

IIT Best Practices

Ad Hoc Committee Work Plan

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| COMMITTEE MEMBERS | Commissioners Nickeia Hunter, Bart Logue, Trishandra Pickup, Tim Reynon, Erik Scairpon, and Annalesa Thomas. |
| AUTHORIZING REGULATION | WAC 139-12-030 (4)(b) - "The independent investigation will follow accepted best practices for homicide investigations published and annually updated by the WSCJTC." |
| GOALS | <p>Upon completion of the IIT best practices annual review, the following outcomes should be achieved:</p> <ul style="list-style-type: none"> • External stakeholders will share with LETCSA staff and Commissioners their concerns or requests regarding the IIT best practices. • Relevant statutory updates will be addressed and incorporated to ensure the program is in compliance. • The Commissioners and LETCSA staff will make efforts to ensure the review occurs during the calendar year and does not continue into the following year. |
| OBJECTIVES | <ul style="list-style-type: none"> • Review external stakeholder input <ul style="list-style-type: none"> ◦ Address concerns and questions from committee members to stakeholders regarding input and edit requests • Provide Commissioner input to WSCJTC staff to incorporate ahead of the full Commission review and reach a general consensus • Assist with LETCSA staff's report of ad hoc committee work to the full Commission at the regularly scheduled Commission meeting as needed |
| DELIVERABLES | <ul style="list-style-type: none"> • Inter-Office Communication (IOC) Memo from LETCSA staff at the September Commission meeting • Track changes version of best practices document of new edits • A clean version of the best practices document with accepted track changes/edits incorporated into document • Completed actions outline of all hosted meetings during review period • Verbal report from Commissioner representative of the ad hoc committee • Collated stakeholder input with details and response |



Ad Hoc Committee Review Process

The table below details the review process for the IIT best practices and includes timeframes and the lead person(s) for each step.

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| INPUT | From January to May, WSCJTC staff will collect stakeholder input and meet with representatives as needed. Anyone may provide input during this period. However, it must be submitted by May 31 of the calendar year to be considered. | LEAD | LETCSA staff |
| REVIEW | The IIT best practices ad hoc subcommittee will meet with WSCJTC staff and representatives of stakeholder groups in June through August to discuss proposed edits. Stakeholders may be present to address Commissioner concerns. | LEAD | LETCSA staff and ad hoc committee members |
| MEETING | At the regularly scheduled Commission meeting, LETCSA staff will present the proposed edits and work of the ad hoc subcommittee. The work plan deliverables will be completed at this stage. | LEAD | LETCSA staff |
| ADOPTION | The Commission will either request additional stakeholder consultation or approve proposed edits. If additional stakeholder consultation is required, the Commission will have the goal of adopting the edits in December. | LEAD | Commission |
| REPEAT | The ad hoc subcommittee will be involved in the additional consultation as outlined in this process. | LEAD | LETCSA staff and ad hoc committee |

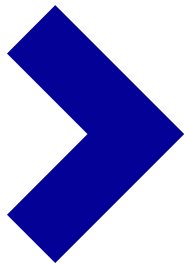


Additional Information

Important Dates



Stakeholder input is received until May 31 of the relevant calendar year. This is a hard deadline for the review to be considered at the September Commission meeting. Input may be provided to LETCSA staff at any point during the year. Anything submitted after that date is considered on a case-by-case basis and potentially would have to wait until next year. The ad hoc committee may initiate their review of input and edits before this date as well.



The ad hoc committee should complete its review in time for the regular September Commission meeting. If there are additional questions and/or input at that meeting, the best practices will be presented at the December meeting for final review and adoption. The Commissioners on the ad hoc committee should assist staff in communicating with other Commissioners and advocate for the work achieved during the review period.

Input Guidance



Law enforcement and non-law enforcement groups both have the opportunity to provide edit requests to staff. The Office of Independent Investigations will also be participating in this process. Staff will directly collect input and host separate meetings with stakeholders before presenting to the ad hoc subcommittee. Input may be provided in meetings, in email or the post, over the phone, etc. Writing an email is the preferred method of input.



Stakeholders that submit input should make attempts to provide solutions when possible. If the individual does not have a solution, they would still be welcome to submit their input for review. The purpose of the annual review is to identify areas in the best practices that need to be modified for various reasons. Unless there are major statutory changes, significant revisions will not occur during this process.

May 31

Deadline for stakeholder input

September

Goal for Commission adoption of edits

