



WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

Susan L. Rahr, Executive Director

19010 1st Avenue South • Burien, WA 98148 • Phone: 206-835-7300 • www.cjtc.state.wa.us

To: Basic Training Division Recruits, Washington State Criminal Justice Training Commission

From: Assistant Commander Russ Hicks, Washington State Criminal Justice Training Commission

Topic: Mask Protocols and Discipline

Date: 12-08-20

The safety and security of our staff and recruits are the highest priority as we train the next generation of law enforcement officers to serve their communities. With a recent spike in COVID-19 cases statewide, and in conjunction with the Governor's Office to mitigate the spread of the virus, the WSCJTC has implemented new rules regarding the wearing of masks while on the academy grounds. These updated rules go into effect immediately and are listed below;

- 1. Masks will be worn at all times while at the WSCJTC.**
- 2. The only exceptions to this rule are the following;**
 - While actually shooting on the line at the range. As soon as the drill is done and the line has been declared safe, masks will go back on.*
 - While alone in your dorm room on the campus grounds.*
 - While eating and maintaining 6ft social distancing.*
- 3. Please maintain the 6ft social distancing rule while on campus.**

Failure to follow the safety rules regarding the use of a mask will result in the following progressive discipline;

Failure to Wear Mask-

- 1st Violation-** Emailed corrective action memo to assigned TAC Officer and to the appropriate Assistant Commander.
- 2nd Violation-** The Assistant Commander will issue a written reprimand for Failure to Follow a Direct Order and Assistant Commander will contact the recruit's agency. The BTD Commander will be apprised.
- 3rd Violation-** The recruit will be sent home for the day, the Assistant Commander will document in writing and will contact the recruit's agency to discuss the recruit's return. BTD Commander will be briefed.

Please contact me if you have any questions.

Respectfully,

A handwritten signature in black ink, appearing to be 'RH' or similar initials.

**Assistant Commander Russ Hicks- Basic Law Enforcement Academy
Washington State Criminal Justice Training Commission**