



Washington State

# Criminal Justice Training Commission

Location: WSCJTC Auditorium - Burien, WA

*June 14, 2023 – 10 a.m.*

- Welcome *Chair Quinn*
- Roll Call *Lacey Ledford*
- Chair's Report *Chair Quinn*
- Director's Report *Executive Director Alexander*
- New Business *Chair Quinn*
  - Meeting Minutes (March 2023) *Jennifer Pendray*
  - Medical Examiner WAC's
    - Public Comment
  - Canine Evaluator Applications *Valerie Jenkins-Weaver*
  - Hearing Panel Member Application *Derek Zable*
- Old Business *Alex Buijs/ Commissioner Scairpon*
  - OII Best Practices
- Adjourn *Chair Quinn*

**Commission Chair:**

Councilman De'Sean Quinn,  
King County

Phone: 206/331-5939

Email:

[desean.quinn@commissioner.cjtc.wa.gov](mailto:desean.quinn@commissioner.cjtc.wa.gov)

**Commission Vice Chair:**

Chief Penelope Sapp, Kitsap County Jail

Phone: 360/337-4514

Email:

[Penelope.sapp@commissioner.cjtc.wa.gov](mailto:Penelope.sapp@commissioner.cjtc.wa.gov)

**Executive Director:**

Monica Alexander, WSCJTC

Phone: 206/835-7372

Email: [monica.alexander@cjtc.wa.gov](mailto:monica.alexander@cjtc.wa.gov)

**Executive Assistant:**

Lacey Ledford, WSCJTC

Phone: 206/835-7372

Email: [lacey.ledford@cjtc.wa.gov](mailto:lacey.ledford@cjtc.wa.gov)

NOTICE: This meeting will be recorded.



WASHINGTON STATE  
**CRIMINAL JUSTICE TRAINING COMMISSION**  
19010 1<sup>ST</sup> AVENUE SOUTH, BURIEN, WA 98148

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**COMMISSION MEETING**  
Wednesday, March 8, 2023  
10 AM

**COMMISSION MEMBERS PRESENT:**

De'Sean Quinn (Chair), Councilman, Tukwila  
Penelope Sapp (Vice Chair), Chief, Marysville Police Department  
Ken Roske, Alternate (Chief), Pasco Police Department  
Rosemary Kaholokula, Incumbent Prosecuting Attorney or Municipal Attorney  
Erik Scairpon, Chief, Marysville Police Department  
Ryan Dreveskracht, Attorney Presiding over Law Enforcement Practices and Accountability  
Designee for John Batiste, Paul Cagle  
Darryl Barnes, Officer or First Line Supervisor  
Jeffrey Anaya, Officer or First Line Supervisor  
Walter Kendricks, Citizen at Large  
Annalesa Thomas, Citizen at Large  
Trishandra Pickup, Citizen at Large  
Kurtis Robinson, Citizen at Large  
Sonia Joseph, Citizen at Large  
Katrina Johnson, Citizen at Large  
Bart Logue, Civilian Oversight over Law Enforcement

**WSCJTC STAFF PRESENT:**

Monica Alexander, Executive Director  
Jerrell Wills, Deputy Director  
Chad Arceneaux, Assistant Director of Certifications  
Ed Wade, Assistant Director  
Lacey Ledford, Executive Assistant  
Bart Hayes, Manager, Advanced Training Division  
Henry Gill, Commander, Basic Training Division  
Christine Rickert, Assistant Commander, Basic Training Division  
Sean Hendrickson, Manager, Applied Skills Division  
Megan Saunders, Manager, Communications  
Mike Devine, Manager, Certifications Division  
Dusty Pierpoint, Investigator, Certifications Division  
Valerie Jenkins-Weaver, Program Manager, Certifications Division  
Alex Buijs, Program Manager, LETCSA  
Renee Berry, Confidential Secretary  
Norma Moreno, Confidential Secretary  
Derek Zable, Records Manager  
Kayla Wold, Hearings Coordinator  
Serena Anastasio, Assistant to the Commander, Basic Training Division  
Madelyn Ellison, Administrative Intern, Human Resources

**GUESTS PRESENT:**

Justin Kato, Assistant Attorney General, WA State Attorney General  
Teresa Taylor, Executive Director, WACOPS  
Leslie Cushman, WCPA  
Tommy Oaks, GMB  
TVW

## OPENING

De'Sean Quinn, Commission Chair

**Chair Quinn** called the meeting to order at 10:00 AM

**Lacey Ledford** conducted a roll call of the Commissioners. A quorum was present.

**Chair Quinn** announced that this meeting was being hosted in person due to the end in the Governor's emergency proclamation. **Chair Quinn** expressed his gratitude to the Commissioners for being present.

**Chair Quinn** introduced and welcomed **Commissioner Kaholokula** and **Commissioner Barnes** to the Commission.

**Chair Quinn** asked **Attorney General Justin Kato** and **Assistant Attorney General Taryn Jones** to further speak on the Governor's Proclamation. **Representative Attorney General Justin Kato** stated that once emergency declarations end, open public meetings must go back to in-person. Remote meetings are only allowed when emergency declarations are in place.

## EXECUTIVE DIRECTOR'S REPORT

*Monica Alexander, Executive Director*

**Director Alexander** updated the commission that graduations are happening frequently. **Director Alexander** expressed her thanks to **Commander Gill** and his team for helping conduct graduation and check in new recruits. **Director Alexander** also expressed her thanks to the **Communication Manager** and her team for continuing to livestream during graduations.

### House Bill 1586

**Director Alexander** expressed her concern for the legislation concerning House Bill 1586. Director Alexander stated that the bill would bring a work group to WSCJTC. She then expressed that her main concern aligns with comments she has previously made over a lack of allotted time. **Director Alexander** went into detail concerning requirements that included formulating the workgroup, the hiring process of someone to facilitate said work group, and a report written for the governor and legislature. **Director Alexander** stated that completing these requirements within the limited timeline is not realistic or feasible. **Director Alexander** also noted that some workgroup members will be participating in addition to their day jobs. This will require flexibility in terms of scheduling workgroup meetings. **Director Alexander** clarified that WSCJTC is willing to complete this work but would like the proper amount of time to do so correctly.

### Regional Academy Opening

**Director Alexander** updated the Commission on the decision to open a regional academy in Pasco. Director Alexander noted **Commissioner Roske's** work to speed line the opening process due to a current academy waitlist of 236 people. Each class is limited to 30 people. Subsequently, the current academy wait time is 9 months. **Director Alexander** expressed her

concern, noting that officers are unable to work until they receive certification, while still being paid by the agency that hired them. **Director Alexander** reminded the Commission that it was asked of them to move the opening from the end of July to May 1st in hopes of opening a second regional academy within the year. **Director Alexander** expressed the importance of regional academies while noting the long-term intention of having academies for people to attend near their homes. **Director Alexander** then announced that the Pasco ribbon cutting ceremony will be held on May 3rd at 2:00 pm. She noted that Governor Inslee, Senator Lovick, and several other legislators will be in attendance. **Director Alexander** extended an open invitation to the Commissioners.

### WSCJTC Updates

**Director Alexander** stated that WSCJTC is currently working on obtaining a new facility. **Director Alexander** explained that the current facility lacks infrastructure to hold hybrid classes and extend accessibility for all of WSCJTC's functions, including Commission meetings. **Director Alexander** provided context with an example that if a commissioner wanted to attend the meeting online, they would have the ability to watch a livestream, but not participate because of a lack of resources. **Director Alexander** stated that she informed the Office of Financial Management and the Department of Enterprise Services of her intention to move into a new building by 2025. She expressed the need for a new facility that will provide the space for the amount of classes being held. **Director Alexander** then expressed her thanks to Deputy Director Wills for providing further information on how WSCJTC should be functioning.

**Director Alexander** then informed the Commission that WSCJTC is currently working on a job task analysis of officers after they leave the academy. The intention is to assess how their basic training has impacted their work.

**Director Alexander** expressed her thanks to the Commission and staff for all of their hard work. **Director Alexander** opened the floor for questions.

**Commissioner Thomas** inquired about the policies that would allow someone to graduate from the academy with a record similar to that of Timothy Rankine. **Commissioner Thomas** expressed her concern over graduating officers purely based on academics and asked for details on the other policies in place.

**Director Alexander** responded that the academy has dismissed officers for other reasons apart from academics. **Director Alexander** clarified that CJTC does not fire or hire officers. They are sent back to their agency, and in some circumstances, said officers will not be allowed to come back. Other times, CJTC has allowed officers to reapply after a 2-year period where their application is then reassessed. Depending on the offense, officers may be allowed to reapply sooner. **Director Alexander** added that there are officers dismissed due to academics – such as failing classes or failing three or more tests. **Director Alexander** then offered to share information concerning the process for dismissal.

Concerning the Pursuit Policy, **Commissioner Kendrick** asked what a reasonable time frame for completion would be. **Director Alexander** explained that if the policy was received by July 2023, the study could be completed and reported back to the legislators by July 2024. **Director Alexander** noted that this would leave time for discussion concerning the policy before the start of legislation in January 2025.

**Commissioner Logue** referred to **Commissioner Thomas'** inquiry and expressed his concern. He gave an example of instructor(s), who are seasoned officers, stating someone should not be an officer in a formal memo to a department. **Commissioner Logue** stated that although the

academy does not hire or fire officers, the academy has the power to not certify officers when instructors express their concern. **Commissioner Logue** asked for verification on a specific process in place that ensures instructor concern is taken into account, even if an officer is succeeding academically.

**Director Alexander** ensured that she listens to the TAC officers and Commander who are frank about officer progress. When instructors express concern about an officer, the process of sending them back to their agency begins. Once again, **Director Alexander** stated that she will send the Commission the documentation concerning the process and requirements of an officer's reapplication after dismissal. **Director Alexander** stated that although she cannot speak to what happened before she got to CJTC, she can offer information on how the process is currently being conducted.

**Commissioner Thomas** asked for clarification on if an officer who is sent back to their agency cannot work as a police officer until they graduate from the academy. **Director Alexander** confirmed the statement.

**Commissioner Robinson** expressed his concern on whether the academy is providing training and services to help officers that are struggling in certain areas of training. Commissioner Robinson added that if an officer's struggle is mitigatable and caught early on, support can and should be provided.

**Director Alexander** responded that the process of dismissal being discussed is for individuals who are not fit to be officers. **Director Alexander** stated that the academy ensures skills are taught during their grading and constant assessment. She then noted that if an officer shows a lack of morals and competence while under constant supervision at CJTC, then action must be taken.

**Commissioner Robinson** expressed his thanks.

**Director Alexander** stated that the process of trainee dismissal begins once the TAC officer, Commander, or anyone involved in training brings up a concern. Once an officer is sent back to their agency, depending on the offense, they are allowed to reapply. **Director Alexander** confirmed that the process is formal and documented. **Director Alexander** stated that the academy understands the potential lawsuits dismissals bring. This encourages further documentation of the process.

**Commissioner Logue** inquired about what would happen if a lawsuit concerning an officer's dismissal is lost.

**Representative Attorney General Justin Kato** clarified that this has happened in the past. He stated that as a result of CJTC losing the lawsuit, the officer had been placed back into the academy.

**Commissioner Logue** asked if there would be a way for the Commission to receive updates on the current lawsuit concerning dismissal. **Director Alexander** agreed to the request.

**Commissioner Logue** asked if the Commission could play a role in confirming and participating in dismissal decisions. **Director Alexander** responded that moving forward, the Commission may support the decisions. Director Alexander stated that considering CJTC has the most understanding and information on the matter, they must do what they believe is best for the profession and the community.

## CERTIFICATION REPORT

Chad Arceneaux, Assistant Director of Certifications

**Chad Arceneaux** provided a recap on last year's ending numbers. Last year, the certification division received 1,867 agency reports. He defined agency reports as "any report required under RCW 43-101 and 135." **Chad Arceneaux** provided context that considering the current staffing of one manager dedicated to said section, the agency report number is large. He then clarified that agency reports do not simply reflect misconduct. They range from retirements, uses of force, and canine deployments that do not necessarily include misconduct – to instances of sexual assault that would invoke authority of an investigation under 43-101-105. Of the agency reports, 86 of them were notices of separation that related to officer misconduct. Other reports that have potential misconduct were 47. There were 166 third party citizen complaints received through the portal or any other written form. There were 9 investigations from the division itself. There were 34 matters where there was a lack of jurisdiction. **Chad Arceneaux** then stated that last year, of the misconduct related matters, 57 resulted in decline. There were 31 referred to the attorney general's office. There were 12 out of 20 officers who had their certifications revoked based on investigations.

This year, there have been 242 reports as of the end of February. Of those, there have been four notices of separation for misconduct. There have been 55 reports of potential misconduct. 16 complaints of potential misconduct. Four self-initiated investigations. Nine matters they received that there was no jurisdiction for. Four matters referred to the attorney general's office. 12 matters were filed and five matters that resulted in officers losing their certification thus far this year.

**Chad Arceneaux** stated that there is an effort to alleviate current staffing issues. There are five certification investigation officers and one person for the operations unit. Chad Arceneaux informed the Commission that Certifications is trying to at least recruit a temporary person to help in that department. As of the end of last month there have been 168 cases pending investigator assignment and 86 open and active investigations. This means that before the fifth person was added, it was a caseload ratio of about 20 cases per investigator. Other large agencies cover 3-6 cases per caseload. **Chad Arceneaux** stated that their case load is very high in comparison to their counterparts in other law enforcement agencies. The same can be said for the number of investigators that we have. While the recommendation of the industry is one investigator per 100 sworn officers, we are at one investigator per 2,600 officers. Two short-term independent contracted investigators are currently assisting with backlog cases.

**Commissioner Joseph** inquired if it was possible to get a copy of the plan for the backlogs. **Chad Arceneaux** responded that there is not a written document. He added that the investigators are bound to follow the priority framework that was created in collaboration with community stakeholders. Prioritization policy dictates which cases are addressed first. **Chad Arceneaux** then stated that to address the issue, they've sought to work with independent contractors who are not bound by the same restrictions.

**Commissioner Joseph** inquired if it was possible to receive a copy of the report. **Chad Arceneaux** agreed to send the report.

**Commissioner Pickup** inquired if there were circumstances that would ignite an immediate decertification process. **Commissioner Pickup** mentioned an example of officers convicted of rape who have been fired from their agencies but still hold certification.

**Chad Arceneaux** responded that people who have been convicted will have their certification revoked. He stated that the main issue is a lack of staff and therefore lack of people able to process those documents.

**Commissioner Pickup** clarified if that meant there was no one able to conduct the desertification process. Commissioner Pickup expressed her concern for this, considering the severity of the matter.

**Chad Arceneaux** expressed his agreement of the serious matter. He clarified that because there are only five investigators, they are trying to work within the priority policy they've been given. **Chad Arceneaux** then stated that regardless of documented desertification, convicted felons cannot be police officers. He added that the priority is to process decertification of people with misconduct who are allowed to work until the process is complete.

**Commissioner Logue** inquired if Certifications had vacancies in their department. **Chad Arceneaux** responded that they are technically at maximum staffing, which means legitati0on would need to be changed to continue hiring.

**Commissioner Logue** inquired if the findings are published for the public. **Chad Arceneaux** responded that the database is open on the certifications webpage.

**Chad Arceneaux** responded to an inquiry from **Commissioner Johnson** that the reporting agencies are diligently trying to comply. Currently, Certifications does not know if agencies are compliant with 135's reporting requirements. **Chad Arceneaux** stated that Certifications is working with the state auditor's office to create a statewide program to see if agencies are reporting and doing so accurately. The goal is to implement said program by the summer of this year. Until the program launches, Certifications is trying to educate agencies about their responsibility and duty concerning this.

**Commissioner Thomas** stated that she was recently contacted by a citizen with a complaint. **Commissioner Thomas** read the public comment that she had received from a citizen about an officer who had received multiple complaints over the span of ten years including multiple incidents of excessive force.

**Chad Arceneaux** acknowledged that the allegations stated in the public comment are concerning. He then stated that if there are complaints that relate to a specific case, he cannot speak on any active investigation with the Commission. **Commissioner Thomas** expressed her severe concern with the public comment. **Chad Arceneaux** stated that assuming this is an active case, unfortunately, he cannot speak to this.

**Chair Quinn** inserted himself to facilitate the conversation. **Chair Quinn** stated that public comments concerning such issues could be sent to any of the Commissioners. He then opened the issue by inquiring about contextual pieces that can help the Commission better understand how to approach such a topic.

**Commissioner Robinson** expressed that he believes this points to a need for more time. **Commissioner Robinson** proposed that the Commission set up the time, space, and resources available to the commission to address this.

**Chair Quinn** added that meetings do not have to be in person. He then expressed the importance of letting staff respond to these issues, because it might get at the root of the information needed. **Chair Quinn** suggested an initial step to track the questions that were

articulated and get a recommendation from staff on how to proceed afterward before directly going into a meeting.

**Director Alexander** stated that a lack of resources is a large part of the issue. She expressed her concern for overworking staff who are conducting the cases and are aware of the importance of this work. **Director Alexander** noted that without the resources to conduct these investigations, the problem can not be solved.

**Commissioner Thomas** inquired about how the lack of resources will be addressed.

**Director Alexander** responded that it is addressed through legislative process.

**Chair Quinn** stated that a byproduct of people speaking up when they see misconduct is an increase in case loads. He expressed that the Commission has an obligation to make sure we understand and advocate holistically for additional resources and first understand the depth of the problems.

**Commissioner Thomas** inquired if the Commission as a body, has the authority to go to the government with these issues.

**Director Alexander** stated that since the Commission works for the governor, the Commission must advocate for resources while the Governor's budget is being allocated. Formal submissions of needs to financial management and our budget office will need to happen early on for them to be met.

**Chair Quinn** called for break at 11:42

**Chair Quinn** called the meeting back to order at 11:53

**Chair Quinn** called for a consensus to alter the agenda. The first request was to extend the agenda for 30 minutes. The second request was to move Variants and Canine up as the next agenda items, while tabling the IIT Best Practices. **Commissioner Kendrick** moved to approve the agenda adjustment. **Commissioner Kaholokula** seconded the motion. **The motion passed unanimously.**

## **VARIANCE**

*Mike Devine, Certifications Division Manager*

Variance application from the Tulalip Tribal Police Department by **Chief Sutter** and **Officer Bruner**.

They requested variance to wave his certification reinstatement with permission for him to attend the state equivalency academy. **Mike Devine** stated that the Certifications Division reviewed the application, and he does meet the requirements.

**Chief Sutter** thanked the Commission for the consideration of his request for variance. Chief Sutter spoke to Officer Bruner's law enforcement career as Chief of police for five years at the Neah Bay Police Department. Chief Sutter noted Officer Bruner's 22 years of law enforcement experience and qualifications.

Officer Sutter introduced himself to the Commission and described his 22 years of experience as an officer.

**Chair Quinn** opened for questions.

**Commissioner Robinson???** moved to approve the motion.\*



**Vice Chair Sapp** seconded the motion. **Motion passed unanimously.**

### **Application For Four Canine Evaluators**

Mike Devine stated that the requests were for recertification for one evaluator and the approval of three additional evaluators.

He stated that all officers are in good standing and in compliance with WSCJTC training standards.

**Commissioner Barnes** requests to recuse from voting on Officer Stewart. Commissioner Anaya requests to recuse from voting on Officer Epperson.

Officer Kevin Miller to be recertified. **Commissioner Kendricks** motioned to approve.

**Commissioner Logue** seconded the motion. **The motion passed unanimously.**

Officer Devin Bagby to be approved as a Canine Evaluator. **Commissioner Logue** motioned to approve. **Commissioner Anaya** seconded the motion. **The motion passed unanimously.**

Officer Rocky Epperson. Commissioner Anaya recused. **Vice Chair Sapp** motioned to approve. **Commissioner Logue** seconded the motion. **The motion passed unanimously.**

Officer Nicholas Stewart to be hired. **Commissioner Barnes** recused. **Commissioner Logue** motioned to approve and seconded. **The motion passed unanimously.**

### **Update on Canine Workgroup Panel/ Canine Model Policy**

**Mike Devine** provided K9 Workgroup Advisory panel updates – training standards and best practices. Currently, two active members represent the interests of WSPCA, two active members represent the interests of the Pacific Northwest Law Enforcement Canine Association, two active Canine professionals representing the interests of unaffiliated associations, and one to two CEO-level law enforcement professionals.

Asking for an additional community member and a commission member on the panel. Mike Devine stated to notify Operations Manager Valerie Weaver if interested.

### **OLD BUSINESS**

Approval of Meeting Minutes

**Chair Quinn** called for review and approval of the meeting minutes from December 14th, 2022. Commissioner Sapp motioned with a second from Commissioner Joseph. Robinson and Kaholokula abstained. The motion passed unanimously.

Commissioner Kendricks suggested an extension of time to the meeting.

Commissioner Robinson suggested an extension to three hours for future meetings.

**Chair Quinn** adjourned the meeting at 12:34 PM.

Next Meeting: June 14, 2023, 10 AM, WSCJTC

Written by:

\_\_\_\_\_  
Lacey Ledford, Executive Assistant

\_\_\_\_\_  
Date

Reviewed by:

\_\_\_\_\_  
Monica Alexander, Executive Director

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
De'Sean Quinn, Commission Chair

\_\_\_\_\_  
Date

# INTEROFFICE COMMUNICATION

## WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

**TO:** WSCJTC Commissioners

**FROM:** Jennifer Pendray, Coroner/Medical Examiner Program Manager & WSCJTC  
WAC Rules Coordinator, Derek Zable

**SUBJECT:** Establishing WAC 139-27: Medicolegal Forensic Investigation Training and  
Certification

**DATE:** June 1, 2023



Hello Commissioners,

The development of WAC 139-27 for RCW 43.101.480 was necessary to provide structure and guidelines for the development, delivery, and maintenance of the tenants of RCW 43.101.480. This is a new certification program outside of criminal justice professionals that currently exists therefore new protocols must be established.

### **I. Definitions - WAC 139-27-010**

Most definitions used are typical within the industry, however there are two notable definitions to inform you about:

- **Good standing** was defined to ensure certificants maintain ethical conduct required for practice in the field and legally defensible work products.
- **Part-time** was defined to assure the WSCJTC can track and hold agencies to the 18-month certification requirement for part-time employees.

### **II. Notice of Hire/Separation – WAC 139-27-020**

The commission must track both the county and individual certification compliance therefore a notice of hire and a notice of separation requirement is necessary.

### **III. Certification - WAC 139-27-030**

RCW 43.101.480(4)(a) requires the WSCJTC to meet the recommendations of the National Commission on Forensic Science (NCFS) certification and accreditation. Those recommendations include written examination, supervised practice, continuing education, recertification procedures, adherence to a code of ethics, and effective disciplinary procedures. This WAC was drafted to include a certification and recertification process for the Washington state medicolegal forensic death investigation certification. Beyond these recommendations, the draft language also includes a revocation process that utilizes other licensing agencies and employer information to minimize WSCJTC time and costs to maintain accurate tracking and compliance.

**IV. Continuing Education – WAC 139-27-040**

RCW 43.101.480(4)(a) establishes the requirement of continuing education. Continuing education courses approved by various agencies, including the American Board of Medicolegal Death Investigators (ABMDI) and the American Board of Pathology (ABP) will be used to ensure that quality education and training is being obtained by mandated practitioners. The number of continuing education hours was drafted to reflect the industry standards maintained by ABMDI and ABP which require 45 hours over 5 years, and 70 hours over 2 years, respectively.

**V. Recertification - WAC 139-27-050 & WAC 139-27-060**

Per the requirements of RCW 43.101.480(4)(a), recertification procedures were drafted for the certification program, primarily to establish and track continuing education requirements. The certification duration before recertification was drafted to meet industry standards and allow for practicability when considering staffing concerns across the state.

A six-month period to complete or rectify missing eligibility requirements will be given to those applying for recertification. The expiration of the current certificate will be delayed during those six months so the agency will not be in non-compliance.

**VI. Core Curriculum - WAC 139-27-070**

The core medicolegal forensic death investigation curriculum was drafted as a standard for all future training sessions and for those seeking exemption to reference. This curriculum was established using the Internal Association of Coroners and Medical Examiners (IACME) basic curriculum and standards used in the field.

**VII. Training Exemption – WAC 139-27-100 & WAC 139-27-110**

As we are certifying two different groups of professionals, there are two exemption processes:

1. To seek exemption from the basic training, medical examiners must be a board-certified forensic pathologist by the ABP and maintain all licenses, which include continuing education requirements. Medical examiners must also be in good standing at their agency of employment. The majority of medical examiners will be exempt from attending the WSCJTC training due to their extensive education and continuing education requirements.
2. To seek exemption from the basic training, coroners and medicolegal investigative personnel must be employed by a Washington State coroner's or medical examiner's office for a minimum of 12 months for a full-time employee or 18 months for a part-time employee. They must be certified by the ABMDI. Coroners and medicolegal investigative personnel must be in good standing at their agency of employment.

These requirements not only meet industry standards but also meet the standards of required accreditation per RCW 36.24.210. An exemption granted under this section does not exempt the

individual from recertification requirements. These requirements will also ensure that mandated personnel are keeping up to date with industry standards and protocols.

**VIII. Modifying WAC 139-03-030 - Request for exemption, waiver, extension, or variance.**  
The WAC 139-03-030 needs updated to allow for specific cases in the state who are the exceptions to current industry standards to seek certification through a variance. Rules cannot be established to allow for these specific cases and still comply with the RCW in a consistent manner.

**Chapter 139-27 WAC**  
**MEDICOLEGAL FORENSIC INVESTIGATION TRAINING AND CERTIFICATION**

NEW SECTION

**WAC 139-27-010 Definitions.** (1) **Coroner** means the elected or appointed official tasked with overseeing the medicolegal system of a county, whose principal duty is to investigate death.

(2) **Good standing** means a member of a profession regulated by this chapter who:

(a) Does not have their professional license(s) or certification(s) suspended or revoked;

(b) Does not have any findings by an employer for discrimination, sexual harassment, or other policy violations that factually demonstrate unethical behavior; and

(c) Is in compliance with their employing agency's training requirements.

(3) **Medical examiner** means a physician who is responsible for examining bodies postmortem to determine the cause and manner of death.

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

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

(6) **Part-time** means any personnel who work less than full-time hours. Full-time hours are defined by their employer. For the purposes of this chapter, a single day of work in a month will count as employment for that month.

NEW SECTION

**WAC 139-27-020 Notice of hire/separation.** (1) 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.

(2) Upon separation of a coroner, medical examiner, or medicolegal investigative personnel from a coroner's or medical examiner's office, or upon their movement or rotation, for any reason, to a position within that office that does not require certification, the agency shall notify the commission via an approved form within 15 days of the separation date.

NEW SECTION

**WAC 139-27-030 Certifications.** (1) All coroners, medical examiners, and medicolegal investigative personnel who are employed in a coroner's or medical examiner's office, must maintain certification as a condition of continued employment.

(2) The commission shall issue a certificate if:

(a) The individual has completed the core medicolegal forensic investigation training developed and delivered by the commission; or

(b) The individual has been granted exemption following the requirements of WAC 139-27-110.

(3) Certificates shall be valid for a period of five years from the date of initial certification.

(4) Certification shall be revoked for the following reasons:

(a) No longer maintaining eligibility for certification due to the revocation of required existing license or certification.

(b) Admission by the employing agency that the certificant is not in good standing.

(c) Determination that the certificant was not eligible to receive a certificate at the time of its issuance.

NEW SECTION

**WAC 139-27-040 Continuing education conditions and requirements.**

(1) After the initial training period, continuing education is necessary to maintain knowledge and update skills in new technology, equipment, methods, and practices. Every coroner, medical examiner, and medicolegal investigative personnel required to satisfy RCW 43.101.480 must complete a minimum of 45 continuing education hours every five 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 an 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, U.S. Department of Homeland Security or a postsecondary institution recognized by a national educational accrediting agency.

(4) Medical examiner's who maintain certification as a board-certified forensic pathologist certified from the American Board of Pathology meet the continuing education requirements.

NEW SECTION

**WAC 139-27-050 Recertification eligibility and requirements.**

(1) All medicolegal forensic death investigation certificates have a five-year duration from the date issued, after which individuals who continue to meet the requirements of WAC 139-27-100 or 139-27-030 must seek recertification. Recertification will begin six months prior to the certification expiration date, and materials must be received by or before the expiration date. The recertification process is provided in WAC 139-27-060. To be eligible for recertification, individuals must meet these requirements:

(a) A medical examiner must:

(i) Maintain employment by a coroner's or medical examiner's office in Washington state.

(ii) Maintain their status as a board-certified forensic pathologist certified by the American Board of Pathology or has completed continuing education following WAC 139-27-040.

(iii) Maintain their license by the Washington state medical commission.

(iv) Be in good standing with their agency of employment.

(b) A coroner or medicolegal investigative personnel must:

(i) Maintain employment by a coroner's or medical examiner's office in Washington state.

(ii) Complete 45 hours of continuing education following WAC 139-27-040 over the five-year certification period.

(iii) Be in good standing with their agency of employment.

(2) If certification lapses, the coroner, medical examiner, or medicolegal investigative personnel will be required to complete the initial 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.

NEW SECTION

**WAC 139-27-060 Recertification process.**

(1) 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.

(2) Requests shall be submitted in writing, with appropriate documentation, to the commission. Requests shall be accepted up to six months prior to the expiration date and due by or before the expiration date.

(3) Request for recertification:

(a) For a medical examiner:



(i) Proof of continued board certification as a forensic pathologist by the American Board of Pathology or proof of 45 hours of continuing education, for which documentation shall include:

(A) Certificate of completion or other documentation showing completion;

(B) Course description;

(C) Agenda/syllabus/program;

(D) Number of education hours.

(ii) Proof of continued licensure by the Washington state medical commission.

(iii) Proof of good standing by the employing agency on agency letterhead.

(b) For a coroner or medicolegal investigation personnel:

(i) Proof of 45 hours of continuing education. Documentation shall include:

(A) Certificate of completion or other documentation showing completion;

(B) Course description;

(C) Agenda/syllabus/program;

(D) Number of education hours.

(ii) Proof of good standing by the employing agency on agency letterhead.

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

(5) If the applicant has not met the qualifications to receive recertification, the commission shall:

(a) Issue recertification upon satisfactory completion of acceptable continuing education to be completed within six months from time application for recertification is deemed not to have met the qualifications, or submission of needed materials; or

(b) Require attendance of the core medicolegal forensic investigation training regardless of previous attendance if certification has lapsed by one year or more.

(6) During the six-month period to complete or rectify missing eligibility requirements for recertification required by the commission as provided in subsection (5)(a) of this section, expiration of the current certificate will be delayed until the end of this six-month period or upon the issuance of a new certificate.

#### NEW SECTION

**WAC 139-27-070 Core medicolegal forensic death investigation training curriculum.** The core medicolegal forensic death investigation training 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.

NEW SECTION

**WAC 139-27-100 Exemption eligibility and requirements.** (1) As a condition of continued employment, unless exempted by the commission under this section, all coroners, medical examiners, and medicolegal investigative personnel employed at 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.

(2) Requirements for exemption:

(a) A medical examiner who:

(i) Is employed by a coroner's or medical examiner's office in Washington state.

(ii) Is a board-certified forensic pathologist certified by the American Board of Pathology (ABP), maintains their certification, and who shows proof of certification.

(iii) Is licensed by the Washington state medical commission, maintains their license, and who shows proof of license.

(iv) Is in good standing with their agency of employment.

(b) A coroner or medicolegal investigative personnel who:

(i) Has been employed as a 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.

(ii) Is certified (minimum registry certification required) by the American Board of Medicolegal Death Investigators (ABMDI).

(iii) 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 five 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.

(iv) Is in good standing with their agency of employment.

NEW SECTION

**WAC 139-27-110 Exemption process.** (1) 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 with appropriate documentation to the commission.

(2) Request for exemption:

- (a) For a medical examiner:
  - (i) Proof of board certification as a forensic pathologist by the American Board of Pathology.
  - (ii) Proof of licensure by the Washington state medical commission.
  - (iii) Proof of good standing by the employing agency on agency letterhead.
- (b) For a coroner or medicolegal investigative personnel:
  - (i) Proof of employment as a 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.
  - (ii) Proof of certification (minimum registry) by the American Board of Medicolegal Death Investigators.
  - (iii) Proof of medicolegal forensic investigation training comparable to that offered by the commission. Documentation shall include:
    - (A) Certificate of completion or other documentation showing completion;
    - (B) Course description;
    - (C) Agenda/syllabus/program;
    - (D) Number of education hours.
  - (iv) Proof of good standing by the employing agency on agency letterhead.
- (3) Upon submission of the appropriate documentation, the commission shall review and evaluate relevant materials and issue a certificate if applicable within 60 days (days calculated per RCW 1.12.040).
- (4) If the individual has not met the qualifications to receive exemption, the commission shall:
  - (a) Issue a certificate upon satisfactory completion of required training or submission of needed materials; or
  - (b) Require the individual to attend the core medicolegal forensic investigation training produced by the commission in conjunction with the Washington Association of Coroners and Medical Examiners (WACME).
- (5) Issuance of a certificate through the exemption process does not exempt the individual from recertification requirements of WAC 139-27-050 or the continuing education requirements of WAC 139-27-040.

**WAC 139-03-030 Request for exemption, waiver, extension or variance.** (1) Requests for exemption, waiver, extension or variance from the commission's regulations may be pursued only under this section.

(2) A request for exemption, waiver, extension or variance may be made only by the head of a law enforcement or corrections agency or head of an agency responsible for death investigations, on behalf of an employee or employees directly affected by the regulation. Where a request for an exemption or variance is on behalf of a chief of police or chief medical examiner, such request shall be made by the appointing authority. Requests under this section shall be for mitigation only and shall not raise questions of law or of fact. Such requests shall be submitted in writing to the executive director of the commission and shall include, where applicable:

(a) The particular regulation from which exemption, waiver, extension or variance is sought;

(b) The nature of the exemption, waiver, extension or variance which is sought;

(c) The mitigating factors in the particular case;

(d) The name and mailing address of the requesting party and any person who will personally appear in support of the requesting party, including legal counsel;

(e) A statement that the person signing the request has read it and that to the best of his or her knowledge or information and belief the contents thereof are true.

(3) Upon receipt of a request under this section which satisfies the requirements of subsection (2) of this section, 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 the request, grant the request or provide alternative mitigating relief.



# APPLICATION FOR CERTIFIED CANINE EVALUATOR

Washington State Criminal Justice  
Training Commission

Send completed packets to:  
[certmail@cjtc.wa.gov](mailto:certmail@cjtc.wa.gov)

**Applicant must attached a letter and resume that details how they meet criteria 1-5:**

1. Must be a fully commissioned Washington State Certified Peace Officer, Certified Tribal Police Officer, or Corrections Officer.
2. Must have four years of canine handler experience.
3. Must be in compliance to all mandated training.
4. Must be recognized as a trainer of canines by a professional organization of police and/or corrections dog handlers/trainers (includes departments and associations) in the discipline they are applying.
  - a. If recognition is by a department, applicant must provide what process was followed to be recognized as a trainer of canines for that department.
5. Must have certified to the WAC in the past in the discipline they are applying.
6. Must have completed the CJTC Instructor Development class or other approved CJTC Instructor Course.
7. Must attach a letter from home agency supporting the applicant's position as an evaluator for CJTC to certify teams on department time, as approved.

<b>Applicant's Full Name:</b> <b>Erik Dunham</b>	<b>Applicant's Home Agency:</b> <b>Clark County Sheriff's Office</b>
<b>Applicant's Email Address</b> <b>erik.dunham@clark.wa.gov</b>	<b>Applicant's Contact Phone:</b> <b>360-904-1968</b>
<b>Years of canine handler experience:</b> <b>6</b>	<b>Which organization(s) recognizes you as a trainer of canines:</b> <b>Utah POST/Clark County Sheriff's Office</b>
<b>Which discipline are you applying to evaluate? (Mark all that apply)</b> <input checked="" type="checkbox"/> PATROL <input type="checkbox"/> EXPLOSIVE DETECTION <input checked="" type="checkbox"/> NARCOTIC DETECTION	
<b>Date completed the CJTC Instructor Development class or other approved CJTC Instructor Course.</b> If other, please explain: <b>6/18/2013 CLASS TAKEN WHILE MEMBER OF SOUTHWEST REGIONAL SWAT TEAM HOST BY VANCOUVER POLICE DEPARTMENT</b>	

I recognize this is an application for certification or training to the Commission (See RCW 43.101.105(3)(c)); therefore, I hereby attest that I have read and understand the requirements outlined in the CJTC Policy "K-9 Certification Requirements" and WAC 139-05-915.  
  
 I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.  
  
 Signed this 21st day of Nov, 2022, in Vancouver, Washington.  
  
  
 Applicant's Signature

## Canine Master Trainer

# Erik Dunham

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Clark County Sheriff's Office  
707 W. 13<sup>th</sup> St  
Vancouver WA, 98671  
360-904-1968  
Erik.dunham@clark.wa.gov

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### CJTC EXECUTIVE STAFF

I have been a canine handler with the Clark County Sheriff's Office for 6 years. I was assigned K9 Gus upon initial selection for the unit and was assigned K9 Riggs following Gus' retirement in 2020. Both these dogs were certified to the WAC standard as well as the WSPCA standard for patrol and narcotics functions.

In fall of 2021 I attended the Utah POST Training Academy in Sandy, UT as an instructor. This course consisted of more than 320 hours of instruction on various training techniques and philosophies. During the class, I assisted in the training of 23 dog teams to the Utah POST standard, all of which certified at the completion of the course. Canine Riggs was also certified to the Utah POST Standard.

I am currently assigned as the K9 Master Trainer for the Clark County Sheriff's Office K9 Unit.

### EMPLOYMENT

2008-Present

Deputy Sheriff with Clark County Sheriff's Office

2012-2017

Member of Southwest Regional SWAT Team

2017-Present

Canine Handler with Clark County Sheriff's Office

2017-2020: K9 Gus

2020-Present: K9 Riggs

### TRAINING/EDUCATION

2008

Basic Law Enforcement Academy

2017

Basic Canine Handler's Course

2021

Utah POST K9 Academy



## Clark County Sheriff's Office

707 West 13th Street • PO Box 410 • Vancouver, WA 98666 • (564) 397-2366 • Fax (564) 397-2367

Chuck E. Atkins, Sheriff

November 21<sup>st</sup>, 2022  
CJTC Executive Staff  
Burien, WA

Greetings,

This letter is being written in support of Deputy Erik Dunham becoming a recognized Canine Evaluator through the state requirements of CJTC.

Erik has been a canine handler for 6 years and was recently selected to be the master trainer for the Clark County Sheriff's Office. Erik completed a CJTC recognized instructor development training during his time with the Southwest Regional SWAT Team and recently returned from the Utah POST Canine Instructor School where he received more than 320 hours of training related to patrol canine.

Deputy Dunham currently handles K9 Riggs and is certified to both the WAC and the WSPCA standard for patrol work and narcotics detection.

The Clark County Sheriff's Office fully supports Deputy Dunham becoming a Canine Evaluator for the state. The agency recognizes that, when approved, Deputy Dunham will be used to certify canine teams on department time.

Respectfully,

Commander Chad Rothenberger  
Special Operations Commander  
Clark County Sheriff's Office

[www.clark.wa.gov/sheriff](http://www.clark.wa.gov/sheriff)

For other formats, contact the Clark County ADA Office 564.397.2322 / 711 or 800.833.6388 / ADA@clark.wa.gov

Dunham, Erik (4552)

At the end of this training the handler and police service dog (PSD) will have received instruction and conducted practical exercises on lifting a PSD on a shield into an attic or elevated position. For safety reasons, this exercise should be completed with four people. The handler will receive instruction on how to properly introduce the PSD to the equipment used during this exercise. The handler will be instructed on where to down the PSD before lifting as well as maintaining proper leash discipline during the lift. These objectives will be met through a series of exercises.

SWE100	FLIR	7-02-2013	1.50	0.00	Passed
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Operators will be instructed on how to properly operate the FLIR system.

SWT111	Slow Clears	7-02-2013	1.50	0.00	Passed
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SWT151	OODA Loop	7-02-2013	1.50	0.00	Passed
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The purpose of this training is for the Southwest Washington Regional SWAT Team to review and discuss Boyd's O.O.D.A. loop concept. Boyd's Simplified Law Enforcement Model taught today:  
The Boyd Cycle

-Colonel John Boyd U.S. Air force did research on the cycle your mind must follow in order to make proper decisions. Known as the O.O.D.A. loop.

- \*Observe
- \*Orient
- \*Decide
- \*Act

Understanding Reaction Time Cycle -- Improved Operator / Team Survival Skills & a Tactical Advantage.

SWM102	Wound Packing	7-02-2013	1.50	0.00	Passed
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Upon completion of this course, students will demonstrate the proper application of gauze, Combat Gauze, or other wound packing material used for massive hemorrhaging in areas where a tourniquet is not useful.

SWT126	Immediate Action Drills (IADs)	7-02-2013	1.50	0.00	Passed
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This class teaches the multiple methods used by the SWWR SWAT team for conducting IAD's.

VPGI100	VPD Instructor Development	6-28-2013	40.00	0.00	Passed
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This class is 40 hours in length and is intended for individuals who have no formal training in instructional techniques, have not attended the CJTC Instructor Development Course and instructors who have less than two year's in course delivery. The purpose of this course is to enable you to 1) Explore adult learning principles and methods for creating adult learning environments; 2) Explore a systematic approach to design, develop and deliver training programs; and 3) Explore the various strategies, methods, training aids, and resources available to assist in the design and development process.

VPGI103	Introduction to the Training Culture	6-24-2013	2.00	0.00	Passed
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Understanding key components of the training environment is critical in assisting instructors in coordinating, administering, and documenting effective training. Through effective training employees perform better, we reduce the exposure to liability, and increase job satisfaction. This course is intended to introduce new instructors to the training culture and to answer some of the more frequently asked questions proposed by individuals new to training.

VPGI102	Lesson Plan Development	6-24-2013	1.00	0.00	Passed
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This course instructs the students on the proper techniques to accurately complete a Vancouver Police Department lesson plan. Students will be shown how to draft an acceptable objectives section, overview of the course, as well as factoring in safety, policy, and legal.

SWT150	OIS Process Familiarization	6-06-2013	4.00	0.00	Passed
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This training block is intended for a classroom discussion with the purpose of informing and familiarizing team members of the process an officer involved in a shooting will go through. It is geared towards being a guideline and information sharing process rather than a lesson plan based training.

SWR102	Low Angle Rappel	6-06-2013	4.00	0.00	Passed
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This training is meant to mimic what an operator may encounter during missions that involve the use of low angle rappelling, along with a prusik. Some missions that may utilize this technique in steep terrain are: woodland tracking, marijuana eradication, surveillance, containment, travel to point of interest, etc.





# Training History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

11/30/2022

For: **Dunham, Erik C.**  
Student ID **1000-5071**

**Dunham, Erik C.**      **Person Status** Active      **DOB** [REDACTED]      **EEOC** White  
**SSN** [REDACTED]      **Gender** Male

## Employment

Organization	Active Dates	Most Recent			Current Status
		Title/Rank	Employment Assignment	Appointment Type	
Clark County Sheriff's Office (Primary)	08/04/2008 - Current	Deputy		Certified Peace Officer	Active

## Certifications

Name	Issued	Expiration	Status
Annual Crisis Intervention Team Training Online	11/16/2017	09/19/2023	Active (Active)
Annual DV Update: Extreme Risk Protection Orders	09/04/2020	Never Expires	Active (Active)
Certified Narcotic Detection Canine Team - Team 2	04/05/2021	10/12/2024	Active (Active)
Certified Patrol Canine Team - Team 2	01/21/2021	10/01/2023	Active (Active)
LED June 2020 Certificate	12/28/2020	Never Expires	Active (Active)
Patrol Officer Response to Sexual Assault	07/12/2021	Never Expires	Active (Active)
Peace Officer Certification	01/28/2009	Never Expires	Active (Active)
The Criminal Legal System: Structural Inequalities, Monetary Sanctions, Policy and Reform	09/20/2022	Never Expires	Active (Active)
Certified Narcotic Detection Canine Team	07/26/2017	01/27/2021	Team Disbanded (Inactive)
Certified Patrol Canine Team	07/25/2017	01/27/2021	Team Disbanded (Inactive)

## Training

### Upcoming, Ongoing, & Unconfirmed

Course/Title (Course No.)	Training Dates	Grade	Status	Training Category	Hours
LETCSA - 4030 - Effective Communication	06/15/2022		Assigned	LETCSA	2h 30m
LETCSA - 4040 - LGBTQ+ Core Competency	06/15/2022		Assigned	LETCSA	2h 30m
Law Enforcement Digest - LED 2022 February	05/16/2022		Assigned	Law Enforcement Digest	1h 0m
				<b>Total Hours</b>	<b>(6h 0m)</b>

### Current Period to Date (01/01/2022 - 11/30/2022)

Course/Title (Course No.)	Training Dates	Grade	Status	Training Category	Hours
LETCSA - 4020-1 The Criminal Legal System: Structural Inequalities, Monetary Sanctions, Policy and Reform	09/19/2022 - 09/20/2022		Completed - Passed	LETCSA	2h 0m



# Training History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

11/30/2022

For: **Dunham, Erik C.**  
Student ID **1000-5071**

Crisis Intervention - Annual CIT 2hr Online Course (2022)	09/19/2022	09/19/2022	Completed - Passed	CIT Crisis Intervention Team	2h 0m
Violence De-escalation - 2192 - 39 Patrol Tactics 24-hour In-Service (Vancouver)	03/06/2022	03/08/2022	Graduated - 03/08/2022	In-Service Training	24h 0m
				<b>Total Hours</b>	<b>(28h 0m)</b>

## Previous Period (01/01/2021 - 12/31/2021)

Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
Crisis Intervention - Annual CIT 2hr Online Course (2021)	10/07/2021	10/07/2021		Completed - Passed	CIT Crisis Intervention Team	2h 0m
Sexual Assault Investigations - Patrol Officer Response to Sexual Assault	02/04/2021	07/12/2021		Completed - Passed	Sexual Assault Investigations	2h 0m
				<b>Total Hours</b>	<b>(4h 0m)</b>	

## Other Periods (through 12/31/2020)

Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
Law Enforcement Digest - LED June 2020	12/17/2020	12/28/2020		Completed - Passed	Law Enforcement Digest	1h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2020)	09/04/2020	11/12/2020		Completed - Passed	CIT Online Refresher	2h 0m
Support Services - Annual DV Update: Extreme Risk Protection Orders	09/04/2020	09/04/2020		Completed	In-Service Training	2h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2019)	10/11/2019	10/11/2019		Completed - Passed	CIT Online Refresher	2h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2018)	11/15/2017	11/16/2017		Completed - Passed	CIT Online Refresher	2h 0m
Crisis Intervention - 5509 - 55 CIT-Crisis Intervention Team 8hr - In-Service - Statewide (8 hours)	05/25/2017	05/25/2017		Graduated - 05/25/2017		8h 0m
Field Training Officer - 0681 - 98 Field Training Officer Academy (40 hours)	01/26/2015	01/30/2015		Graduated - 01/30/2015		40h 0m
Field Training Officer - 0681 - 121 Field Training Officer Academy (40 hours)	06/09/2014	06/13/2014		Departed - 06/13/2014		0h 0m
Inactive Program - 0510 - 12 SWAT Basic (65 hours)	09/30/2012	10/05/2012		Graduated - 10/05/2012		65h 0m
Basic Law Enforcement Academy - 0100 - 202 Basic Law Enforcement Academy (720 hours)	09/15/2008	01/28/2009		Graduated - 01/28/2009		720h 0m
				<b>Total Hours</b>	<b>(842h 0m)</b>	

A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.



# Training History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

11/30/2022

For: **Dunham, Erik C.**  
Student ID **1000-5071**

## Education

Degree Year	Level / Degree	Institution	Major	Minor
	High School / GED / High School / GED			

## Miscellaneous

Allen LMS SID 124378

Profile Comments (Must Initial & Date) Deputy



# CERTIFICATE OF COMPLETION

AWARDED TO

## ERIK DUNHAM

OF CLARK COUNTY SHERIFF'S OFFICE (WA)  
IN RECOGNITION OF YOUR SUCCESSFUL COMPLETION OF  
IMPLICIT BIAS

COURSE # 20296-2012

1 HOUR OF TRAINING

CERTIFICATE ISSUED OCT 03, 2022

*Mikayla Graves*

**Mikayla Graves**  
Training Coordinator





# APPLICATION FOR CERTIFIED CANINE EVALUATOR

Washington State Criminal Justice  
Training Commission

Send completed packets to:  
[certmail@cjtc.wa.gov](mailto:certmail@cjtc.wa.gov)

**Applicant must attached a letter and resume that details how they meet criteria 1-5:**

1. Must be a fully commissioned Washington State Certified Peace Officer, Certified Tribal Police Officer, or Corrections Officer.
2. Must have four years of canine handler experience.
3. Must be in compliance to all mandated training.
4. Must be recognized as a trainer of canines by a professional organization of police and/or corrections dog handlers/trainers (includes departments and associations) in the discipline they are applying.
  - a. If recognition is by a department, applicant must provide what process was followed to be recognized as a trainer of canines for that department.
5. Must have certified to the WAC in the past in the discipline they are applying.
6. Must have completed the CJTC Instructor Development class or other approved CJTC Instructor Course.
7. Must attach a letter from home agency supporting the applicant's position as an evaluator for CJTC to certify teams on department time, as approved.

Applicant's Full Name: <b>Tracy Gay</b>	Applicant's Home Agency: <b>Grays Harbor County SO</b>
Applicant's Email Address: <b>tgay@Graysharbor.us</b>	Applicant's Contact Phone: <b>360-581-0030</b>
Years of canine handler experience: <b>12</b>	Which organization(s) recognizes you as a trainer of canines: <b>WSPCA</b>
Which discipline are you applying to evaluate? (Mark all that apply)	
<input checked="" type="checkbox"/> PATROL <input type="checkbox"/> EXPLOSIVE DETECTION <input type="checkbox"/> NARCOTIC DETECTION	
Date completed the CJTC Instructor Development class or other approved CJTC Instructor Course. <i>03/29/2002</i> If other, please explain:	

I recognize this is an application for certification or training to the Commission (See RCW 43.101.105(3)(c)); therefore, I hereby attest that I have read and understand the requirements outlined in the CJTC Policy "K-9 Certification Requirements" and WAC 139-05-915.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signed this 8th day of May, 2003, in Montesano, Washington.

  
Applicant's Signature



# Grays Harbor County Sheriff's Office

---

DARRIN E. WALLACE, Sheriff

May 17, 2023

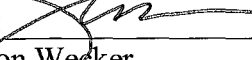
To Whom it May Concern,

RE: Application for Certified Canine Evaluator

This letter is reference Sergeant Tracy Gay's application to become a certified WSCJTC Canine Evaluator. Sergeant Gay is currently one of our department's canine handlers and has nearly 20 years of experience in the canine field. Sergeant Gay works as a patrol sergeant and oversees our canine program as the canine supervisor and trainer. Sergeant Gay is currently assigned PSD Behr; which is his second dog with our department. After reviewing Sergeant Gay's application to become a WSJCTC Canine Evaluator, I am pleased to say he has the full support of the Grays Harbor County Sheriff's Office along with the understating he will be working on department time to fulfill the obligations of a Canine Evaluator.

Sincerely,

DARRIN E. WALLACE, Sheriff  
Grays Harbor County

By:   
Jason Wecker,  
Chief Criminal Deputy



# Grays Harbor County Sheriff's Office

DARRIN E. WALLACE, Sheriff

---

To whom it may concern,

I am submitting this letter to you for the purpose of satisfying the requirements for the application of WSCJTC Certified Canine Evaluator.

I am currently employed with the Grays Harbor County Sheriff's Office as a patrol sergeant. I am in good standing and in compliance with all mandated training. I have approximately twelve years experience as a patrol dog handler (generalist), and I am currently working a second dog. I currently supervise the GHSO K-9 program as well as the Firearms-Force Training Unit. I am a certified trainer with WSPCA (patrol dog-generalist).

I have attended training and received certifications in the following areas that would be applicable for this position:

1999	BLEA
2000-Present	Firearms Instructor-Handgun, Patrol Rifle, Shotgun, etc. (WSCJTC & NRA)
2002	WSCJTC Instructor Development
2002	Field Training Officer
2002	Expandable Baton Instructor
2014	Defensive Tactics Instructor
2012-Present	APCA-Patrol Dog Certification WSCJTC Patrol Dog Certification WSPCA Patrol Dog Certification-Master Handler-Trainer (Generalist)
2019	First Level Supervision

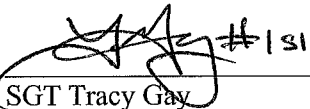
I have attended numerous seminars & advanced canine training hosted by WSPCA and other canine groups. I have attended additional training in the area of canine selection, handler selection, canine supervisor, liability and use of force relating to canine. In 2020, I was selected to represent WASPC and participated in the WSCJTC canine model policy process.

As a trainer, I put great emphasis in the force component in all training and ensure that there is a full understanding and working knowledge of the WSCJTC model policy, individual department policy and case law as it relates to deploying the canine. I fully understand that the future of the canine program in Washington, as we know it, hinges on three important areas:

1. Handler and dog selection;
2. Consistent training with a qualified trainer;
3. Proper supervision (manage training & UOF/bite ratio).

I believe I meet the requirements established under WAC 139-05-915, and I formally request that I be accepted as a WSCJTC canine evaluator.

Respectfully submitted,



SGT Tracy Gay  
Grays Harbor County SO  
May 8<sup>th</sup>, 2023

# Washington State Criminal Justice Training Commission

*Recognizes that*

**Tracy A. Gay  
& Max**

*has met the minimum standards as set forth in WAC 139-05-915  
and is therefore recognized as a*

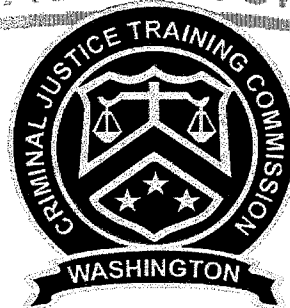
**Patrol Canine Team**

03/07/2013

ISSUE DATE

01/01/2021

EXPIRATION DATE





# Washington State Criminal Justice Training Commission

*Recognizes that*

**Tracy A. Gay  
& Behr**

*has met the minimum standards as set forth in WAC 139-05-915  
and is therefore recognized as a*

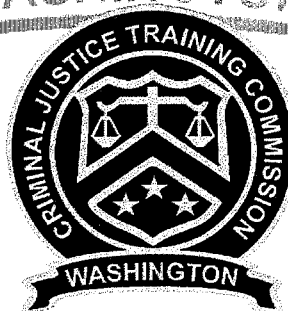
**Patrol Canine Team**

03/22/2022

ISSUE DATE

03/22/2024

EXPIRATION DATE





# Training History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

06/06/2023

For: **Gay, Tracy A.**  
Student ID **1001-1433**

**Gay, Tracy A.**

**Person Status** Active

**DOB** [REDACTED]

**EEOC** Other

**SSN** [REDACTED]

**Gender** Male

## Employment

Organization	Active Dates	Most Recent			Current Status
		Title/Rank	Employment Assignment	Appointment Type	
Grays Harbor County Sheriff's Office (Primary)	09/14/2006 - Current	Deputy		Certified Peace Officer	Active
Lewis County Sheriff's Office	01/17/2006 - 09/13/2006	Deputy		Certified Peace Officer	Inactive
Elma Police Department	11/01/1999 - 01/15/2006	Officer		Certified Peace Officer	Inactive

## Certifications

Name	Issued	Expiration	Status
Annual Crisis Intervention Team Training Online	10/11/2018	04/23/2024	Active (Active)
Certified Patrol Canine Team - Team 2	03/22/2022	03/22/2024	Active (Active)
LED April 2020 Certificate	06/25/2020	Never Expires	Active (Active)
LED August 2020 Certificate	01/26/2021	Never Expires	Active (Active)
LED December 2020 Certificate	08/23/2021	Never Expires	Active (Active)
LED July 2020 Certificate	11/24/2020	Never Expires	Active (Active)
LED June 2020 Certificate	09/06/2020	Never Expires	Active (Active)
LED March 2020 Certificate	06/11/2020	Never Expires	Active (Active)
LED May 2020 Certificate	07/21/2020	Never Expires	Active (Active)
LED October 2020 Certificate	03/26/2021	Never Expires	Active (Active)
Peace Officer Certification	01/01/2002	Never Expires	Active (Active)
Certified Patrol Team Canine	03/07/2013	01/01/2021	Team Disbanded (Inactive)

## Training

### Upcoming, Ongoing, & Unconfirmed

Course/Title (Course No.)	Training Dates	Grade	Status	Training Category	Hours
LETCSA - 4030 - Effective Communication	06/15/2022		Assigned	LETCSA	2h 30m
LETCSA - 4040 - LGBTQ+ Core Competency	06/15/2022		Assigned	LETCSA	2h 30m
Law Enforcement Digest - LED 2022 January	04/20/2022		Assigned	Law Enforcement Digest	1h 0m
LETCSA - 4020-1 The Criminal Legal System: Structural Inequalities, Monetary Sanctions, Policy and Reform	02/03/2022		Assigned	LETCSA	2h 0m



# Training History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

06/06/2023

For: **Gay, Tracy A.**  
Student ID **1001-1433**

**Total Hours (8h 0m)**

## Current Period to Date (01/01/2023 - 06/06/2023)

<i>Course/Title (Course No.)</i>	<i>Training Dates</i>		<i>Grade</i>	<i>Status</i>	<i>Training Category</i>	<i>Hours</i>
LETCSA - 4050 - Introduction to the Historical Intersection of Race and Policing	06/01/2023	06/02/2023		Completed - Passed	LETCSA	3h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2023)	04/23/2023	04/23/2023	0.00%	Completed - Passed	CIT Crisis Intervention Team	1h 55m

**Total Hours (4h 55m)**

## Previous Period (01/01/2022 - 12/31/2022)

<i>Course/Title (Course No.)</i>	<i>Training Dates</i>		<i>Grade</i>	<i>Status</i>	<i>Training Category</i>	<i>Hours</i>
Crisis Intervention - Annual CIT 2hr Online Course (2022)	01/13/2022	01/13/2022		Completed - Passed	CIT Crisis Intervention Team	2h 0m

**Total Hours (2h 0m)**

## Other Periods (through 12/31/2021)

<i>Course/Title (Course No.)</i>	<i>Training Dates</i>		<i>Grade</i>	<i>Status</i>	<i>Training Category</i>	<i>Hours</i>
Law Enforcement Digest - LED December 2020	08/23/2021	08/23/2021		Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED October 2020	03/25/2021	03/26/2021		Completed - Passed	Law Enforcement Digest	1h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2021)	01/26/2021	01/26/2021		Completed - Passed	CIT Crisis Intervention Team	2h 0m
Law Enforcement Digest - LED Aug 2020	01/26/2021	01/26/2021		Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED Jul 2020	11/24/2020	11/24/2020		Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED June 2020	09/06/2020	09/06/2020		Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED May 2020	07/21/2020	07/21/2020		Completed - Passed		1h 0m
Law Enforcement Digest - LED April 2020	06/25/2020	06/25/2020		Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED March 2020	06/02/2020	06/11/2020		Completed - Passed	Law Enforcement Digest	1h 0m



# Training History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

06/06/2023

For: **Gay, Tracy A.**  
Student ID **1001-1433**

Leadership - 4100-8 First Level Supervisor Certification (112 hrs) (21)	02/01/2020	02/29/2020	Graduated - 02/29/2020	112h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2020)	02/26/2020	02/26/2020	Completed - CIT Online Passed Refresher	2h 0m
Leadership - 4127-2 First Level Supervision (40 hrs) (4)	08/19/2019	08/23/2019	Graduated - 08/23/2019	40h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2019)	02/06/2019	02/06/2019	Completed - CIT Online Passed Refresher	2h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2018)	10/05/2018	10/11/2018	Completed - CIT Online Passed Refresher	2h 0m
Crisis Intervention - 5509-32 CIT-Crisis Intervention Team 8hr - In-Service - Statewide (8 hrs) (1)	04/14/2016	04/14/2016	Graduated - 04/14/2016	8h 0m
Firearms - 2014-3 Firearms Patrol Rifle Instructor (40 hrs) (12)	06/02/2014	06/06/2014	Graduated - 06/06/2014	40h 0m
Inactive Program - 2015-2 Firearms Handgun Instructor Recertification (16 hrs) (4)	03/10/2014	03/11/2014	Graduated - 03/11/2014	16h 0m
Inactive Program - 2013-1 Firearms Shotgun Instructor (40 hrs) (3)	05/19/2008	05/23/2008	Graduated - 05/23/2008	40h 0m
Inactive Program - 2015-1 Firearms Handgun Instructor Recertification (16 hrs) (10)	08/23/2007	08/24/2007	Graduated - 08/24/2007	16h 0m
Inactive Program - 0214-1 Firearms Crime Enforcement (8 hrs) (1)	10/25/2005	10/25/2005	Graduated - 10/25/2005	8h 0m
Inactive Program - 5357-4 Child Abuse Interviewing and Assessment (24 hrs) (3)	02/02/2004	02/04/2004	Departed - 02/04/2004	0h 0m
Support Services - 0613-1 Property and Evidence Officer (40 hrs) (8)	06/23/2003	06/27/2003	Graduated - 06/27/2003	40h 0m
Field Training Officer - 0681-1 Field Training Officer Academy (40 hrs) (3)	07/15/2002	07/19/2002	Graduated - 07/19/2002	40h 0m
Inactive Program - 2011-3 Firearms Handgun Instructor Level 1 (56 hrs) (1)	06/03/2002	06/07/2002	Graduated - 06/07/2002	56h 0m
Instructor Development - 2001-8 Instructor Development (40 hrs) (1)	03/25/2002	03/29/2002	Graduated - 03/29/2002	40h 0m
Inactive Program - 6029-7 Firearms (40 hrs) (1)	05/07/2001	05/11/2001	Graduated - 05/11/2001	40h 0m
Inactive Program - 6100-1 Search and Seizure (3 hrs) (1)	03/24/2000	03/24/2000	Graduated - 03/24/2000	3h 0m
Inactive Program - 0100-14 Basic Law Enforcement Academy (440 hrs) (1)	04/20/1999	07/14/1999	Graduated - 07/14/1999	440h 0m
Inactive Program - 0126 - 1 OC Pepper Spray (5 hours)	01/01/1901	06/21/1999	Graduated - 06/21/1999	5h 0m
Inactive Program - 0124-11 Expandable Baton Certification (5 hrs) (1)	06/03/1999	06/17/1999	Graduated - 06/17/1999	5h 0m
Inactive Program - 0141-22 Basic BAC Verifier Datamaster Operator Training (16 hrs) (1)	06/08/1999	06/15/1999	Graduated - 06/15/1999	16h 0m
<b>Total Hours</b>				<b>(981h 0m)</b>

A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.

## Education

Degree Year	Level / Degree	Institution	Major	Minor
	Not Available / Not Available	Did Not Collect		



# Training History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

06/06/2023

For: **Gay, Tracy A.**  
Student ID **1001-1433**

## Miscellaneous

**Allen LMS SID** 33843

**Profile Comments (Must Initial & Date)** Sergeant 2-1-19 Patrol



# Student Online Course Transcript

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

06/02/2023

For: **Gay, Tracy A.**

Online Course: **LETCSA - 4050 - Introduction to the Historical Intersection of Race and Policing**

Student ID: **1001-1433**

**Gay, Tracy A.**

## Online Course

**Online Course** LETCSA - 4050 - Introduction to the Historical Intersection of Race and Policing

**Date(s)** 06/01/2023 - 06/02/2023

**Student Status** Completed - Passed

**Hours** 3h 0m

**Sending Organization** Grays Harbor County Sheriff's Office

**Training Category** LETCSA

**Location**

## Grades

<i>Test</i>	<i>% of Overall Grade</i>	<i>Test Date</i>	<i>Grade</i>	<i>Pass/Fail</i>
Intersection of Race and Policing - Block 4	0.00%	06/02/2023		<b>Pass</b>

## Overall

**Weighted Mean for Tests Taken:**



# Student Session Transcript

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

05/06/2023

For: **Gay, Tracy A.**

Session: **Instructor Development - 2001-8 Instructor  
Development (40 hrs) (1)**

Student ID: **1001-1433**

**Gay, Tracy A.**

## Session

**Session** Instructor Development - 2001-8 Instructor  
Development (40 hrs) (1)

**Date(s)** 03/25/2002 - 03/29/2002

**Student Status** Graduated - 03/29/2002

**Hours** 40h 0m

**Sending Organization** Elma Police Department

**Training Category**

**Location**

## Grades

<i>Test</i>	<i>% of Overall Grade</i>	<i>Test Date</i>	<i>Grade</i>	<i>Pass/Fail</i>
No tests are available to display for this session.				

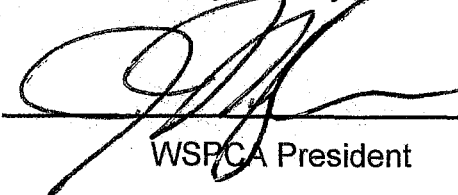


LET IT BE KNOWN BY ALL THAT THE  
**WASHINGTON STATE POLICE CANINE ASSOCIATION**  
HEREBY DOES GRANT AND BESTOW THE TITLE OF  
**PATROL DOG  
TRAINER**

UPON

**TRACY GAY**  
Grays Harbor County Sheriff's Office

in recognition of demonstrated knowledge and ability in the field of  
police canine training on this 2<sup>nd</sup> day of May 2023.



---

WSPCA President





# APPLICATION FOR CERTIFIED CANINE EVALUATOR

Washington State Criminal Justice  
Training Commission

Send completed packets to:  
[certmail@cjtc.wa.gov](mailto:certmail@cjtc.wa.gov)

**Applicant must attached a letter and resume that details how they meet criteria 1-5:**

1. Must be a fully commissioned Washington State Certified Peace Officer, Certified Tribal Police Officer, or Corrections Officer.
2. Must have four years of canine handler experience.
3. Must be in compliance to all mandated training.
4. Must be recognized as a trainer of canines by a professional organization of police and/or corrections dog handlers/trainers (includes departments and associations) in the discipline they are applying.
  - a. If recognition is by a department, applicant must provide what process was followed to be recognized as a trainer of canines for that department.
5. Must have certified to the WAC in the past in the discipline they are applying.
6. Must have completed the CJTC Instructor Development class or other approved CJTC Instructor Course.
7. Must attach a letter from home agency supporting the applicant's position as an evaluator for CJTC to certify teams on department time, as approved.

<b>Applicant's Full Name:</b> Tyler Scott Hatcher	<b>Applicant's Home Agency:</b> Anacortes Police Department
<b>Applicant's Email Address</b> tylerh@cityofanacortes.org	<b>Applicant's Contact Phone:</b> 360-661-3236
<b>Years of canine handler experience:</b> 4	<b>Which organization(s) recognizes you as a trainer of canines:</b> WSPCA
<b>Which discipline are you applying to evaluate? (Mark all that apply)</b>	
<input type="checkbox"/> PATROL <input type="checkbox"/> EXPLOSIVE DETECTION <input checked="" type="checkbox"/> NARCOTIC DETECTION	
<b>Date completed the CJTC Instructor Development class or other approved CJTC Instructor Course.</b>	
If other, please explain: 4/16/18	

I recognize this is an application for certification or training to the Commission (See [RCW 43.101.105\(3\)\(c\)](#)); therefore, I hereby attest that I have read and understand the requirements outlined in the CJTC Policy "K-9 Certification Requirements" and WAC 139-05-915.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signed this 26<sup>th</sup> day of March, 2023, in Anacortes Washington.

Applicant's Signature



## ANACORTES POLICE DEPARTMENT

*"Ensuring Public Safety; Earning Public Trust"*

1218 24TH STREET, ANACORTES, WA 98221 • (360) 293-4684 - FAX (360) 293-1935

Washington State Criminal Justice Training Commission

19010 1<sup>st</sup> Avenue South

Burien, WA 98148

RE: Application for Certified Canine Evaluator

To whom it may concern,

I am writing this letter to express my interest in becoming a WAC Certified Canine Evaluator. I have been employed by the Anacortes Police Department and a fully commissioned Washington State Certified Peace Officer since 2015. I was assigned as our K9 Handler (Narcotics Detection) in 2018 and graduated the Department of Corrections K9 Academy in March of 2019. Since then, I have been in compliance with all mandated CJTC trainings and routinely participated in required K9 maintenance training.

In April of 2018, I completed a Washington State Criminal Justice Training Commission Instructor Development class. In September of 2022, I received my Narcotic Detection Dog Trainer certificate through the Washington State Police Canine Association (WSPCA).

I have routinely certified as a Narcotic Detection Canine Team through WSPCA and WAC since becoming a handler. My last WAC Narcotic Detection certification was done on March 30<sup>th</sup>, 2022. I have received, and submitted, a letter from my home agency supporting my application as an evaluator for CJTC to certify teams.

I have submitted a resume with the required information as well as training certificates for the criteria listed for this application.

Sincerely,

A handwritten signature in blue ink that reads 'Tyler Hatcher'.

Officer Tyler Hatcher

K9 Handler/Trainer

Anacortes Police Department

# TYLER HATCHER (ANACORTES PD)

---

1218 24<sup>th</sup> Street; Anacortes, WA 98221 | 360-661-3236 | tylerh@cityofanacortes.org

---

## OBJECTIVE

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Narcotics Detection K9 Handler (Anacortes Police Department), with 4 years of handler experience (January 2019 – Present), wanting to advance career by becoming a WAC Detection Canine Evaluator.

## K9 EXPERIENCE

---

- WSPCA K9 member since 2019
- Narcotics WAC certification completed on 3/30/22 \*error on issue date on certificate\*
- Regularly scheduled to host narcotics training with the regional K9 group (since 2019). Tasks include locating and reserving a training site, setting the training scenario, evaluating handler performance, and providing feedback.

## TRAINING

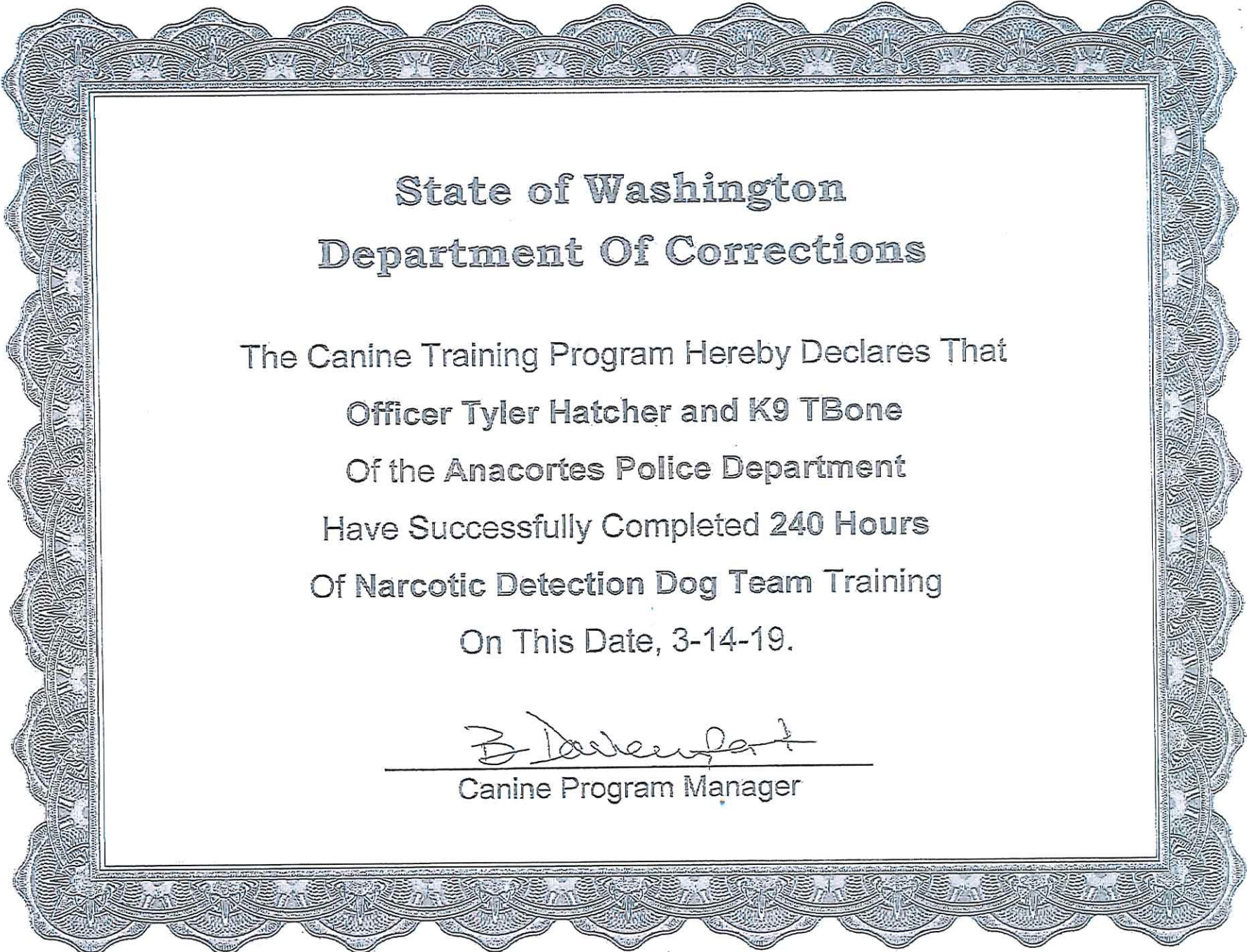
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- 8/14/17 · Field Training Officer Academy
- 4/16/18 · Instructor Development
- 1/27/19 · DOC Narcotic Detection Dog Academy (200+ hours)

## SKILLS

---

- Problem solving
- Enthusiasm
- Leadership
- Communication
- Dedication



**State of Washington**  
**Department Of Corrections**

The Canine Training Program Hereby Declares That  
**Officer Tyler Hatcher and K9 TBone**  
**Of the Anacortes Police Department**  
**Have Successfully Completed 240 Hours**  
**Of Narcotic Detection Dog Team Training**  
**On This Date, 3-14-19.**



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Canine Program Manager

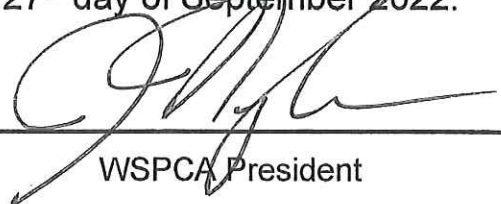


LET IT BE KNOWN BY ALL THAT THE  
**WASHINGTON STATE POLICE CANINE ASSOCIATION**  
HEREBY DOES GRANT AND BESTOW THE TITLE OF  
**NARCOTIC DETECTION DOG  
TRAINER**

UPON

**Tyler Hatcher**  
Anacortes Police Department

in recognition of demonstrated knowledge and ability in the field of  
police canine training on this 27<sup>th</sup> day of September 2022.



---

WSPCA President

# Washington State Criminal Justice Training Commission

*Recognizes that*

**Tyler S. Hatcher  
& T-Bone**

*has met the minimum standards as set forth in WAC 139-05-915  
and is therefore recognized as a*

## Narcotic Detection Canine Team

03/10/2019

ISSUE DATE



03/30/2024

EXPIRATION DATE

Washington State Criminal Justice  
Training Commission


Hereby recognizes that

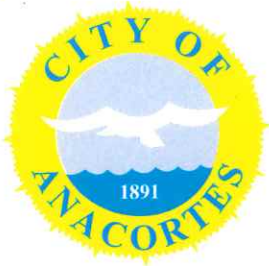
**Tyler S. Hatcher**

Has satisfactorily completed the 40-hour course of instruction in

**Instructor Development I (2001)**

Granted April 20, 2018

  
Rachelle Wright  
Program Manager



## ANACORTES POLICE DEPARTMENT

*"Ensuring Public Safety; Earning Public Trust"*

1218 24TH STREET, ANACORTES, WA 98221 • (360) 293-4684 - FAX (360) 293-1935

Washington State Criminal Justice Training Commission

19010 1<sup>st</sup> Avenue South

Burien, WA 98148

RE: Letter of Recommendation & Approval

Please accept this letter of recommendation and support for Canine Handler / Officer Tyler Hatcher as a current officer in good standing with the Anacortes Police Department. Officer Hatcher graduated the CJTC Basic Law Enforcement Academy in 2015 and has been our Department's Narcotics Detection Canine Handler since 2018.

Officer Hatcher has shown great dedication as a canine handler and has excelled in his role. Officer Hatcher has been an active member of our local regional canine training group that covers Skagit and Whatcom Counties.

Officer Hatcher has our agency's full support to serve in a training and evaluator capacity in regard to assisting other canine teams train and succeed in their efforts to certify as Narcotics Detection Teams under guidelines and requirements for certification set by the Criminal Justice Training Commission.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Dave Floyd', is written over a light blue horizontal line.

Dave Floyd

Chief of Police

Anacortes Police Department





# Training History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

05/31/2023

For: **Hatcher, Tyler S.**  
Student ID **1001-1584**

**Hatcher, Tyler S.**

**Person Status** Active

**DOB** [REDACTED]

**EEOC**

**SSN** [REDACTED]

**Gender** Male

## Employment

Most Recent

Organization	Active Dates	Title/Rank	Employment Assignment	Appointment Type	Current Status
Anacortes Police Department (Primary)	02/17/2015 - Current	Officer		Certified Peace Officer	Active

## Certifications

Name	Issued	Expiration	Status
Annual Crisis Intervention Team Training Online	10/30/2017	02/23/2024	Active (Active)
Annual DV Update: Extreme Risk Protection Orders	03/03/2020	Never Expires	Active (Active)
Certified Narcotic Detection Canine Team	03/10/2019	03/30/2024	Active (Active)
Peace Officer Certification	06/30/2015	Never Expires	Active (Active)
The Criminal Legal System: Structural Inequalities, Monetary Sanctions, Policy and Reform	08/28/2022	Never Expires	Active (Active)

## Training

### Upcoming, Ongoing, & Unconfirmed

No upcoming & ongoing training data exists.

### Current Period to Date (01/01/2023 - 05/31/2023)

Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
LETCSA - 4050 - Introduction to the Historical Intersection of Race and Policing	02/24/2023	02/25/2023		Completed - Passed	LETCSA	3h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2023)	02/23/2023	02/23/2023	0.00%	Completed - Passed	CIT Crisis Intervention Team	1h 55m
					<b>Total Hours</b>	<b>(4h 55m)</b>

### Previous Period (01/01/2022 - 12/31/2022)

Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
LETCSA - 4020-1 The Criminal Legal System: Structural Inequalities, Monetary Sanctions, Policy and Reform	08/11/2022	08/28/2022		Completed - Passed	LETCSA	2h 0m
LETCSA - 4030 - Effective Communication	07/28/2022	08/10/2022		Completed - Passed	LETCSA	2h 30m



# Training History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

05/31/2023

For: **Hatcher, Tyler S.**  
Student ID **1001-1584**

LETCSA - 4040 - LGBTQ+ Core Competency	07/27/2022	07/28/2022	Completed - Passed	LETCSA	2h 30m
Crisis Intervention - Annual CIT 2hr Online Course (2022)	01/15/2022	04/12/2022	Completed - Passed	CIT Crisis Intervention Team	2h 0m
<b>Total Hours</b>					<b>(9h 0m)</b>

## Other Periods (through 12/31/2021)

Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
Crisis Intervention - Annual CIT 2hr Online Course (2021)	03/12/2021	03/13/2021		Completed - Passed	CIT Crisis Intervention Team	2h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2020)	03/20/2020	04/03/2020		Completed - Passed	CIT Online Refresher	2h 0m
Violence De-escalation (PTIS) - 2192 - 65 Patrol Tactics 24-hour In-Service (Anacortes)	03/22/2020	03/24/2020		Graduated -		24h 0m
Support Services - Annual DV Update: Extreme Risk Protection Orders	02/29/2020	03/03/2020		Completed	In-Service Training	2h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2019)	01/10/2019	01/10/2019		Completed - Passed	CIT Online Refresher	2h 0m
Instructor Development - 2001-8 Instructor Development (40 hrs) (2)	04/16/2018	04/20/2018		Graduated -		40h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2018)	10/30/2017	10/30/2017		Completed - Passed	CIT Online Refresher	2h 0m
Field Training Officer - 0681-4 Field Training Officer Academy (40 hrs) (3)	08/14/2017	08/18/2017		Graduated -		40h 0m
Crisis Intervention - 5509-114 CIT-Crisis Intervention Team 8hr - In-Service - Statewide (8 hrs) (1)	05/16/2017	05/16/2017		Graduated -		8h 0m
Crisis Intervention - 5511-12 CIT - BLEA, BLEA Academy (0 hrs) (5)	06/30/2015	06/30/2015		Graduated -		0h 0m
Basic Law Enforcement Academy - 0100-15 Basic Law Enforcement Academy (720 hrs) (5)	02/24/2015	06/30/2015		Graduated -		720h 0m
Inactive Program - 0129-6 LVNR - BLEA Basic User (12 hrs) (4)	06/02/2015	06/09/2015		Graduated -		12h 0m
<b>Total Hours</b>					<b>(854h 0m)</b>	

A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.

## Education

No education data exists.

## Miscellaneous

**Allen LMS SID** 0005069810

**Profile Comments (Must Initial & Date)** Officer

## Record List - Total:107

Employee Name	Date Completed	Training Subject	Training Hours
HATCHER, TYLER SCOTT	02/01/18	LEGAL UPDATE	3.00
HATCHER, TYLER SCOTT	03/20/18	THE REID TECHNIQUE OF INTERVIEWING	28.00
HATCHER, TYLER SCOTT	03/26/18	OLEORESIN CAPSICUM (OC) REFRESHER COURSE	1.00
HATCHER, TYLER SCOTT	03/28/18	DEFENSIVE TACTICS	4.00
HATCHER, TYLER SCOTT	03/28/18	TASER RECERTIFICATION	3.00
HATCHER, TYLER SCOTT	03/28/18	USE OF FORCE POLICY REVIEW	1.00
HATCHER, TYLER SCOTT	04/08/18	HAZMAT FIRST RESPONDER AWARENESS (FRA)	2.00
HATCHER, TYLER SCOTT	04/11/18	2018 1ST TRIMESTER BACKUP QUALIFICATION	1.00
HATCHER, TYLER SCOTT	04/11/18	2018 1ST TRIMESTER PISTOL QUALIFICATION	2.00
HATCHER, TYLER SCOTT	04/16/18	INSTRUCTOR DEVELOPMENT	40.00
HATCHER, TYLER SCOTT	05/17/18	EXTREME RISK PROTECTION ORDERS	1.00
HATCHER, TYLER SCOTT	05/25/18	BLOODBORNE PATHOGENS	1.00
HATCHER, TYLER SCOTT	05/26/18	ACTIVE SHOOTER RESPONSE TRAINING	8.00
HATCHER, TYLER SCOTT	05/30/18	2018 2ND TRIMESTER SHOTGUN QUALIFICATION	1.00
HATCHER, TYLER SCOTT	06/08/18	2018 2ND TRIMESTER PISTOL QUALIFICATION	2.00
HATCHER, TYLER SCOTT	07/11/18	DRAEGER REFRESHER	4.00
HATCHER, TYLER SCOTT	07/31/18	MENTAL HEALTH REFERRALS -THREAT SUICIDE	1.00
HATCHER, TYLER SCOTT	09/26/18	CONSULAR NOTIFICATION	1.00
HATCHER, TYLER SCOTT	09/30/18	NALOXONE NASAL SPRAY REFRESHER	1.00
HATCHER, TYLER SCOTT	10/01/18	CONSULAR NOTIFICATION	1.00
HATCHER, TYLER SCOTT	10/08/18	IPMBA - BIKE PATROL TRAINING	32.00
HATCHER, TYLER SCOTT	10/11/18	2018 3RD TRIMESTER RIFLE QUALIFICATION	2.00
HATCHER, TYLER SCOTT	10/11/18	2018 3RD TRIMESTER PISTOL QUALIFICATION	2.00
HATCHER, TYLER SCOTT	10/18/18	ANTI-BIAS TRAINING FOR LAW ENFORCEMENT	1.00
HATCHER, TYLER SCOTT	11/14/18	1-DAY OPEN SOURCE INTELLIGENCE CLASS	8.00
HATCHER, TYLER SCOTT	11/16/18	CPR, FIRST AID AND AED TRAINING	3.00
HATCHER, TYLER SCOTT	11/25/18	EHICS IN LAW ENFORCEMENT	1.00
HATCHER, TYLER SCOTT	01/10/19	ANNUAL CRISIS INTERVENTION TEAM TRAINING	2.00
HATCHER, TYLER SCOTT	01/27/19	DOC NARCOTIC DETECTION DOG ACADEMY	240.00
HATCHER, TYLER SCOTT	03/01/19	USE OF FORCE POLICY REVIEW	0.50
HATCHER, TYLER SCOTT	03/01/19	2019 1ST QTR PISTOL QUALIFICATION	2.00
HATCHER, TYLER SCOTT	03/21/19	AIRBORNE AND BLOODBORNE PATHOGENS	1.00
HATCHER, TYLER SCOTT	03/26/19	FUNDAMENTALS OF MARKSMANSHIP	0.25
HATCHER, TYLER SCOTT	03/27/19	2019 LEGAL UPDATE	2.00
HATCHER, TYLER SCOTT	04/03/19	ACCESS 1 RECERTIFICATION	4.00
HATCHER, TYLER SCOTT	04/04/19	2019 2ND QTR PISTOL QUALIFICATION	2.00
HATCHER, TYLER SCOTT	04/12/19	WORKFPPLACE FREE OF HARASSMENT, DISCRIMIN	1.00
HATCHER, TYLER SCOTT	04/16/19	CRIMINAL INTERDICTION WORKSHOP-DESERT SN	24.00
HATCHER, TYLER SCOTT	05/20/19	PNWK9 ANNUAL NARCOTIC DETECTION CONF	40.00
HATCHER, TYLER SCOTT	07/23/19	ENGAGING MULTIPLE TARGETS-APD FIREARMS	0.25
HATCHER, TYLER SCOTT	08/01/19	2019 3RD QTR PISTOL QUALIFICATION	2.00
HATCHER, TYLER SCOTT	08/01/19	2019 3RD QTR SHOTGUN QUALIFICAITON	1.00
HATCHER, TYLER SCOTT	08/27/19	CHANGES TO DOMESTIC VIOLENCE LAWS	0.50
HATCHER, TYLER SCOTT	09/10/19	EVOC	4.00
HATCHER, TYLER SCOTT	09/17/19	2019 4TH QTR PISTOL QUALIFICATION	2.50
HATCHER, TYLER SCOTT	10/31/19	CULTURAL AWARENESS TRAINING	1.50
HATCHER, TYLER SCOTT	01/16/20	USE OF FORCE POLICY REVIEW	0.50
HATCHER, TYLER SCOTT	01/16/20	2020 1ST QTR PISTOL QUALIFICATION	2.00
HATCHER, TYLER SCOTT	02/03/20	2020 LEGAL UPDATE TRAINING	1.00
HATCHER, TYLER SCOTT	02/03/20	DEFENSIVE TACTICS CLASS	3.00
HATCHER, TYLER SCOTT	02/14/20	2020 2ND QTR RIFLE QUALIFICATION	2.00
HATCHER, TYLER SCOTT	02/21/20	2020 2ND QTR PISTOL QUALIFICATION	2.00
HATCHER, TYLER SCOTT	03/12/20	WSIN RISSINTEL & RISSAFE TRAINING	3.00
HATCHER, TYLER SCOTT	03/17/20	ETHICS IN LAW ENFORCEMENT	1.00
HATCHER, TYLER SCOTT	03/17/20	GLOBAL SDS AND THE HAZARDOUS CO	1.00
HATCHER, TYLER SCOTT	04/15/20	ANNUAL DV: EXTREME RISK PROTECTION ORDER	2.00
HATCHER, TYLER SCOTT	05/14/20	2020 3RD QTR PISTOL QUALIFICATION	2.50

HATCHER, TYLER SCOTT	07/02/20	CIT ONLINE REFRESHER	2.00
HATCHER, TYLER SCOTT	07/17/20	DUTY PISTOL RED DOT SIGHT TRAINING	0.50
HATCHER, TYLER SCOTT	07/31/20	APD FIREARMS FUNDAMENTALS OF MARKSMENSHIP	0.50
HATCHER, TYLER SCOTT	09/15/20	EVOC	3.00
HATCHER, TYLER SCOTT	10/20/20	MENTAL HEALTH MODULES 1-7 AND INTRO	1.00
HATCHER, TYLER SCOTT	10/21/20	2020 4TH QTR PISTOL QUALIFICATION	2.50
HATCHER, TYLER SCOTT	10/21/20	2020 4TH QTR SHOTGUN QUALIFICATION	1.00
HATCHER, TYLER SCOTT	10/27/20	CPR AND ST AID/AED	4.00
HATCHER, TYLER SCOTT	12/12/20	LESS LETHAL SHOTGUN	0.50
HATCHER, TYLER SCOTT	03/05/21	2021 1ST QTR PISTOL QUALIFICATION	3.00
HATCHER, TYLER SCOTT	03/09/21	ACCESS 1 RECERTIFICATION	1.00
HATCHER, TYLER SCOTT	03/13/21	CIT ONLINE REFRESHER	2.00
HATCHER, TYLER SCOTT	06/01/21	PHYSICAL USE OF FORCE TRAINING	3.50
HATCHER, TYLER SCOTT	06/14/21	DRAEGER AND SFST REFRESHER	8.00
HATCHER, TYLER SCOTT	06/15/21	IMPLICIT BIAS	1.00
HATCHER, TYLER SCOTT	06/25/21	2021 1ST QTR SHOTGUN QUAL - MAKE UP	3.00
HATCHER, TYLER SCOTT	07/01/21	2021 BLOODBORNE PATHOGENS	1.00
HATCHER, TYLER SCOTT	07/25/21	LEGISLATIVE AND POLICY CHANGES 2021	1.00
HATCHER, TYLER SCOTT	09/03/21	2021 3RD QTR RIFLE QUALIFICATION	1.50
HATCHER, TYLER SCOTT	09/03/21	2021 3RD QTR PISTOL QUALIFICATION	1.00
HATCHER, TYLER SCOTT	09/03/21	2021 3RD QTR BACK UP QUALIFICATION	0.50
HATCHER, TYLER SCOTT	09/17/21	EVOC	3.00
HATCHER, TYLER SCOTT	09/29/21	2021 WA POLICE K9 FALL SEMINAR	24.00
HATCHER, TYLER SCOTT	11/18/21	2021 HAZMAT	2.00
HATCHER, TYLER SCOTT	11/22/21	2021 4TH QTR PISTOL QUALIFICATION	3.00
HATCHER, TYLER SCOTT	12/01/21	2021 CIT REFRESHER	2.00
HATCHER, TYLER SCOTT	02/10/22	2022 1ST QTR PISTOL QUALIFICATION	1.50
HATCHER, TYLER SCOTT	02/10/22	2022 1ST QTR BACK UP / OFF DUTY	1.50
HATCHER, TYLER SCOTT	03/15/22	PHYSICAL USE OF FORCE TRAINING	3.50
HATCHER, TYLER SCOTT	03/22/22	PATROL TACTICS	24.00
HATCHER, TYLER SCOTT	04/14/22	2022 USE OF FORCE REVIEW AND UPDATE	1.00
HATCHER, TYLER SCOTT	04/22/22	2022 2ND QTR RIFLE QUALIFICATION	1.50
HATCHER, TYLER SCOTT	04/22/22	2022 2BD QTR PISTOL QUALIFICATION	1.50
HATCHER, TYLER SCOTT	04/22/22	LETHAL SHOTGUN QUAL	0.50
HATCHER, TYLER SCOTT	04/27/22	WSPCA - 2022 SPRING SEMINAR	24.00
HATCHER, TYLER SCOTT	05/17/22	STOP STICK TRAINING	2.00
HATCHER, TYLER SCOTT	06/07/22	OLEORESIN CAPSICUM OC REFRESHER	1.00
HATCHER, TYLER SCOTT	08/05/22	2022 3RD QTR PISTOL QUALIFICATION	3.00
HATCHER, TYLER SCOTT	08/09/22	ACTIVE SHOOTER	6.00
HATCHER, TYLER SCOTT	08/18/22	DEFENSIVE TACTICS WITH IMPACT TOOLS	3.50
HATCHER, TYLER SCOTT	09/28/22	2022 FALL SEMINAR - WSPCA	24.00
HATCHER, TYLER SCOTT	11/10/22	2022 4TH QTR PISTOL	3.00
HATCHER, TYLER SCOTT	12/01/22	2022 CIT CRISIS INTERVENTION TEAM	2.00
HATCHER, TYLER SCOTT	12/01/22	2022 4020-1 THE CRIM LEGAL SYSTEM	2.00
HATCHER, TYLER SCOTT	12/01/22	2022 4030 - EFFECTIVE COMMUNICATION	2.50
HATCHER, TYLER SCOTT	12/01/22	2022 4040 - LGBTQ+ CORE COPENTENCY	2.50
HATCHER, TYLER SCOTT	12/06/22	CPR AND FIRST AID	2.00
HATCHER, TYLER SCOTT	12/22/22	TASER RECERTIFICATION	2.00
HATCHER, TYLER SCOTT	02/23/23	ACCESS 1 RECERTIFICATION	1.00
HATCHER, TYLER SCOTT	03/16/23	HIGH INTENSITY DRUG TRAFFICKING AREAS	16.00



# APPLICATION FOR CERTIFIED CANINE EVALUATOR

Washington State Criminal Justice  
Training Commission

Send completed packets to:  
[certmail@cjtc.wa.gov](mailto:certmail@cjtc.wa.gov)

**Applicant must attached a letter and resume that details how they meet criteria 1-5:**

1. Must be a fully commissioned Washington State Certified Peace Officer, Certified Tribal Police Officer, or Corrections Officer.
2. Must have four years of canine handler experience.
3. Must be in compliance to all mandated training.
4. Must be recognized as a trainer of canines by a professional organization of police and/or corrections dog handlers/trainers (includes departments and associations) in the discipline they are applying.
  - a. If recognition is by a department, applicant must provide what process was followed to be recognized as a trainer of canines for that department.
5. Must have certified to the WAC in the past in the discipline they are applying.
6. Must have completed the CJTC Instructor Development class or other approved CJTC Instructor Course.
7. Must attach a letter from home agency supporting the applicant's position as an evaluator for CJTC to certify teams on department time, as approved.

Applicant's Full Name: <b>Samuel Zacharia</b>	Applicant's Home Agency: <b>Lynnwood Police Department</b>
Applicant's Email Address: <b>szacharia@lynnwoodwa.gov</b>	Applicant's Contact Phone: <b>425-974-0093</b>
Years of canine handler experience: <b>4</b>	Which organization(s) recognizes you as a trainer of canines: <b>WSPCA</b>
Which discipline are you applying to evaluate? (Mark all that apply)	
<input checked="" type="checkbox"/> PATROL <input type="checkbox"/> EXPLOSIVE DETECTION <input type="checkbox"/> NARCOTIC DETECTION	
Date completed the CJTC Instructor Development class or other approved CJTC Instructor Course. If other, please explain: <b>FTO Academy 12/09/16</b>	

I recognize this is an application for certification or training to the Commission (See [RCW 43.101.105\(3\)\(c\)](#)); therefore, I hereby attest that I have read and understand the requirements outlined in the CJTC Policy "K-9 Certification Requirements" and WAC 139-05-915.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signed this 15 day of MAY, 2023, in Lynnwood, Washington.

  
Applicant's Signature



**LYNNWOOD**  
WASHINGTON  
POLICE

To whom it may concern,

The Lynnwood Police Department fully supports Ofc. Sam Zacharia as a patrol generalist certified trainer for the WSPCA and a certified "Patrol" K-9 Evaluator for the CJTC. The Lynnwood Police Department recognizes the importance of Ofc. Zacharia being available to assist other K-9 teams from other state agencies in both training and certifications. The Lynnwood Police Department fully supports Ofc. Zacharia in his commitment to the K-9 profession.

Ofc. Zacharia has been a K9 handler for over four years and has maintained a "Master Handler" accreditation status with the WSPCA during that time, which is a higher standard than the WAC. Ofc. Zacharia has met the requirements of WSPCA to become a recognized "Trainer" after being evaluated at two seminars. Ofc. Zacharia has maintained his status as a commissioned officer in good standing and has completed the instructor development training as an Field Training Officer.

Respectfully,

A handwritten signature in black ink, appearing to read "Jake Shorthill".

*Sergeant Jake Shorthill  
Lynnwood Police Department  
K-9 Sergeant  
5/15/23*

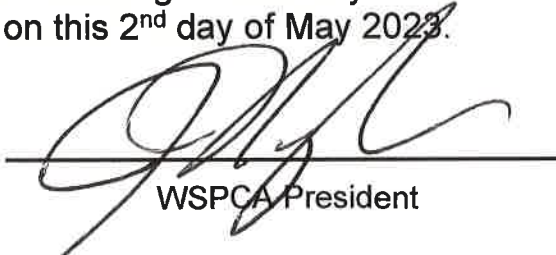


LET IT BE KNOWN BY ALL THAT THE  
**WASHINGTON STATE POLICE CANINE ASSOCIATION**  
HEREBY DOES GRANT AND BESTOW THE TITLE OF  
**PATROL DOG  
TRAINER**

UPON

**SAM ZACHARIA**  
Lynnwood Police Department

in recognition of demonstrated knowledge and ability in the field of  
police canine training on this 2<sup>nd</sup> day of May 2023.



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WSPCA President

# Washington State Criminal Justice Training Commission

*Recognizes that*

*Samuel Zacharia & Rico*

*have met the minimum performance standards as set forth in WAC 139-05-915 and  
are therefore recognized as a certified*

## Patrol Canine Team

*E.R. Dupleich*

Eric Dupleich  
Canine Certified Evaluator



*February 28, 2023*

CERTIFICATION DATE

Expiration: Automatically in 24 months





**Student Session Transcript**  
 WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

05/15/2023

For: **Zacharia, Samuel Y.**

Session: **Field Training Officer - 0681-11 Field Training Officer Academy (40 hrs) (3)**

Student ID: **4790-6199**

**Zacharia, Samuel Y.**

**Session**

**Session** Field Training Officer - 0681-11 Field Training Officer Academy (40 hrs) (3)

**Date(s)** 12/05/2016 - 12/09/2016

**Student Status** Graduated - 12/09/2016

**Hours** 40h 0m

**Sending Organization** Lynnwood Police Department




**Training Category**

**Location**

**Grades**

<i>Test</i>	<i>% of Overall Grade</i>	<i>Test Date</i>	<i>Grade</i>	<i>Pass/Fail</i>
No tests are available to display for this session.				

# Samuel Zacharia

Lynnwood Police Department   
(425) 974-0093   
szacharia@lynnwoodwa.gov 

A fully commissioned Police Officer for over 10 years. Started in Law Enforcement with the Phoenix Police Department and currently working for the Lynnwood Police Department. Experience includes SWAT, Crime Scene Technician, Field Training Officer, and Peer Support Officer. A K9 handler for the past 3 years with a dual purpose (Patrol Generalist and Narcotics Detection) police dog. Current career objective is to become a trainer with the WSPCA in the discipline of Patrol Generalist.

## Skills

- Leadership
- Teamwork
- Patience
- Interpersonal Communication
- Problem Solving
- Adaptability
- Judgement
- Integrity
- Work Ethic
- Patience
- Critical thinking
- Problem Solving

## Experience

AUGUST 2012 – CURRENT

### **Police Officer / Lynnwood Police Department**

Commissioned Police Officer

DECEMBER 2018 – CURRENT

### **K9 Officer / Lynnwood Police Department**

Certified through WAC and WSPCA as a Patrol Canine Team and Narcotics Detection Team.

DECEMBER 2016 – CURRENT

### **Field Training Officer / Lynnwood Police Department**

Trained several student officers through various phases of FTO which helped me understand a wide variety of learning styles and developed my ability to adapt my teaching styles to aid in the learning and evaluating of various types of students.

OCTOBER 2015 – JULY 2019

### **SWAT Officer / North Sound Metro SWAT**

My time with the SWAT team helped me understand how to think tactically to mitigate the risk of working in dangerous situations. It also helped me refine my teamwork, problem solving, and leadership skills. During this time, I assisted with setting up and facilitating team trainings.

MAY 2008 – MAY 2009

### **Police Officer / Phoenix Police Department**

Commissioned Police Officer

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## Education

AUGUST 2008

**Bachelor of Science Criminal Justice and Criminology / Arizona State University**

DECEMBER 2008

**Police Officer Certification / AZ Peace Officer Standards and Training Board / Arizona Law Enforcement Academy**

DECEMBER 2012

**Police Officer Certification / WSCJTC**

DECEMBER 2016

**Field Training Officer Academy / WSCJTC**

Instructor Development was part of this course

OCTOBER 2015

**SWAT Basic / WSCJTC**

CURRENTLY IN PROGRESS

**Master of Legal Studies in Criminal Law and Conflict Resolution / Sandra Day O'Connor College of Law / ASU**

## Goal

Throughout my career, I have discovered one of the best ways to better myself and help others is by teaching. Through teaching and mentoring others, I have been able to use my knowledge, skills, and experience to help other officers while at the same time reflecting on and understanding my own strengths and weaknesses and using it as an opportunity to grow. My goal is to extend this practice in my K9 career as a patrol generalist trainer for the WSPCA.



**LYNNWOOD**  
WASHINGTON  
POLICE

**To:** Whom it may concern

**From:** Sergeant Olesen

**Date:** 5-24-23

**Re:** Bias Training

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Officer Zacharia attended Bias training during Lynnwood Police Department's patrol tactics on May 13, 2021.

The training was an hour in length titled, "Implicit Bias for Good People." Three videos from Dr. Bryan Marks were used and there were class discussions following each video.

Respectfully,

A handwritten signature in black ink, appearing to be "S. Olesen".

Olesen, Sergeant, 1655

DEDICATED TO PUBLIC SAFETY SINCE 1959  
Professionalism – Vigilance - Community



# Lynnwood Police Department

Training, and Accreditation Section

PSR 2021 - Lesson Plan

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## Lynnwood Police Department



Police Skills Refresher

Comprehensive Lesson Plan

2021

LETCSA PATROL TACTICS



# Lynnwood Police Department

## Training, and Accreditation Section

### PSR 2021 - Lesson Plan

#### Training Summary:

Police skills refresher (PSR) for 2021 will consist of five (5) separate training sessions over the year. Each session will consist of three consecutive 8-hour days.

The class size for PSR 2021 should be limited to a maximum of twelve (15) to eighteen (18) students for all three days. The training locations for PSR 2021 is the Northwest Church facility (located at 19820 Scriber Lake Rd).

The core concepts for PSR 2021 is to present State approve curriculum for Patrol Tactics as approve through LETCSA. Some of the classes mandated through LETCSA include emotional intelligence, the 5 overarching principles, high risk handcuffing, critical life-saving skills, high-risk vehicle stops, and building searches. The topics listed are presented using State approved training aids. Built into the concepts are the following training points:

#### Day 1

**0800 – 0805 Sign in, get organized – Class needs to start as close to 0800 as possible**

**0805 – 0810 Welcome to the Class**

- Housekeeping (If needed)
- Cell Phone policy
  - If needed, for emergency
  - Not out during class
- Participation is required
- Restroom location
- Restricted areas – If any
- Parking issues – If any

**0810– 0840 The reason we are here discussion RCW's, WAC, LETCSA (Mellema or Cadre)**

- Legal Updates
  - WAC
  - RCW - Good Faith Definition
  - Law Enforcement Training and Community Safety Act



# Lynnwood Police Department

## Training, and Accreditation Section

### PSR 2021 - Lesson Plan

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**0840 – 0910 Discussion of the Over-Arching Principles used in Patrol Tactics (Cadre)**

- Legal Authority
  - Court Decisions
  - Seizure continuum
  - Community Care Taking
- Communication
  - LEED
  - Emotional Intelligence
- Threat Recognition prioritization and Response
  - Recognizes and responds to threats in a temporal and legal manner
- Position and Movement
  - Established position that allows assessment of threat and utilizes environmental advantages
  - Assess partner vulnerability and adjust position accordingly
- Equipment Management
  - Can safely and effectively operate personal and other equipment
- Discussion of how the above applies to specific **Schema Scenario Subject Areas**
  - Vehicle contacts
  - Person contacts
  - Structure clearing

**0910 – 0920 1<sup>st</sup> Break**

**0920 – 0955 New Use of Force Presentation – PowerPoint 1-3 (Zatylny or Cadre)**

**0955 – 1005 2<sup>nd</sup> Break**

**1005 – 1055 New Use of Force Presentation – PowerPoint 1-3 - Continued (Zatylny or Cadre)**

**1055 – 1105 2<sup>nd</sup> Break**

**1105 – 1200 Critical Life Saving Skills – Part 1 (Saul or Cadre)**

**1200 – 1300 Lunch**



# Lynnwood Police Department

## Training, and Accreditation Section

### PSR 2021 - Lesson Plan

**1300 – 1400 Introduction to Applied Skill and Applied Skill Practice (Saul or Cadre)**

- High Risk Handcuffing
  - Commands
  - Positioning
  - Principles of controlling violator/suspect movements
  - C.R.E.S.T.

**1400 – 1450 Critical Life Saving Skills – Part 2 (Saul or Cadre)**

**1450 – 1500 Break**

**1500 – 1645 Stations (HRHC in context, Angular evaluations, and Approaches)**

- Prone cuffing inside (Group)
- Basic traffic stops with passenger side approach (2 stations)
- HRTS with HRHC drills (2 Stations)

**1645 – 1700 Day 1 Wrap up - (Afternoon Debrief)**

## Day 2

**0800 – 0815 Morning Discussion - Any carry over from previous day**

**0815 - 0900 Emotional Intelligence (Part 1 and 2 – Zatylny or Cadre)**

**0900 – 0910 1<sup>st</sup> Break**

**0900 – 1000 Implicit Bias (Zatylny/Olesen or Cadre)**

**1000 – 1005 2<sup>nd</sup> Break**

**0910 – 1200 Classroom/Applied Skills Practice- Critical Life Saving Skills (Olesen or Cadre)**

- Wound Sweeps
- Use of tourniquets





# Lynnwood Police Department

## Training, and Accreditation Section

### PSR 2021 - Lesson Plan

- 1200 – 1300 Lunch
- 1300 – 1345 High Risk Vehicle Stop Presentation (Zatylny or Cadre)
- 1400 – 1615 Stations (vehicles, persons, C.L.S.S.) (Cadre)
- 2 stations
- 1630 - 1700 Day 2 wrap-up (Afternoon Debrief - Exam Review)

### Day 3

- 0800 - 0815 Morning Discussion - Any carry over from previous day
- 0815 – 0900 Written exam – (This is run by 1 instructor while the others use this time to prep for scenario)
- 0900 – 1200 Applied Skill Stations (persons, structures) / SCENARIO – Vehicle stop
- 2 Applied Skill Stations - that go with Afternoon Scenario
  - 1 Full Traffic Stop/HRVS Scenario
- 0900 – 1200 Building Search Station (Zatylny/Olesen or Cadre)
- This is to run concurrently with the Applied Skills Station
- 1200 – 1300 LUNCH (Instructors should prep for final scene)
- 1300 – 1630 Two full Scenario Stations SCENARIO – Behavioral Health Crisis Call
- Person in Crisis - knife - cuts self - Full Scenario
  - Person in Crisis - handgun - shoots 1 responding LEO, person in crisis also shot - bleeding.
- 1630 – 1700 Final course wrap up - discussion



# Lynnwood Police Department

## Training, and Accreditation Section

### PSR 2021 - Lesson Plan

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Students will pass through the safety checkpoint (it may be marked by yellow tape) and proceed to the staging area as directed by the training coordinator and/or dedicated safety officers. Once the training site is secure, all participants will receive a safety briefing, overview of the training, performance or learning objectives for the training, and an introduction to the material.

Once the safety briefing and introduction is completed, students will be issued any necessary equipment and a secondary weapons check will be completed.

Students may work as a group or be broken into separate groups (depending on the class size).

Students will learn course material pertaining to interior clearing using the following methods of instruction:

- Concepts (interactive lecture)
- Skills/Drills
- Scenarios



# Lynnwood Police Department

Training, and Accreditation Section

PSR 2021 - Lesson Plan

## PSR Session Dates 2021

### Lynnwood Patrol Tactics Sessions

Session Number	Day 1	Day 2	Day 3
1	April 14	April 15	April 16
2	May 12	May 13	May 14
3	July 21	July 22	July 23
4	September 15	September 16	September 17
5	October 13	October 14	October 15

### Marysville Patrol Tactics Sessions

Session Number	Day 1	Day 2	Day 3
1	May 19	May 20	May 21
2	June 21	June 22	June 23
3	July 27	July 28	July 29
4	November 30	December 1	December 2
5	December 15	December 16	December 16



# Lynnwood Police Department

## Training, and Accreditation Section

### PSR 2021 - Lesson Plan

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#### **Logistical Information:**

Site: Classroom time will be held at a location to be determined by the Lynnwood Police Department Training Section. Our primary training location for the Lynnwood sessions will be at the Northwest Church facility (located at 19820 Scriber Lake Rd).

Safety Equipment: The following safety equipment may be used during this training.

1. Safety leg bands, high visibility yellow (20)
2. Safety bins, blue (1)
3. Metal detectors, handheld (0)
4. Eye protection (If needed: for all students, supplied by the Department)
5. Trauma kit / AED
6. Mobile Phones (instructor supplied)
7. Safety Officer(s) (1 or 2)

Training Equipment: All listed equipment may be used during this training session.

1. Training Handgun (Department provided)
2. Duty Rifle (if issued) with Simunition Bolt (Department provided)
3. Force on Force 9mm marking cartridges (no)
4. Force on Force .556 marking cartridges (no)
5. Simunition Secure Blanks (100 per day)
6. Less lethal training rounds (no)
7. Role Player Helmets (3)
8. Eye protection (If needed: For all students – Departmental supplied)
9. Blank .22 gun (No )
10. Tactical equipment (No)
11. Medical equipment (Yes)



# Lynnwood Police Department

## Training, and Accreditation Section

### PSR 2021 - Lesson Plan

#### Staff Requirements:

Instructor(s): Day 1 – All available PTIs plus role players

Day 2 – All available PTI’s plus role players

Day 3 – All available PTI’s, building search instructors, plus role players

Instructors will be course specific. A list of departmental instructors is attached for review. Once this lesson plan is approved, this would secure the respective instructor’s attendance through 2021.

Role Player(s): 1 to 3

Safety Officer(s): Instructor Cadre

## Instructor Cadre<sup>1</sup>

PSR Trainer Roster		
Officer	Unit	Discipline
Zatylny	Training	PTI, Building Searches
Kennedy	Training	PTI, DT
Saul	Patrol	PTI, Medical
Gann	Patrol	PTI
Mellema	Traffic	PTI
Olesen	SOS	Building Searches
Creech	K9	Building Searches
Magnussen	K9	Building Searches
Dyngen	SOS	Building Searches

<sup>1</sup> The instructor list is a comprehensive roster of all available instructors for PSR 2021. This list in no way suggests all the personnel above will be needed at every PSR. Instructor selection for PSR will consider, when practicable, staffing, scheduled vacation, and scheduled training.



# Lynnwood Police Department

## Training, and Accreditation Section

### PSR 2021 - Lesson Plan

---

## Role Player Roster

Role Player Roster		
Officer	Unit	Area
Available Cadet	TBD	Tactics, DT
Available Cadet	TBD	Tactics, DT
TBD	TBD	Tactics, DT
TBD	TBD	Tactics, DT



# Training History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

05/31/2023

For: **Zacharia, Samuel Y.**  
Student ID **4790-6199**

**Zacharia, Samuel Y.**

**Person Status** Active

**DOB** [REDACTED]

**EEOC**

**SSN** [REDACTED]

**Gender** Male

## Employment

Organization	Active Dates	Most Recent			Current Status
		Title/Rank	Employment Assignment	Appointment Type	
Lynnwood Police Department (Primary)	08/04/2012 - Current - Gap in service - 06/09/2012 - 08/03/2012	Officer		Certified Peace Officer	Active

## Certifications

Name	Issued	Expiration	Status
Annual Crisis Intervention Team Training Online	11/30/2017	05/19/2024	Active (Active)
Certified Narcotic Detection Canine Team	04/22/2020	03/30/2024	Active (Active)
Certified Patrol Canine Team	04/10/2019	02/28/2025	Active (Active)
Crisis Intervention Team Course (2019) Autism	03/21/2021	Never Expires	Active (Active)
LED April 2020 Certificate	10/29/2020	Never Expires	Active (Active)
LED August 2020 Certificate	10/30/2020	Never Expires	Active (Active)
LED August 2021 Certificate	10/21/2021	Never Expires	Active (Active)
LED February 2020 Certificate	10/24/2020	Never Expires	Active (Active)
LED January 2020 Certificate	10/24/2020	Never Expires	Active (Active)
LED January 2021 Certificate	10/15/2021	Never Expires	Active (Active)
LED July 2020 Certificate	10/30/2020	Never Expires	Active (Active)
LED July 2021 Certificate	10/21/2021	Never Expires	Active (Active)
LED June 2020 Certificate	10/30/2020	Never Expires	Active (Active)
LED June 2021 Certificate	10/21/2021	Never Expires	Active (Active)
LED March 2020 Certificate	10/24/2020	Never Expires	Active (Active)
LED May 2020 Certificate	10/29/2020	Never Expires	Active (Active)
LED May2021 Certificate	10/16/2021	Never Expires	Active (Active)
Peace Officer Certification	12/06/2012	Never Expires	Active (Active)
The Criminal Legal System: Structural Inequalities, Monetary Sanctions, Policy and Reform	02/07/2022	Never Expires	Active (Active)

## Training

### Upcoming, Ongoing, & Unconfirmed

Course/Title (Course No.)	Training Dates	Grade	Status	Training Category	Hours
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# Training History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

05/31/2023

For: **Zacharia, Samuel Y.**  
Student ID **4790-6199**

LETCSA - 4050 - Introduction to the Historical Intersection of Race and Policing	02/14/2023	Assigned	LETCSA	3h 0m
Sexual Assault Investigations - Patrol Officer Response to Sexual Assault	08/23/2022	Assigned	Sexual Assault Investigations	2h 0m
LETCSA - 4040 - LGBTQ+ Core Competency	06/15/2022	Assigned	LETCSA	2h 30m
			<b>Total Hours</b>	<b>(7h 30m)</b>

## Current Period to Date (01/01/2023 - 05/31/2023)

Course/Title (Course No.)	Training Dates	Grade	Status	Training Category	Hours
Crisis Intervention - Annual CIT 2hr Online Course (2023)	05/19/2023 05/19/2023	0.00%	Completed - Passed	CIT Crisis Intervention Team	1h 55m
				<b>Total Hours</b>	<b>(1h 55m)</b>

## Previous Period (01/01/2022 - 12/31/2022)

Course/Title (Course No.)	Training Dates	Grade	Status	Training Category	Hours
LETCSA - 4030 - Effective Communication	06/29/2022 07/04/2022		Completed - Passed	LETCSA	2h 30m
Crisis Intervention - Annual CIT 2hr Online Course (2022)	05/08/2022 05/08/2022		Completed - Passed	CIT Crisis Intervention Team	2h 0m
LETCSA - 4020-1 The Criminal Legal System: Structural Inequalities, Monetary Sanctions, Policy and Reform	02/07/2022 02/07/2022		Completed - Passed	LETCSA	2h 0m
				<b>Total Hours</b>	<b>(6h 30m)</b>

## Other Periods (through 12/31/2021)

Course/Title (Course No.)	Training Dates	Grade	Status	Training Category	Hours
Law Enforcement Digest - LED 2021 August	10/21/2021 10/21/2021		Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED 2021 July	10/21/2021 10/21/2021		Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED 2021 June	10/21/2021 10/21/2021		Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED 2021 May	10/15/2021 10/16/2021		Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED 2021 Jan	10/14/2021 10/15/2021		Completed - Passed	Law Enforcement Digest	1h 0m





# Training History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

05/31/2023

For: **Zacharia, Samuel Y.**  
Student ID **4790-6199**

Crisis Intervention - Annual CIT 2hr Online Course (2021)	08/12/2021	08/13/2021	Completed - Passed	CIT Crisis Intervention Team	2h 0m
Crisis Intervention - Crisis Intervention Team Online Training (2019) Autism	03/12/2021	03/21/2021	Completed - Passed	CIT Online Catalog	2h 0m
Law Enforcement Digest - LED Aug 2020	10/30/2020	10/30/2020	Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED Jul 2020	10/30/2020	10/30/2020	Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED June 2020	10/30/2020	10/30/2020	Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED April 2020	10/29/2020	10/29/2020	Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED May 2020	10/29/2020	10/29/2020	Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED February 2020	10/24/2020	10/24/2020	Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED January 2020	10/24/2020	10/24/2020	Completed - Passed	Law Enforcement Digest	1h 0m
Law Enforcement Digest - LED March 2020	10/24/2020	10/24/2020	Completed - Passed	Law Enforcement Digest	1h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2020)	10/15/2020	10/15/2020	Completed - Passed	CIT Online Refresher	2h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2019)	10/11/2019	10/12/2019	Completed - Passed	CIT Online Refresher	2h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2018)	11/30/2017	11/30/2017	Completed - Passed	CIT Online Refresher	2h 0m
Field Training Officer - 0681-11 Field Training Officer Academy (40 hrs) (3)	12/05/2016	12/09/2016	Graduated -	12/09/2016	40h 0m
Special Investigations - 0230-6 Crime Scene Photography Basic (40 hrs) (1)	04/11/2016	04/15/2016	Graduated -	04/15/2016	40h 0m
Inactive Program - 0510-1 SWAT Basic (65 hrs) (10)	10/04/2015	10/09/2015	Graduated -	10/09/2015	65h 0m
Crisis Intervention - 8070-3 CIT-Crisis Intervention Team 40hr - King County (40 hrs) (9)	10/28/2013	11/01/2013	Graduated -	11/01/2013	40h 0m
Traffic - 0201-3 Collision Investigation, Basic (40 hrs) (18)	09/16/2013	09/20/2013	Graduated -	09/20/2013	40h 0m
Basic Law Enforcement Academy - 0090-2 Basic Law Enforcement Equivalency Academy (80 hrs) (15)	10/09/2012	12/06/2012	Graduated -	12/06/2012	80h 0m
Corrections Officers Academy - 1000-1 Corrections Officers Academy (160 hrs) (4)	06/22/2012	07/20/2012	Graduated -	07/20/2012	160h 0m
				<b>Total Hours</b>	<b>(488h 0m)</b>

A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.



# Training History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

05/31/2023

For: **Zacharia, Samuel Y.**  
Student ID **4790-6199**

## Education

No education data exists.

## Miscellaneous

**Allen LMS SID** 0004405400

**Profile Comments (Must Initial & Date)** Officer



# WSCJTC Certification Hearings – Panel Member Application

RCW 43.101.380

## APPLICANT INFORMATION

Name: *Cosmin R. Scott*

Agency: *Evergreen Employment Group*

Title/Rank:

Email & Phone: *cosminscott79@hotmail.com 253-202-7855*

### Question for Law Enforcement/Corrections Officers Only

To be considered for selection to a hearing panel, a peace officer or corrections officer must have at least 10 years' experience. Do you meet this qualification:  Yes  No

### Please select the hearing panel you wish to be considered for:

#### Peace Officer Hearings

- Police Chief or Sheriff
- Peace Officer, First Line Supervisor or below

#### Corrections Officer Hearings

- Person that heads a city or county corrections agency or a WA DOC corrections facility
- Corrections Officer, First Line Supervisor or below

#### Tribal Officer Hearings

- Tribal Police Chief
- Tribal Police Officer, First Line Supervisor or below

#### All Hearings

- Civilian member of the Washington State Criminal Justice Training Commission.
- Member of the public who is NOT a prosecutor, defense attorney, judge, or LE officer.
- Person with expertise and background in police accountability who is NOT a current or former peace officer or corrections officer. Please provide your experience:

## Required Materials

- Application  Cover Letter  Resume & contact for three references  Letter of Support from Agency Supervisor\*

\*Members of the public may submit a letter of recommendation in lieu of a letter of support.

Please submit materials to: **Hearings Coordinator, Kayla Wold; [kwold@cjtc.wa.gov](mailto:kwold@cjtc.wa.gov) or WSCJTC: 19010 1<sup>st</sup> Ave S. Burien, WA 98148 Questions: (206) 372-5391**

## Applicant Submittals

Materials submitted to WSCJTC will be presented at the quarterly commission meeting (September, December, March, June – dates subject to change). Please note, the applicant need not attend. Upon approval or denial, a letter will be sent to you with additional information.

May 31, 2023

Dear Coordinating Manager,

My name is Corwin Ray Scott, I am a lifelong Washington State resident. My desire to help people led me to create a nonprofit agency in 2011 that works with frontline community members returning from prison, facing racial inequity, experiencing homelessness, unemployment, race and social justice issues, mental health issues and substance abuse. As an elected Precinct Committee Officer in the 29<sup>th</sup> LD, at times I juggle multiple relationships with constituents, elected officials, and others not involved in the political machine to ensure that everyone has a voice and a chance to speak. This work continues as a member, former co-lead, of the Interagency Workgroup at the Washington State Department of Transportation (WSDOT) This is a coalition of 11 state agencies to implement the HEAL Act. This demonstrates my ability to manage complex relationships to meet legislative goals.

I lead with inclusion and diversity in my work because I have been excluded in the past from important decisions made in my community. I support and help build Community Based Organizations that are present and serve front line communities. I furthered this work by participating in three phases of a community survey project created by the Tacoma Public Library (TPL). TPL started a feasibility study concerning the closures of two library branches in Person of Color communities. I hit the street to meet with front line community members to get their thoughts on the closures and how bringing the branches back would improve their communities. There were in-person and online sessions and then provided compensation for participants. Afterwards, I compiled the data and sent it to a consulting firm.

Working with underrepresented communities has been my passion and something that evolves as the years go by. I understand that the needs change and so should the services and how we reach people. A good portion of my work has included assessments, surveys and community outreach to gain data that can make change.

I am the co-founder of a nonprofit company called QUAD C. This is an anti-racist/DEI consulting firm that is helping to dismantle systemic racism within community and government agencies. We are just wrapping up a contract with Workforce Development that we provided surveys and listening sessions to community members of low-income Tacoma neighborhoods. I am the executive director of the Evergreen Empowerment Group. In this role, I have negotiated contracts with for profit, non-profit and local government. I have led projects and partnered with other agencies to lead projects that benefit the South Sound community.

I am currently the Community Consultant for the Equity in Planning Project between the Washington State Department of Transportation (WSDOT) and the University of Washington. In this role, I am advising the two entities about how to communicate with frontline communities, if compensation should be made available, which communities to reach out to and by which methods. I act as the racial equity expert by way of Title VI, limited English proficiency and language access for WSDOT. In this role, I also investigate alleged civil rights issues, train WSDOT staff members and created a Title VI, Environmental Justice and Limited English Proficiency training that is mandatory for all new and current employees. I am a member of the Interagency Workgroup with 10 other state agencies to implement the HEAL Act of Washington State. I have been called upon to participate in other racial equity projects for WSDOT.

# Curriculum Vitae

## Corwin Ray Scott

---

Primary office address:

1215 M.L.K. Jr. Way

Tacoma, WA

98405

253-202-3855

Corwinscott79@hotmail.com

### **Professional work experience**

#### **Present**

##### **QUAD C**

Act as a community facilitator to reach underrepresented, and overburdened communities. I helped create a DEI template plan for companies that are seeking to understand racial diversity, inclusion and how to dismantle systemic racism. The company has successfully completed a contract with Workforce Central that included community listening sessions, facilitation and outreach. To round out the contract with Workforce Central, we had to create a high level report that listed demographics (race, age, gender), statistical data (numbers of participants and number of engagements), and profiles of facilitators.

#### **Present**

##### **Washington State Department of Transportation, Office of Equal Opportunity**

This position, under the administrative direction of the Community Engagement & Environmental Justice Manager, using specialized experience and expertise with statutory, regulatory, and policy requirements, is the statewide subject matter expert and has agency-wide responsibility for the administration, direction, and oversight of WSDOT's statewide Title VI Program. The Title VI ensures all agency programs, activities and services are equitable and implemented in a non-discriminatory fashion. This position is also responsible for ensuring the agency's activities, program and services do not have a disproportionate or disparate impact on individual protected by the civil rights act of 1964 (e.g. Title VI).

This position works to implement the agency's Anti-discrimination, Diversity, Equity and Inclusion Executive Order. This position is also responsible for ensuring the Agency's Environmental Justice Programs and Limited English Proficiency Programs are implemented to USDOT and USDOJ standards.

- Provide guidance for ongoing Community Engagement techniques and practices;
- Review, evaluate and make Environmental Justice recommendations that can affect practices, programs, policies and procedures;

# Curriculum Vitae

## Corwin Ray Scott

---

- Connect with community stakeholders to develop strategies to combat Environmental Justice in communities;
- Develop frameworks and metric systems to disrupt Environmental Justice inequities throughout WSDOT by understanding what the community needs are;
- Assist in updating the Community Engagement Plan as needed;
- Provide ongoing Title VI training for WSDOT employees and local programs
- Participate in interagency groups that foster the HEAL Act to achieve its goals and mandates.
- Create LMS trainings for incoming staff members of WSDOT
- Investigate Civil Rights complaints
- Write high level reports through the lens of Title VI and Environmental Justice practices Plan, assist and participate in community engagement activities
- Collaborated with other WSDOT staff to write the DEI plan for the agency
- Co-lead the Interagency Working Group subcommittee for Community Engagement. This involved helping to manage 11 state agencies to reach the goals set for by the Healthy Environment for All Act (HEAL)
- Facilitated Community Engagement Listening Sessions for the Department of Health in the Community Engagement Fund, the SR-167 Expansion with WSDOT and with the Office of Equal Opportunity Community Engagement Plan for WSDOT.
- I helped draft a Request for Proposal as a project manager for a joint project with WSDOT and the University of Washington concerning compensation for overburdened communities to provide survey information.
- Community Engagement lead for the Equity in Planning project with WSDOT and the University of Washington

### **Evergreen Empowerment Group**

- My duties are to network with similar agencies, fundraising, marketing, manage staff, and coordinate staff members with clients and clear criminal backgrounds.
- Networking with agencies that offer resources for our clients and have a backline to make

# Curriculum Vitae

## Corwin Ray Scott

---

direct contact with each needed resource provider is a major duty as ED.

- Under my direction, the EEG raised \$20,000 for its operating costs for 2012 and I wrote successful proposals every year after. Marketing to outside agencies that could utilize expungement services in Washington State and nationwide.
- Pairing appropriate staff members with clients to receive the best possible outcome for each client with matching resources.
- Completing court motions and assisting clients with serving the proper departments within the judicial system. This includes expungement, relief of Legal Financial Obligations and criminal vacates.
- Provide Community Engagement and Community Outreach for underrepresented populations
- The EEG has started providing Fiscal Sponsorship services for many local nonprofits in a short-term capacity as we assist those agencies to apply for their own federal exemption status. The EEG is fiscally responsible for agencies that have contracts with the City of Tacoma and private donors. We also took over the account from the Russell Foundation for the Just and Healthy Food Systems which was a part of the Puyallup Watershed Initiative.
- Held weekly engagements with community members at the stabilization site on Puyallup Avenue. I helped quash warrants, driver's license reinstatements, and vacate criminal records.
- I worked with Department of Corrections staff members at multiple sites to assist people recently released from prison and others in work release. We focused on Legal Financial Obligations and Child Support issues.

### **2019-2020 DSHS/SOLA - Attendant Counselor Manager**

- Design, direct and assign the work activities of the Attendant Counselors household/team; set goals and priorities
- Initiate and/or participates in the hiring, training, counseling, orientation, corrective action, and evaluation process of staff
- Ensure staff completes all assessments, programs, treatments, recording, and documentation.
- Review and respond to staff observations and documentation and take appropriate action to ensure client health and safety

# Curriculum Vitae

## Corwin Ray Scott

---

- Direct staff activities to assure that the health, safety, and treatment needs of people we serve are met
- Develop goals, plans of service, directly related to each client's service plan
- Complete auditing functions of health, safety, and certification compliance
- Identify serious and emergent incidents and report using established reporting systems
- Act as a liaison with other agencies within DSHS to coordinate benefits and services to adolescent clients
- Communicates directly and/or ensure Attendant Counselor staff communicate appropriately with all stakeholders
- Attend various meetings, training, conferences, and workshops

### **2017-2018 TRAC Associates - Case manager for two programs**

- Basic Food and Employment Training (BFET) Case manager for the Basic Food Employment & Training (BFET) provides training and education with a goal of assisting Basic Food clients to attaining a living wage career. BFET services are available from all WA State community and technical colleges as well as many non-college community-based organization (CBO) contractors.
- WIOA case manager that helped with employment and training services for adults, dislocated workers, and youth. Wagner-Peyser employment services administered by the Department of Labor (DOL) through formula grants to states; and adult education and literacy programs and Vocational Rehabilitation state grant programs that assist individuals with disabilities in obtaining employment administered by the Department of Education (DoED).

### **2013-2017 ENSO - Employment Professional**

- My duties include job coaching, job development and job retention with citizens living with disabilities and criminal backgrounds.
- Networking with service providers, nonprofits, for profit companies, and volunteer organizations.



# Curriculum Vitae

## Corwin Ray Scott

---

- I locate job training for individuals looking for employment and then I assist each client with training.
- I work side-by-side with each client until the job is memorized and then I check in periodically.
- Because I had experience with clearing criminal histories, I was paired with customers that have criminal records to help them expunge their records and find employment.

### Summary

---

- I am a collaborative individual committed to community service through various factions within the community. I work well with others and can take the lead when needed or be a useful aid when required.

### Skills

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- Strong communication skills, team player, computer skills, strong writing skills, and analytical skills. Great oral skills as well.
- High level proficiency with Microsoft Office applications and three years of law school helped my analytical reading and writing

### Education

---

**2015-2018** California School of Law JD: Degree not obtained

**2011-2013** Argosy University Seattle MBA: Marketing/Management (Degree obtained)

**2009-2011** Evergreen State College BA Liberals Arts/Social Services (Degree obtained)

**2007-2009** Tacoma Community College-Transferable AA credits

**1999- 2000** Bates Technical School-GED

### Volunteer experience

---

**2023-Present** Board member of Valeo Vocation Services

**2021-Present** Treasurer of the Black Democrats of Pierce County

**2020-Present** Current board member of the Eastside Neighborhood Advisory Council

- Eastside Neighborhood Advisory Council of Tacoma (ENACT) is a group of engaged volunteer citizens who are committed to making their neighborhoods more vibrant, safe and connected to resources solving issues and advancing ideas.

# Curriculum Vitae

## Corwin Ray Scott

---

**2020-Present** Precinct Committee Officer, 27<sup>th</sup>, 29<sup>th</sup> Legislative Districts

- Each officer is a member of the County Central Committee. The committee has the authority to nominate persons or fill vacancies for a state, legislative or county office. Also, they may elect members to the State Central Committee. They participate in party activities and represent the party.

**2019-2022** Former co-chairman of Project Peace

- The Tacoma Police Department is committed to collaborating with community members to proactively identify and address public safety issues and concerns. The City of Tacoma launched Project PEACE (Partnering for Equity and Community Engagement) to continue building the relationship between the police department and our community members.

**2019-Present** Just and Healthy Food Systems, board member

**2022-Present** Quad C, DEI Consulting Firm - cofounder

**2011-2014** Community Accountability Board member at Remann Hall Juvenile Justice Center. Duties include: Assisting fellow CAB members with dispensing justice for youths accused of crimes. Also, assisting youths with positive ways to handle life situations and help deter future crimes.

**2010-2011** Expungement and restoration of voting rights at the Evergreen State College Tacoma Campus

**2006-Present** Making Christmas dinner boxes for low income, elderly and intellectually disabled community members

**2006-Present** Christmas toy drive for underprivileged children

**2005-Present** Voting drive for minority and impoverished voters

**2002-Present** Making Thanksgiving dinner boxes for low income, elderly and intellectually disabled citizens

### **Awards**

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**2011** *Liberty Bell Award* recipient presented by the Pierce County Bar Association

Curriculum Vitae  
Corwin Ray Scott

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**2014** *Washington State Governor's Award for Disability and Employment* recipient

**2015** City Club Award for *Emerging Leader* recipient runner-up

**2022** "Who we Are" award presented by the Tacoma Healing Awareness Community

**Clubs/Fraternity**

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**2022 – present** Evergreen Masonic Lodge #68

- **Reference Type**  
Professional

**Name**

Theresa Henderson

**Phone**

[REDACTED]

**Email**

[REDACTED]

Sandra Daniels

Contracts officer for Washington State DSHS

**Phone**

[REDACTED]

**Email**

[REDACTED]

Adriane Wilson

Coordinator

**Phone**

[REDACTED]

**Email**

[REDACTED]



Washington State Criminal  
Justice Training Commission  
June 2023

# INDEPENDENT INVESTIGATION OF OFFICER INVOLVED USE OF DEADLY FORCE INCIDENT

# BEST PRACTICES



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# I. Purpose

The purpose of this document is to provide a basic framework and guidelines for independent criminal investigations into the use of deadly force by a peace officer that results in death, substantial bodily harm, or great bodily harm. WAC 139-12-030 (4) requires the Washington State Criminal Justice Training Commission (WSCJTC) to publish best practices for homicide investigations and update them annually.

This document should be used in conjunction with the definitions and independent investigation criteria found in WAC 139-12 to create an Independent Investigations Team (IIT) protocol. The Office of Independent Investigations (OII) was established after the passage of Chapter 318, Laws of 2021 (RCW 43.102, et. seq.) to conduct investigations of serious use of force incidents by Washington state law enforcement agencies. OII protocols and statutory requirements are different from IIT investigation laws and regulations. This best-practices document is for the use and application by IITs which have differing statutory requirements than the OII.

The independent investigation will follow the rules of law established by the state and federal constitutions, and statutory and case law that apply to criminal investigations. It is expected that each IIT protocol will reflect both law enforcement and community needs for independent, credible, and transparent investigations. The steps outlined in this document are intended to be a guide, and not an exhaustive collection of best practices. Further, this document is not intended to provide any form of legal advice or direction.

# II. Definitions

Term	Definition
Discuss	To talk about (something) with another person or group of people in all forms of communication including, but not limited to, verbal, written, and electronic.
Independent Investigative Team (IIT)	A team of qualified and certified peace officer investigators, civilian crime scene specialists, and at least two nonlaw 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.
Involved Agency	The agency that employs or supervises the officer(s) who used deadly force. There can be more than one "involved agency."
Involved Agency Liaison	A member of the involved agency who is the local point of contact for the IIT commander to provide access to local resources and facilities.
Involved Officer	A general authority Washington peace officer, specially commissioned Washington peace officer, or limited authority Washington peace officer, as defined in RCW 10.93.020, whether on or off duty if he or she is exercising his or her authority as a peace officer involved in an incident where the use of deadly force results in death, substantial bodily harm, or great bodily harm.
Office of Independent Investigations (OII)	An office created by the Legislature in 2021 which is authorized to conduct investigations of law enforcement use of deadly force cases wholly independent from any law enforcement agency. OII's authorizing statute, RCW 43.102, et. seq., sets forth the rules and procedures by which OII must abide. Some of those rules are different than those that apply to IIT investigations. This document's best practices guide OII only where the language specifically refers to OII by name. Reference to IITs does not necessarily bind OII.



# Definitions (continued)

Term	Definition
Public Safety Statement	Information obtained by a supervisor at an officer-involved incident using questions intended to determine existing threats to public safety and identify transitory evidence that must be preserved. The scope of this statement is limited to the collection of such critical, fleeting information in the immediate aftermath of the officer-involved incident.
Specialized Equipment	Any property, device, or apparatus used by a law enforcement agency with unique or specific performance capabilities that may require additional training to operate or extra steps to execute its function(s).
Venue Agency	The law enforcement agency or agencies having jurisdiction where the officer-involved incident occurs. This is very often the involved agency.
Witness Officer	An officer who witnessed, but did not engage in, the use of force being investigated by the IIT.

**Additional applicable definitions are available for review in Washington Administrative Code (WAC) 139-12-020 or relevant RCWs.**

# III. Procedures

The following procedures are tailored to address the initial incident response as well as the continuing follow-up investigation after an officer-involved use of deadly force. These general guidelines and principles can be used when investigating any serious incident.

Officer-involved uses of deadly force are dynamic situations. Preservation of life and the safety of all persons on scene are the paramount concerns. It is critical that every involved law enforcement member should recognize the transitory nature of evidence and after first aid has been provided or facilitated, take immediate steps to preserve the scene and evidence.

## A. Involved Officers

Officers involved in an incident triggering the use of the OII and an IIT shall take initial steps to render the scene safe, protect the safety of themselves and others, render first aid where necessary, and preserve evidence. There shall be no communication (in any format) between any involved officer(s), witness officer(s), or other officer(s) until all interviews have been conducted by the OII or IIT.

## B. Involved Agency Responsibilities

1. The involved agency Chief or Sheriff, or their designee shall immediately notify the OII and IIT of the incident and the need to respond.
  - a. The notification to the OII and IIT should simultaneously occur. If the OII accepts the investigation, the IIT shall still be notified and respond to the scene of the incident. The involved agency would relinquish control of the scene to the IIT in accordance with RCW 43.102.120 until the OII is on scene or is otherwise provided notice that the OII is taking control of the scene.
  - b. The IIT protocols should contain steps to notify the IIT leadership, and how the IIT will be deployed. At a minimum the team protocol should designate:
    - i. which member of the IIT leadership should be the first point of contact for team activation;
    - ii. who will call the on-scene supervisor to obtain a briefing of the incident;
    - iii. who will be the IIT commander and/or supervisor;
    - iv. what personnel and equipment are needed; and
    - v. how to contact and deploy the necessary IIT members.
2. A brief public safety statement is taken by an involved agency supervisor from the involved officer(s), covering only information necessary to focus initial law enforcement response and direct the preliminary investigation into the officer involved shooting. Statements made to the involved agency supervisor should be extremely brief and limited to information about the crime scene(s) to be protected and any pertinent evidence to be recovered, and identification of any involved persons, as well as witnesses who need to be located and interviewed.

## Involved Agency Responsibilities (Continued)

- a. The public safety statement can only be administered by the employer of the involved officer. If the public safety statement starts with, “You are being ordered/directed/compelled to answer the following questions...” The involved officer’s responses to these questions are considered compelled, and they cannot be considered by the IIT Investigators. If public safety information is obtained voluntarily, it may be used by the IIT.
3. Designate an involved agency liaison to remain available to the IIT. The involved agency liaison shall not be privy to any information regarding the OII or IIT investigation. If OII has incident command, they will make someone available to provide contact authorized by RCW 43.102.
4. Maintain perimeter control of the scene if requested by the OII and/or IIT commander.
5. Give all evidence in their possession to the OII or IIT.
  - a. If a criminal action (i.e. robbery, burglary, assault, or warrant service) preceded the officer-involved incident either:
    - i. the IIT commander shall consult with the involved and/or venue agency incident commander to determine which agency should investigate the preceding event, to include pursuing criminal charges related to that event. If mutually agreed upon, the IIT will assume responsibility for the criminal investigation of the preceding event. If not, the IIT will limit its criminal investigation to the officer-involved use of force incident. This can also be addressed in an IIT’s protocol.

## Involved Agency Responsibilities (Continued)

- ii. If the OII assumes command of a scene, the OII will coordinate with the involved agency and regional IIT (or other uninvolved agency investigating the matter) to determine who will investigate the preceding event, to include pursuing criminal charges related to that event. Because of the statutory limitations on IITs and the OII sharing information with the involved agency, in most situations the best practice is for the IIT to assume command of the preceding event(s) investigation while the OII investigates the use of deadly force incident. Nothing statutorily prohibits an IIT and the OII from sharing information about their investigations.
  - iii. The agency identified to investigate the preceding crime(s) may have access to relevant evidence for the purposes of preserving community safety and make custodial decisions/actions as necessary and required by law. If the evidence in question relates to an incident of the use of deadly force by a peace officer, then there shall be no sharing of that evidence with the involved agency. The IIT chain of command shall make the determination if the evidence relates to the independent investigation.
6. Make all documents, reports, and information on the incident to be available to the IIT immediately or as soon as possible thereafter.
7. Allow use of space, resources, and facilities as needed by the OII or IIT.

## Involved Agency Responsibilities (Continued)

- a. The OII and IIT shall make every effort to utilize other space, resources, and/or facilities during the course of their investigation. There will be cases where a specialized resource is needed that is only available from the involved agency.
- b. If no other option exists, the use of the involved agency resources by the IIT shall be done in accordance with WAC 139-12-030 (1)(b) which states, "Specialized equipment belonging to the involved agency may not be used by the IIT unless: 1 - no reasonable alternative exists; 2 - the equipment is critical to carrying out the independent investigation; and 3 - the use is approved by the IIT commander. If the equipment is used, the nonlaw enforcement community representatives on the IIT must be notified about: 1 - why it needs to be used; and 2 - the steps taken to appropriately limit the role of any involved agency personnel in facilitating the use of that equipment."

### C. On-Scene Venue Agency Supervisor Responsibilities

These tasks are done by the venue agency until control of the scene is assumed by the OII or IIT. It is important to note that in the majority of incidents, the involved agency is also the venue agency. The on-scene venue agency supervisor shall be responsible for ensuring that standard Incident Command System (ICS) protocols have been implemented. In addition, they shall ensure the following tasks are addressed:

1. The physical condition of the involved officer(s), subject(s), and third parties is assessed, emergency first aid is provided, if necessary, and emergency medical assistance is summoned.

## On-Scene Venue Agency Responsibilities (Continued)

2. Ensure necessary notifications are made, to include initiating the response of the OII or IIT and necessary agency notifications including the involved agency chief or sheriff.
3. Establish a perimeter. Only personnel integral to the incident and/or investigation should be inside this perimeter. The primary focus of the on-scene venue agency at this stage is the protection and preservation of evanescent evidence in order to maintain the integrity of the scene until the OII or IIT arrives. The perimeter must be clearly marked and protected.
  - a. Those to remain outside the perimeter may include command level personnel not directly involved in the incident.
  - b. Once the OII or IIT is on the scene, officers from the involved agency, including the involved officer, should be outside the perimeter unless required by the OII or IIT to be present for interviews.
  - c. The OII or IIT may adjust or add additional perimeters to further restrict areas.
4. Take steps to document and preserve any evanescent evidence.
5. A media staging area is identified and is appropriately staffed if necessary.
6. Establish a command post.
7. Appoint an officer to serve as a “recorder,” with responsibility for making a chronological record of activities at the scene, to include persons present and those who have been at the scene.
8. Photographs are taken as soon as possible of the involved officer(s) and subject(s) as they appear at the scene, to include any injuries or lack of injuries. These photos will best capture their condition immediately after the incident and before IIT personnel can arrive.

## On Scene Venue Agency Responsibilities (Continued)

9. Any involved officer, other witness officer, or other officer shall not discuss the details of the case with any other involved officer, other witness officer, other officer, or any other witness until the OII or IIT has completed their interviews. This includes any communication or interviews conducted both on and off the scene and any law enforcement entity associated with the specific investigation other than communications protected by RCW.
10. Involved officer(s) are separated and removed from the immediate scene and assigned a support officer to ensure the physical needs of the involved officer(s) are met. Any statement made to a support officer may be discoverable.
11. All potential witnesses are identified and separated and asked to remain on hand to provide a statement. If witnesses wish to leave and there is no legal authority to detain them, officers should obtain their contact information for future communications.
12. If an involved officer is transported to the hospital, someone, such as a support officer, accompanies or meets them there. Any communication that the accompanying officer has with the involved officer may be discoverable and used by the IIT or OII.
13. Brief the arriving members of the OII or IIT on the above issues and ensure no compelled or protected statements are shared with members of the OII or IIT.
14. Turn over control of the scene to the OII or IIT commander, or designee, upon their arrival.
15. Immediately upon completion of the medical examiner's work, the remains will be released to the impacted family unless legal justification may be provided such as a court order.



## **D. Independent Investigation Team Responsibilities**

The IIT commander, lead investigator, or their designee shall do the following:

1. Respond as quickly to the scene as resources and geography allow.
  - a. If the IIT arrives at the scene prior to the OII, they shall proceed with the investigation consistent with their policies, protocols, and these best practices.
  - b. The IIT investigation should continue uninterrupted unless and until the OII arrives on scene and assumes control of the scene. At that time, the IIT commander should hand over control of the scene to the OII lead investigator. A briefing should simultaneously occur. Any ongoing interviews, evidence collection/processing, or other investigative actions should be handed over in a way that does not interrupt or delay the investigation.
2. Assume command of the scene from the on-scene involved agency supervisor.
3. Receive a briefing from the involved agency liaison and/or the on-scene supervisor.
4. The IIT commander shall ensure that notification to the Governor's Office of Indian Affairs is completed within 24 hours of a fatal use of force incident involving an enrolled member of a federally recognized Indian tribe, in accordance with RCW 10.114.021.
5. The IIT commander will ensure a conflict of interest (COI) form is completed to identify and manage any conflicts of interest between the involved officer(s), the involved agency, and any IIT members. This should be done as soon as possible as the nonlaw enforcement community representative will review COI forms no later than 72 hours after the investigation begins.
  - o If someone joins the independent investigation after the initial 72-hour deadline, this individual must complete their COI form as soon as possible and no later than 72 hours after joining the investigation.

## **D. Independent Investigation Team Responsibilities (Continued)**

6. The IIT commander will meet with the IIT nonlaw enforcement community representative and review the COI forms within 72 hours of the commencement of the investigation. If the IIT commander and the nonlaw enforcement community representative(s) determine that a conflict exists, the conflicted person shall be removed from the specific investigation entirely.
7. The IIT commander, no later than 72 hours after the investigation begins, shall determine whether each member of the IIT is free from sustained misconduct or free from a personal history of bias or discrimination. The IIT commander shall remove any member so affected and shall verify in the investigation file that these steps have been taken. During the IIT's annual training an audit shall occur regarding any sustained misconduct on IIT members. Any sustained misconduct found for an IIT member will result in immediate removal from the IIT. Any misconduct that occurs between this annual review shall be immediately reported by the agency head or designee to the IIT commander.
8. The IIT commander will identify an IIT member to serve as the family liaison as soon as feasibly possible who is responsible for identifying, locating, and notifying an appropriate family member, even if the family member(s) live out of the area. If the individual who was significantly injured or died in an officer-involved use of force was a tribal member, the IIT commander will identify an IIT member to serve as the tribal liaison within the first 24 hours and will keep the tribe (or a representative of the tribe's choice) apprised of all significant developments of the investigation.
9. Identify an uninvolved member agency where all evidence will be stored and coordinate with the involved agency to determine responsibility for storage and handling of extraordinary items such as vehicles, HAZMAT materials, etc.

## **D. Independent Investigation Team Responsibilities (Continued)**

### **Evidence Considerations**

Recognize the transitory nature of some types of evidence and take steps to preserve it as the incident scene may be altered or compromised due to weather, foot traffic, police activities, etc., destroying or contaminating evidence beyond use or value.

- Anything that can be identified as evidence, and once identified, must be secured, documented, and/or collected.
- Ensure that any evidence in the possession of the involved or venue agency is given to the OII or IIT.
- Determine whether video recordings were made by in-car cameras; body-worn cameras; electronic control weapons; and government, business or private surveillance cameras and that they have been secured as evidence as soon as reasonably possible. IITs will attempt to identify any photos or videos made by civilians and secure as evidence.
- Obtain search warrants for any vehicles, containers, homes, electronic devices, or vehicles as may be necessary.
- Any clothing or other personal items that may have been discarded or removed from subjects or involved officer(s) by medical personnel are located and secured as evidence.
- Clothing worn by the involved officer(s) and subject(s) should be documented and collected if there is an evidentiary need. When an officer's clothing is taken for evidence, the IIT member working with the involved agency liaison will ensure that appropriate replacement clothing is provided to the involved officer.

## Evidence Considerations (Continued)

- If a K9 was deployed as part of the initial incident, the dog and its condition should be documented.
- When firearms or other weapons are taken from an involved officer for evidence the involved agency should be responsible for replacement of those weapons, in accordance with their agency's policies. If the officer's weapon was not under the officer's control or left the officer's possession during the incident, the weapon is considered part of the secured incident scene and should not be moved.
- The IIT commander should consider an inspection of the firearms, ammunition, or other weapon or tool of all witness officers (or other officers who may have been present at the time that force was applied). All discharged weapons should be secured, packaged, and placed in an independent police property room in adherence to that property room's procedures. The objective of the weapons inspection is to gather information and document to what extent a weapon was discharged or used, and by whom.
- An IIT member shall inspect and document all law enforcement tools to include lethal and nonlethal weapons carried by the officer at the time of the incident to ensure all discharged firearms are collected and any other weapons are identified and examined.
- To ensure proper community safety and accountability of firearms and Alcohol, Tobacco, Firearms and Explosives (ATF) National Firearms Act (NFA) tracked items, the IIT shall provide a seized items receipt or evidence list of the firearm(s), devices, electronic control tools, and NFA items taken as part of the IIT investigation if requested by the involved agency. Providing the make, model, and serial numbers to the involved agency will provide accountability over the items retrieved from the incident.
- Consider the use of digital incident scene mapping for documenting and reconstructing the scene.
- The chain of custody will be documented for each item of evidence.

## **D. Independent Investigation Team Responsibilities (Continued)**

### **Interview Considerations**

- Obtain statements from subjects and witnesses. Audio and/or video-audio recording is preferred and should be attempted.
  - Interviews shall have the goal of allowing and encouraging full cooperation from the involved officer, full accounting for what occurred, and adherence to state law, best practices, and agency policy. Interviewers shall rely on training, experience, industry standards, and challenging questions with the goal of determining the truth.
  - Interviews of involved officers should follow the policies of their individual agency, collective bargaining agreement, and case law. Interviews shall have the goal of allowing and encouraging full cooperation from the involved officer, full accounting for what occurred, and adherence to state law, best practices and agency policy. Interviewers shall rely on training, experience, industry standards and challenging questions with the goal of determining the truth.
  - Investigators should be aware of and alert for signs that indicate an officer, subject, or other witness may be suffering from psychological trauma. All involved persons will be treated with sensitivity and awareness about acute stress reactions.
  - Interviews with emergency medical personnel, fire department personnel, and first responding officers should address conditions at the incident scene when they arrived to include any action that may have been taken to move or otherwise alter persons or objects of potential evidentiary value.
  - Canvass the immediate area for potential witnesses who have not come forward and obtain information or statements as available.
10. In the event of death, consult with the coroner or medical examiner at the scene and at, or subsequent to, the autopsy. A member of the IIT must attend the autopsy and take all appropriate investigative steps, consistent with other criminal investigations.

## **D. Independent Investigation Team Responsibilities (Continued)**

11. The incident scene will be released by the IIT once investigators are satisfied the crime scene processing is complete.
12. The involved agency and the venue agency chief or sheriff will be notified of the scene being released.
13. Once all investigation materials are assembled the complete IIT investigation case file must be presented to the venue agency prosecutor who may ask for additional information, and who will use the case file to make a charging decision.

## **E. Family Liaison Responsibilities**

The family liaison is responsible for identifying, locating, and notifying an appropriate family member of the person against whom deadly force has been used, as soon as possible to ensure that the family:

1. Is notified, when possible, prior to learning about the incident from the press, social media, friends, or neighbors.
  - a. Family notification of a decedent should be done in consultation with the venue coroner or medical examiner.
2. Has a reliable way to communicate directly with the liaison and the IIT.
3. Is kept informed about the investigative process, even when there is nothing new to report.
4. Is provided timely notice of significant developments of the investigation, to include press releases.
5. Has assistance in coordinating with a victim advocate if one is available, especially if requested by the family.
6. If requested, the IIT family liaison may assist the impacted family with any communication and/or access to the remains of the deceased individual that is within their statutory authority.

If OII is handling the scene, and if contact can be made within a reasonable amount of time, OII's nonuniformed, nonlaw-enforcement family liaison should be responsible for filling this role.

## **F. Tribal Liaison Responsibilities**

If the fatal use of force incident involves an enrolled member of a federally recognized Indian tribe (RCW 10.114.021) the IIT commander will identify an IIT member to serve as the tribal liaison within the first twenty-four hours.

If OII is the investigative team at a scene, they shall abide by their own statutory obligations related to tribal liaison.

## **G. Administrative Investigation**

The administrative investigation is the responsibility of the involved agency. The IIT commander must create and enforce firewalls, which is a process to prevent information sharing between the IIT from the involved agency and train all team members to observe them to ensure no member of the IIT receives any compelled statements of the involved officer(s) or any investigative content that was informed by such compelled statements.

## **H. Record Keeping**

1. The IIT commander will determine and coordinate where the original IIT file will be maintained. The original file shall not be maintained at the involved agency. Public disclosure requests may be directed to the agency designated to maintain the original IIT file.
2. All original reports, statements, and other documentation of venue and involved agency employees should be filed and maintained by the venue agency and submitted to the IIT commander in a immediately upon request.
3. Until the case file is delivered to the prosecutor, access to the IIT case file should be restricted to the IIT members designated by assignment.

# I. News Media Considerations

Communication with the media will be handled by a designated member of the IIT. Either a public information officer (PIO) or a media relations officer (MRO) in consultation with the IIT commander.

1. The PIO will affirmatively provide to local media and on official social media accounts, regular updates on the investigation, at least weekly.
2. Neither the involved agency nor the IIT will provide the media with criminal background information of the person against whom deadly force has been used, unless it is specifically requested, and release of the information is required by the Public Records Act or other applicable laws.
3. The IIT commander will ensure a proper balance is maintained between the integrity of the investigation and transparency with the public.



# IV. Appendix

## Document Version History

First adopted - September 2020

Annual update - June 2023

