for staff and assets.

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CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 03 Accounts Receivable	Revised: 07/01/2018; 12/26/2023; 2/27/2024; 02/25/2025
Authorizing Source: RCW 43.101.200, RCW 43.101.220		**Applies to: All Staff**

I. PURPOSE:

Establishing standards for invoicing of customers for provided goods and services.

II. DEFINITIONS:

Agency Financial Reporting System - Washington State's central hub for accounting information. It allows users the ability to pay agency bills, receive payments, reimburse travel and accomplish many other business financial processes.

Small Agency Financial Services (SAFS) - Provides efficient, centrally located accounting, budgeting, and payroll services for over forty (40) small Washington State agencies.

III. POLICY:

The Washington State Criminal Justice Training Commission (WSCJTC) invoices customers for all billable goods and services. Invoices are created and mailed by SAFS. Billable services include non-state mandated and non-funded training, cost share for mandated classes if directed by RCW, grant reimbursement requests, and room rental.

A. The WSCJTC fiscal staff will send all billing requests to SAFS for the creation of customer billing invoices.
B. SAFS staff will create invoices, set up receivables in the Agency Financial Reporting System, and mail invoices to customers.
C. Upon receipt of payment, SAFS staff will record the payment against the receivable set up for that invoice.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 04 **Audit of Fiscal Activities**	**Revised: 07/01/2018**
Authorizing Source:		**Applies to: All Staff**

I. POLICY:

A. The Washington State Criminal Justice Training Commission (WSCJTC) will be independently audited by the Washington State Auditor's Office (SAO).

B. Per RCW 43.09.310, the Washington State Auditor will make post-audits of state agencies. Post-audits of state agencies are made at such periodic intervals as determined by the State Auditor. Currently the SAO audits the WSCJTC financial records once every four (4) years.

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CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 06 Budget Process	Revised: 10/01/2018; 2/27/2024; 04/09/2025
Authorizing Source: Office of Financial Management Directive		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) follows the Office of Financial Management (OFM) budget submittal procedures and instructions. Adherence to OFM budget instructions is a necessary prerequisite to the Governor's Office and the Legislature considering WSCJTC budget requests.

DEFINITIONS:

Allotment – An agency's plan of estimated expenditures, revenues, cash disbursements, and cash receipts for each month of the biennium.

Biennium/Biennial – A two-year fiscal period. The Washington state biennium runs from July 1 of an odd-numbered year to June 30 of the next odd-numbered year.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period of time or purpose and the proposed means of financing them.

Budget Proposal – A detailed plan that outlines an agency's proposed spending and funding needs, presented to the Governor and Legislature for review and approval.

Decision Packages (DP) – The key set of building blocks to construct a budget request. It is the place for the agency to make a compelling and persuasive argument for any proposed changes. Policymakers will rely upon this information when evaluating the request. DPs organize and describe proposed cost changes in a way that highlights the budget policy decisions. The DP consolidates financial information, supporting justification and statements of impact for a specific action or policy proposed in the budget.

Expenditure Authority Schedule – A listing prepared by OFM of all dollar appropriations (by agency and account) contained in legislation, along with an assigned code for use in allotment preparation and other accounting requirements.

Office of Financial Management (OFM) – Agency that serves in supplying vital information, fiscal services and policy support that the Governor, Legislature and state agencies need to serve the people of Washington.

Supplemental Budget – Any legislative change to the original budget appropriations.

II. POLICY:

A. Budget Development for Biennial Requests

1. The Budget and Allotment policy and procedures directed by the OFM are followed in submittal of Budget Proposals and Budget Allotments.
2. The Budget Manager notifies the Executive Staff and Division Managers of an upcoming Budget Proposal cycle.
3. The Division Managers discuss with their staff, identify needs, and create a Budget Proposal.
4. The Division Managers submit their Budget Proposals to their Assistant Directors.
5. Assistant Directors will review, screen, and determine which Budget Proposals will move forward. They will notify Division Managers which items are not to be considered further. Assistant Directors will forward the proposed Decision Packages to the Budget Manager and Legislative Liaison.
6. The Budget Manager will prepare agenda and materials for the Budget Proposal presentations to the Executive Director.
7. Assistant Directors or Division Managers present their Budget Proposals to the Executive Director.
8. The Executive Director determines which Budget Proposals the agency will submit to OFM.
9. The Budget Manager is responsible to ensure agency program Allotments and Budget requests are developed and submitted by OFM deadlines.

B. Supplemental/Emergency Budget Requests

1. The WSCJTC follows the Supplemental Budget procedures directed by OFM.
2. Assistant Directors, Division and Program Managers work with the Budget Manager to identify items that will be submitted to the Executive Director for consideration to submit in the agency Supplemental Budget request.
3. Supplemental Budget requests should be limited to emergency issues, workload changes, technical corrections, and rate changes.
4. The Executive Director reviews and approves Supplemental Budget requests.
5. The Budget Manager is responsible to ensure the agency Supplemental Budget request is developed and submitted to OFM by deadlines.

C. Budget Allotments

1. The Budget Manager will determine available funds for each agency program after the Biennial Budget is passed by the Governor and the Expenditure Authority Schedule is published by the OFM.

2. The Budget Manager will work with Assistant Directors, Division and Program Managers to develop program Budgets/Allotments for the Biennium. This includes identifying estimated expenses by expenditure type and fiscal month.
3. The Executive Director reviews and approves program Budgets/Biennial Allotments.
4. The Budget Manager will ensure that all Allotments are entered into The Allotment System (TALS) by the OFM deadline.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 07 **Budget Reporting**	**Revised: 07/01/2018**
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy establishes the monthly reporting of budget and expenditure data.

II. POLICY:

The Executive Director and Division Managers are provided monthly budget and expenditure reports.

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CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 09 Cash/Check Handling	Revised: 07/01/2018; 2/27/2024
Authorizing Source: State Administrative and Accounting Manual (SAAM)		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) maintains strict adherence to the Office of Financial Management (OFM) guidelines when processing cash and checks. This policy outlines WSCJTC's procedures in following those guidelines.

II. POLICY:

WSCJTC separates the duties of the actual handling of money, recording the transactions, and reconciling bank accounts. Employees handling cash are assigned duties that are checked by another employee. The cash receiving function of the agency is to be centralized to the extent possible.

A. General requirements

1. All money shall be safeguarded by securing in a locked cabinet or drawer until deposited.
2. All money collected must be sent to the Fiscal Division for recording and deposit within 24 hours of receipt.
3. When services are performed which will result in a payment to WSCJTC, a Request for Invoice form should be used. The Request for Invoice form is submitted directly to the Fiscal Division for invoicing along with all back-up documentation. It ensures that a receivable is established for the payment and that payments are remitted directly to WSCJTC.

B. Cash/Checks received

1. All offices that receive checks through the mail shall comply with the following procedures:
   a. Two people shall open the mail: one to open the envelope and the other to restrictively endorse the check immediately and log the check in a Cash/Check Receipt Log.
   b. Cash/Check Receipt Logs are required and must be used to record all money received through your office.
   c. Each check should be listed on the Cash/Check Receipt Log.

d. A copy of the log must be retained for your records and the original sent to Fiscal Division with the transmittal of funds.

e. The log must be signed by the two people that opened the mail as evidence that they agree with the amount(s) received.

f. Cash/Check Receipt Logs are retained for a total of six years, reference the State Records Retention Schedule GS 01016.

C. Payments received over the counter

1. When payments are received over the counter, receipts are required to be given to the customer.

   a. Receipts must indicate mode of payment, check number, date, description of the payment, name of staff member receiving payment, and the location receipt was made.

   b. The original receipt is given to the customer; the yellow copy of the receipt is attached to the Cash/Check Receipt Log and mailed to Fiscal Division, and the pink copy of the receipt remains in the book.

   c. Receipt books must be secured in a locked cabinet/drawer with limited access.

   d. Completed receipt books are retained for a total of six (6) years, reference State Records Retention Schedule GS 01016.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 10 **Contracting**	**Revised: 07/01/2018; 2/27/2024**
Authorizing Source: Washington State Department of Enterprise Services – DES 080-02, DES 125-03		**Applies to: All Staff**

I. PURPOSE:

This policy outlines the proper procedures for Client and Personal Service Contracts.

II. POLICY:

The Washington State Criminal Justice Training Commission follows the procurement and contracting policies and procedures identified by the Washington State Department of Enterprise Services.

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CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 12 Damaged, Lost or Stolen Property	Revised: 10/01/2018
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy specifies guidelines for protecting state and personal property, and to arrange for reimbursement for damaged, lost or stolen property. All Washington State Criminal Justice Training Commission (WSCJTC) staff are responsible for safeguarding property belonging to the State of Washington.

II. DEFINITIONS:

Staff – any full-time or part-time WSCJTC employee and full-time or part-time contracted staff.

III. POLICY:

A. State property

1. When WSCJTC entrusts a staff member with state property, that member shares in WSCJTC's responsibility to ensure the property is used and stored responsibly, minimizing the need for replacement due to loss, neglect, abuse, or theft.
2. Any staff member becoming aware of the loss, damage or theft of state property with a value of $50 dollars or more must report the incident in writing to their immediate supervisor within twenty-four (24) hours, excluding weekends and holidays. The report must include:
   - Full identification of the state property
   - Details of the circumstances surrounding the loss, damage, or theft
   - Identification of witnesses or unusual circumstances.

   Any corroborating documentation (e.g. a police reports, witness statements) must be provided to the supervisor as soon as possible.
3. The supervisor is responsible to report that information in writing within five (5) business days to the Executive Director, with a recommendation or disposition.
4. A panel of inquiry - comprised of the Deputy Director; and a manager not in the responsible employee's chain of command - will investigate the incident. The panel makes a recommendation to the Executive Director regarding the incident, with a copy to the responsible staff member. The panel may recommend that, having found that the responsible staff member could have prevented or mitigated the loss, damage, or theft, the staff member be held liable for reimbursement to WSCJTC for the replacement cost of the property. The panel

may recommend corrective action or discipline. The panel may find the staff member blameless.

5. The staff member may appeal directly to the Executive Director the panel of inquiry's findings and recommendations. Such appeals shall follow the Alternative Dispute Resolution policy or Collective Bargaining Agreement, as appropriate. The Executive Director may stay any restitution, Corrective Action, or Discipline until the appeal is resolved.

B. Personal property

1. Staff are expected to exercise reasonable care in safeguarding against loss, damage or theft their personal property used at work.
2. Claims of loss, damage or theft without reasonable documentation or corroboration shall not be considered valid.
3. Staff members claim compensation by submitting to their supervisors the Employee Personal Property Damage/Loss Claim form with an attached copy of the receipt(s) or the estimated cost of repairs or replacement.
4. Supervisors review claims to ensure they contain the required information; complete the Supervisor section; and promptly forward claims to the Executive Director.
5. The Executive Director consults with the staff member to reach agreement on the appropriate method for resolving the claim. The claim may be resolved by repair, full reimbursement, or depreciated replacement value.
6. Upon payment, the claimant shall complete the Release of All Claims form, to acknowledge resolution of the claim and to release the state from subsequent claims in the matter.
7. When a claim is resolved, the Executive Director's office shall forward a copy of the Claim Form and the Release Form to the Financial Services Division.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 13 Employee Expense Reimbursement	Revised: 07/01/2018
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy establishes procedures for staff expense reimbursement.

II. POLICY:

The Washington State Criminal Justice Training Commission (WSCJTC) reimburses employees for all approved expenses incurred in the performance of their duties.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 14 Employee Liability Protection	Revised: 07/01/2018
Authorizing Source: RCW 4.92.060, 4.92.070, 4.92.075, 4.92.130, 4.92.150		**Applies to: All Staff**

I. PURPOSE:

This policy establishes guidelines for employee liability protection.

II. POLICY:

A. Whenever an action or proceeding for damages is filed against any employee arising from the employee's own acts or omissions while performing, or in good faith purporting to perform official duties, such employee may request the Attorney General to authorize the defense of said action or proceeding at the expense of the state. Such request must be made on the "Request for Individual Defense" form (WSCJTC F317-2) and submitted to the Executive Director for endorsement with an informational copy sent to the Financial Manager. Expenses of the defense or proceeding may be paid from the Tort Claims Revolving Fund, with the possibility of being charged back to the Commission.

B. Third Party Liability protection for bodily injury and property damage will be afforded on behalf of employees so long as they are acting in the course and scope of their employment.

C. Any incident which has potential liability for the Commission or employee will be reported immediately to the employee's supervisor and the Financial Manager. The Financial Manager finalizes the report and forwards it to the appropriate office for settlement or litigation.

D. All incidents (other than motor vehicle accidents) which have a potential liability for the Commission or employee will be reported utilizing the "Claim for Damages" form (WSCJTC F317-1), in duplicate to the Financial Manager.

E. Motor vehicle accidents involving state-owned/leased privately owned vehicles authorized for use in the course of state business are reported to the Financial Manager on the "Vehicle Accident Report" form (SF 137), within one working day of the accident. Bodily injury and serious property damage accidents must be reported by telephone immediately after the occurrence to the supervisor, who will immediately notify the Financial Manager for appropriate action.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 15 Employee Personal Property Damage	Revised: 07/01/2018
Authorizing Source: Executive Order 01-05		**Applies to: All Staff**

I. PURPOSE:

This policy provides guidelines for reimbursement to staff who suffer unavoidable damage or loss to personal property on the agency's property in the performance of assigned duties.

II. POLICY:

Staff are expected to exercise reasonable care for safeguarding their personal property against damage/loss.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 16 Fixed Assets	Revised: 07/01/2018; 2/27/2024; 02/25/2025
Authorizing Source: State Administrative and Accounting Manual (SAAM)		**Applies to: All Staff**

I. PURPOSE:

This policy establishes the Washington State Criminal Justice Training Commission (WSCJTC) guidelines for the control of office equipment, furniture, motor vehicles, and all other items with a total initial cost of $10,000 or more and small and attractive assets identified in Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM) Chapter 30.40.20.

II. DEFINITIONS:

Inventoriable Fixed Assets **-**

- Office equipment, furniture, motor vehicles and all other items with a purchase cost of $10,000 or more;
- Small and attractive items identified in OFM SAM 30.40.20.

Biennial – An event that happens every two years.

Physical Asset Inventory – An inventory for which a physical count of fixed assets is conducted and reconciled with the Capital Assets Management System (CAMS) and/or In-House Inventory System to disclose loss or addition.

Reconciliation – The process of identifying, explaining, and correcting the differences occurring between the physical count and the inventory records.

Purchase Cost – The initial unit price (excluding cash discounts) plus transportation charge, sales tax, installation cost, and any other normal and necessary cost required to make an item operational.

III. POLICY:

A. The Executive Director or designee

1. Appoints an Inventory Officer (the Fiscal Manager) to be responsible for the inventory control activities.
2. Ensures a Physical Asset Inventory and Reconciliation is conducted as required once every two years and that each inventory is documented by a signed Certification of Completion.
3. Ensures that Physical Inventories are performed by personnel having no direct responsibility for assets subject to inventory count per SAAM 30.45.20.

B. All assets with a total unit Purchase Cost of $10,000.00 or more and small and attractive assets identified in SAAM 30.40.20.

    1. All firearms and weapons must be included in the inventory as small and attractive assets;
    2. All tablets, laptops, computer notebooks, and cellular phones with a cost of $300 or more; and
    3. Optical devices, cameras, photographic projection equipment, desktop computers, television sets, and video cameras with a unit price of $1,000 or more must be included in the inventory.

C. The Inventory Coordinator (the Procurement Specialist) shall attest completion of Biennial Physical Asset Inventory by signing a Certification of Completion and transmit all physical count data to the Fiscal Manager.

D. The Fiscal Manager will evaluate for Reconciliation and issuance of report regarding the results of the Physical Inventory.

E. All equipment, whether or not inventoriable (state tag), must be disposed of utilizing a Property Disposal Request.

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CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 19 Meals with Meetings	Revised: 07/01/2018; 2/27/2024
Authorizing Source: State Administrative and Accounting Manual (SAAM)		**Applies to: All Staff**

I. PURPOSE:

This policy establishes the Washington State Criminal Justice Training Commission policy and procedures for meals with meetings.

II. POLICY:

The Executive Director or designee may authorize reimbursement for the allowable cost of meals for state employees regardless of travel status, and without regard to SAAM subsection 10.40.50.b(1).

This authority is for use when the agency requires a person to attend a meeting where business meals are served, and where:

- The purpose of the meeting is to conduct official state business or to provide training to state employees or state officials; and
- The meals are an integral part of the business meeting or training session; and
- The meeting or training session takes place away from the official's or employees' regular workplace; and
- The agency obtains a receipt for the actual costs of the meals with meetings, and
- The Executive Director or authorized designee approves payment for the meals in advance of the meeting.

Approvals must be in writing. One-time approvals for recurring meetings can be made at the time of the initial request.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 20 Payroll Requirements	Revised: 07/01/2018; 2/27/2024
Authorizing Source: State Administrative and Accounting Manual (SAAM)		**Applies to: All Staff**

I. PURPOSE:

This policy establishes payroll requirements for the agency. The requirements are set by the Office of Financial Management.

II. POLICY:

The Washington State Criminal Justice Training Commission follows the rules and regulations prescribed in the Office of Financial Management, State Administrative and Accounting Manual relating to payroll record keeping and accounting requirements.

The Department of Enterprise Services-Small Agency Financial Services processes the agency payroll and maintains payroll records.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 21 **Procedures for Purchase of Equipment and Supplies**	**Revised: 07/01/2018; 2/27/2024**
Authorizing Source: State Administrative and Accounting Manual (SAAM), Department of Enterprise Services Policies		**Applies to: All Staff**

I. PURPOSE:

The purpose of this policy is to establish agency policy and practice relating to purchasing and establish policy and procedures for disbursement of funds.

II. DEFINITIONS:

Field Order – Form used by purchasing officer to order requested goods and services. This form is used to make payment to the vendor upon receipt of goods and an invoice.

Travel Expense Voucher (A20-A) Form - In electronic or paper form, is used by agencies to substantiate and/or authorize payment of travel costs for state employees.

Voucher Distribution Form (A19-2, A19-2A) - A form used by agencies to substantiate and authorize payment when a Purchase Order or Field Order is not involved but where vendor invoices are employed.

III. POLICY:

The Washington State Criminal Justice Training Commission (WSCJTC) follows the rules and practices prescribed by the Department of Enterprise Services and Office of Financial Management.

A. All payment processing documentation must include evidence of authorization for purchase, receipt of goods or services, and approval for payment by authorized personnel.

B. All payment processing documentation is maintained by the fiscal office.

C. A properly completed Field Order Form (A17-A), Voucher Distribution Form (A19-1A, A19-2A), Travel Expense Voucher (A20-A) or approved vendor invoice, and necessary supporting documentation must be provided in order to process a payment.

D. Employee travel and expense reimbursement is to be completed through the Travel and Expense Management System (TEMS).

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 22 Purchase Cards	Revised: 01/31/2020; 07/01/2025
Authorizing Source: RCW 39.26.090(2), RCW 43.41.180, RCW 43.88.160, State Administrative and Accounting Manual (SAAM)		**Applies to: All Staff**

I. PURPOSE:

This policy advises Washington State Criminal Justice Training Commission (WSCJTC) staff of regulations governing the use of state Purchase Card services. The purpose of the program is to provide for rapid acquisition of small dollar purchases and reduce the amount of paperwork required when making certain types of purchases.

II. DEFINITIONS:

Agency Program Administrator – Individual, designated by the agency, responsible for the management and oversight of the Purchase Card program within an agency. This includes: the issuance and cancellation of Purchase Cards; the monitoring of Approving Officials, cardholders, Card Custodians, and Designated Card Users; and the development and enforcement of agency policy, procedures, and training.

Approving Official – Individual designated by the agency and the Agency Program Administrator to monitor, review and approve the purchases of assigned cardholders or Designated Card Users via Purchase Cards.

Card Custodian – Individual designated by the Agency Program Administrator to administer and control the use of department Purchase Cards by authorized Designated Card Users within the Card Custodian's workgroup.

Card User Agreement Form – Form stating that the Purchase Card user has read and understands the policies and procedures of the State and their agency relative to Purchase Card use and agrees to comply with all the established procedures. This form must be signed by the card user prior to issuance and use of the Purchase Card.

Designated Card User– Individual designated by the Agency Program Administrator, the Approving Official, and the Card Custodian to make purchases using a Purchase Card.

Misuse – Inappropriate use of the Purchase Card as defined in section B.

Purchase Card – The credit card(s) acquired through the Department of Enterprise Services (DES) state contract.

III. POLICY:

The Department of Enterprise Services (DES) established the Purchase Card program. The use of the Purchase Card does not relieve the user from any state purchasing requirements. Purchasers must comply with all Office of Financial Management (OFM), DES, State Printer, Office of Minority and Women's Business Enterprises (OMWBE), and agency requirements.

A. Acceptable use of Purchase Cards

Acceptable uses include:

1. Goods and services for official state purposes purchased in person, by mail, by phone, or over the internet.
2. Purchases comply with all applicable state and agency statutes, rules, policies, and procedures.
3. Purchases within spending and other limits established on the card, as established by the agency within the pre-determined agency aggregate limit.

B. Unacceptable use of Purchase Cards

Unacceptable uses include, but are not limited to:

1. Cash Advances.
2. Purchases in excess of the limits authorized for the card.
3. Gifts/donations. With the exception of agency approved programs such as the Combined Fund Drive and Chief for A Day.
4. Splitting purchases to circumvent the daily or monthly purchase limits on a card, or to avoid competitive bidding limits or purchasing authority limits.
5. Prepayments unless otherwise authorized by statute or rule.
6. Purchases from any merchant, product, or service normally considered to be inappropriate use of state funds, including, but not limited to:
    a. Items for personal use.
    b. Materials or services from any member of the card user's immediate family.
    c. Equipment, materials, services, or supplies restricted by state statutes, rules, policies, procedures, guidelines or contractual agreements.
    d. Alcoholic beverages.

C. Agency Program Administrator

The Fiscal Procurement Manager serves as the Agency Program Administrator and is responsible for management and oversight of the Purchase Card program within the agency. The Agency Program Administrator will:

1. Develop and enforce agency policies and procedures for using the Purchase Card, including disciplinary procedures related to unauthorized use of cards and card renewal procedures. State ethics laws should also be considered when developing agency policies.
2. Establish and maintain the Purchase Card reporting structure/hierarchy for the agency and ensure proper separation of duties. For example, a card user may not be the reviewer or Approving Official for their own transactions.

3. Review Purchase Card applications/requests and determine who within the agency should receive a card, to include designating Card Custodians.
4. Ensure that a Card User Agreement Form has been signed by both the card user and appropriate Approving Official before issuing the card, and maintaining copies of the signed agreements in the agency's files.
5. Ensure card users complete required procurement training noted on the Card User Agreement Form.
6. Maintain a list of Card Custodians, and Designated Card Users that are authorized to use cards.
7. Obtain cards from the issuing bank and distribute new and reissued cards to agency employees.
8. Review the agency Purchase Card program and policies at least annually to ensure that proper procedures are being followed. This includes review of Card User Agreement Forms and obtaining new forms from card users at least once every two years.
9. Ensure card users satisfy documentation requirements for purchases.
10. Close card accounts as necessary and collect and destroy cards upon employee reassignment or termination.

D. Approving Official

The Approving Official is assigned to monitor, review, and approve card transactions to ensure compliance with Purchase Card policies and procedures. The Approving Official will:

1. Comply with all applicable statutes, rules, policies, and procedures.
2. Establish authorization controls for each card, which includes limits on the types of purchases, dollar limit per transaction, billing cycle purchase limit, etc.
3. Establish procedures for maintaining security of the Purchase Card.
4. Ensure timely reconciliation of card statements, including ensuring that supporting documentation is attached.
5. Monitor card activity for unusual patterns of use or unacceptable transactions and take appropriate disciplinary measures with card users who misuse their Purchase Card.
6. Timely submit approved card statements to the fiscal office for payment.

E. Card Custodian

The Card Custodian administers and controls the use of Purchase Cards by authorized Designated Card Users within the Card Custodian's workgroup. The Card Custodian will:

1. Comply with all applicable statutes, rules, policies, and procedures.
2. Maintain a current list of Designated Card Users who are authorized to use the Purchase Card.
3. Train Designated Card Users on the use of the card.
4. Maintain a Purchase Card log for Designated Card Users to check out and check in a Purchase Card for use and record the business purpose for each use of the card.
5. Track and verify Designated Card User transactions.

6. Ensure that Designated Card Users obtain and submit valid supporting documentation for each purchase to include the signature and date on receipts/invoices verifying the receipt of the goods and/or services.
7. Maintain a Purchase Card transaction log for all transactions made according to agency procedures.
8. Safeguard card security at all times. The card shall be kept in a secured (locked) location while not in use. The only people authorized to use the Purchase Card are the Card Custodian and/or the Designated Card User(s).
9. Report lost or stolen cards immediately to Agency Program Administrator, Approving Official, and issuing bank.
10. Report fraudulent activity immediately for unrecognized charges to the Agency Program Administrator, Approving Official, and issuing bank.
11. Disputes must be reported and addressed with the issuing bank within sixty (60) calendar days for applicable transactions such as duplicate charges, refund not issued for damaged merchandise, undelivered shipments, etc.
12. Reconcile the card statement to the Purchase Card transaction log and supporting documentation monthly and submit to the Approving Official for approval.

F. Designated Card User:

The Designated Card User is an authorized user of a Purchase Card and will:

1. Receive a copy of agency policies and procedures for Purchase Cards, sign a Card User Agreement Form and receive training before using a Purchase Card.
2. Use the Purchase Card in accordance with all applicable statutes, rules, policies, and procedures.
3. Request the Purchase Card when needed. Designated Card Users should check out the Purchase Card on a Purchase Card log in order to make a purchase.
4. Describe the business purpose for each use of the Purchase Card on the Purchase Card log.
5. Obtain and submit valid supporting documentation for each purchase made to include the signature and date on receipts/invoices verifying the receipt of the goods and/or services.
6. Check the Purchase Card back in on Purchase Card log after use and immediately returning the Purchase Card and supporting documentation to Card Custodian.
7. Safeguard the Purchase Card security at all times.
8. Report a lost or stolen Purchase Card immediately following agency procedures.

G. Purchase Card Ordering:

Approval from the Executive Director is required before proceeding with the request for a Purchase Card through the submission of an Interoffice Communication memo. The memo shall state the purpose of the Purchase Card request and justify why existing division or bureau cards cannot be used or are insufficient. The Agency Program Administrator will order a credit card from the

state contracted Purchase Card provider upon receipt of an approved Interoffice Communication memo.

H. Purchase Card Security:

Purchase Cards and account numbers must be safeguarded against loss, theft and unauthorized use. Card Custodians should keep Purchase Cards in a secure (locked) location.

I. Lost or Stolen Cards:

If a Purchase Card is lost or stolen, the Card Custodian must immediately notify the Purchase Card issuing bank and the Agency Program Administrator.

J. Disputed Items:

The agency immediately notifies the Purchase Card provider or merchant, as appropriate, of any items in dispute. Disputed items shall be documented in writing, investigated and resolved within 60 days from discovery of the charge or from the first statement on which the disputed charge appeared.

K. Reconciliation:

The Purchase Card provider sends each Card Custodian a statement that displays detailed transactions made during the current billing cycle. Responsibility for reconciliation of Purchase Card statements rests with the Card Custodian. The Card Custodian secures and retains documentation (approved travel or purchase request, receipt with vendor name, item description, and amount) supporting purchases charged to the Purchase Card. This support documentation must be retained with agency accounts payable records, in compliance with the record retention schedule.

L. Purchase Card Abuse:

The Agency Program Administrator is responsible for notifying the Executive Director of any Misuse of the Purchase Card. Misuse of the Purchase Card will result in revocation of card privileges and may result in additional disciplinary action up to and including discharge as determined by the Executive Director or designee.

M. Post Audits:

Purchase Card transactions are subject to audit for compliance with the terms and conditions of the Purchase Card program. The agency is required to retain all source documents for all purchases made using the Purchase Card.

N. Purchase Card Transaction Log:

Card Custodians must maintain Purchase Card Transaction Logs for all purchases made on the Purchase Card. The log must contain all the information necessary to reconcile the statement of accounts. The log includes date of purchase, description of purchase, requestor name, total cost, program index item

is to be charged to, reconciliation signature field, and approving authority signature field.

All supporting documents (sales receipts, credit slips, cash register slips, signed purchase requests, order forms, receiving reports, signed purchase requests, etc.) are sent to accounting with the Purchase Card Transaction Log and is readily available when requested. Any items returned must also be recorded on the log. The transaction log will enable the Card Custodian to reconcile the monthly statements. The Purchase Card Custodian signs and dates each transaction log prior to sending them to the Approving Authority for approval and fiscal office.

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CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 24 Requisition and Purchasing	Revised: 07/01/2018; 05/20/2025; 09/23/2025
Authorizing Source: RCW 39.26.090, RCW 39.26.010(17)(18)(21)(22), RCW 43.60A.010(7)		**Applies to: All Staff**

I. PURPOSE:

This policy provides general requirements to ensure Washington State Criminal Justice Training Commission (WSCJTC) employees make purchases of goods and services in compliance with state law and Department of Enterprise Services (DES) and WSCJTC policy.

II. DEFINITIONS:

Apparent Successful Bidder - Vendor who appears to have been selected to receive a contract after the bid evaluation process.

Bidder - An individual or entity who submits a bid, quotation, or proposal in response to a solicitation issued for such goods or services.

Competitive Solicitation - A documented formal process providing an equal and open opportunity to bidders and culminating in a selection based on predetermined criteria.

Goods - Products, materials, supplies, or equipment provided by a vendor.

Purchase - The acquisition of goods or services, including the leasing or renting of facilities or goods.

Request for Proposals (RFP) – A term documenting a formal process providing equal and open opportunity to bidders, resulting in a selection based on predetermined criteria. An RFP provides an assessment about a vendor's ability to meet contract requirements and abide by the contract timeline.

Services - Labor, work, analysis, or similar activities provided by a vendor to accomplish a specific scope of work.

Small Business - An in-state business, including a sole proprietorship, corporation, partnership, or other legal entity, that: Certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: Fifty or fewer employees; or A gross revenue of less than $7,000,000 annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years; or Is certified with the office of women and minority business enterprises under chapter 39.19 RCW.

Veteran-Owned Business - A business that is certified by the department to be at least fifty-one percent owned and controlled by: A veteran as defined in RCW 41.04.007; or An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves.

III. POLICY:

A. Requisition and Purchasing

1. RCW 39.26.090 authorizes the DES to establish overall state policies, standards, and procedures regarding the procurement of Goods and Services by all state agencies.
2. The WSCJTC must follow the purchasing policies and procedures issued by DES.
3. Goods and Services are purchased from vendors with a state contract administered by DES if available. Purchases made from a vendor on a state contract do not require Competitive Solicitation.
4. The DES Direct Buy Purchases policy allows for the purchase of Goods and Services based on three levels:
    - Direct-Buy Level 1: Up to $40,000.
    - Direct-Buy Level 2: $40,001 - $50,000 if the purchase is made from a Small Business or from a certified Veteran-Owned Business.
    - Direct Buy Level 3: $50,001 - $100,000: Provided that agencies invite quotes from a combination of at least three Washington Small Businesses as defined by RCW 39.26.010(22)(a); and/or from a certified Veteran-Owned Business as defined by RCW 43.60A.010(7). Direct Buy Level 3 purchases are not available for businesses which are not Washington Small Business or Veteran-Owned Businesses.
5. Purchases exceeding these amounts require a Request for Proposals be advertised on the Washington Electronic Business Solution (WEBS) system for a minimum of thirty business days.
6. The Apparent Successful Bidder will be selected based on submitted proposals. Criteria used to select the Apparent Successful Bidder will include whether the proposed Goods or Services best meets the agency needs and proposed cost. Other criteria may also be used in selecting the Apparent Successful Bidder.

B. Emergency Procurement/Purchases

1. The agency follows the DES Emergency Procurements/Purchases policy (DES-130-00).

C. Approval Authority

1. All staff authorized to approve payments must complete the Request for Approval Authority form, which must be approved by the Executive Director.
2. Staff authorized to make purchases and approve payments must complete required DES purchasing and contracting courses.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 25 Risk Management	Revised: 07/01/2018
Authorizing Source: Executive Order 01-05, 43.41.350		**Applies to: All Staff**

I. PURPOSE:

This policy establishes procedures for the Risk Management Program of the Washington State Criminal Justice Training Commission (WSCJTC).

II. POLICY:

It is the policy of this agency to protect staff, students and the physical assets of this agency through the management of risk. The reporting of all perceived and/or identified risk is the responsibility of all staff. As a state agency, the WSCJTC is self-insured.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 26 **Travel**	**Revised: 07/01/2018; 2/27/2024; 12/17/2024; 02/25/2025**
Authorizing Source: State Administrative and Accounting Manual (SAAM)		**Applies to: All Staff , Contractors, and Commissioners**

I. PURPOSE:

This policy advises Washington State Criminal Justice Training Commission (WSCJTC) employees, Contractors, and Commissioners of regulations governing business travel and travel-related expenses.

II. DEFINITIONS:

Contractor - An individual or entity awarded a contract with an agency to perform a service or provide goods.

Purchase Card - A physical or central billing account entitling the authorized holder to buy goods or services on credit. The Purchase Card is also known as a p-card or a procurement card. This includes but is not limited to agency travel accounts, emergency cards, or similar methods to make purchases on behalf of the state.

State Administrative & Accounting Manual (SAAM) - Provides control and accountability over financial and administrative affairs of the State of Washington and assists agencies in gathering and maintaining information needed for the preparation of financial statements. The policies and procedures in the manual are the minimum requirements that state agencies must meet.

Traveler - A person in Travel Status who is on official state business.

Travel & Expense Management (TEMS) - System that state agencies use to manage travel reimbursement requests.

Travel Expenses - Those costs covering per diem expenses; transportation expenses; meals and/or coffee and light and miscellaneous refreshment business expenses regardless of Travel Status; and miscellaneous expenses necessary for state business.

Travel Status - The official status of a Traveler when the Traveler is away from both the official residence and the official workstation for travel reimbursement, exclusive of commuting between the Traveler's official workstation for travel reimbursement and official residence, on state-related business.

III. POLICY:

A. Prior Approval of Travel Arrangements

Employees must obtain approval from their immediate supervisor prior to making travel arrangements through the completion of a Travel/Training Request (TTR) form. Out-of-state travel requests must be routed through the chain of command to the Executive Director for approval. Travel to Hawaii and foreign countries except British Columbia, Canada require prior written approval from the Executive Director and Office of the Governor.

B. Expense Payment and Reimbursement

Employees required to travel in order to perform their duties will be reimbursed for any authorized Travel Expenses in accordance with the regulations established by the Office of Financial Management (OFM) and agency policy.

Employees should use a WSCJTC Purchase Card for airfare and lodging when possible. Travel Expenses may either be reimbursed to the Traveler after they are incurred or paid directly to a vendor. If paid directly to a vendor, approval must be obtained in advance from the approving authority and support documentation for payment must meet OFM's SAAM 10.50.55.

C. Meals

Meals are reimbursed according to SAAM Policy 10.40. Meal receipts are not needed, except for overseas travel.

For overnight travel assignments, the agency-determined meal periods are used to determine when a Traveler is entitled to a meal.

For non-overnight travel assignments, the following two criteria must be met to receive a meal allowance:

1. Eleven-Hour Rule – A Traveler may be reimbursed for meal expenses when the Traveler has been in Travel Status for at least eleven hours.
2. In Travel Status during the entire meal period – The Traveler must be in Travel Status during the entire meal period in order to collect meal payments for meals.

Meal Periods

1. Breakfast: Travel Status inclusive of 7:00 a.m. to 8:00 a.m.
2. Lunch: Travel Status inclusive of 12:00 p.m. and 1:00 p.m.
3. Dinner: Travel Status inclusive of 6:00 p.m. to 7:00 p.m.

D. Lodging

1. Employees will be reimbursed for lodging when they are required to stay overnight and travel more than 50 miles (most direct road miles) from the closer

of either the employee's official residence or official station, in accordance with SAAM 10.30.30.b.

2. Lodging is reimbursed at actual cost, with an upper limit as published in SAAM. Receipts are required for reimbursement. The Executive Director or authorized designee must approve in advance lodging costs greater than the allowable amount. Lodging that meets 150 percent of the maximum per diem rate and one of the conditions listed in SAAM 10.30.20.a must pre-approved by the Executive Director or authorized designee.

3. Lodging more than 150 percent of the allowable per diem must be approved in advance of the travel by the Executive Director or authorized designee and must meet one of the conditions listed in SAAM 10.30.20.b.

E. Travel Advances and Small Expenses

1. The preferred payment for most Travel Expenses is a WSCJTC Purchase Card. The purpose of a travel advance is to defray the employee's anticipated reimbursable expenses. The use of a WSCJTC Purchase Card assists in keeping travel advance issuance to a minimum.
2. RCW 43.03.150 limits travel advances to officers and employees.
3. The advance is to cover a period not to exceed 90 days.
4. The Traveler receives the advance no more than 30 days before the start of travel.
5. Travel advances are prohibited:
   a. For use of privately owned vehicles.
   b. For the purchase of commercial air fares.
6. Travel advances will be issued based on the per diem rate of the final destination location, the number of days in Travel Status, and estimate of small expenses not payable by WSCJTC Purchase Card such as cab fares and parking.
7. The employee must expend the travel advance only to defray necessary reimbursable costs while performing official duties.
8. The Traveler is responsible for submitting a fully itemized travel reimbursement request on or before the tenth day following the month in which the travel advance was furnished to the Traveler.
9. If the travel advance was not fully expended, the Traveler shall reimburse the unexpended portion of the advance to the agency by the close of the tenth day following the month in which the travel advance was furnished. Payment is to be made by check or similar instrument, payable to the Criminal Justice Training Commission.
10. When a Traveler defaults in accounting for or repaying an advance, the full unpaid amount shall become immediately due and payable with interest of ten percent per annum from date of default until paid.

F. Telephone Calls

Long distance calls for non-business reasons shall not normally be made in a way that results in charges to the agency, except when an employee on Travel Status may place brief (10 minutes or less), calls to their homes or families to communicate safe arrival or changes in itinerary.

G. Vehicle Usage (Car rental, State Motor Pool, Privately Owned Vehicle (POV)

1. Reimbursement for the use of a POV on official state business is to be at the private vehicle mileage reimbursement rate specified in SAAM 10.90.20.
2. A rental car may be used for official business under the following conditions:
    a. A state owned or operated motor vehicle is not available; or
    b. The use of the rental car is advantageous to the state, or more economical than other means of transportation, or necessary state business cannot be accomplished otherwise; and
    c. The use of the rental car has been approved in advance by the approving authority.
    d. The car must be obtained through a motor vehicle rental account or state rate code from rental firms approved by the Department of Enterprise Services (DES) in locations where firms offer the service. At locations where state contracted services are not offered, a WSCJTC Purchase Card is to be used. If the Traveler does not have access to a WSCJTC Purchase Card, the employee may pay for the rental with personal finances.
    e. The state contract for rental of motor vehicles does not authorize the vehicle to be used for other than official state business. Therefore, when a Traveler couples a personal vacation with official state business, the Traveler is expected to execute a personal contract to rent a motor vehicle for the vacation portion of the trip.

H. Airfare

1. Airfare is to be scheduled through an airline or travel service agent with a DES state contract.
2. Only a WSCJTC Purchase Card may be used for booking travel.
3. If a travel destination is not serviced by an airline with a state contract, the most economical airfare provider is to be selected.
4. Airfare may be purchased from a non-contract airfare provider if airfare is cheaper than contracted rates under SAAM 10.50.40. A cost comparison must be provided as backup documentation for the credit card bill showing the non-contracted airfare provider is more economical than the contracted provider.

I. Other Travel Rules

1. If travel plans must be altered due to inclement weather, the Traveler should promptly notify the Traveler’s supervisor of the change in travel plans.

2. An employee may couple personal use time with a legitimate business trip if all of the following conditions exist:
    a. The primary purpose of the trip is official state business;
    b. The employee uses approved leave for the personal part of the trip; and
    c. The agency does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.
3. When a leave of absence is taken while in Travel Status, the exact hour of departure and return to the field duty station must be shown on the travel reimbursement request. Per diem is not to be granted for the leave of absence period nor expenses allowed for transportation unless the employee is incapacitated due to illness or injury not due to the employee's own misconduct. SAAM 10.20.50.

J. Non-reimbursable expenses

1. Employees must still follow state travel rules if a non-state entity will reimburse the agency for Travel Expenses.
2. State Travelers are not to be reimbursed more than the actual expenses of travel except for meals which can be reimbursed on an allowance basis as listed in SAAM 10.90.10 and 10.90.20.

K. Employees are to submit reimbursement requests for Travel Expenses through the TEMS. Reimbursement requests are to be submitted within 60 days following the travel. All Travel Requests are to be submitted by June 30, of each year regardless of when travel was completed.

L. Contracted Instructor: Reimbursement for Travel, Lodging, Meals and other Expenses.

1. All travel must be approved in advance via TTR form, if Contractor is required to travel away from their regular work site.

2. WSCJTC will provide the Contractor meal per diem, and personal vehicle mileage at the current state rate for in-person training over 60 miles from the Contractor's home residence.

3. Airfare and lodging must be arranged by the Program Manager or assigned agency designee, and WSCJTC will be billed directly by the vendor for those expenses. WSCJTC will only pay for the room rate and associated taxes; additional lodging expenses incurred are the responsibility of the Contractor.

4. Contractor must include travel receipts when submitting an A-19 or invoice for reimbursement. All travel reimbursement is governed by the policies identified in the Office of Financial Management SAAM Manual unless otherwise identified in the contract. For policy, procedure, and current state travel rates, please visit: Travel | Office of Financial Management.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 3 Policy 27 **Write-off Receivables**	**Revised: 10/01/2018**
Authorizing Source:		**Applies to: All Receivables**

I. PURPOSE:

To establish the Washington State Criminal Justice Training Commission (WSCJTC) policy regarding the write-off of receivables to ensure past due receivables are followed up promptly and in a cost-effective manner.

II. POLICY:

A. When any receivable or debt owing to the WSCJTC is not satisfied within thirty calendar days following any established or applicable remittance date, the following steps are instituted as necessary and sequentially, and constitute diligent collection efforts on the part of the WSCJTC:
   1. In the instance of an individual debtor, notification will be transmitted to the individual;
   2. In the instance of an organizational debtor, notification will be transmitted to the administrative or executive head of the organization.
   3. All documentation is to be maintained of efforts made toward the collection of receivables.

B. The Fiscal Office with the assistance of the assigned Assistant Attorney General must provide written notification to the debtor requesting payment in full within seven business days.
   1. The Assistant Attorney General provides written notification to the debtor with advisement regarding collection actions and other legal options available to the WSCJTC for consideration.
   2. The Executive Director reviews all collection efforts to date and determines whether all diligent efforts have been made.

C. If the debt is less than $500, the debt may be written off at the Executive Director's discretion with the approval of the assigned Assistant Attorney General; if the debt is equal to or greater than $500, the following factors will be considered before writing off the debt:
   1. The debtor cannot be located nor can any of the debtor's assets.
   2. The debt is disputed and the agency has insufficient documentation to pursue further collection efforts.
   3. The debt is discharged in bankruptcy and there is no guarantor or successor.
   4. The debtor has died and there is no estate or guarantor.
   5. Anticipated collection costs would exceed expected revenue.

6. Debtor is in prison or in the armed forces.
7. The debt has been outstanding for more than one year.

D. In lieu of write-off, the Executive Director may authorize a written agreement between the WSCJTC and the debtor for installment payments or partial payments until the debt is paid off in full.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 4 Policy 01 Acceptable Use	Revised: 07/01/2018; 08/19/2025
Authorizing Source: RCW 42.52.160, WAC 292-110-010, WaTech Policy-01		Applies to: All Staff, Contractors, and Students

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) provides computer systems, electronic messaging systems, and internet access to support users in the performance of their official duties. These tools are essential resources and must be used in a responsible, ethical, and professional manner.

This policy outlines the following:

1. Appropriate and responsible use of Information Technology resources.
2. Legal requirements and applicable rules governing Information Technology use.
3. User responsibilities when accessing or using agency-provided Information Technology.

II. DEFINITIONS:

Electronic Messaging System - Any device or application that will provide the capability of exchanging digital communication between two or more parties. Examples are email, electronic messaging, instant messaging, and text messaging.

Information Technology (IT) - Per RCW 43.105.020, Information Technology includes, but is not limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications, requisite system controls, simulation, electronic commerce, radio technologies, and all related interactions between people and machines.

User – Any individual performing work under the direction or control of the agency, whether compensated or uncompensated. This includes, but may not be limited to, employees, contractors, and students\who provide service to the agency. Additionally, any individual or entity with a WSCJTC-issued account is considered a User and is subject to this policy.

III. ROLES & RESPONSIBILITIES:

A. The WSCJTC IT Manager or designee(s) are responsible for policy and Standard Operating Procedure (SOP) updates and ensuring Users are appropriately trained on the contents.

B. WSCJTC Supervisors/Managers, in cooperation with IT staff, shall provide guidance to ensure comprehension and adherence to this policy.

C. Users shall review and comply with the provisions of this policy.

IV. POLICY:

A. Acceptable Use Management

1. WSCJTC will establish clear guidelines for the appropriate use of IT resources.
2. All staff will receive training on the safe and responsible use of agency systems.
3. The WSCJTC IT Manager or designee(s) will monitor system usage and update training, procedures, or security protocols as necessary.
4. The WSCJTC IT Manager or designee(s) will ensure that all security incidents or concerns that are reported are promptly investigated, documented, and addressed in accordance with established protocols.

B. Ownership

1. Electronic files created, sent, received, or stored on IT owned, leased, administered, or otherwise under the custody and control of WSCJTC are the property of WSCJTC, and the usage of such files is neither personal nor private by the User.
2. All User accounts and access credentials are the property of WSCJTC and the state of Washington.
3. With Executive Director or designee approval, IT staff may access or grant permissions to approved individuals to review and access data or communications at any time and without notice to protect the agency and its resources.
4. Emails and other artifacts are public records and can be shared under Washington State laws (Chapter 40.14 RCW and 42.17A RCW).

C. Acceptable Use Requirements

Usage of IT systems must be safe, appropriate, productive, in accordance with RCW, WAC, state rules, agency policy and procedures, and in a manner that supports the mission and operations of the WSCJTC.

1. Users must use the WSCJTC's Electronic Messaging Systems in the performance of official state business and within the scope of their duties. The WSCJTC does not allow the use of state-owned equipment or services for personal use except as outlined in Chapter 292-110 WAC.
2. Users must report any weaknesses or issues in WSCJTC computer security to the appropriate IT staff. Weaknesses in computer security include unexpected software or system behavior, which may result in unintentional disclosure of information or exposure to security threats.

3. Users must report any incidents of possible misuse or violation of this Acceptable Use Policy to their immediate Supervisor/Manager.
4. Users must not attempt to access any account, data, documents, email correspondence, or programs contained on WSCJTC systems for which they do not have authorization.
5. IT staff and authorized Users must not divulge remote connection modem phone numbers or other access points to WSCJTC computer resources to anyone without proper authorization.
6. Users must not share their account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e., Smartcard), or similar information or devices used for identification and authorization purposes.
7. Users must not make unauthorized copies of copyrighted or WSCJTC-owned software.
8. Users must use Multi-Factor Authentication (MFA) where required.
9. Users must lock their computer or log off when the system is not in use to maintain security and prevent unauthorized access.
10. Users must not use non-standard shareware or freeware software without the appropriate WSCJTC agency leadership approval, in consultation with the WSCJTC IT Manager or designee(s).
11. Users must not purposely engage in activities that harass, threaten, or abuse others or intentionally access, create, store, or transmit material which WSCJTC may deem to be offensive, indecent, or obscene, or that is illegal according to local, state, or federal law.
12. Users must not engage in activity that may degrade the performance of IT; deprive an authorized User access to WSCJTC resources; obtain extra resources beyond those allocated; or circumvent WSCJTC computer security measures.
13. Users must not download, install, or run security programs or utilities such as password cracking programs, packet sniffers, or port scanners that reveal or exploit weaknesses in the security of a WSCJTC computer resource unless approved by the WSCJTC IT Manager or designee(s).
14. WSCJTC IT must not be used for personal benefit, political activity, unsolicited advertising, unauthorized fundraising, or for the solicitation of performance of any activity that is prohibited by any local, state, or federal law.
15. Access to the Internet from WSCJTC-owned, home-based computers must adhere to all the policies. Employees must not allow family members or other non-employees to access nonpublic accessible WSCJTC computer systems.
16. Users are prohibited from sending email on behalf of another user unless they have been formally authorized as a delegate.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 4 Policy 02 Account Management	Revised: 07/01/2025; 08/19/2025
Authorizing Source: WaTech Access Control Policy SEC-06		**Applies to: All Staff, Contractors, and Students**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) provides user accounts to staff, contractors, and students to access systems and data for business purposes. These accounts are essential tools and must be managed securely and responsibly.

II. DEFINITIONS:

Information Technology (IT) - Per RCW 43.105.020, Information Technology includes, but is not limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications, requisite system controls, simulation, electronic commerce, radio technologies, and all related interactions between people and machines.

User - Any individual performing work under the direction or control of the agency, whether compensated or uncompensated. This includes, but may not be limited to, employees, contractors, and students, who provide service to the agency. Additionally, any individual or entity with a WSCJTC-issued account is considered a User and is subject to this policy.

III. ROLES & RESPONSIBILITIES:

1. The WSCJTC IT Manager or designee(s) will create and manage accounts, monitor access, and ensure policy compliance.
2. Supervisors/Managers will request accounts for new Users by submitting a New Employee Account request IT ticket at least ten (10) business days in advance of when the account is required and notify IT when accounts need to be changed or removed as soon as the personnel action is identified.
3. Users are required to use their assigned accounts appropriately and comply with all applicable security policies and procedures.

IV. POLICY:

A. Account Management Requirements

1. WSCJTC shall maintain clear and standardized procedures for the creation, modification, and removal of User accounts.
2. User accounts shall be assigned based on role and operational access requirements.

3. Access privilege shall adhere to the principle of least privilege, granting Users only the minimum level of access necessary to perform their duties.
4. IT staff shall conduct regular reviews and audits of User accounts to ensure accuracy, compliance, and security.
5. User accounts shall be promptly updated or deactivated when Users separate from the agency or experience a change in role or responsibilities.
6. All account-related requests must be initiated or approved by a Supervisor/Manager or Human Resources (HR) representative.

B. Ownership
1. User accounts and access credentials are the property of WSCJTC and the state of Washington.
2. Any data created, stored, transmitted, or received on WSCJTC systems is the property of WSCJTC and the state of Washington; these systems are not private.
3. With Executive Director or designee approval, IT staff may access or grant permissions to approved individuals to review and access data or communications at any time and without notice to protect the agency and its resources.
4. WSCJTC reserves the right to monitor account activity to ensure the security and integrity of its systems and data.
5. Users have no expectation of ownership or privacy regarding their accounts or activities conducted on agency systems.
6. Any suspected misuse or unauthorized access will be investigated by IT and reported to agency leadership for appropriate action.

C. User Responsibilities
1. Users must access only the accounts assigned by the WSCJTC.
2. Usernames and passwords must be kept confidential and must not be shared with others.
3. Passwords must be strong and meet the following requirements:
    a. Minimum Length – 8 characters
    b. Passwords are case sensitive
    c. Passwords should use three of the four following types of characters:
        i. Lowercase
        ii. Uppercase
        iii. Numbers
        iv. Special characters such as !@#$%^&*(){}[]
    d. Password history – Requires a number of unique passwords before an old password can be reused. This number should be no less than 12.
    e. Maximum password age – 90 days
    f. Minimum password age – 30 days
    g. Account lockout threshold – 3 failed login attempts

    h. Account lockout duration – User will need to submit an IT ticket to unlock their account.
4. Users must not attempt to access systems or information that fall outside the scope of their authority or position responsibilities.
5. Computers and devices must be locked, or Users must log off when not in use.
6. Any suspected account compromise or unauthorized access must be reported to IT staff immediately.
7. Users shall not permit others to use their credentials under any circumstances, including temporary access.
8. Multi-Factor Authentication (MFA) must be used on all systems where it is required.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 4 Policy 03 Network Security	Revised: 07/01/2018; 08/19/2025
Authorizing Source: WaTech Policy 141		**Applies to: All Staff, Contractors, and Students**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) provides secure network systems and electronic communication tools to help users perform their duties. These systems must be used responsibly, and the network must be protected from misuse, data breaches, and unauthorized device access.

This policy explains:

1. Security risks related to the use of electronic communication devices.
2. Protocols to protect WSCJTC's network and data.
3. Monitoring, detection, and countermeasures for unauthorized devices.

II. DEFINITIONS:

Information Technology (IT) - Per RCW 43.105.020, Information Technology includes, but is not limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications, requisite system controls, simulation, electronic commerce, radio technologies, and all related interactions between people and machines.

Network - Information system(s) implemented with a collection of interconnected components. Such components may include routers, hubs, cabling, telecommunications controllers, key distribution centers, and technical control devices.

Security - A condition that results from the establishment and maintenance of protective measures that enable an organization to perform its mission or critical functions despite risks posed by threats to its use of systems. Protective measures may involve a combination of deterrence, avoidance, prevention, detection, recovery, and correction that should form part of the organization's risk management approach.

User - Any individual performing work under the direction or control of the agency, whether compensated or uncompensated. This includes, but may not be limited to, employees, contractors, and students, who provide service to the agency. Additionally, any individual or entity with a WSCJTC-issued account is considered a User and is subject to this policy.

III. ROLES & RESPONSIBILITIES:

1. The WSCJTC IT Manager or designee(s) are responsible for managing security systems, monitoring for unauthorized use, and implementing protective technologies to safeguard agency resources.
2. Supervisors/Managers shall ensure User compliance with security policies and are responsible for reporting any security concerns to IT staff.
3. All Users are required to adhere to network and security policies and must report suspicious activity or potential security threats to IT staff immediately.

IV. POLICY:

A. Network Security Management

1. WSCJTC shall implement and maintain formal protocols to protect its network infrastructure and information systems.
2. All systems and communication networks shall be secured using firewalls, antivirus protection, and encryption, where applicable.
3. IT staff shall utilize active monitoring technologies to detect and block unauthorized devices and suspicious network activity.
4. Automated countermeasures, including real-time alerts and access restrictions shall be enforced to prevent, detect, and respond to security threats.
5. Network security protocols shall be reviewed and updated regularly to address evolving cybersecurity threats and maintain compliance with best practices.

B. Device Use and Monitoring

1. Only approved electronic communication devices are permitted to connect to WSCJTC's Network.
2. Unauthorized devices, including personal phones, tablets, and laptops are prohibited from accessing secure Networks without prior written approval from IT staff.
3. IT staff reserves the right to conduct random and unannounced inspections of Network activity and connected devices.
4. WSCJTC shall use active monitoring technology to detect unauthorized device use in real time.
5. Upon detection of unauthorized device activity, IT shall implement appropriate countermeasures, which may include disabling access, issuing alerts, or logging events for further review.
6. All devices connected to the Network must comply with WSCJTC security standards, including maintaining current software updates and active antivirus protection.

C. User Responsibilities

1. Users shall access agency systems only through WSCJTC-approved devices.
2. Users are prohibited from connecting personal devices to the WSCJTC Network without prior authorization from IT staff.
3. Users must ensure all agency-issued devices remain updated and comply with required security protocols.
4. Users shall immediately report suspicious pop-ups, network disruptions, or unidentified devices to the IT staff.
5. Users shall not attempt to disable, bypass, or interfere with firewalls, monitoring tools, or any established security controls.
6. Users are required to cooperate with random inspections and comply with all instructions given by IT staff.
7. Users must adhere to all security guidelines presented during initial and refresher training and alerts.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 4 Policy 04 Computing Assets Replacement	Revised: 07/01/2018; 08/19/2025
Authorizing Source: WaTech Policy 141		**Applies to: All Staff, Contractors, and Students**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) issues computing assets to staff and authorized personnel to support official duties and ensure mission-critical operations. These assets must be reliable, secure, and compatible with agency systems.

This policy defines standards for:

1. Replacement of computing assets based on lifecycle, performance, and support.
2. Management of warranties, support coverage, and secure asset decommissioning.
3. User responsibilities in maintaining and reporting on asset condition.

II. DEFINITIONS:

Information Technology (IT) - Per RCW 43.105.020, Information Technology includes, but is not limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications, requisite system controls, simulation, electronic commerce, radio technologies, and all related interactions between people and machines.

Computing Asset - Agency-owned devices including desktops, laptops, tablets, mobile devices, and monitors issued to support official WSCJTC functions.

End-of-Life (EOL) - The point at which a product is no longer manufactured or sold by the vendor manufacturer.

End-of-Support (EOS) - The point at which the vendor stops providing support, including updates, patches, and technical assistance, for that product.

User - Any individual performing work under the direction or control of the agency, whether compensated or uncompensated. This includes, but may not be limited to, employees, contractors, and students, who provide service to the agency. Additionally, any individual or entity with a WSCJTC-issued account is considered a User and is subject to this policy.

III. ROLES & RESPONSIBILITIES:

1. The WSCJTC IT Manager or designee(s) are responsible for maintaining Computing Asset inventory, scheduling replacements, managing warranties, and ensuring secure disposal of decommissioned equipment.
2. Supervisors/Managers shall assess operational needs and notify IT of outdated or failing devices.
3. All Users are required to use agency-issued Computing Assets responsibly and promptly report damage or performance issues to IT staff.

IV. POLICY:

A. Replacement Requirements

1. Laptops and desktops shall be replaced every four (4) years or earlier if they are out of warranty or no longer support critical updates.
2. Tablets and mobile devices shall follow a four (4)-year replacement cycle or sooner, based on compatibility and functionality.
3. Monitors and peripherals shall be replaced as needed due to failure or evolving operational needs.

Annual Computing Asset reviews will assess:

- Warranty status or manufacturer support
- System performance and reliability
- Compatibility with agency software or security requirements

Older devices may remain in service if they are fully functional and compliant with current security standards.

B. Lifecycle Management and Security

1. All Computing Assets shall be tagged, tracked, and inventoried by IT staff.
2. Devices reaching EOL or EOS status shall be scheduled for replacement.
3. WSCJTC will prioritize Computing Assets that remain under warranty or support contract.
4. Decommissioned equipment shall be securely wiped and disposed of or repurposed according to state and agency guidelines.
5. IT staff shall maintain lifecycle records and coordinate with agency leadership for budget planning. Upon detection of unauthorized device activity, IT shall implement appropriate countermeasures, which may include disabling access, issuing alerts, or logging events for further review.

C. User Responsibilities
   1. Users shall promptly report hardware issues or damage to IT staff.
   2. Users shall not attempt unauthorized repairs, replacements, or modifications to agency devices.
   3. Users must maintain assigned devices in good condition and ensure all required software and security updates are applied.
   4. Users must return agency-issued devices upon reassignment, separation, or upgrade.
   5. Users shall participate in inventory verifications and audits as directed by IT staff.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 4 Policy 05 Mobile Device Usage	Revised: 07/01/2018; 08/19/2025
Authorizing Source: WaTech Policy 141		**Applies to: All Staff, Contractors, and Students**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) provides mobile devices such as smartphones, tablets, and mobile hotspots to support staff performing official duties while in the field, traveling, or working remotely. These devices are essential tools and must be used in a secure, responsible, and policy-compliant manner.

This policy explains:

1. Authorization and acceptable use of agency-issued and approved mobile devices.
2. Required security configurations and monitoring protocols.
3. User responsibilities for protection and appropriate use of mobile technology.

II. DEFINITIONS:

Information Technology (IT) - Per RCW 43.105.020, Information Technology includes, but is not limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications, requisite system controls, simulation, electronic commerce, radio technologies, and all related interactions between people and machines.

Mobile Device - A portable, wireless-enabled electronic device (e.g., smartphone, tablet, hotspot) used to access WSCJTC data, email, systems, or networks.

Mobile Device Management (MDM) - Technology solutions used to secure, monitor, manage, and support mobile devices deployed across WSCJTC operations.

User - Any individual performing work under the direction or control of the agency, whether compensated or uncompensated. This includes, but may not be limited to, employees, contractors, and students, who provide service to the agency. Additionally, any individual or entity with a WSCJTC-issued account is considered a User and is subject to this policy.

III. ROLES & RESPONSIBILITIES:

1. The WSCJTC IT Manager or designee(s) shall approve Mobile Devices, enforce security settings, monitor device compliance, and provide training or support as needed.

2. Supervisors/Managers shall identify operational needs for mobile access and ensure staff use aligns with job responsibilities.
3. All Users shall follow agency policies and IT instructions related to Mobile Device use, report issues promptly, and maintain the security of their assigned devices.

IV. POLICY:

A. Mobile Device Authorization and Use

1. Only WSCJTC-issued or IT-approved Mobile Devices are permitted to access agency systems or data.
2. Use of personal Mobile Devices for agency purposes requires prior approval and implementation of MDM controls.
3. Mobile Devices are to be used solely for official WSCJTC business. Limited incidental personal use is permitted, provided it does not interfere with duties or violate other agency policies.
4. Lost, stolen, or damaged Mobile Devices must be reported to IT staff immediately upon discovery and no later than 24 hours from the time of the incident.
5. All Mobile Devices remain the property of WSCJTC and must be returned when no longer needed, reassigned, or upon User separation.
6. Use must comply with the Acceptable Use Policy (see Chapter 4, Policy 01).

B. Security Requirements and Monitoring

1. All Mobile Devices must include the following security features:
    a. Password, personal identification number (PIN), or biometric authentication
    b. Automatic locking after a period of inactivity
    c. Full disk encryption
    d. Remote wipe capability
2. Mobile Devices must operate with current system updates and approved antivirus software.
3. Mobile Devices that have been altered to bypass manufactured settings, such as jailbreaking, rooting, or otherwise unauthorized modifications, are strictly prohibited.
4. IT staff may monitor Mobile Device compliance, connectivity, and usage patterns to ensure system security.
5. Any unauthorized access or suspicious Mobile Device activity may result in access suspension or additional investigation.

C. User Responsibilities

1. Users shall only use Mobile Devices in accordance with WSCJTC security protocols and agency guidance.
2. Users shall avoid storing or transmitting sensitive information outside of secure, agency-approved platforms.
3. Users should connect only to secure, trusted Wi-Fi networks when accessing agency systems.
4. Users must promptly report any lost, stolen, or compromised Mobile Devices to IT staff within 24 hours.
5. Users are prohibited from altering, disabling, or bypassing security features implemented by IT staff.
6. Users must comply with training and guidance provided through mobile security briefings and policy updates.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 4 Policy 06 Approved Software	Revised: 07/01/2018; 08/19/2025
Authorizing Source: WaTech Policy 141		**Applies to: All Staff, Contractors, and Students**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) relies on approved software and cloud-based services to support secure and efficient operations. To protect agency systems, data, and users, only Information Technology authorized software may be installed, accessed, or used on or from WSCJTC-owned devices or networks.

This policy outlines:

1. The process for approving and installing software.
2. Security design review requirements.
3. Roles and responsibilities for supporting and maintaining approved software.

II. DEFINITIONS:

Approved Software List – A list of software authorized by the IT Unit for use on agency devices and networks to ensure security, compatibility, and compliance with agency standards.

Information Technology (IT) - Per RCW 43.105.020, Information Technology includes, but is not limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications, requisite system controls, simulation, electronic commerce, radio technologies, and all related interactions between people and machines.

Software - Any program, mobile app, browser extension, plug-in, or cloud-based platform, including Software-as-a-Service (SaaS), used to perform tasks on or from agency-managed devices or systems.

Security Design Review (SDR) - A formal risk assessment and evaluation of software or SaaS to identify security concerns, compliance requirements, and operational compatibility before approval.

User - Any individual performing work under the direction or control of the agency, whether compensated or uncompensated. This includes, but may not be limited to, employees, contractors, and students, who provide service to the agency. Additionally, any individual or entity with a WSCJTC-issued account is considered a User and is subject to this policy.

III. ROLES & RESPONSIBILITIES:

1. The WSCJTC IT Manager or designee(s) are responsible for maintaining the Approved Software List, conducting Security Design Reviews, managing Software licenses, and ensuring security compliance.
2. Supervisors/Managers shall identify business needs, coordinate requests for new Software, and ensure proper functional support is in place for approved tools.
3. All Users must use only Software that has been approved by the IT Manager or designee(s) and promptly report unauthorized installations or related issues to their supervisor or IT staff.

IV. POLICY:

A. Software Approval and Installation

1. Only Software and services explicitly approved by the IT Manager or designee(s) may be installed or used on WSCJTC-managed systems.
2. Before requesting new Software, Users and business units are expected to assess whether existing licensed platforms, such as Microsoft 365, can meet their operational needs.
3. IT shall maintain and regularly update an Approved Software List, reviewed at least quarterly.
4. Software includes all installed applications, mobile apps, browser plug-ins, extensions, and cloud-hosted services.
5. Users must submit requests for new Software by submitting an IT ticket; approval is contingent upon evaluation of licensing, security, and business relevance.
6. Unauthorized or unapproved Software must be removed immediately upon identification, or agency leadership or IT directive.

B. Security Design Review

1. Any Software or cloud service not on the Approved Software List must undergo an SDR before being purchased, subscribed to, or deployed.
2. The SDR process shall evaluate:
    a. Security and privacy risks.
    b. Vendor reputation and update cadence.
    c. Compatibility with agency infrastructure.
    d. Compliance with state and WSCJTC cybersecurity requirements.
3. A documented outcome and formal IT approval are required before use.
4. Reassessments are mandatory for:
    a. Major Software version changes.
    b. Expanded functional use beyond the original scope.

C. Software Support and Business Unit Responsibilities
   1. IT will provide full support only for mission-critical or agency-standard Software deemed essential to core operations.
   2. For non-critical but approved Software, IT shall:
      a. Oversee procurement and licensing.
      b. Install and configure per security guidelines.
      c. Verify compliance with standards.
   3. Functional support for non-critical Software (e.g., configuration, training, troubleshooting) is the responsibility of the requesting business unit.
   4. Business units must:
      a. Designate a point of contact for each approved tool.
      b. Maintain sufficient internal knowledge to support operational use.
      c. Notify IT of issues that could pose system security or performance risks.

D. Use of Existing Licensed Tools and Platforms
   To promote efficiency, reduce costs, and ensure compliance, Users must prioritize the use of Software tools and platforms that are already licensed and supported by WSCJTC.

   1. The Microsoft 365 suite (e.g., Outlook, Teams, SharePoint, OneDrive, Excel, Word, Power BI) should be used to fulfill business needs whenever its functionality meets the intended purpose.
   2. Business units must assess whether existing tools can satisfy requirements before requesting new Software.
   3. IT will maintain a list of commonly available licensed solutions and provide guidance to ensure Users are aware of available capabilities.
   4. Requests for new tools that duplicate existing, supported functionality may be denied unless a unique operational justification is documented.

E. User Responsibilities
   1. Users must submit new Software requests by submitting an IT ticket.
   2. Users are prohibited from self-installing or subscribing to unapproved tools or platforms.
   3. Users must only use IT-approved Software on agency systems.
   4. Users must direct initial support inquiries for business-owned Software to the designated unit representative.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 4 Policy 07 Asset Management	Revised: 07/01/2018; 08/19/2025
Authorizing Source: WaTech Policy 141		**Applies to: All Staff, Contractors, and Students**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) maintains physical and digital assets that are essential for daily operations, technology delivery, and the protection of agency information. Effective asset management supports accountability, security, and continuity of operations.

This policy establishes standards for:

1. Tracking, inventorying, and assigning WSCJTC-owned assets.
2. Appropriate use, reporting, and reassignment of assets.
3. Recovery, disposal, and replacement of assets at the end of their lifecycle.

II. DEFINITIONS:

Information Technology (IT) - Per RCW 43.105.020, Information Technology includes, but is not limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications, requisite system controls, simulation, electronic commerce, radio technologies, and all related interactions between people and machines.

Asset - Any agency-owned physical or digital resource used to perform official duties. This includes, but is not limited to, laptops, desktops, tablets, monitors, peripherals, mobile devices, network infrastructure, and licensed software or Software as a Service (SaaS) platform.

End-of-Life (EOL) - The point at which a product is no longer manufactured or sold by the vendor manufacturer.

End-of-Support (EOS) - The point at which the vendor stops providing support, including updates, patches, and technical assistance, for that product.

User - Any individual performing work under the direction or control of the agency, whether compensated or uncompensated. This includes, but may not be limited to, employees, contractors, and students, who provide service to the agency. Additionally, any individual or entity with a WSCJTC-issued account is considered a User and is subject to this policy.

III. ROLES & RESPONSIBILITIES:

1. The WSCJTC IT Manager or designee(s) shall maintain the official Asset inventory, assign Asset tags, manage lifecycle status, and coordinate repair, replacement, and disposal procedures.
2. Supervisors/Managers shall assist in verifying Asset assignments, ensuring Users comply with usage guidelines, and reporting any relevant Asset changes.
3. All Users are responsible for protecting assigned Assets, reporting damage or loss promptly, and returning equipment when no longer in use.

IV. POLICY:

A. Asset Tracking and Inventory

1. All WSCJTC technology-related Assets shall be tagged, inventoried, and tracked electronically by IT.
2. Asset categories include:
    a. Laptops, desktops, tablets.
    b. Mobile devices, hotspots.
    c. Monitors, printers, and peripherals.
    d. Networking hardware, server infrastructure.
    e. Software licenses and SaaS subscriptions.
3. Each physical Asset shall receive a unique Asset tag, and software Assets shall be tracked by license key, version, and expiration date (where applicable).
4. IT shall conduct Asset audits at least annually or as directed by agency leadership to validate inventory and Asset location.

B. Asset Assignment and Use

1. Assets shall be assigned to individual Users, departments, or functions, based on operational need.
2. Users must sign an acknowledgment of receipt and responsibility when issued an Asset.
3. All assigned Assets are for official agency use only and must be used in compliance with WSCJTC IT policies.
4. Users must not lend, alter, or reassign any Asset without prior IT authorization.
5. Shared Assets (e.g., classroom or conference equipment) will be managed through check-in/check-out procedures and must have a designated owner within the business unit responsible.
6. Upon role transfer or separation, Users must return all assigned Assets to IT immediately for inspection, reassignment, or decommissioning.

C. Recovery, Disposal, and Reporting

1. All lost, stolen, malfunctioning, or damaged Assets must be reported to IT staff and a Supervisor/Manager within 24 hours of discovery.

2. IT shall determine appropriate action, including repair, replacement, or investigation.
3. Assets that are EOL, EOS, non-functional, or no longer required shall be securely wiped and decommissioned in accordance with the state of Washington disposal regulations.
4. Software licenses that are unused or no longer required will be reclaimed and reassigned where appropriate.
5. IT shall update inventory records upon asset reassignment, recovery, or disposal.

D. User Responsibilities

Users must:

1. Use agency Assets only for official business purposes in accordance with WSCJTC Acceptable Use (4.01) and Network Security (4.03) policies.
2. Exercise reasonable care to protect assigned Assets from theft, loss, damage, or misuse.
3. Refrain from altering, repairing, or transferring agency Assets without IT authorization.
4. Maintain software configurations and security settings as deployed by IT.
5. Ensure that mobile Assets (e.g., laptops, tablets) are stored securely when not in use, especially during travel or remote work.
6. Return all agency Assets upon reassignment, separation, or at the request of IT.
7. Participate in periodic inventory verification or audit processes as requested by IT.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 5 Policy 01 Bloodborne Pathogens	Revised: 07/01/2018; 12/26/2023; 4/30/2024
Authorizing Source: OSHA CRF 1910.1030; RCW 74.13.288; Chapter 296-823 WAC Occupational Exposure to Bloodborne Pathogens		**Applies to: All Staff**

I. PURPOSE:

The Occupational Safety and Health Act (OSHA) and the Washington Industrial Safety and Health Act (WISHA) require each affected facility to have an Exposure Control Plan. The plan identifies employees with occupational exposure and sets forth the schedule and methods used to implement all provisions of Chapter 296-823 WAC and specifies the procedure for the evaluation and follow-up of exposure incidents.

This policy outlines the Washington State Criminal Justice Training Commission's (WSCJTC) program for the prevention and control of bloodborne pathogens.

II. DEFINITIONS:

Bloodborne Pathogens - microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. There are many different bloodborne pathogens; Hepatitis B (HBV), Hepatitis C (HCV), and the Human Immunodeficiency Virus (HIV) are some of the more commonly known diseases specifically addressed by the WISHA regulations (WAC 296-823-099).

Exposure Control Plan – plan that meets the requirements outlined in Chapter 296-823 WAC, Occupational Exposure to Bloodborne Pathogens. This plan outlines the protective measures to eliminate or minimize employee exposure to bloodborne pathogens.

Exposure Incident - a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. Examples of non-intact skin include skin with dermatitis, hangnails, cuts, abrasions, chafing, or acne.

Other Potentially Infectious Material (OPIM) - all human body fluids that can spread bloodborne pathogens. The term includes blood, semen, vaginal secretions, human tissue, or any bodily fluid that is visibly contaminated with blood or is likely to contain blood.

Universal Precautions - infection control approach that protects individuals from exposure to bloodborne pathogens. This strategy presumes all blood, and other potentially infectious materials are infectious, regardless of the perceived status of the source individual.

III. POLICY:

WSCJTC provides for the safety and health of its staff by implementing an Exposure Control Plan designed to prevent and control the occupational transmission of Bloodborne Pathogens.

A. All staff are required to follow the procedures and reporting outlined in the agency Exposure Control Plan.

B. All staff are required to use Universal Precautions when exposure to OPIM is anticipated.

C. All Exposure Incidents, whether a near-miss or a true exposure, are required to be reported to the Human Resources Department and documented on an Employee Exposure Report.

    1. The Employee Exposure Report should be filed immediately but must be filed no later than 24 hours after the incident.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 5 Policy 02 Key Control	Revised: 07/01/2018; 4/30/2024; 03/11/2025
Authorizing Source:		**Applies to: All Staff and Contractors**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) is committed to promoting a safe and healthy work environment for its staff, students, visitors, and property. In order to maximize the security of campus facilities and property, maintain the safety of individuals in potentially hazardous areas, and protect confidential information, it is necessary to restrict facility access only to those individuals with appropriate knowledge, training, and/or supervision. This policy also establishes the agency unit responsible for the agency's Key Control program for WSCJTC facilities.

II. DEFINITIONS:

Key – An instrument which allows access to a room, office, gate, padlock, cabinet, building, motorized vehicle, equipment, etc. For the purposes of this policy, the term "Key" includes hard keys, electronic key cards (swipe cards), proximity cards, key fobs, Personal Identification Number (PIN) codes, and any other forms of access control employed on WSCJTC facilities.

II. POLICY:

This policy serves to establish standards for the issuance of facility Keys for the WSCJTC Burien campus and the regional training academies, and to ensure that access to facilities is controlled to protect users, facilities, property, and confidential information.

All staff are allowed to use WSCJTC facility Keys to access the common areas of WSCJTC campuses and their assigned work areas. Staff receive WSCJTC Key(s) necessary to carry out their official duties. All WSCJTC Keys assigned are the property of the WSCJTC and managed by the Facilities Unit. The Executive Director delegates the agency Key Control program to the Facilities Unit & Capital Projects Manager or their designee.

A. Staff are responsible for:

1. All Keys issued to them;

2. Using assigned Keys as directed and/or appropriate by:

    a. Securing all doors immediately upon entry of a locked building,

b. Never loaning a Key to someone not authorized to use it,

c. Preventing other individuals from entering a space for which they are not approved (i.e., tailgating in behind someone passing through a locked entry), and

d. Never duplicating a Key.

3. Returning all Keys to their immediate supervisor before offboarding; and

4. Reporting any stolen, lost or found Keys to their immediate supervisor or the Facilities Unit immediately.

B. Managers/Supervisors are responsible for:

1. Reporting unforeseen employee resignations and/or immediate terminations,

2. Reporting a change in roles and responsibilities in the employee that may require a modified access (e.g. sensitive and/or confidential areas), and

3. Reporting a security breach that may compromise the safety integrity of the campus.

C. Non-Permanent staff (such as contractors and service providers) may be issued Keys for completion of their duties, when necessary and authorized by the Facilities Unit.

D. Key Record Audits

Each calendar year, the Facilities Unit will conduct an audit of Key records, and a physical asset inventory coordinated with all agency staff to ensure accuracy and accountability.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 5 Policy 03 Emergency Alerts	Revised: 07/01/2018; 10/14/2025
Authorizing Source:		**Applies to: All Staff, Recruits, and Visitors**

I. PURPOSE:

The purpose of this policy is to establish guidelines for effective and efficient communication and notification during emergencies at Washington State Criminal Justice Training Commission (WSCJTC) campuses. This policy is intended to ensure that all employees, recruits, affected parties, and visitors are promptly and accurately informed during emergency situations, helping to protect their safety and well-being.

II. DEFINITIONS:

Communication – A two-way exchange of information intended to ensure understanding, alignment, or collaboration.

Emergency Notification System - A method of facilitating the one-way dissemination or broadcast of messages to one or many groups of people, alerting them to a pending or existing emergency. Example: Everbridge

Notification – A one-way transmission to inform someone of an event, decision, requirement, or status.

Site Emergency Team (SET) – WSCJTC team responsible for addressing any incident or event that could lead to altered operational status for the WSCJTC and necessitate activation of the Safety Plan.

III. POLICY:

WSCJTC is committed to maintaining a safe and secure environment and ensuring that information is promptly relayed in any emergency situations that may affect safety.

In the event of an emergency, the on-scene supervisor will immediately ensure contact is made with emergency services. The supervisor will then communicate with the Emergency Notification Alert Coordinator, who will notify the Executive Director or designee and/or SET. The Executive Director or designee and/or SET will assess and direct the activation of the Emergency Notification System to provide clear, concise, and actionable information, if needed. These notifications are intended to guide individuals in taking appropriate action, such as evacuating the premises, sheltering in place, or following other emergency protocols.

A. Types of Emergencies

Emergencies covered by this policy may include, but are not limited to:

1. Fire or explosion
2. Natural disasters (earthquakes, floods, severe weather events)
3. Medical
4. Active shooter or violent threats
5. Hazardous materials incidents
6. Bomb threats or suspicious packages
7. Security threats or criminal activity
8. Utility failures (e.g., power outages, water supply issues)
9. Evacuations or lockdowns

B. Roles and Responsibilities

1. Emergency Notification Alert Coordinator:
   a. The Executive Assistant serves as the primary point of contact for this role followed by the Deputy Director's Confidential Secretary (Secondary) and Bureau Confidential Secretaries (Tertiary).
   b. The Emergency Notification Alert Coordinator will work with the Communications Manager and SET to ensure that Notification(s) are timely, accurate, and coordinated.
2. Site Emergency Team:
   a. The SET is comprised of the Executive Director, Deputy Director, Assistant Directors, Human Resources/Risk Manager, and Emergency Manager.
   b. The SET will ensure that emergency information reaches their teams and will assist with emergency operations.
3. Building Emergency Coordinator:
   a. Each building has an assigned Building Emergency Coordinator who is knowledgeable of the campus Safety Plan and will follow it for their designated area.
4. Communications Manager:
   a. The Communications Manager will be responsible for managing Communication and/or Notification with externally affected parties, including the media, public safety agencies, and other organizations.
   b. The Communications Manager will help ensure that consistent and accurate messaging is provided to the public and that WSCJTC's social media accounts are updated accordingly.
5. Employees and Recruits:
   a. All WSCJTC employees and recruits are required to respond immediately to emergency Notifications and follow the instructions provided.
   b. Employees must ensure their contact information (e.g., phone numbers and email addresses) is kept up to date in the Emergency Notification System.

C. Emergency Notification Alerts
WSCJTC will use multiple Notification methods to ensure all individuals on WSCJTC campuses are informed of emergencies. These methods include, but are not limited to:
   1. Emergency Notification System – example: Everbridge
      a. WSCJTC will utilize an Emergency Notification System to send alerts to employees, assigned recruits (i.e., Class President and Vice President), and authorized personnel via text message, email, and/or phone call.
      b. Notifications will include details about the emergency, recommended actions, and updates as necessary.
   2. Signage
      a. WSCJTC may use signage in public areas to display emergency alerts and instructions.
      b. Signage will be updated in real-time with relevant information.
   3. Website and Social Media:
      a. In certain situations, WSCJTC may use its official website and social media channels (e.g., Facebook, Twitter/X, Instagram, LinkedIn, YouTube) to provide emergency updates to externally affected parties, including visitors and the public.
      b. This may include announcements about closures, delays, or ongoing incidents that require public awareness.
   4. Phone Trees and Contact Lists:
      a. A phone tree or contact list system may be activated to ensure that key personnel receive critical information quickly.
      b. Division and unit heads and designated Emergency Building Coordinators will be responsible for ensuring that emergency information reaches their teams.

D. Evacuation and Shelter-in-Place Notification
   1. In case of evacuation, clear instructions will be provided, including evacuation routes and designated assembly areas.
   2. In case of a shelter-in-place situation, instructions will be given for securing appropriate shelter, ensuring safety, and remaining in place until further notice.
   3. Assembly Areas: Designated assembly areas will be communicated through emergency Notification or personnel on-site. Employees and recruits must proceed to these areas immediately and check in with designated personnel.

E. Testing and Drills
   1. Regular emergency alert drills and exercises will be conducted to ensure readiness and familiarize all personnel with emergency procedures.
   2. Drill Frequency: At least one emergency drill will be held annually, and additional drills may be conducted as deemed necessary by the SET.

F. Internal Notification During an Emergency
   1. Clear Messaging: All internal emergency Notifications will be clear, concise, and actionable. Messages will include relevant details such as the type of emergency, immediate actions to take, and any other instructions.

2. Updates: As the situation develops, timely updates will be provided to employees and recruits to ensure they are informed of changing circumstances and instructions.

G. External Notification
    1. WSCJTC will maintain open Communication with external agencies (such as local law enforcement, fire departments, emergency medical services) during an emergency.
    2. The Communications Manager will serve as the point of contact for all external Communications and Notifications and will ensure that the public receives accurate and up-to-date information.

H. Post-Emergency Notification
    1. After the Emergency has been resolved, all employees and recruits will receive a final Notification confirming the resolution of the situation and providing any necessary follow-up instructions.
    2. A post-incident debrief will be conducted to review Communication and Notification effectiveness and identify areas for improvement.

I. Notification Guidelines
    1. Accuracy: All Notification(s) should be factual, clear, and timely. Avoid speculating or providing unverified information.
    2. Confidentiality: Sensitive or confidential information should be handled with care, particularly regarding personal health data or law enforcement activities.
    3. Non-Emergency Notifications: Routine Notifications should be limited during an active emergency to avoid overload of notification systems.

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CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 5 Policy 05 Fire Prevention	Revised: 07/01/2018; 08/12/2025
Authorizing Source: Federal Occupational Safety and Health Administration (OSHA), Washington Industrial Safety and Health Act		**Applies to: All Staff, Students, Contractors, and Visitors**

I. PURPOSE:

The purpose of this policy is to establish a fire prevention policy and strategies for Washington State Criminal Justice Training Commission (WSCJTC) owned or operated facilities. This policy aims to protect the safety of all staff, students, contractors, and visitors, and to ensure the continuity of operations by reducing the risk of fire-related incidents.

II. DEFINITION:

Hot Work - Any activity involving open flames or the use of tools and equipment that generate heat, sparks, or flames capable of igniting flammable materials. Examples of Hot Work include welding, grinding, soldering, the use of torches, brazing etc.

III. POLICY:

The WSCJTC will comply with all local, state, and federal fire safety regulations, including those set forth by the Washington Industrial Safety and Health Act governed by the Washington Department of Labor & Industries (L&I), OSHA, and the Washington State Fire Marshal's Office.

A. Responsibilities:

1. Executive Director (or Designee): Ensures the implementation of this policy and allocates necessary resources for fire prevention and safety training.
2. Facilities & Capital Projects Manager: Oversees fire safety inspections, the installation and maintenance of fire prevention equipment, and coordinates fire drills.
3. Safety Chair (or Designee): Responsible for leading the agency Safety Committee in promoting workplace safety and health. This includes developing agendas, conducting meetings, fostering collaboration, and following up on safety concerns and recommendations.
4. Staff, contractors, and students: Comply with fire prevention procedures, and report potential fire hazards.

IV. FIRE PREVENTION MEASURES:

A. The WSCJTC will implement and maintain the following fire prevention measures:

1. Fire Safety Equipment:
   a. WSCJTC owned or operated buildings will be equipped with fire alarms, smoke detectors, fire extinguishers, and sprinklers as appropriate.
   b. Fire extinguishers will be placed in visible, accessible locations, and employees will be trained in their proper use.
   c. Fire alarms and smoke detectors will be tested regularly to ensure proper function.

2. Electrical Safety:
   a. Electrical equipment and wiring will be inspected on a monthly preventative maintenance schedule conducted by the Facilities Unit to avoid overloading circuits or causing electrical malfunctions.
   b. Only qualified personnel will perform electrical repairs or installations.

3. Housekeeping:
   a. All work areas should remain free of clutter, trash, and combustible materials.
   b. Flammable materials will be stored in designated, approved containers away from heat sources.
   c. All exits, hallways, and fire escapes must remain unobstructed.

4. Smoking Policy:
   a. Smoking will only be allowed in designated outdoor areas, away from any combustible materials.
   b. Cigarette butts must be properly disposed of in fire-safe containers.

5. Hot Work Procedures:
   Prior to performing any Hot Work, properly trained and certified personnel shall evaluate the scope of work, determine if permits are required, and ensure that appropriate fire mitigation measures are implemented and maintained during and after the work to prevent fire hazards.

6. Hazardous Materials Handling:
   All hazardous materials, including chemicals and flammable substances, must be handled, stored, and disposed of according to the manufacturer's instructions and relevant safety guidelines.

V. FIRE DRILLS AND TRAINING:

A. Fire Drills:
   1. Fire drills will be conducted annually at each WSCJTC academy location. Drills will include evacuation procedures, proper use of fire extinguishers, and identification of fire exits.

2. An up-to-date emergency evacuation plan will be posted in all common areas, outlining designated exits, assembly points, and procedures for evacuating the building(s) safely in the event of a fire.

VI. REPORTING HAZARDS:

A. Staff, contractors, and students are encouraged to immediately report any potential fire hazards or safety concerns to the Burien HQ Cascade Building Customer Service Desk, Facilities Emergency line at 206-321-0043, or Regional Commander or Assistant Commander.

B. Any observed malfunctioning of fire safety equipment should be reported, and equipment will be repaired or replaced promptly.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 5 Policy 06 First Aid, CPR, Automated External Defibrillator (AED) and Emergency Medical Care	Revised: 07/01/2018; 5/30/2024
Authorizing Source: IADLEST Standard 7.4		**Applies to: All Staff**

I. PURPOSE:

This policy provides staff and students with information regarding first aid, CPR, AED, and access to 24-hour emergency medical services.

II. DEFINITIONS:

Automated External Defibrillator (AED) - a medical device designed to analyze the heart rhythm and deliver an electric shock to victims of ventricular fibrillation to restore a normal heart rhythm.

Cardiopulmonary Resuscitation (CPR) - an emergency procedure consisting of chest compressions often combined with artificial ventilation, or mouth to mouth in an effort to manually preserve intact brain function until further measures are taken to restore spontaneous blood circulation and breathing in a person who is in cardiac arrest or has stopped breathing.

First aid - the extent of treatment you would expect from a person trained in basic first aid using supplies from a first-aid kit.

II. POLICY:

A. Washington State Criminal Justice Training Commission (WSCJTC) instructional staff that teach in areas of potential medical injury (Defensive Tactics, Firearms, Scenario Training, Emergency Vehicle Operations Course) are required to have current Basic First Aid/CPR certifications.

B. Staff, recruits, or visitors with known advanced emergency medical training may be requested to assist in an emergency medical situation.

C. WSCJTC provides access to the following 24-hour emergency medical treatment options while at work or attending training at the Academy Campus in Burien and the Regional Academies:

1. First aid, CPR, AED supplies;

2. Local fire department/emergency response services; and

3. Local hospitals.

D. First-aid kits and AEDs are readily accessible, and procedures are in place to assure that first-aid kit contents and AEDs are maintained in a serviceable condition by the Safety Committee.

E. Staff must report to their Supervisor/Manager every accident, injury, or occupational illness that requires first aid or medical treatment, or that results in time loss.

    1. The staff member injured must complete the Employee Information section of the Employee Accident/Incident Report within 24 hours of incident and submit the report to their Supervisor/Manager within the same period of time.

    2. The Supervisor/Manager must complete the Supervisor/Manager section of the Employee Accident/Incident Report within two days of the incident and submit to Risk Management.

F. Recruits must follow the reporting procedures specified in the Recruit Rules and Regulations Manual.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 5 Policy 07 **Flammable, Toxic and Caustic Materials**	**Revised: 07/01/2018**
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy establishes the safe control of flammable, toxic and caustic materials used and stored at the Washington State Criminal Justice Training Commission (WSCJTC).

II. POLICY:

All flammable, toxic and/or caustic materials are controlled and properly stored.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 5 Policy 08 **Safety and Prevention**	**Revised: 07/01/2018**
Authorizing Source: RCW 49.17 – Washington Industrial Safety and Health act of 1973, (WISHA), Occupational Safety and Health Act of 1970, Personnel Policy 23 – Transitional Return to Work Program		**Applies to: All Staff**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) believes in each employee's right to work in a safe environment. This policy documents guidelines for providing employees a place of employment free from recognized hazards.

II. POLICY:

All staff have responsibility for safety on campus.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 5 Policy 09 Electric Vehicle Charging Stations	Effective: 05/20/2025
Authorizing Source: WAC 51-50-0429 Electric Vehicle Charging Infrastructure; RCW 19.27.540 Electric Vehicle Infrastructure; RCW 46.08.185 Electric Vehicle Charging Stations-Signage-Penalty; Executive Order 21-04 Zero Emission Vehicles (ZEV)		**Applies to: Employees, Contractors, Students, and Visitors**

I. PURPOSE:

This policy provides Washington State Criminal Justice Training Commission (WSCJTC) employees, contractors, students, and visitors operational guidelines, procedures, and information on the use of the Electric Vehicle Charging Stations at a Charging Rate established by the Executive Director or designee.

II. DEFINITIONS:

EV – Electric Vehicle

PHEV – Plug-In Hybrid Electric Vehicle

EVSE – Electric Vehicle Supply Equipment

Charging Rate – Cost to charge a vehicle electrically based on Kilowatt-hour (kWh) rates at a specific location.

Charging Station - An infrastructure designed to provide electricity for cars, motorcycles, and other electric vehicles.

Designated Parking Space – Use of space by and while charging an EV or PHEV.

Idling – Use of parking space while not electrically charging or parked after the charging session has ended.

Offline Hours - Time outside of posted Online Charging Hours when Charging Stations are not available for use.

Online Charging Hours – Time when a Charging Station is available for use.

Users – Employees, Contractors, Students, and Visitors who utilize WSCJTC EV Charging Stations.

III. POLICY:

A. General Guidelines

1. Eligibility: EV Charging Stations are available for use by WSCJTC employees, contractors, students, and visitors.

   Priority is given to the following:
   - State-owned EVs or PHEVs.
   - EVs or PHEVs which must travel to the facility from 25 or more miles away or travel 25 or more miles during the course of the business day.
   - All other electric vehicles may utilize Charging Stations as available. If high priority vehicles are unable to charge due to occupancy by one of these other vehicles, the owner may be asked to interrupt their charge and relocate to one of several nearby Charging Stations.

2. EVSE Designated Parking Spaces are reserved exclusively for EV or PHEV state owned or private vehicles. Vehicles blocking, improperly parked at EV Charging Stations and/or left Idling may be subject to towing at the owner's expense.

3. Online Charging Hours: EV Charging Stations are available for use Monday to Friday from 6:00 am – 8:00 pm.

4. Offline Hours are designated as times outside of the Online Charging Hours, including major holidays and weekends.

5. Vehicle Types: Only EV, PHEV, and vehicles equipped with standard charging connectors are allowed to use the EV Charging Stations.

6. Charging Fees: WSCJTC may apply a Charging Rate per kWh for the Seattle-Tacoma area and as established by the Executive Director or designee. Any fees will be disclosed to Users prior to usage. Fees may vary based on the time of day, duration of use, or type of charging service used.

B. EVSE Usage

1. Charging Duration: Each charging session is limited to a maximum number of hours required for a full charge. Extended charging sessions may be subject to a higher kWh rate. Employees must maintain an adequate charge in state-owned vehicles for the next User.

2. Time Limit and Parking: EVs and PHEVs are allowed to park at the EV Charging Station only for the duration of their charging session. Once the vehicle is fully charged, it must be removed promptly to allow others access. Idling EVs and PHEVs will be subject to a kWh rate per minute as established by the Executive Director or designee. Overnight charging of vehicles will be limited to state-owned vehicles only.

C. Responsibility of Users:

1. Vehicle Condition: Users are responsible for ensuring their vehicles are in good working condition and capable of safely charging at the EV Charging Stations.

2. Equipment Handling: Users must follow all instructions provided for using the charging equipment. Any damage or malfunction of the EV Charging Stations should be reported immediately to the WSCJTC Facilities Unit.

D. Prohibited Activities:

1. Tampering with Equipment: Any unauthorized alteration or tampering with the EV Charging Stations is strictly prohibited and may result in disciplinary action or legal consequences.

E. Maintenance and Repairs:

1. Routine Maintenance: WSCJTC will schedule regular maintenance and inspections to ensure that EV Charging Stations are operational. Users will be notified of any scheduled maintenance that affects EVSE usage in advance.

F. Liability and Safety:

1. Liability: WSCJTC is not responsible for any loss, damage, or injury that may occur during the use of the EV Charging Stations, including but not limited to damage to vehicles, electrical equipment, or personal injury.

2. Safety: Users must ensure that their vehicle and charging cable are in good working condition and follow safety guidelines while using the EV Charging Stations. Any electrical hazards, malfunctions, or unsafe conditions should be reported immediately to the WSCJTC Facilities Unit.

G. Violations:

1. Violations: Failure to comply with this policy may result in the revocation of charging privileges or other actions as deemed necessary by WSCJTC management. Repeated violations may lead to disciplinary action in accordance with WSCJTC’s employee policies or relevant contractual agreements.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 5 Policy 10 Security & Control	Revised: 07/01/2018; 09/09/2025
Authorizing Source: WAC 139-01-100; Chapter 42.30 RCW Open Public Meetings Act (OPMA)		**Applies to: All Staff and Visitors**

I. PURPOSE:

This policy establishes procedures and expectations for staff and visitors to Washington State Criminal Justice Training Commission (WSCJTC) campuses to promote safety, maintain security, and support operational efficiency.

II. DEFINITIONS:

Visitor - Any individual not currently employed or contracted by WSCJTC or enrolled as a student at any WSCJTC campus locations.

Authorized Personnel - Individuals with approved campus access and authority to escort visitors.

Secure Areas - Restricted access zones, including firearms ranges, tactical training rooms, and server or records storage spaces.

Very Important Person (VIP) - A government official, criminal justice agency executive, dignitary, or individual attending a campus event at the invitation of WSCJTC agency leadership.

Media Representative - A journalist, news organization employee, or content creator engaging in campus-related coverage or production.

III. POLICY:

A. Wearing Identification Cards

1. WSCJTC staff are required to wear agency-issued identification cards at all times while on agency premises, except under the following conditions:
    a. When wearing a dress uniform that precludes display of the identification card.
    b. While performing duties where the wearing of the identification card presents a safety hazard (example, operating or maintaining machinery).
2. The information on the identification card must be up-to-date.
3. The identification card must be worn by staff members in such a fashion that it is easily readable by others.

B. Visitor Check-In and Identification
    1. All Visitors must check in at the main reception desk upon arrival and present valid photo identification.
        a. Exceptions may apply for large-scale events such as graduations or ceremonies.
    2. Each Visitor will be issued a temporary visitor badge, which must be worn at all times while on the premises and remain clearly visible.
    3. Visitors are required to sign out and return their visitor badge upon exiting the facility.
    4. Commission meetings are open to the public.
        a. No photo identification, sign-in, or visitor badge is required for Commission meeting attendance.

C. Visitor Escort Requirement
    1. Visitors must be escorted by WSCJTC staff at all times while on the premises, except approved VIPs or designated contractors who have received prior authorization for unescorted access.
    2. Staff are not to grant unauthorized individuals access to locked or restricted areas. If an individual is not exhibiting a visitor badge and is not recognized as a staff member, they must be directed to the main reception desk to check in.

D. Advance Notice
    1. Pre-planned visits are strongly encouraged to provide adequate time for coordinating logistics and supporting operational needs.

E. Special Categories
    1. Media Representatives
        a. Must coordinate visits in advance with the WSCJTC Communications Manager.
        b. Must be escorted by WSCJTC staff at all times, unless explicitly authorized for unescorted access by agency leadership.
        c. All filming, photography, and interviews require prior written approval from the WSCJTC Communications Manager or agency leadership.
    2. VIP Visitors
        a. VIPs may be granted unescorted access to designated areas of WSCJTC campuses when pre-approved by agency leadership.
        b. VIP visits must be coordinated through agency leadership, designated representatives, or subject matter experts based on the VIP’s stated purpose and areas of interest.

c. Visitors from the governor's office or state Legislature must be coordinated by the WSCJTC Executive Director's office or agency Legislative Liaison.

d. Upon arrival, VIPs will be issued a visitor's badge by their designated point of contact. If not escorted by WSCJTC staff during the visit, the VIP must wear the visitor's badge visibly at all times while on the premises.

F. Conduct and Restrictions

1. Prohibited Items

a. Weapons, illicit drugs, and any items deemed a security risk or potential disruption to facility operations or systems are strictly prohibited on WSCJTC campuses.

i. The following individuals are authorized to carry firearms on agency property and are exempt from this policy:

- Active law enforcement: Law enforcement officers from local, state, or federal agencies, acting in their official capacity, as authorized by state and federal law.
- Qualified retired law enforcement officers: A retired law enforcement officer who meets all qualifications and identification requirements under the federal Law Enforcement Officers Safety Act (LEOSA), 18 U.S.C. §§ 926B and 926C.

2. Confidentiality and Legal Compliance

a. Visitor access to training materials, student records, officer certification records, or secure communications is prohibited unless expressly authorized in accordance with WSCJTC procedures and appropriate levels of agency leadership approval.

b. All Visitors must comply with applicable local, state, and federal laws while on WSCJTC properties.

G. Emergencies

1. Visitors must comply with all WSCJTC emergency procedures including evacuation orders, shelter-in-place alerts, and other safety directives.

2. WSCJTC staff will provide Visitors guidance and instructions during drills or actual incidents.

3. Emergency exits, first aid equipment, fire extinguishers, and posted safety instructions are located throughout campus common areas, offices, and classrooms in alignment with the WSCJTC Safety Plan.

H. Health and Safety

For health and safety reasons, and due to WSCJTC's designation as a congregate setting, the following protocols apply to all Visitors:

1. Visitors are encouraged to self-screen for symptoms of illness before arriving and should not visit campus if they exhibit symptoms.

2. Face masks may be required during public health advisories or in designated indoor areas, as determined by agency leadership or public health authorities.
3. Sanitization stations are available throughout the campus to help prevent the spread of illness or communicative disease.

I. Violations and Revocation of Access

1. Visitors who fail to comply with this policy may be subject to immediate removal from the WSCJTC campus and may be denied future access.
2. Any threats, disruptions, or unsafe behavior must be reported immediately at the point of occurrence to local law enforcement. WSCJTC supervisory staff shall also be notified to initiate appropriate administrative action.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 5 Policy 11 Tool Control	Revised: 07/01/2018
Authorizing Source:		**Applies to: All Staff**

I. POLICY:

The Washington State Criminal Justice Training Commission (WSCJTC) provides for the safety and security of staff, offenders, and visitors by establishing methods of accounting for the control and use of tools, including culinary, within the confines of a facility or under the supervision of facility staff.

II. POLICY:

WSCJTC provides all tools necessary to build, repair, or maintain all buildings and grounds. The Facilities Manager is responsible for tool management and designates a Tool Control Manager responsible for management, inspection, and inventory of all agency-owned tools.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 5 Policy 12 **Vehicle Use**	**Revised: 07/01/2018**
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy establishes policy and procedures for using Washington State Criminal Justice Training Commission (WSCJTC) vehicles and the Facilities Division requirements for tracking state mandated data. Operating state vehicles at the lowest cost per mile and minimizing travel by continuously reviewing staffing assignments, field operations, and consolidating trips, where possible, preserves WSCJTC resources.

II. POLICY:

The WSCJTC guidelines and procedures for the use of state owned or operated vehicles are compliant with all traffic safety laws and in the interest of employee and public safety. The use of a state owned or operated motor vehicle must be authorized and for *official state business only.*

The Facilities Division keeps an inventory of all state-owned vehicles and tracks mileage, gas expenditures, and preventative and repair costs.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 01 Canine Certification Requirements	Revised: 01/31/2020
Authorizing Source: WAC 139-05-915		**Applies to: All Staff**

I. PURPOSE:

The purpose of this policy is to set the requirements of certification for law enforcement and corrections canine teams pursuant to WAC 139-05-915. To include certification, expiration of certification, recertification of teams, record keeping, and maintenance training. These rules are intended to set minimum standards of performance for the certification of canine teams, in their assigned disciplines, which are used for law enforcement or corrections purposes.

This process is not related to nor does it have any effect upon the requirements for peace officer certification. Nothing in these rules is intended to limit the use of canine teams employed by other state or federal agencies for law enforcement purposes, or the use of volunteer canine teams where the handler is not a Washington peace officer, Washington tribal officer, or corrections officer.

II. DEFINITIONS:

Alert - A change of behavior or indication, recognized by the handler, when the canine encounters a trained odor.

Canine team - A specific dog handler and a specific canine controlled by that officer in the capacity of handler, formally assigned by the employing agency to work together in the performance of law enforcement or corrections duties. The handler and the canine will be considered as a team and it will be the team that is certified; if one member of the team changes, a new team exists, and the new team will need to be certified.

Decoy – The actor portraying a suspect for training purposes. Given the possibility of injuries, it shall be the responsibility of the actor to obtain permission/consent from their employer prior to participating as a decoy.

Dog handler - Any fully commissioned Washington state certified peace officer, Washington state certified tribal police officer, or corrections officer of a state, county, city, municipality, or combination thereof, agency who is responsible for the routine care, control, and utilization of a police canine within a law enforcement or corrections assignment.

Evaluator - A full time Washington state certified peace officer, certified tribal police officer, or corrections officer who has a minimum of four years of experience as a dog handler and who has been recognized as a trainer of canines by a professional organization of police and/or corrections dog handlers/trainers and subsequently approved, by the commission, as an evaluator with expertise in canine training of a specific police canine subject for the purpose of evaluating and certifying dog handlers and canines to work as a canine team.

Experienced Handler – A handler who has previously received the minimum training hours as specified in the current CJTC canine certification requirements in the discipline in which they are certifying in.

False response / alert – A final response by the dog that the handler believes is an alert and/or the handler calls it as a find and/or attempts to reward when there is no target odor present.

Inexperienced Handler – Does not meet the definition of experienced canine/handler as listed above.

Training - Any structured classroom or practical learning exercise conducted, evaluated, and documented by an experienced dog handler or trainer, certified as an instructor with recognized expertise on canine subjects associated with the development of the trainee's competency in the care, control, and utilization of a police canine.

Walk - The dog has a change of behavior, works to source, pinpoints, and moves on without giving a final response.

III. POLICY:

A. Expiration of canine team certification – Each certification issued pursuant to these rules will remain valid for twenty-four (24) months, as long as the composition and responsibility of the canine team does not change.

   1. A canine team certification shall automatically expire if the specific handler and canine, originally paired at the time of certification, cease to perform canine team functions together or if the function for which the team was certified changes. Using an approved form within 60 days of the team ceasing to function, the agency must notify the commission that the team has disbanded.

B. Expiration of certification – Each certification issued pursuant to these rules will remain valid for sixty (60) months, with exception to the evaluator separating from employment as a state certified peace officer, Washington State certified tribal police officer, or corrections officer of a state, county, city, or municipality.

C. Initial Certification – The canine handler shall submit an application, as prescribed by the Commission, certifying the team has successfully completed the evaluation as prescribed. Upon receipt of the application, the Commission shall certify the canine team.

D. Maintenance training – Best practice dictates the canine team should conduct regular objective-oriented training sufficient to maintain operational proficiency. Maintenance training is meant to sustain and enhance the performance of the handler, canine, and the canine team.

   1. The canine team should spend an average of four hours per week in routine training to maintain the proficiency level of the team.

2. Routine maintenance training, conducted by the handler to maintain the canine's proficiency and to reinforce odor recognition is an acceptable form of training but may be combined with supervised training on a regular basis. Supervised training is conducted by a qualified trainer other than the handler, in order to improve performance, identify and correct training deficiencies. Performing proficiency assessments is considered a best practice.

E. Recertification – A canine team shall be evaluated prior to their certification expiration date to maintain their certification.
   1. The canine handler shall submit an application, as prescribed by the Commission, certifying the team has successfully completed the phases of this evaluation. A separate application is required for each discipline. Upon receipt of application, the Commission shall certify the canine team.

F. Recordkeeping – Each agency is required to keep training, performance, and identification records on canines. The records must stay with the agency responsible for the canine team. The records will be made available for review in the event that the canine is sold or transferred to another agency.
   1. The records will include, but not be limited to:
      a. Microchip number (if applicable);
      b. Canine's name;
      c. Breed;
      d. Training records;
      e. Certification date;
      f. Date acquired or purchased;
      g. Source from which the canine was acquired;
      h. Purpose, use, or assignment of canine;
      i. Handler's name;
      j. The date and reason the canine was released from service; and
      k. Copies of all incident reports in which use of the canine resulted in the use of force.
   2. These records must be retained for a period of one year from the date the canine is removed from active service unless a longer retention is required by statute or local ordinance.
   3. It is the responsibility of the handler to advise their employing agency of the fact that they have met the standards for canine certification. The proof of certification with the evaluator's signature along with a request for canine certification must be submitted to the commission by the employing agency. This will be considered as a request for certification. Upon verification that the minimum requirements have been met, the commission will issue certification to the canine team.

4. It is recommended that a canine intended for use by a law enforcement or corrections agency, be positively identified by having a microchip medically inserted in the canine. Any canine that is sold by a vendor to a Washington state governmental agency for use as law enforcement or corrections canine should be able to be identified by microchip placed in the canine at the vendor's expense prior to the canine being sold to the law enforcement or corrections agency. Once the microchip has been inserted, it is recommended that it not be removed except for medical necessity. If it becomes necessary to remove the microchip, the reason for the removal must be documented and entered into the canine's training records and a new microchip inserted, if medically appropriate.

G. Reevaluation – A detection team who fails to locate/indicate on one aid during the certification may be tested again the same day, if the Evaluator rules that the miss is the handler's error and requires no additional training of the canine. All other certification failures require the team reschedule another certification on a later date. All decisions made by the Evaluators are final.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 02 Weapon Maintenance and Modification	Effective: 10/28/2024
Authorizing Source:		**Applies to: All WSCJTC Staff and Contractors**

I. PURPOSE:

To ensure the safety and accountability of Recruit Firearms, only Certified Armorers are authorized to perform any modifications or advanced maintenance on Firearms used during Washington State Criminal Justice Training Commission (WSCJTC) training.

II. DEFINITIONS:

Certified Armorer: Person who has a valid armorer certification from the respective Firearms manufacturer or WSCJTC recognized course and is authorized by the Firearms Program Manager to fully assemble, disassemble, repair, and conduct advanced maintenance on Firearms. They can also perform preventative maintenance, inspect Firearms, and diagnose and repair malfunctions.

Firearm: A weapon from which a projectile from a cartridge is discharged.

Recruit: Students of the Basic Training Division (BTD).

III. POLICY:

A. Certified Armorer Requirement:

Only staff members or contractors who are currently Certified Armorers for the specific manufacturer of a Recruit Firearm are authorized to perform any modifications, maintenance, or repairs on that Firearm.

Staff members or contractors must maintain up-to-date certification and training for each manufacturer's weapon system they work on.

B. Prohibition of Unauthorized Modifications:

No staff member or contractor, regardless of experience or position, shall modify, repair, or perform advanced maintenance on a Recruit's Firearm unless they are certified for that specific weapon system.

Unauthorized adjustments or modifications, including but not limited to trigger modifications, sight adjustments, or replacement of parts, are strictly prohibited.

C. WSCJTC Approval Requirement:

Any modifications or maintenance to a Recruit Firearm must receive approval from the Recruit's agency before any work is performed.

The Recruit’s agency must be informed of any suggested modifications or repairs before any work begins, and all communications must be documented.

D. Certified Armorer Logbook Documentation:

All work performed on Recruit Firearms must be detailed in the Certified Armorer’s logbook. The following information must be recorded:

1. Recruit name
2. Class number
3. Agency name
4. Date of the work performed
5. Name, contact number, and email of the agency representative from whom permission was obtained
6. Firearm make, model, caliber, and serial number
7. Detailed description of the issue related to the Firearm
8. Detailed description of the work completed on the Firearm
9. Date of the Certified Armorer’s certification for that specific weapon system
10. Certified Armorer’s printed name and signature

The logbook must be maintained accurately, and all entries should be complete. It is subject to periodic audits to ensure compliance with this policy.

E. Consequences of Non-Compliance:

Any staff member or contractor in violation of this policy will face disciplinary action which could include termination of contract work at the WSCJTC range or termination of employment.

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CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 05 **Criminal Justice Information System/Database Access**	**Revised: 07/01/2018**
Authorizing Source:		**Applies to: All Staff**

I. POLICY:

The WSCJTC does not use or access any centralized computer databases, such as the National Crime Information Center (NCIC), Canadian Police Information Center (CPIC), or the equivalent that provide access to criminal records and other sensitive information.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 06 **Curriculum Management**	**Revised: 10/01/2018; 3/13/2023**
Authorizing Source: RCW 43.101.080		**Applies to: All Staff**

I. PURPOSE:

This policy sets systematic methods of development, updates, review, approval, and retention of all curricula delivered by the Washington State Criminal Justice Training Commission (WSCJTC). This policy establishes a consistent and uniform approval process that will apply to all divisions within the agency who create, modify, and/or deliver approved curriculum to students.

II. DEFINITIONS:

ACADIS – online Learning Management System

Agency – the Washington State Criminal Justice Training Commission

Agency curriculum standards, practices, and direction - the content, style, research, information, facts, or any other specific interest the agency has in assuring curriculum is high quality, legally defensible, and/or scientifically sound. These are established and maintained by the Curriculum Manager.

Assistant Director (AD) / Deputy Director (DD) – a member of the executive team who oversees a division/unit within the agency.

Copyright – a type of intellectual property that gives its owner the exclusive right to copy, distribute, adapt, display, and perform a creative work, usually for a limited time.

Course Overview – a document that defines the course aims and learning outcomes, course requirements, textbooks, and assessment dates and criteria.

Curriculum – lesson plans, syllabi or course outlines, and training materials (handouts, testing materials, training aids) used in a training developed and delivered for the WSCJTC.

Curriculum Development Records – material used in the creation, formulation, and development of curriculum. This includes, but is not limited to, records created in the development of training courses such as research, material development, articles used, pilot process records, substantive communications with Subject Matter Experts, significant drafts of training as it is developed, bibliographies, etc. More information can be found in Section III(B)(1) and (2) of this policy.

Curriculum Manager – This position has agencywide responsibility to oversee the format, development, review, updates, and retention of all agency curricula. This position also recommends approval or denial of curriculum submissions based upon the agency curriculum standards, practices, and direction.

Curriculum Specialist – a specialist who is designated a specific curriculum to develop, review, update, and recommends approval or denial of curriculum changes sent to them for concurrence.

Division Manager – the lead manager of a division such as Advanced Training Division, Applied Skills Training Division, or Basic Training Division.

Instructional Material – the learning material of a course which includes handouts, PowerPoints, study guides, videos, audio clips, website links, and any other supplemental material provided to recruits or attendees.

Instructor / Contractor – an individual responsible for training or instructing a particular class on behalf of the WSCJTC, whether contracted, working through an intergovernmental agreement, or on a voluntary basis.

Off Campus – any location where training may be offered other than the WSCJTC headquarters or regional campuses.

Outside Curriculum – curriculum created and/or taught by a subject matter expert, who is either contracted or approved to work with the WSCJTC.

Permission – consent or authorization to use materials or information.

Pilot Process – period of time, before final approval, but after significant curriculum development, when the curriculum development process requires instruction, testing, and evaluating of developed curricula from the end-user or student to assure curriculum meets the learning objectives and/or stated outcomes.

Program Manager – the manager responsible for an individual course of instruction and provides updates to curriculum.

Records Manager – the agency-appointed records manager.

Subject Matter Expert – agency staff and professionals from the criminal justice or related field who possess the knowledge, skills, and abilities to evaluate course content, learning objectives, course outcomes, and testing methodology.

Test / Testing Material – a documented method to measure the quality and/or performance of recruits or attendees.

WIDS – Worldwide Instructional Design System, the primary platform used to retain and/or provide learning objectives, syllabi, and curriculum.

III. POLICY:

New curriculum or curriculum revisions will be reviewed by the appropriate program manager, division manager, curriculum manager or their designee, Deputy or Assistant

Director or their designee, and the Executive Director or their designee, prior to implementation.

New and revised curriculum will be routed for signatures on the agency Curricula Review and Revision form.

A. Responsibility

1. Executive Director is responsible for the final approval and review of all curricula creation or change, and final approval of agency curriculum standards, practices, and direction.

2. Deputy or Assistant Director is responsible for:
   a. Receipt and review of the division manager's Curricula Review and Revision form and supporting documentation on curriculum changes. They then route the form/documentation to the executive director for final review, unless designated in writing as the executive directors' designee for final approval on specific curriculum.
   b. Approving agency curriculum standards, practices, and direction.

3. Division managers are responsible for:
   a. Assigning program managers to perform a curriculum update.
   b. Reviewing curriculum creation or changes.
   c. Recommending approval or denial of curriculum creation or changes on the Curricula Review and Revision form.
   d. Sending a summary and list of changes to the Deputy or Assistant Director for review and approval.
   e. Directing the creation of and reviewing an annual report of each program manager's curriculum.
   f. If legislative reports are required, the division manager is responsible for the progress and delivery of those reports.

4. Program managers are responsible for:
   a. Identifying curriculum updates based on legislative changes, case law, stakeholder feedback, student surveys, or agency directed changes.
   b. Working with the curriculum manager and/or other designated staff on curriculum creation or updates to follow agency curriculum standards, practices, and direction.
   c. Seeking feedback and input from subject matter experts on areas and/or curriculum the program manager is not a subject matter expert in.
   d. Creating or updating the curriculum including the creation or editing of instructional materials, tests, or any other document or material needed for the course.
   e. Complete Curricula Review and Revision forms and submit the forms to the curriculum and division manager.
   f. Obtaining permissions to use any copyrighted material within a curriculum or provide a cost estimate to the division manager should the purchase of rights be necessary.
   g. Retaining curriculum development records, maintaining the requirements of curriculum standards, and archiving prior versions of curriculum as required.
   h. Reviewing and updating their curriculum and instructional material on an annual basis.

i. Providing an annual curriculum report to their division manager on their curriculum, including the content and how it adheres to the standards, practices, and direction of the agency.

j. For acquiring, reviewing, and processing curriculum as applicable to this policy for new curriculum or reviewing existing curriculum.

5. Curriculum manager is responsible for:

a. Establishing, developing, and updating agency curriculum standards, practices, and direction.

b. Identifying updates to curriculum based on the current agency curriculum standards, practices, or direction.

c. Working with program managers on curriculum updates to assist them on the direction, format, copyright permissions, or any other curriculum related needs.

d. Reviewing program manager instructional material to maintain current agency curriculum standards, practices, and direction.

e. Reviewing and approving Curricula Review and Revision forms based on the agency curriculum standards, practices, and direction.

f. Tracking program manager completion of their annual curriculum and instructional material review.

g. Performing audits to assure instructors teach and provide approved curriculum and material.

h. Working with program managers to acquire, review, and process outside curriculum as applicable to this policy, including new curriculum or reviewing existing outside curriculum.

B. Process for creating or revising agency curriculum:

1. Creating new curriculum

a. Any new curriculum developed either through legislative mandate, WAC change, stakeholder request, or agency direction will follow this policy.

b. New curriculum will proceed through an initial development process and pilot period before full implementation. The development period will include:

i Establishing of intent, scope, and learning objectives of the training based on the targeted audience. It is expected that revisions to these will be made during development.

ii Gather potential information, resource material and/or subject matter expert input used for the development of curriculum and instruction. A synopsis of the material will be reviewed by the program manager and division manager to assure intent, scope, and learning objects are being met.

iii The curriculum will be developed or assembled by the program manager and reviewed by the division manager or designee for approval.

iv A summary report detailing the intent, scope, and learning objective of the curriculum will be prepared for the Deputy or Assistant Director with final review and approval by the Executive Director or designee before beginning the pilot.

v New curriculum will be reviewed through an on-going process by the curriculum manager or their designee once creation of the curriculum is approved by the division manager.

2. The Pilot process will include:

a. A developmental timeline including developmental goals, curriculum creation deadlines, and scheduled sessions that will participate in the pilot.

b. Testing material used to measure the learned objectives of the training, if

applicable.

c. Pre-training and post-training surveys to measure the student's interpretation of the learning objectives and instruction of the training.
d. A summary report for the chain of command after the pilot training on the success and expected changes on the next pilot or if recommending final implementation of the training.
e. A pilot period ends when surveys, tests, and other material illustrates the class competency of the learning objectives.

C. Curriculum documents required per course. All curricula provided through the agency will include the following information:
   1. A concise synopsis of the course including *without exception:*
      a. Title of the course.
      b. Anticipated learning outcome(s) of the course.
      c. Specific learning objectives for the students in the course.
   2. A detailed lesson plan including:
      a. A chronological list of the major subject matter headings.
      b. Learning outcomes for each block of instruction included within the curricula.
      c. A description of delivery methods.
   3. A description of the intended audience for each course.
   4. The total number of hours of instruction.
   5. All skills-based training curricula must identify the potential risk(s) to the students and instructors and methods that will be used to minimize those risks.
   6. All skills-based training curricula must identify necessary learning materials to provide instruction. The learning material list will be used to determine whether or not an off-campus facility meets the requirements for instruction.
   7. A copy of the written tests or a description of the practical examinations on the material covered by the curriculum.

D. Review of existing curriculum
   1. Program managers, and the curriculum manager or their designee review all existing agency curricula annually. The following information will be included in a curriculum review as part of the curriculum change process:
      a. Updates, changes, or revisions made pursuant to changes in case law or statute.
      b. Updates, changes, or revisions made based on changes in scientific research.
      c. Updates, changes, or revisions based on changes in job task analysis, academy research, competency surveys, and national standards established by professional organizations, best practice models, and needs assessment.
      d. Curricula Review and Revision forms will explain the changes made to the curriculum and why. Examples may include review of case law or statute, input from subject matter experts, literature reviews, training bulletins or announcements provided by national professional organizations that make recommendations on training standards.
      e. Any documentation identified post-session not previously approved must be retained, provided to the appropriate manager, and proceed through the approval process.
      f. Program managers will provide division managers a report on the annual review of their curriculum to note the overall changes, improvements, and how the

curriculum is maintaining high quality, meets agency curriculum standards, practices and direction, and remains scientifically sound.

E. Approved curricula and outside instructors
   1. All instructors must teach approved curricula.
   2. All outside curricula must be retained and approved by the WSCJTC as provided in this policy.

F. Audits

Audits are performed to both improve instruction and maintain instructor cohesiveness with the approved curriculum.

1. Peer Review
   a. Peer review audits will be performed by other instructors or program managers to collaborate on instruction styles and techniques to improve the learning outcomes of recruits or trainees and improve curriculum delivery.
   b. This peer review process will also be done for review if significant concerns arise due to student surveys. The goals of these reviews are to improve an instructor's performance and student comprehension of the material.
   c. Peer reviews may also be done as part of an annual review process to measure or gauge performance.

2. Cohesiveness Audits
   a. These audits assure that material, content, learning objectives, and agency curriculum standards, practices, and direction are being used and maintained.
   b. These audits are also used as a curriculum development tool to align learning objectives to improve thematic integration from one course to another.
   c. Cohesiveness audits may be performed by program managers, curriculum managers or their designee, or other instructors either as part of a pilot, an annual curriculum review, a performance review, or any other need determined by the agency.

G. Curriculum Retention and Public Disclosure
   1. Organization and Retention
      a. All curriculum development records should be retained in a development folder. This includes any material used as part of the creation, formulation, or development of the course.
         i. The course development folder will be named after the course with additional language that notes that it is developmental material.
         ii. Once the course is no longer in development, the folder will be dated and retained by the program manager.
      b. Curriculum, handouts, tests, course outlines and other curriculum supportive documents will be stored in a file system that is clearly labeled and allows for easy identification of records either:
         i. Through a file folder system, or;
         ii. Through storing course curriculum in ACADIS per session or in WIDS.
      c. Tests, quizzes, mid-terms, finals or other graded or recorded ways to measure student learning will not be combined or part of any instructional material. Questions are allowed on instructional material, but they cannot be graded or recorded.
      d. All class or course files will contain an abbreviation or short title of their course and class to allow identification of those files. For example, SUD, CAIA, DV, Crim Law, etc.
      e. Whenever a change is made to curriculum, the prior version of curriculum will be placed in a separate folder clearly labeled to identify its order of previous curriculums

changes, and the date when it was last used for training. Achieving this through ACADIS, WIDS, or through a file folder system may require different processes.

f. Program managers are responsible for retaining curriculum provided by instructors, contractors, etc. Any copyrights on the created works of these instructors will be clearly labeled in the file name with a "(c)" and contain the copyright information within the first pages of the instructional material.
g. When course material is updated with a new version number, all older versions will be moved and archived for a minimum of 6 years from the date in which it was archived.
h. All archived curricula will contain the course name/number, version number, and date archived. (For example, an electronic file name could be: Mid-Mgt -" Facilitators Guide"-v1.0-3.8.2016).
i. Primary versions of curriculum files will be available to all instructors for reference to teach courses according to the files contained for each course. Only curriculum managers or their designee, program managers, and division managers will have edit rights to assigned courses.

2. Public Disclosure considerations:
   a. Any Public Disclosure Requests for curriculum will be fulfilled through the curriculum files retained by program managers.
   b. Curriculum is assumed to be non-exempt unless otherwise determined by the Program Manager or Curriculum Manager or their designee.
   c. If curriculum is believed to be exempt from public disclosure, that determination should be made in collaboration with the Public Records Officer and clearly labelled within the instructional material.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 07 Firearms Instructor Requirements	Revised: 07/01/2018
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy identifies the qualifications for instructors who teach sponsored firearms courses for the Washington State Criminal Justice Training Commission (WSCJTC).

II. POLICY:

Instructors teaching agency sponsored firearms courses are certified through the Instructor Certification Program (ICP). Because of the high liability of firearms training, the instructors must comply with a rigorous training program. This policy applies to all Assistant and Lead Firearms Instructors.

The designation of Lead Instructor is created for each discipline:

- Handgun Lead Instructor (to include Level I & II)
- Rifle Lead Instructor
- Shotgun Lead Instructor

This change is intended to allow a greater number of agencies to participate in the instructor program.

III. DEFINITIONS AND REQUIREMENTS:

A. Firearms Instructor Tables

Table 1

Assistant Instructor – assists with basic and/or in-service training in a specific firearms discipline (applies to handgun, rifle and shotgun instructors)

Must successfully complete:	and:	then:
WSCJTC 40-hour Instructor Development course or approved equivalency	Observe one applicable firearms class	
As a student: • Firearms Handgun Instructor Level I and Level II if teaching handgun; or • Rifle Instructor course if teaching rifle; or • Shotgun Instructor Course if teaching shotgun	• Co-instruct one class in the respective firearms course • Have a competency Checklist completed by a Lead Instructor	• Complete the Instructor Certification Program (ICP) application certified • Be awarded ICP status
		Maintain firearms instructor minimum standards
		Attend in-service training once every two years

Table 2

Lead Instructor – the principal instructor of a basic and/or in-service a specific firearms discipline (applies to handgun, rifle and shotgun instructors)

Must successfully:	***and:***	***then:***
Complete all requirements for Assistant Firearms Instructor		
Co-lead a Level Handgun class	• Liaison with WSCJTC • Procure instructional materials; • Select instructors; • Select training site; • finalize course completion documentation	
Lead an entire course for the Firearms Instructor discipline applied for	• Be evaluated by a Lead Instructor • Have a Competency Checklist completed by the Lead Instructor	• Apply for and be awarded Instructor Certification status • Attend in-service training once every two years

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 08 Firearms Training	Revised: 07/01/2018; 02/13/2024
Authorizing Source: Firearms Training Study Guidebook, Firearms Program SOP, BTD Rules & Regulations Manual, IADLEST 10.3.3, IADLEST 10.3.4, IADLEST 10.3.5, IADLEST 10.3.6,		**Applies to: All Staff and Recruits**

I. PURPOSE:

This policy establishes guidelines for supervisors, contractors, instructors, and students of all Washington State Criminal Justice Training Commission (WSCJTC) provided courses in which firearms are used. The purpose is to ensure a safe training environment for all who attend WSCJTC courses.

II. SCOPE:

This procedure is interdisciplinary and applies to all WSCJTC courses that include any use of firearms.

III. DEFINITIONS:

Firearms Training – any training program involving the use of a firearm whether actually fired or not.

Firearm – a gun capable of firing a potentially lethal projectile.

IV. POLICY:

A. WSCJTC will comply with the procedures and guidelines set forth by the following:
   1. Basic Law Enforcement Academy (BLEA) Firearms Training Study Guidebook
   2. BLEA Firearms Program Standard Operating Procedures
   3. Basic Training Division Rules & Regulations Manual

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 09 Force Tactics Instructor Requirements	Revised: 07/01/2018
Authorizing Source: RCW 43.101.080		**Applies to: All Staff**

I. PURPOSE:

This policy defines, establishes and provides guidance to staff, organizations and instructors regarding minimum standards for becoming a Washington State Criminal Justice Training Commission (WSCJTC) certified defensive tactics instructor for basic academies and advanced training programs.

II. POLICY:

All individuals requesting certification through the Instructor Certification Program for participation in any basic academy or advanced training program must meet the requirements of this policy.

III. DEFINITIONS:

Academy Fitness and Force Program Manager – a full-time position with the WSCJTC. The Fitness and Force Manager is responsible for researching and developing applicable fitness and force curricula for all courses offered.

Academy Fitness and Force Coordinator – a contract or full-time position with WSCJTC. The Fitness and Force Coordinator instructs and coordinates instruction and testing of the non-firearms Use of Force related subjects and fitness related subjects within their respective academy curriculum.

Lead Instructor – a non-staff contract instructor who instructs, grades, acts as a role player in an assaultive-suspect-scenario wearing an Impact Resistant Suit, and directs assistant and apprentice instructors in the absence of the Fitness and Force Coordinator.

Assistant Instructor – a non-staff contract instructor who, in the presence and at the direction of the Fitness and Force Coordinator or lead instructor, is qualified to instruct, grade, and/or act as a role player in an assaultive suspect scenario wearing an Impact Resistant Suit.

Apprentice Instructor – a non-staff contract instructor who in the presence and at the direction of the Fitness and Force Coordinator or lead instructor, is qualified to instruct and/or act as a role player in a non-assaultive suspect scenario, which does not require wearing an Impact Resistant Suit.

Force Scenario Role Player – is a non-staff contract officer who has defensive tactics skills and abilities that may be used in non-assaultive suspect scenarios at the discretion of the Fitness and Force Coordinator.

Instructional Observer – a non-compensated observer who is attending academy courses to observe training methodology and class decorum. The Instructional Observer will not instruct, grade or act as a role player.

Recognized – indicates that the instructor has successfully completed the appropriate WSCJTC Control/Defensive Tactics Instructor Course(s).

IV. REQUIREMENTS:

A. Academy Instructors

1. Academy Defensive Tactics Coordinator
    a. Must be certified through the WSCJTC Instructor Certification Program (ICP).
    b. Must be recognized as a current WSCJTC Master Control/Defensive Tactics Instructor.
    c. Must have met the requirements of a Lead Instructor.
2. Lead Instructor
    a. Must be certified through the WSCJTC ICP.
    b. Must be recognized as a current WSCJTC Senior Instructor.
    c. Must have instructed and graded 40 hours of the Control Tactics Level 1 portion of the basic academy Force Tactics curriculum. These hours are cumulative and include hours instructed while serving as an Assistant Instructor.
    d. Must have successfully instructed and graded eight hours of the Defensive Tactics Level 2 portion of the basic academy Defensive Tactics curriculum.
    e. Must have co-instructed the Use of Force course taught in the basic academy.
3. Assistant Instructor
    a. Must be recognized as a Control (Level 1) and Defensive (Level 2) Tactics Instructor. If teaching additional defensive tactics disciplines, must be state recognized for that appropriate subject(s).
    b. Must have instructed 20 hours of the Control Tactics portion of the basic academy defensive tactics curriculum.
    c. Must have instructed and graded eight (8) hours of the Control Tactics Level 1 portion of the basic academy defensive tactics curriculum.
    d. Must have observed four (4) hours of the Defensive Tactics portion of the basic academy defensive tactics curriculum.
    e. Must have observed four hours of the Use of Force Course offered in the basic academy.
4. Apprentice Instructor

a. Must be recognized as a current WSCJTC Control Tactics Instructor.

b. When assisting additional defensive tactics disciplines, must be WSCJTC recognized for that specific subject(s).

5. Instructional Observer
   Must be recognized in the tactics and subject(s) they are observing to instruct.

6. Force Scenario Role Player
   Must possess strong defensive tactics abilities and/or training.

B. Advanced training instructors course requirements

1. Senior Defensive Tactics Instructor

   a. Must be in the top fitness parameters outlined in the BLEA entrance test.

   b. Must receive departmental support from employing agency.

   c. Must be in a position to train regularly and able to be involved with WSCJTC satellite programs.

   d. Must have 2 years' experience as a motor skills instructor, 100 hours.

   e. MUST have completed and/or recertified within the appropriate time frame, the following courses offered by the WSCJTC:
      - Unarmed Control Tactics Level 1
      - Unarmed Defensive Tactics Level 2
      - Impact Weapon Instructor and/or PR-24 Side Handle Baton Instructor
      - O.C. Pepper Spray Instructor
      - Lateral Vascular Neck Restraint Instructor
      - Firearms Retention and Disarming
      - Ground Survival Tactics

   f. Must train coworkers in the field in a minimum of 80 hours of Use of Force (i.e., Control Tactics/Defensive Tactics Level 1, Level 2, Baton, etc.)

2. Master Defensive Tactics Instructor

   a. Must be certified through the WSCJTC ICP.

   b. Must be in the top fitness parameters outlined in the BLEA entrance test.

   c. Must receive departmental support from employing agency.

   d. Must be in a position to train regularly and able to be involved with the WSCJTC regional programs.

   e. Must have 2 years' experience as a motor skills instructor, 200 hours of direct contact hours.

   f. Must have completed all of the following courses offered by the WSCJTC:
      - Unarmed Control Tactics Level 1
      - Unarmed Defensive Tactics Level 2
      - PR-24 Side Handle Baton Instructor and/or Impact Weapon Instructor

- (Both impact weapon courses are strongly recommended even if department uses only one weapon)
- O.C. Pepper Spray Instructor
- Lateral Vascular Neck Restraint Instructor
- Ground Survival Tactics Instructor
- Firearms Retention and Disarming Instructor
- Basic Instructor Development
- 80 hour Master Instructor program

g. Must annually attend and successfully complete the Master Instructor Recertification Course.

C. Instructor level classes

1. Master instructor standards for teaching instructor level courses
   a. Must be ICP certified.
   b. Must be recognized as a current WSCJTC Master Control/Defensive Tactics Instructor.
   c. Must have served three (3) years as a Master Instructor.
   d. Must have taught 100 hours of Regional or Sponsored training in the Master Instructor status. These hours must be documented.
   e. Must have served on the Testing Advisory Board.
2. Selection process
   a. Positions are advertised and posted with an application deadline.
   b. Application process
      i. Resume/Curriculum Vitae
      ii. Documentation of required instructional hours
   c. Interview process
      i. Scheduled by the Fitness and Force Program Manager
      ii. Interview panel will consist of the Fitness and Force Program Manager, a member of the Division of QST, and the BLEA or Corrections Fitness and Force Coordinator
3. Apprenticeship
   a. Must complete an apprenticeship for each instructor course and be evaluated by the Fitness and Force Program Manager.
   b. Apprentice must teach the critical training components for that specific course.
   c. Length of apprenticeship will vary for each Instructor Course. The critical components are:
      - Adult Learning Theory
      - Curriculum Design, Development and Assessment
      - Use of Force

- Motor Learning and Performance Concepts
- Motor Skill Instructional and Testing Principles
- Bio-Mechanics and Physiology

d. The Program Manager can require the apprentice to complete additional hours dependent upon the nature of the subject area and the applicant's instructional abilities. The results are recorded on an Instructor Apprenticeship Form, F1401-1, and a copy maintained as part of the applicant's instructor file.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 10 **Instructor Certification**	**Revised: 01/31/2020; 1/16/2024; 08/27/2024**
Authorizing Source: IADLEST Standard 5.4		**Applies to: WSCJTC Instructors**

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) Instructor Certification Program (ICP) is a WSCJTC initiative to develop and recognize individuals with the knowledge, skills, and experience to instruct criminal justice courses effectively and competently. The Instructor Certification Program uses experience, feedback, and coaching to develop instructors to meet evaluation standards for certification that align with WSCJTC's values and practices.

II. DEFINITIONS:

Acadis – The WSCJTC training management system.

Apprenticeship – Program that provides an individual with on-the-job instructional training and observation.

Complaint History – A record or records sufficient to show the officer's complete history of Internal Affairs allegations and findings.

Curriculum Vitae – Document that summarizes education, qualifications, and work experience.

Equivalent Training – Recognized training that is considered equivalent to that provided by the Instructor Development course.

Facilitator – A person responsible for leading, guiding, or coordinating group communication, decision-making, and processes on a subject or topic.

ICP Manager – Program Manager overseeing the Instructor Certification Program.

Instructor – A professional who provides WSCJTC training and education to law enforcement personnel. This includes contract instructors and those who qualify for reimbursement of expenses.

MOU – Memorandum of Understanding

Presenter/*Guest Lecturer* – Professionals or individuals who provide specific subject matter knowledge, skill, experience, or presentation necessary for a WSCJTC course(s).

TAC –Teacher, Administrator, Counselor

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

III. POLICY:

A. General Provisions

Instructor Certification approvals are only applicable to instructors presenting or using WSCJTC training curriculum.

Program Managers or Academy Commanders are responsible for evaluating and selecting instructors based on the qualifications and documentation required to instruct for the specific courses or instructional blocks within their programs.

Academy Commanders, Program Managers, Supervisors, or Lead Instructors will evaluate and document new instructor certification applicants for:

- Preparedness
- Knowledge of course materials
- Presentation skills
- Student interactions

B. Application Requirements

All instructor certification applicants must:

1. Submit an Instructor Application;
2. Submit a resume showing all prior educational and employment history;
3. Submit a Curriculum Vitae or additional course requirements documentation; and
4. Complete an instructor development course approved by the WSCJTC or obtain an applicable waiver.

Criminal justice personnel must additionally:

1. Be employed by a criminal justice agency with certification in good standing;
2. Submit an agency letter of approval/support from their chief, sheriff, or director;
3. Submit a Complaint History, including all agency findings; and
4. Submit a Complaint History Attestation form.

Non-criminal justice personnel including former criminal justice personnel must submit:

1. An authorization to Conduct Criminal History & Release Information form;
2. Complaint History, including all agency findings, from previous criminal justice employers (applicable to previous criminal enforcement personnel only); and
3. Submit a Complaint History Attestation Form.

C. Instructor Certification Tiers

The Instructor Certification Program uses a tiered approach to certification with the following definitions:

Tier 1: An instructor is certified to provide guest instruction, assist in a facilitation of a specific course, or participate in mock scene training. They must have successfully completed the WSCJTC 1-hour online Instructor Development course. Examples of Tier 1 instructors may include:

- Washington State Employee Instruction & Classroom Support Technician 2
- Training Assistant
- In Training Instructor
- Mock Scene Rater
- Mock Scene Actor/Suit Actor
- Guest Instructor or Facilitator

Tier 2: An instructor is certified to teach or assist for an individual course or specific blocks within a course if they meet all requirements set by the Program Manager or Academy Commander for a specific course. They must have successfully completed the WSCJTC 40-hour Instructor Development course or have received a waiver determined by the ICP Manager because they have attended an Equivalent Training or possess sufficient relevant work experience. Examples of Tier 2 instructors may include:

- MOU TAC Officer
- Primary Instructor
- Washington State Employee Program Specialist 2
- Washington State Employee Program Specialist 3
- Washington State Employee Program Specialist 4
- Guest Instructor or Facilitator

Tier 3: An instructor is certified to teach multiple courses within a program(s) and/or assist in the development of instruction if they meet all requirements of the Program Manager or Academy Commander. They must have successfully completed the WSCJTC 40-hour Instructor Development course or have received a waiver determined by the ICP Manager because they have attended an Equivalent Training or possess sufficient relevant work experience. Examples of Tier 3 instructors may include:

- MOU TAC Officer
- Lead Instructor
- Washington State Employee Program Specialist 4
- Subject Matter Expert Instructor/Facilitator

Tier 4: An instructor is certified to teach multiple courses and programs and/or assist in the development of instruction if they meet all requirements for each separate program, as determined by the Program Manager or Academy Commander. The instructors must be recommended by the Division Manager and approved by the Assistant Director of the applicable bureau and the Executive Director or designee. They must have successfully completed the WSCJTC 40-hour Instructor Development course or have received a waiver determined by the ICP Manager because they have attended an Equivalent Training or possess sufficient relevant work experience. Examples of Tier 4 instructors may include:

- Multiple Discipline Subject Matter Expert – Applied Skills Training Division
- Multiple Discipline Subject Matter Expert – Advanced Training Division
- Multiple Discipline Subject Matter Expert – Basic Training Division
- Advanced Education Subject Matter Expert Agencywide

D. Apprenticeship

The Program Manager or Academy Commander in consultation with the ICP Manager will determine if an Apprenticeship process is required at any tiered level. The Course Requirements Form must indicate when an Apprenticeship is required. If required, the Program Manager or Academy Commander will outline the specifics needed for the Apprenticeship process and will submit to the ICP Manager for approval. A post Apprenticeship instructor evaluation is required.

Program Managers or Academy Commanders upon Apprenticeship completion (if applicable) will submit ICP Instructor Applications to the ICP Manager with recommendations for approval and supporting documentation for each instructor requesting certification. The ICP Manager will review the application and determine if the supporting documentation meets the criteria specified in the course requirements.

IV. PROCESSES

A. Course Specific Requirements Forms

Each course will have a Course Specific Requirements Form on file and will be used by the ICP Manager to determine if qualifications have been met.

Program Managers or Academy Commanders will complete a Course Specific Requirements Form for all courses within their program and will submit this form to the ICP Manager. Program Managers or Academy Commanders are responsible for reviewing, updating, and resubmitting a new form should course requirements change at any time.

B. Application Submission and Approval

The Program Manager or Academy Commander will ensure all required materials are included in the application materials prior to submitting the application packet to the ICP Manager.

The ICP Manager will approve Instructor Certification for a specific course(s) at the commensurate Tier Level after verifying the applicant meets certification criteria. The Deputy Director will review/sign a letter and certificate of compliance. The letter and certificate will be issued to the instructor advising them of their certification status and copied to the Program Manager or Academy Commander overseeing the course. The ICP Manager will note the certification in Acadis.

C. Waiver Requests

Waiver requests will be submitted to the ICP Manager by the Program Manager or Academy Commander with whom the potential instructor is contracting for approval.

1. When an applicant submits a request application for Instructor Development waiver, an internal review process will be triggered. Reviews are initiated once all requested materials have been received.
2. Before a preliminary internal review is conducted, the Program Manager or Academy Commander assigned to the request will:
    - Ensure all required materials are submitted;
    - Conduct any research related to the request, if necessary; and
    - Submit their recommendation to the Instructor Certification Program Manager.
3. The ICP Manager will review the documentation, add their recommendation, and send to the Deputy Director for final review and approval.
4. An electronic or written decision will be documented and provided to the requesting applicant for all completed waiver requests.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 11 Mock Scene Training Requirements	Revised: 07/01/2018; 04/09/2025
Authorizing Source:		**Applies to: All Staff, Contractors, and Students**

I. PURPOSE:

This policy establishes guidelines for staff, contractors, and students of all Washington State Criminal Justice Training Commission (WSCJTC) sponsored courses in which there is Mock Scene training.

II. DEFINITIONS:

Live Weapon – An authentic weapon capable of causing serious injury.

Firearm – A weapon from which a projectile from a cartridge is discharged and capable of causing serious injury.

Mock Scene – A training scenario requiring role-playing actors to engage in realistic scenarios while interacting with students.

Mock Weapon – A replica, dummy, toy, unloaded airsoft guns, or properly modified firearm, which is unable to fire a potentially lethal projectile and clearly marked to qualify as a non-functional weapon.

III. POLICY:

Safety is of the utmost importance in Mock Scene training. It is the WSCJTC's policy to ensure a safe training environment for all staff, contractors, volunteers, and students attending courses involving Mock Scenes.

1. Live Weapons and/or Firearms must never be used during any aspect of Mock Scene training.
2. Mock Weapons are issued for training exercises.
3. Inappropriate actions involving Live Weapons, Firearms, and/or Mock Weapons will not be tolerated. Unsafe weapons handling, "horseplay", or other such acts judged to be inappropriate or unprofessional, will result in corrective action up to and including termination. Instructors who carry Live Weapons and/or Firearms during practical skills instruction/testing must wear a red safety vest and will not handle any Mock Weapons.
4. Instructors must ensure their Live Weapon and/or Firearm is fully secured before handling Mock Weapons.

5. Safety guidelines are established and reviewed with all participants, students, and actors prior to any scenario-based training or testing.
6. Contract and/or volunteer instructors and/or non-testing students may be used as actors for scenario-based testing.
    a. Actors must be briefed and trained to meet the needs of the scenario(s) and training conditions.
7. All observers, not to include agency representatives, must wear reflective vests if they are not part of the scene. Observers must not interfere with the testing process.
8. Any instructor or students can call an immediate halt to training at any time if they identify an issue that makes them fear for their personal safety.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 12 **Staff Qualifications**	**Revised: 07/01/2018**
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy identifies the qualifications of staff within the Washington State Criminal Justice Training Commission (WSCJTC) who plan, coordinate, supervise, and instruct staff development and student training programs.

II. POLICY:

Only qualified staff will plan, coordinate, supervise, and instruct staff development and student training programs.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 13 Student Records	Revised: 07/01/2018
Authorizing Source: RCW 40.14.060, 42.17		**Applies to: All Staff**

I. PURPOSE:

This policy establishes procedures for handling student records for all divisions of the Washington State Criminal Justice Training Commission (WSCJTC).

II. POLICY:

Management of student records is in accordance with Washington State Records Management Guidelines approved and issued by the Washington State Archives and Records Management Division and the Washington State Local Records Committee. All records of students actively participating in an agency sponsored or recognized course are maintained in secure offices, file cabinets, or databases.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 14 Training in Use of Force and Control/Defensive Tactics	Revised: 07/01/2018; 07/02/2024
Authorizing Source: 4th Amendment, 8th Amendment, 14th Amendment of the US Constitution, RCW 9A.16.020, 9A.16.040, 10.120.010		**Applies to: All Staff**

I. PURPOSE:

This policy establishes that the use of force and control/defensive tactics training conducted by the Washington State Criminal Justice Training Commission (WSCJTC) falls in alignment with the Washington State Office of the Attorney General Model Use of Force Policy. WSCJTC use of force and control/defensive tactics trainings are intended to provide clarity and promote safety for all by ensuring that all available and appropriate de-escalation techniques are used when possible, physical force is used appropriately only when necessary, and the amount of physical force used is proportional to the threat or resistance the officer encounters as well as the seriousness of the law enforcement objective that is being served.

II. POLICY:

All training in use of force and control/defensive tactics is in accordance with the 4th, 8th, and 14th Amendments of the U.S. Constitution and RCW 9A.16.020, 9A.16.040, and 10.120.010. It is the fundamental duty of law enforcement to preserve and protect all human life (RCW 10.120.010). Officers shall respect and uphold the dignity of all persons and use their authority in a bias-free manner.

The proper use of force is essential to ensure impartial policing and build trust in the community. While there are circumstances where individuals will not comply with the law unless compelled or controlled by officers through the use of force, officers must remain mindful that they derive their authority from the community and that unreasonable force degrades the legitimacy of that authority.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 15 **Training Safety Officer**	**Revised: 07/01/2018**
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This directive establishes a Safety Officer Program for the Basic Academy training.

II. POLICY:

The Washington State Criminal Justice Training Commission (WSCJTC) requires a qualified Safety Officer to monitor the progress of any Scenario Based Training or any training involving Physical Activity conducted under the auspices of the Basic Academy.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 6 Policy 16 Use of Special Purpose Vehicles	Revised: 2/27/2024
Authorizing Source: IADLEST Standard 10.4.2 Vehicles		**Applies to: All Staff**

I. PURPOSE:

This policy establishes requirements for using Washington State Criminal Justice Training Commission (WSCJTC) special purpose vehicles.

II. DEFINITIONS:

EVOC – Emergency Vehicle Operations Course

Special Purpose Vehicle – Includes range vehicles, scenario vehicles, EVOC vehicles for training staff, instructor, and student use.

II. POLICY:

The Washington State Criminal Justice Training Commission (WSCJTC) maintains fleet vehicles for general employee use and special purpose vehicles.

A. Special purpose vehicles are not available for general use by employees unless approved by the Fleet Manager.
B. When not in use, vehicles are backed in to designated secure parking stalls.
C. Vehicle inspections are required before use of a special purpose vehicle in emergency vehicle operations training and requires staff to:
    i. Observe,
    ii. Verify, and/or
    iii. Conduct inspections.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

Standard:	Chapter 7 Policy 01 Complaints	Revised: 06/22/2022; 09/10/2025
Authorizing Source: RCW 42.56, WAC 139-17-010		Applies to: Certification Staff

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) benefits from information received from members of the public. Some members of the public, including law enforcement personnel, may be reluctant to report potential misconduct to the WSCJTC because they fear retaliation or other adverse consequences. For this reason, the WSCJTC accepts public complaints about alleged officer misconduct, including from anonymous and unknown complainants.

II. DEFINITIONS:

Identified Complainant – An individual who identifies themselves in a complaint with the understanding that their identity may be revealed to local law enforcement agencies and/or the public.

Identifying information – Information that can be used to uncover an individual's identity, such as name, address, phone number, or email address.

Anonymous Complainant – An individual who files a complaint and provides their name, phone number, email address, or other Identifying Information but requests anonymity.

Unknown Complainant – An individual who files a complaint and does not provide their name, email address, or other Identifying Information.

III. POLICY:

A. To the extent possible, the WSCJTC will protect the identity of Anonymous Complainants (*see* RCW 42.56.240(2)).

1. The online complaint form will give complainants the option to file complaints anonymously.

    a. The complaint form will provide notice that, to the best of its ability, the WSCJTC will honor the preference of Anonymous Complainants to remain anonymous. The WSCJTC will make reasonable efforts to keep Anonymous Complainants anonymous. However, anonymity cannot be guaranteed in all circumstances. The online complaint form will give examples of when agencies may recognize the identity of a complainant despite their request for anonymity.

2. The online complaint form will give complainants the option to file as an Identified Complainant.

    a. The complaint form will provide notice that, by opting to identify themselves, the complainant's identity may be disclosed to law enforcement agencies and/or the public.

3. Except when authorized by the complainant or required by law or court order, the WSCJTC will not disclose Identifying Information of Anonymous Complainants or verify any inquiry from an agency seeking to confirm the identity of an Anonymous Complainant.

4. The online complaint form will ask complainants to provide contact information so they may receive follow-up questions and/or case updates but will inform complainants that complaints will not be rejected for lack of Identifying Information.

    a. The complaint form will notify complainants that, by not providing contact information, WSCJTC will be unable to interview them, provide them with case updates, or answer questions about the case, and that this may make it more difficult to determine or prove the existence of decertifying misconduct.

5. A person who files a complaint in good faith is immune from suit or any civil action related to the filing or the contents of the complaint per RCW 43.101.145(4).

    a. Complaints should only be made in good faith and should not be used to harass or intimidate certified officers.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

Standard:	Chapter 7 Policy 02 Complaint Handling	Revised: 06/22/2022; 09/10/2025
Authorizing Source: RCW 43.101, WAC 139-17-010		Applies to: Certification Staff

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC), criminal justice community, and the public-at-large benefit from information received from members of the public, including but not limited to, information that may affect the status of peace and corrections officer certification. WSCJTC policy allows the filing of public complaints, including anonymous complaints. This policy governs WSCJTC staff action regarding complaints.

II. DEFINITIONS:

Anonymous Complainant – An individual who files a complaint and provides their name, phone number, email address, or other identifying information but requests anonymity.

Certified Officer – Any officer that has successfully completed a background check and mandated training and been granted a license by WSCJTC to serve as a certified peace, tribal, limited authority or corrections officer.

Identified Complainant – An individual who identifies themselves in a complaint with the understanding that their identity may be revealed to local law enforcement agencies and/or the public.

Substantial New Evidence – Information or evidence previously unknown to the WSCJTC that is material and relevant to a finding that the officer committed potentially decertifying misconduct under RCW 43.101.105.

Unknown Complainant – An individual who files a complaint and does not provide their name, email address, or other identifying information.

III. POLICY:

A. Receiving Complaints

1. Any person may submit a complaint with the WSCJTC against a Certified Officer alleging a violation of RCW 43.101.105 (see RCW 43.101.145(1)).

2. The WSCJTC will never inquire about a complainant's age, sex, race, nationality, immigration status, or any other information about their identity, unless it is directly relevant to the complaint or alleged misconduct.

3. Language translation will be made available when needed. The WSCJTC will offer translation services without cost to complainants who request a translator.

4. WSCJTC staff will make reasonable efforts to accommodate members of the public who wish to file a complaint but need assistance to do so, including taking the complaint by phone or in person.

5. WSCJTC staff are expected to seek additional or clarifying information from complainants that allege officer misconduct but lack sufficient information to identify the involved officer(s) or sufficient detail to determine if there is a basis for certification action under RCW 43.101.105, regardless of whether the basis of a complaint constitutes misconduct under chapter 43.101 RCW.

6. All complaints will be logged into the case management system and assigned a case number.

B. Communication with Identified and Anonymous Complainants

1. Within two (2) business days of the complaint being processed, the WSCJTC will provide the complainant with:

    a. An emailed or mailed acknowledgement that the complaint was received;

    b. Contact information for a staff member who will become their point of contact in the case;

    c. A link to a webpage describing what to expect during the complaint and investigation processes, as well as possible case outcomes; and

    d. Instructions on how to submit documents and evidence to WSCJTC about the complaint and encouragement to do so promptly.

2. WSCJTC staff will make a good-faith effort to communicate with complainants to ensure that WSCJTC staff understand their allegations and have received all relevant information and documents in support of the complaint.

    a. WSCJTC will offer complainants with personal knowledge of the alleged misconduct or who are impacted immediate family members the opportunity to speak directly with the appropriate staff member, as determined by Certification, before any complaint is closed without a Statement of Charges.

    b. If a complainant submits evidence, it will be retained in the relevant case file.

3. WSCJTC will keep complainants informed by providing emailed or mailed notices about case status and progress through each stage before final disposition and respond to periodic complainant inquiries. WSCJTC will endeavor to notify complainants within five business days of any change to case status.

a. If the complaint is administratively closed as a duplicate case, WSCJTC will provide notice to the complainant informing them of the primary case number.

b. When the case is advanced to Intake Review status, the WSCJTC will provide notice to complainants informing them that their complaint is being reviewed, and reminding them that this review determines whether the WSCJTC will administratively close the case or advance it to Investigation status.

c. If a case is advanced to Investigation status, the WSCJTC will provide notice to complainants and inform them that they may be interviewed during the investigation.

d. If a Statement of Charges is issued, the WSCJTC will provide notice to complainants.

    i. WSCJTC staff will subsequently notify the complainant if the officer requests an administrative hearing pursuant to RCW 43.101.155.

    ii. After the hearing panel members are selected, the WSCJTC will inform complainants who are victims of police misconduct of the names of hearing panel members and how to notify the WSCJTC of any potential conflict of interest concerns.

    iii. The complainant will be given instructions on how to obtain hearing information related to the subject officer as well as how to observe the hearing.

4. The WSCJTC will provide emailed or mailed notice complainants informing them of the final disposition of their complaint.

    a. For all complaints closed without an investigation, the WSCJTC will inform the complainant of the reason for the closure and the process to refile their complaint should they discover Substantial New Evidence. This notification will be made when the agency is informed of the case closure.

    b. If, after completing a certification investigation into a complaint, WSCJTC staff determine there is not sufficient evidence to file a Statement of Charges against the subject officer(s),the WSCJTC will send a notice of decline and a copy of the Investigation Report to the complainant and explain that the complainant may request in writing that this decision be reviewed by the Assistant Director of Certification. This notification will be made when the agency and officer are informed of the case closure.

        i. The complainant must file this request within 14 days of WSCJTC's notice of decline and the final Investigation Report. The Assistant Director of Certification may waive this deadline if, in their sole discretion, the

appellant provides evidence of good cause for missing the deadline.

ii. The Assistant Director of Certification will notify the complainant in writing of the outcome of the requested review.

c. Certification staff will provide an emailed or mailed notice to complainants promptly upon receipt of a final order of revocation. The notification will include a copy of the final order and an explanation of the basis for revocation.

d. For all other outcomes, including final orders that do not result in the revocation of certification, Certification staff will provide an emailed or mailed notice to complainants promptly upon receipt of a final order. This notification will include a copy of the final order.

C. Communication with Agencies

1. The WSCJTC will notify the officer's employing agency of complaints filed and inquire whether the agency has previously received and investigated the complaint.

   a. The WSCJTC will notify the officer's employing agency at the time of the incident, and current employing agency, if different.

   b. If an officer's employing agency conducts an investigation, the WSCJTC will periodically request updates on the progress of the investigation and request a copy of the relevant investigatory files.

   c. In cases that fall out of WSCJTC's jurisdiction, such as when the officer is deceased, not certified, or the complaint is implausible, the WSCJTC will only notify the agency at the time of closure.

2. If the WSCJTC receives a complaint alleging criminal conduct, it will refer the matter to the agency with criminal jurisdiction in writing unless WSCJTC is aware that a criminal investigation has already been opened, or the agency has determined that a criminal investigation is not warranted. The referral will include recommendations that the investigation be performed by a law enforcement agency who has never employed the accused officer and other required notifications, as specified in WAC 139-17-010(2).

3. The WSCJTC will request periodic updates as to the status of any criminal investigation from the agency with jurisdictional authority.

4. Any referral to the agency with criminal jurisdiction or the officer's employing agency does not preclude the WSCJTC from simultaneously conducting its own investigation.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 7 Policy 03 Conflict of Interest	Revised: 06/22/2022; 03/12/2025
Authorizing Source: RCW 34.05		**Applies to: All Staff**

I. PURPOSE:

The objectivity and credibility of decisions of the Washington State Criminal Justice Training Commission (WSCJTC) depend on having strong systems in place to avoid conflicts of interest whether actual, potential, or perceived. Possible conflicts may arise where staff, Commissioners, attorneys, or hearings panel members may be involved in the processing, investigations, review, or consideration of a certification proceeding or be tasked with taking other action in a manner that involves individuals whom they may personally know or with whom they may have previously worked. Similarly, an individual's relationship to an employing agency may pose conflicts. The purpose of this policy is to ensure that any potential conflict is properly identified, disclosed, and addressed.

II. DEFINITIONS:

Conflict of Interest – A circumstance when an individual's personal interests could compromise their judgment, decisions, or actions or create bias or prejudice, in official or professional settings. A Conflict of Interest may be based upon family, friendship, financial, social, employment, or other interests.

Hearings Coordinator - The WSCJTC staff member who serves as liaison between the Office of the Administrative Hearings (OAH), the Respondent, the Petitioner, and the hearings panel members.

III. POLICY:

A. Accessing and Addressing Conflicts of Interest

1. Potential Conflicts of Interest should be identified as early as possible.

2. In weighing the potential for conflicts and the appearance of a lack of impartiality, individuals should take into account the level of discretion they exercise.

3. With regard to individual certification matters, employees with decision-making authority impacting the outcome of cases, and hearings panelists, must utilize the individual case Conflicts Assessment Form to identify potential conflicts.

4. For certification matters, the supervisor will:

a. Assess whether there is a Conflict of Interest that prevents an employee from involvement with a certification review;

b. Recuse any employee who has a Conflict of Interest in the case or complaint;

c. Screen the conflicted employee from all matters related to the case; and

d. Assess whether the complainant should be referred for outside review.

e. This assessment should be made as soon as possible after the agency's receipt of the complaint. Or, for individuals involved in later review and consideration of agency action, at the time that involvement is requested.

B. Retention of Outside Investigators Due to Conflicts

1. The WSCJTC will refer to a qualified and experienced outside party for review of any complaints that invoke Conflicts of Interest that cannot be resolved utilizing internal personnel.

2. The WSCJTC is responsible for monitoring that the investigation is referred and completed in a timely manner and for establishing a conflict-free mechanism for next steps if the investigation determines that a preponderance of evidence standard has been met.

3. Qualifications for outside reviewers of complaints include:

a. Expertise and experience reviewing police tactics and uses of force or other types of alleged misconduct at issue;

b. Familiarity with Washington State certification standards; and

c. Familiarity with best practices and community standards for police conduct.

d. Qualified individuals must not have conflict of interest regarding the parties and must not, except in extraordinary cases, be current law enforcement members.

C. Hearing Panel Members

1. For hearing panel members, the Hearings Coordinator coordinates and manages conflicts checks.

2. Hearing panel members with Conflicts of Interest should immediately and voluntarily recuse themselves.

3. If a hearing panel member does not recuse themselves despite a potential conflict, it will be brought to the attention of both Respondent and Petitioner, and either party may file a petition for the disqualification of a hearing panel member.

4. If a party petitions for disqualification, the Administrative Law Judge will determine whether to grant the petition, stating facts and reasons for the determination.

D. Administrative Law Judges

1. Parties may seek the disqualification of an Administrative Law Judge consistent with the applicable provisions of Title 34 RCW, including RCW 34.05.425 and RCW 34.12.050.

E. Commissioners

1. Per Communication Bylaws, Commissioners must not make inquiries about or otherwise discuss with WSCJTC staff, or discuss with others, certification matters under review, investigation, or consideration for agency action by a hearing panel, nor opine publicly about certification matters. However, Commissioners with first-hand knowledge of incidents or officers under certification review are not precluded from discussing those incidents or officers in their personal or professional capacity, provided that they clearly establish that they are not speaking as a Commissioner or on behalf of the Commission.

2. When serving as hearing panel members, Commissioners are subject to the same conflicts procedures as other hearing panel members.

3. Commissioners are not precluded from:

   a. Complying with the requirements of RCW 43.101.135, including providing documentation and information as the WSCJTC deems necessary to determine whether the separation or event provides grounds for suspension or revocation;

   b. Testifying in a revocation hearing at the request of either party, provided that the Commissioner specifically states that the testimony is offered in their personal capacity or based on their employment, and not in their capacity as a Commissioner; and

   c. Inquiring about the procedural status of a case, if the Commissioner is a complainant or the officer's former, current, or prospective employing agency head.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

Standard:	Chapter 7 Policy 04 Prioritization of Certification Investigations	Revised: 06/22/2022
Authorizing Source: RCW 43.101, WAC 139-06-040		Applies to: Certification Staff

I. PURPOSE:

The Commission recognizes that timely, thorough, and efficient handling of certification investigations is essential to promoting public trust and confidence in law enforcement, and that appropriate allocation of agency resources is necessary to further these objectives. The Commission will investigate certification matters within its regulatory purview and will prioritize handling of such investigations in accordance with this policy.

II. DEFINITIONS:

Certification investigation – Any investigation to determine if the preponderance of the evidence supports disciplinary action against an officer's certification. Investigations may commence on the Commission's own initiative under RCW 43.101.105, or upon receiving a complaint or request from any member of the public including law enforcement or corrections agencies and certified officers. WAC 139-06-040.

Officer and Certified Officer - Any full-time, general authority peace officer, tribal police officer with a recognized certified tribe, reserve officer whose peace officer certification has not lapsed, and corrections officer as defined in RCW 43.101.010 (6), (10), (12), and as applicable in RCW 43.101.105 (9).

III. POLICY:

A. The standards and process under RCW 43.101.105, regarding probation, remedial training, suspension, denial, and revocation apply to conduct during both before and after July 25, 2021, and specifically to the conduct that the officer knew or should have known violated law or policy and that impacts suitability to serve and or where there is a pattern of misconduct that continues after July 25, 2021.

In conducting certification investigations, investigators will prioritize those matters, which implicate one or more of the below factors. These include but are not limited to uses of force that violate law or policy and that could be expected to cause physical injury, affiliation with extremist organizations, sexual harassment, acts of prejudice or discrimination against protected groups, conduct falling short of professional and ethical standards that undermines public trust, or shows an unwillingness to uphold their sworn oath.

- The allegation(s) fall under one or more of the mandatory denial or revocation categories contained in RCW 43.101.105(2).
- The allegation(s), if true, indicate the officer poses a danger of causing injury to members of the public.

- Whether occurring on or off-duty, the officer is alleged to have committed conduct that constitutes a felony, without regard to conviction per RCW 43.101.105(3)(j)(i).
- Whether occurring on or off-duty, the officer is alleged to have engaged in a pattern of acts showing an intention or reckless disregard for the rights of others, including but not limited to, violation of an individual's constitutional rights under the state or federal Constitution or a violation of RCW 10.93.160 or RCW 43.101.105(3)(j)(ii).
- The officer is alleged to have engaged in unsafe practices involving firearms, weapons, or vehicles which indicate either a willful or wanton disregard for the safety of persons or property per RCW 43.101.105(3)(j)(iii).
- The officer is alleged to have engaged in a use of force that could reasonably be expected to cause physical injury, and the use of force violated the law or policy of the officer's employer; RCW 43.101.105(3)(e).
- The officer is alleged to have engaged in conduct including, but not limited to, verbal statements, writings, online posts, recordings, and gestures, involving prejudice or discrimination against a person on the basis of race, religion, creed, color, national origin, immigration status, disability, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status; RCW 43.101.105(3)(h).
- The officer is alleged to have had affiliation with one or more extremist organizations; RCW 43.101.105(3)(i).
- The officer is alleged to have committed sexual harassment as defined by state law; RCW 43.101.105(3)(f).

Unless otherwise directed, certification investigations for which any of the above criteria are not present shall be prioritized for handling in the assigned investigator's discretion, so as to ensure timely, thorough, and efficient disposition of all matters. Complaints alleging serious misconduct under RCW 43.101.105(3) should not go uninvestigated merely because they fall outside the categories above.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

Standard:	Chapter 07 Policy 05 Certification Investigations	Revised: 10/26/2022
Authorizing Source: RCW 43.101.105, WAC 139-06-040		Applies to: Certification Staff

I. PURPOSE:

It is the policy of the Washington State Criminal Justice Training Commission (WSCJTC) to investigate allegations of RCW 43.101.105 peace and corrections officer misconduct in a fair, independent, objective, thorough and timely manner, and to proceed with due diligence in bringing each case to an appropriate conclusion. This policy provides guidance to Certification Division investigators assigned to investigate allegations of peace and corrections officer misconduct.

II. DEFINITIONS:

Certification investigation means any investigation to determine if the preponderance of the evidence supports disciplinary action against an officer's certification.

Complete investigation means an investigation that includes all relevant information required to determine whether RCW 43.101.105 misconduct more likely than not occurred or did not occur. A complete investigation is not necessarily exhaustive. There are many inquiries where good faith professional judgment may determine that sufficient relevant evidence of all points of view has been acquired and collecting more information would merely be cumulative. One should expect of a complete investigation that a competent adjudicator will be able to make a finding without resorting to surmise, prejudice, or assumption of facts at issue.

Preliminary investigation means an investigation that encompasses an effort to gather key statements or evidence if reasonably attainable. The goal of a preliminary investigation is to determine if the complaint should be further investigated and, if so, by whom.

Substantial new evidence means information or evidence previously unknown to the commission that a reasonable person would accept as adequate to support a conclusion.

III. POLICY:

Certification investigations may commence on the commission’s receipt of a complaint or request from any member of the public including law enforcement or corrections agencies and certified officers, upon receiving a Notice of Separation (Form 1902), Reporting Use of Force, Discipline, Criminal Charges or Suspension (Form 1915), or Canine Reporting (Form 1916) form (each an

“Agency Report(s)”), or on the commission's own initiative under RCW 43.101.105. WAC 139-06-040.

Certification investigations shall be conducted in a fair, independent, objective, thorough and timely manner. Investigative decisions will be based on the strength of the evidence and adherence to the applicable law as applied to the facts of the case.

Investigators shall conduct a preliminary investigation upon being assigned a matter alleging misconduct. Investigators shall proceed expeditiously to a complete investigation where the allegations, if true, would likely invoke the commission’s decertification jurisdiction. Likewise, a complete investigation should be considered if it appears from a preliminary review that an agency’s policy, standard, or training may be a factor in unintended consequences apparent in the complaint.

Allegations which, if true, would not invoke the commission’s decertification jurisdiction and/or complaints that have been previously investigated and closed but do not present substantial new evidence, may be closed with a preliminary investigation and written explanation.

Any decision not to proceed to a complete investigation must be approved by the Chief Investigator with a written explanation included in the file.

Investigators shall not automatically accept the credibility judgments or investigative conclusions of other investigating agencies or prosecuting authorities. When an investigator reviews agency or prosecutorial files, or otherwise investigates, he or she must do so independently and may reach a different conclusion from the employing agency. In addition to reviewing internal investigation files on a matter and any prosecutorial records, the investigator should conduct additional independent investigation, particularly where their professional judgment indicates (i) the evidence reviewed is not sufficient to form a complete investigation, or (ii) there is indicia that the agency investigation was not conducted in a fair, unbiased, and objective manner. Investigators must also consider the employing agency's policies and procedures and the officer's job duties and assignment in determining what constitutes a pattern of potential misconduct.

Nevertheless, a small number of complaints will allege facts that defy science and reason and accordingly do not merit more than cursory investigation and should be closed with a finding that the complainant’s claim was impossible to investigate because the allegations were physically, logically, or technically impossible under any reasonable construal. An example of such a claim would be that an officer’s space satellite is continuously piercing the complainant’s brain with laser beams, or that officers are stealing her internal organs from her every time she goes to the market. Complaints closed in this manner shall be reviewed by the Chief Investigator as a check against improper closure.

Investigation Timelines

Completion of certification investigations should occur as rapidly as is reasonably necessary to fulfill the investigative mission of the commission without jeopardizing fairness, independence, objectivity, or thoroughness of the investigation.

Investigators will document in the case log reasons why an investigation is not completed within 120 days of case assignment. Reasons may include, for example – agency delay in production of documents, awaiting agency internal investigation, complications due to ongoing criminal investigations, difficulty scheduling witness interviews.

In all instances, an investigation should be completed within a reasonable time. Investigators may await the conclusion of an agency's internal administrative investigation or a criminal investigation to gather additional relevant information to conduct a thorough investigation. However, investigators shall not delay initiating investigations in which the employing agency is not fully cooperative with the commission's investigation, its requests for documents and information, or is otherwise not expeditiously moving their internal investigation to conclusion. In cases of failure to cooperate or dilatory conduct, investigators should consult with their supervisor regarding next steps.

Audio Recording of Interviews

Interviews should be audio-recorded as such recordings help increase accuracy. When audio-recording, all parties present, shall be informed that the interview will be audio-recorded.

While recording and before the specific questioning, identify the date, time, location, and all persons present.

Avoid case relevant, non-recorded discussions. If this happens, fully recount the discussion as soon as possible when recording resumes.

If anyone leaves or arrives during the recorded interview, state their identity on the audio recording.

Test the recorder before each interview and ensure the sound quality is good.

Whenever possible, use AC power, especially on long interviews. To avoid problems with transcription of the recording, ensure all persons speak clearly and avoid speaking over one another.

Refusal of Recording

If an interview subject declines to be audio-recorded, explain the purpose and importance of recording the interview. If, after explanation, the subject still declines to be audio-recorded, note the refusal on the recording and then proceed without recording the session.

Immediately following a non-recorded interview, complete a witness summary of the interview, also noting that the interview was not audio-recorded and clarifying the reason(s) it was not audio-recorded. It is crucial the summary accurately reflects what was said by the witness during the interview.

Frequent or Chronic Complainants

Some complaints are lodged by frequent complainants whose previous complaints have uniformly been found to lack a basis in fact. These complaints should not be summarily closed. All complaints shall be investigated. In the case of a frequent or chronic complainant, a preliminary investigation may be satisfactory to establish whether the current complaint has a basis in fact, lacks a factual basis, or is a duplicate of facts alleged in another complaint.

Investigative Report Standards

The documentation of investigations must be thorough, complete, and as comprehensive as reasonably necessary to fulfill the commission's investigative mission. Using standardized forms and formats helps in quality control, evaluating comprehensiveness and sufficiency of content, consistency, and in recordkeeping.

Each investigative report (IR) should meet these minimum standards:

1. All allegations are clearly stated and clearly answered.

2. All relevant facts bearing on the truth of each allegation are clearly stated.

3. All evidence (e.g., photos, recordings, etc.) is included or its means of retrieval specified.

4. Contact and identification information for all persons interviewed and for the investigator(s) is included.

5. The report is impartial, with no bias for or against any party.

6. The report is logically organized with the aim of helping the reader understand it.

7. Language is clear, and any special terms of art are defined. The reader should not have to presume or guess the meaning of a term.

8. Conclusionary statements are avoided wherever possible.

9. Sentences and paragraphs are direct, simple, and easy to understand, using the fewest words to clearly convey the point.

10. Estimates of time, distance, or other quantities should be as precise as reasonably useful but need not be precise beyond that.

11. Personal opinions should not be included.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

Standard:	Chapter 7 Policy 06 Notification of Certification Hearings & Outcomes	Revised: 09/06/2023
Authorizing Source: RCW 43.101.155, WAC 139-06-070		Applies to: the public

I. PURPOSE:

This policy provides guidance for Commission staff to notify the public of certification hearings and outcomes.

II. DEFINITIONS:

Burden of proof means the obligation to provide sufficient evidence to support their allegation.

Final Order means the Commission's written final decision on certification following a hearing or entry of an Order of Default or following an officer waiving rights to a hearing, surrendering certification, or failing to appear at a hearing.

Hearing means an adjudicative proceeding held under the administrative procedures act, 34.05 RCW, that takes place when requested by a certified officer or corrections officer pursuant to the requirements of 43.101.155 RCW related to a certification action.

Order of Default means the order entered by the Commission when a Respondent fails to timely request a hearing after being served with a Statement of Charges or requests a hearing but fails to attend any prehearing conference or the hearing itself. The Order of Default serves as a Final Order in the case. The Commission may deny or revoke an officer's certification by default, or impose any other penalties or sanctions authorized by law.

Petitioner means the Commission's Certification Division.

Prehearing Conference means an administrative conference held for the purpose of scheduling and addressing any preliminary matters.

Preponderance of the evidence means to prove something is more likely than not.

Respondent means the certified officer against whom the Petitioner has filed a Statement of Charges.

Statement of Charges means the document served by the Commission upon a Respondent prior to initiating disciplinary proceedings that sets forth the Respondent's alleged violations of laws, policies, or rules.

III. POLICY:

Hearing Notices & Outcomes

1. Once the Commission serves the Respondent with a Statement of Charges, pursuant to RCW 43.101.155, with the directions on how to request a hearing, a copy of the Statement of Charges will be posted to the Commission's website within three business days or as soon as staffing allows.

2. If the Respondent fails to request a hearing within 60 days of serving the Statement of Charges, an Order of Default will be entered. Once the Executive Director signs the Order, it will be posted to the Commission's website within three business days or as soon as staffing allows.

3. If the Respondent requests a hearing within the 60 days of issuance of the Statement of Charges, the Hearings Coordinator will provide the Respondent with an Information Letter providing more information on the hearing process.

4. The first prehearing conference must be set within two weeks of the officer's request for a hearing, unless there is mutual agreement between the parties or for good cause for delaying the prehearing conference.
    a. The hearing date, time, and location will be determined at the first prehearing conference.
    b. Staff will provide the Respondent and the complainant notice of the hearing date and the names of the panel members, and how to raise any conflicts of interest concerns.
    c. Once the hearing date has been set, the hearing information will be posted to the Commission's website. If a virtual hearing is scheduled in lieu of an in-person hearing, the zoom link will be posted to the Commission's website prior to the hearing.

5. If a virtual hearing is scheduled:
    a. The Hearings Coordinator will schedule time with the Respondent to complete a zoom test run prior to the hearing.
    b. During the hearing, the Respondent shall remain visible on screen at all times the parties are on the record. Failing to comply with this attendance requirement will result in the revocation or denial of certification, and the hearings panel shall enter an Order of Default and Final Order under RCW 34.05.440.

6. Hearings are open to the public. Prehearing conferences are not.

7. All prehearing conferences and hearings will be recorded. At the conclusion of a hearing, individuals may request the audio recording of any prehearing conferences and the hearing through a public records request.

8. The hearing panel will enter a Final Order within 90 days of the conclusion of the hearing.
    a. The Final Order shall stipulate the outcome as determined by the panel after considering all the evidence presented in the hearing.
    b. The hearing panel is authorized to issue an outcome to deny, suspend, or revoke certification of, or require remedial training for, an officer per RCW 43.101.105. The hearing panel may also issue an outcome to dismiss the Statement of Charges.
    c. In determining the outcome, the hearing panel shall adhere to the preponderance of evidence standard as required by RCW 43.101.380 and shall recognize that the Petitioner bears the burden of proof.
    d. Once all parties have been provided with the Final Order, the Statement of Charges and Final Order will be posted to the Commission's website within three business days or as soon as staffing allows.
    e. Documents related to the investigation and the hearing including, but not limited to, exhibits, briefs, and prehearing orders may be obtained through a public records request to the Commission once all parties have received the Final Order.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

Standard:	Chapter 7 Policy 07 Hearing Panel Membership	Revised: 09/06/2023
Authorizing Source: RCW 43.101.380, WAC 139.06.060		Applies to: Hearings Panel Members

I. PURPOSE:

This policy describes the Commission's appointment of hearing panel members.

II. DEFINITIONS:

Hearing means an adjudicative proceeding held under the administrative procedures act, 34.05 RCW, that takes place when requested by a certified officer or corrections officer pursuant to the requirements of 43.101.155 RCW related to a certification action.

Hearings Coordinator means the Commission staff position serving as liaison between the Office of the Administrative Hearings (OAH), the Respondent, the Petitioner, and the hearing panel members.

Hearings Panel means a five-member body appointed pursuant to 43.101.380 RCW to hear the case and make the Commission's final administrative decision.

Certified officer and Officer, unless otherwise specified, means any full-time, general authority peace officer, certified limited authority peace officer, tribal police officer, or corrections officer as defined in RCW 43.101.010.

Prehearing Conference means an administrative conference held for the purpose of scheduling and addressing any preliminary matters.

III. POLICY:

A. Composition of Hearings Panels

Pursuant to 43.101.380 RCW, hearings panels are comprised as follows:

1. Hearings Panels for Peace Officers:

    a. One police chief or sheriff from an agency not a current or past employer of the officer;
    b. One certified Washington peace officer who is at or below the level of first line supervisor and who has at least ten years' experience as a peace officer;
    c. One civilian member of the Commission as appointed under RCW 43.101.030;
    d. One member of the public who is not a prosecutor, defense attorney, judge, or certified officer; and

e. One person with expertise and background in police accountability who is not a current or former certified officer.

2. Hearings Panels for Corrections Officers:

    a. A person who heads either a city or county corrections agency or facility, or of a Washington state department of corrections facility;
    b. One corrections officer who is at or below the level of first line supervisor and who has at least ten years' experience as a corrections officer;
    c. One civilian member of the Commission as appointed under RCW 43.101.030;
    d. One member of the public who is not a prosecutor, defense attorney, judge, or peace officer; and
    e. One person with expertise and background in police accountability who is not a current or former peace officer or corrections officer.

3. Hearings Panels for Tribal Police Officers:

    a. One tribal police chief;
    b. One tribal police officer who is at or below the level of first line supervisor, and who has at least ten years' experience as a peace officer;
    c. One civilian member of the Commission as appointed under RCW 43.101.030;
    d. One member of the public who is not a prosecutor, defense attorney, judge, or peace officer; and
    e. One person with expertise and background in police accountability who is not a current or former peace officer or corrections officer.

B. Appointment of Hearing Panel Members

1. Pursuant to RCW 43.101.380, the Commission will appoint qualified individuals to serve as hearing panel members.

    a. Commissioners appointed under RCW 43.101.030 who wish to be considered as hearing panel members do not need to submit any materials and may, upon their appointment to the Commission, notify the Commission Chair and the Hearings Coordinator of their interest to serve on hearing panels.
    b. Others who meet the criteria for being hearing panelists, who are not Commission employees, may apply by following the steps outlined on the Commission's website.
    c. Desirable qualifications for panelists in the members of the public category include:
        i. Background in fields such as education, law, healthcare, mental health, social work, community service, public service, or journalism.

ii. Experience includes serving in a judicial, quasi-judicial, hearing panel, litigation, or other role that involves similar skills as those needed on a hearing panel.

d. Desirable qualifications for panelists in the expertise and background in police accountability category include experience working in a coalition, as an educator, researcher, trainer, attorney, or decision-maker regarding police accountability, or organization involved with police accountability, or a law enforcement/corrections oversight agency.
e. Commission staff will develop and maintain a roster of qualified panelists who can serve on panels as needed for at least a year to provide for consistency and expertise. The roster will also allow for sufficient alternate panelists in each category to address any conflicts or scheduling constraints so that hearings will meet the statutory timeliness requirements.

2. Once the Commission appoints an applicant, the Hearings Coordinator will provide a letter to the applicant approving new panelists and provide the panel member handbook for guidance.

3. The Hearings Coordinator will annually review the current panel member list and confirm ongoing interest and availability.
   a. At that time, the Hearings Coordinator will reach out to panel members via email or by phone to confirm their ongoing interest and availability.
   b. If no response is received within 14 calendar days, the panelist will be removed from the approved panel member list.

C. Panel Member Process & Expectations

1. Upon receipt of a request for a hearing from the Respondent, the Hearings Coordinator will reach out to panel members from each category to fill the panel.

   a. As part of the selection, the Hearings Coordinator will confirm the panel member's availability and will complete conflict of interests check. *See: policy on Conflicts of Interest.*
   b. Panel Members should be required to complete the "Conflicts of Interest Assessment" prior to being selected by the Hearings Coordinator for a hearing panel.
   c. Commission staff will share potential panelists' names and their completed Conflicts of Interest Assessment Forms with the involved persons, including the complainant.

2. If conflicts are identified or the panelist has a schedule conflict for that hearing, the Hearings Coordinator will select an alternate potential panel member representing the same category as the conflicted panelist, and complete the Conflicts of Interest assessment, as above, until that panel position is filled.

3. Prior to the first prehearing conference, the parties will receive a timely notice of the first prehearing conference. The notice will contain the names of the hearing panel members for the hearing. Any motion for disqualification of a panel member must be filed prior to the first prehearing conference.

4. Hearing attendance:

    a. Panel members participate in hearings on law enforcement or corrections agency time or personal time.
    b. The Commission does not provide backfill or overtime reimbursement.
    c. Panel members are entitled to travel expenses, in accordance with 43.03.050 and 43.03.060 RCW.

5. Panel members may not, at any time, conduct their own research or investigation regarding the case they will be hearing. Decisions on the case must be made solely from the evidence received and presented.

6. Panelists are expected to listen to all the evidence presented at the hearing, then decide the facts and any action to be taken by the Commission including denial, revocation, suspension, probation, remedial training, or dismissal of the Statement of Charges.

7. Panelists are expected to view evidence impartially, without prejudice, and refrain from bias.

8. Under RCW 43.101.390, individuals acting on behalf of the Commission are immune from suit in any civil action based on the certification, denial of certification, penalties or sanctions, or other actions regarding decertification.

9. The status of panel members who work for a law enforcement or corrections agency will expire when they no longer serve in their current employment. Panel members whose rank or employment status changes shall contact the Hearings Coordinator as soon as possible, as such changes may affect their qualifications to serve on a hearings panel.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

Standard:	Chapter 7 Policy 08 Guidance For Hearing Panels: Penalties and Sanctions	Revised: 09/06/2023
Authorizing Source: RCW 43.101.105, RCW 43.101.380		Applies to: Certification Hearings Panels

I. PURPOSE:

The purpose of this policy is to provide guidance to the hearing panel when considering potential penalties and sanctions to impose in certification disciplinary proceedings.

II. DEFINITIONS:

Burden of proof means the obligation to provide sufficient evidence to support their allegation.

Certified officer and Officer, unless otherwise specified, means any full-time, general authority peace officer, certified limited authority peace officer, tribal police officer, or corrections officer as defined in RCW 43.101.010.

Denial means a commission decision to refuse to grant certification to a prospective certified officer. A denial shall be issued by a Final Order subject to the judicial review provisions of the Administrative Procedure Act, RCW 34.05.

Petitioner means the Commission's Certification Division.

Preponderance of the evidence means to prove something is more likely than not.

Probationary period means a determination by a hearing panel that a certified officer may work under certain circumstances subject to supervision, and requires a written agreement with the employing agency, as provided in a Final Order.

Probationary terms means the specific terms and conditions that must be satisfied during a supervised probationary period, as provided in a Final Order.

Retraining means the teaching or re-teaching of curriculum/skills and conduct required to succeed as a certified officer and imposed by the commission's hearing panel in a Final Order. The retraining will be in consultation with appropriate WSCJTC instructors.

Revocation means to cancel a certified officer's certification.

Suspension means a determination by a hearing panel on agreed-upon terms that a certified officer's certification will be withheld, and the officer will be temporarily prevented from performing the duties of a certified officer during the determined period.

III. POLICY:

A. In determining a penalty or sanction where a hearing panel has determined that misconduct has occurred, RCW 43.101.105 provides, in pertinent part, that the hearing panel shall consider, but is not bound by:

1. The findings and conclusions, and the basis for the findings and conclusions, of any due process hearing or disciplinary appeals hearing following an investigation by a law enforcement agency or other investigatory body regarding alleged misconduct, if such hearing(s) occurred prior to the Commission's action;

2. Any sanctions or training ordered by the employing agency regarding the alleged misconduct; and

3. Whether the employing agency bears any responsibility for the situation.

B. In addition to the considerations enumerated in RCW 43.101.105, in determining appropriate penalties and sanctions for misconduct, the hearing panel may consider:

1. The severity of harm (physical, emotional, financial) to persons caused by the officer's actions.

2. The severity of harm caused to public trust and/or confidence in the law enforcement profession or correctional system.

3. The officer's prior history (if any) of misconduct as documented in prior certification proceedings, employing agency files, litigation records, or other sources.

4. Aggravating facts or circumstances that increase the severity of or culpability of any violation of RCW 43.101.105.

5. Mitigating facts or circumstances that lessen the severity or culpability of any violation of RCW 43.101.105.

6. Are there concerns regarding the officer's veracity and cooperation during investigations or hearings processes (Commission, employer, or criminal investigations)?

7. How has the officer demonstrated an understanding of the harm they caused and of the seriousness of the misconduct?

8. What specific measures (if any) has the officer taken that show they will not reoffend?

9. Given the above considerations and the officer's prior history of conduct and misconduct (including employer discipline, work performance, and professional development), can retraining adequately address concerns about the officer's ongoing role in law enforcement?

10. Given the above considerations and the officer's prior history of conduct and misconduct (including employer discipline, work performance, and professional development), can suspension and/or probation adequately address concerns about the officer's ongoing role in law enforcement?

11. Will other officers be deterred by the level of sanction or penalty?

12. Will there be an impact to public safety or public trust and confidence if this officer is allowed to continue in law enforcement?

13. Will the sanction or penalty serve to enhance the integrity, effectiveness, and professionalism of peace officers and corrections officers while helping to ensure that law enforcement and correctional services are delivered to the people of Washington in a manner that fully complies with the constitutions and laws of Washington State and the United States?

Panel members may consider prior hearing panel decisions, as available, to inform outcome decisions.

In certification hearings, the Petitioner (WSCJTC) holds the burden of proof in actions before the hearings panel. In any action to appeal the Commission's final administrative decision, the appealing party shall bear the burden of proof.

A hearing panel legal advisor will be available to advise the hearing panel and answer legal questions as needed. The legal advisor will be present for, but will not participate in, the deliberations.

The above list of non-statutory considerations is not exhaustive and intended to provide guidance regarding factors hearing panels may consider in evaluating appropriate penalties and sanctions for misconduct.

C. Final Orders of Suspension, Probation, or Retraining

Final orders of probation, suspension, or retraining issued as a result of misconduct shall specify the terms and conditions of the sanction, provide that certification will be revoked if the terms of any such order are not fulfilled in total during the specified period, unless good cause exists for a reasonable extension of time, and provide for CJTC review before the suspension or probation is lifted to determine if the terms and conditions have been fulfilled.

The final order is subject to the judicial review provisions of the Administrative Procedure Act, RCW **34.05.510** through **34.05.598**.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

Standard:	Chapter 7 Policy 09 Administrative Closure	Revised: 10/23/2023; 07/02/2024
Authorizing Source: RCW 43.101.105		Applies to: Certification Staff

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) developed this policy to expedite the intake review process and triage complaints and agency reports that fall outside of the WSCJTC's jurisdiction or do not otherwise meet the standards required for further investigation. The WSCJTC takes seriously all matters which may invoke its authority to take action against an officer's certification. For complaints and agency reports that fall outside of the established criteria, the WSCJTC will seek administrative closure of the matter.

II. DEFINITIONS:

Duplicate case – When the WSCJTC receives and logs information from multiple sources concerning the same allegation(s), incident, and/or fact pattern, *or* a complainant refiles a previously closed complaint without providing substantial new evidence.

Primary case – The case number used for an investigation where duplicate cases existed and were administratively closed. Information from duplicate cases is moved into the primary case.

III. POLICY:

A. Complaints and agency reports designated for administrative closure:

1. The complaint or agency report does not allege conduct which, if true, would invoke the WSCJTC's authority to deny, suspend, or revoke an officer's certification under RCW 43.101.105.

2. It is beyond reasonable dispute that the facts of the complaint are inherently implausible or incredible (e.g., frivolous, physically impossible, etc.).

3. The complaint or agency report has already been closed after review or investigation, and the complainant has failed to provide substantial new evidence that was unknown to the WSCJTC (a "duplicate case").

4. The WSCJTC is unable to identify the subject officer after a reasonable inquiry.

5. The complaint lacks specific or sufficient information to proceed with further investigation, and the WSCJTC has attempted alternate avenues to obtain additional information.

6. The subject of the complaint is not a certified officer in Washington State or is deceased.

7. The officer's certification has already been revoked through final order of a hearing panel, order of default, or surrender of certification.

8. The WSCJTC has an active case concerning the same allegation(s), incident, or fact pattern (a "duplicate case").

B. Complainants, subject officer(s), and employing agencies are notified of administrative closures in writing.

C. To preserve the integrity of the WSCJTC investigation processes, cases that are administratively closed must be screened by two supervisors prior to closure, generally the Case Review Manager and the Investigations Division Manager.

1. Cases closed under subsections 6, 7 and 8 can be closed by the Case Review Manager without a second supervisor's concurrence.

D. In cases that are administratively closed pursuant to subsections A (1) – (3), complainants will be provided an opportunity to appeal the decision to the Assistant Director of Certification. Notice of the outcome of the appeal will be provided to the complainant, subject officer(s), and employing agencies in writing.

E. In any case that is administratively closed for lack of jurisdiction, the WSCJTC will forward the complaint to an appropriate oversight agency, if known.

F. Administrative Closures shall be listed in the Certification database and will include the category authorizing closure pursuant to this policy.

CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL

	Chapter 7 Policy 10 **Responsibilities of WSCJTC Staff to Report Potential Certified Officer Misconduct**	**Effective:** **06/21/2024**
Authorizing Source:		**Applies to: All Staff**

I. PURPOSE:

This policy outlines the procedures for proper reporting of potential misconduct involving a Certified Officer to the Certification Division of the Washington State Criminal Justice Training Commission (WSCJTC). Reports of misconduct involving Certified Officers will be promptly reviewed and/or investigated to determine if the misconduct could result in action against an officer's certification.

II. DEFINITIONS:

Certified Officer – Any officer who has obtained and maintains certification pursuant to Chapter 43.101 RCW.

Officer Misconduct – Any conduct that could result in the revocation or suspension of an officer's certification pursuant to RCW 43.101.105 subsections (2) and (3).

Retaliation – Punishing, intimidating, or harassing conduct directed against any participant in an investigation because of their cooperation with the investigation.

Division Initiated – The status assigned to certification investigations that are opened by the Certification Division on its own authority without a public complaint or law enforcement agency report of misconduct.

III. POLICY:

A. All WSCJTC staff have a duty to immediately report directly to the Certification Operations Division Manager, Investigations Division Manager or Assistant Director if they witness or become aware of allegations of potential Certified Officer Misconduct.

1. Staff are required to have a general understanding of the types of Certified Officer Misconduct that may result in denial, suspension, or revocation of peace and corrections officer certification under the law, including but not limited to felony or gross misdemeanor domestic violence offenses, sexually motivated offenses, serious uses of force that violate law or agency policy, dishonesty, prejudicial or discriminatory conduct, or affiliation with extremist organizations.

2. Staff may report information to the Certification Division's Operations Manager by email, phone, or in-person.

3. Staff members should report allegations of Certified Officer Misconduct without investigating the allegations themselves.

B. If a staff member is uncertain whether the alleged Certified Officer Misconduct meets the criteria for action against the officer's certification pursuant to RCW 43.101.105, they are required to report the information to the Certification Division.

C. WSCJTC staff and supervisors are prohibited from engaging in any act of retaliation against other staff members who report allegations of Certified Officer Misconduct in good faith pursuant to this policy, whether or not a Certification Division investigation substantiates the allegations.

D. WSCTC staff members who make reports pursuant to this policy are not complainants, and investigations opened as a result of such reports will be opened as "Division Initiated." Staff members, however, who have personal knowledge of Certified Officer Misconduct are expected to cooperate with any Certification Division review or investigation.