



CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL



Standard:	Chapter 7 Policy 09 Administrative Closure	Revised: 10/23/2023, 07/02/2024
Authorizing Source: RCW 43.101.105		Applies to: Certification Staff

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) developed this policy to expedite the intake review process and triage complaints and agency reports that fall outside of the WSCJTC’s jurisdiction or do not otherwise meet the standards required for further investigation. The WSCJTC takes seriously all matters which may invoke its authority to take action against an officer’s certification. For complaints and agency reports that fall outside of the established criteria, the WSCJTC will seek administrative closure of the matter.

II. DEFINITIONS:

Duplicate case – When the WSCJTC receives and logs information from multiple sources concerning the same allegation(s), incident, and/or fact pattern, or a complainant refiles a previously closed complaint without providing substantial new evidence.

Primary case – The case number used for an investigation where duplicate cases existed and were administratively closed. Information from duplicate cases is moved into the primary case.

III. POLICY:

A. Complaints and agency reports designated for administrative closure:

1. The complaint or agency report does not allege conduct which, if true, would invoke the WSCJTC’s authority to deny, suspend, or revoke an officer’s certification under RCW 43.101.105.
2. It is beyond reasonable dispute that the facts of the complaint are inherently implausible or incredible (e.g., frivolous, physically impossible, etc.).
3. The complaint or agency report has already been closed after review or investigation, and the complainant has failed to provide substantial new evidence that was unknown to the WSCJTC (a “duplicate case”).
4. The WSCJTC is unable to identify the subject officer after a reasonable inquiry.
5. The complaint lacks specific or sufficient information to proceed with further investigation, and the WSCJTC has attempted alternate avenues to obtain additional information.
6. The subject of the complaint is not a certified officer in Washington State or is deceased.

7. The officer's certification has already been revoked through final order of a hearing panel, order of default, or surrender of certification.
 8. The WSCJTC has an active case concerning the same allegation(s), incident, or fact pattern (a "duplicate case").
- B. Complainants, subject officer(s), and employing agencies are notified of administrative closures in writing.
 - C. To preserve the integrity of the WSCJTC investigation processes, cases that are administratively closed must be screened by two supervisors prior to closure, generally the Case Review Manager and the Investigations Division Manager.
 1. Cases closed under subsections 6, 7 and 8 can be closed by the Case Review Manager without a second supervisor's concurrence.
 - D. In cases that are administratively closed pursuant to subsections A (1) – (3), complainants will be provided an opportunity to appeal the decision to the Assistant Director of Certification. Notice of the outcome of the appeal will be provided to the complainant, subject officer(s), and employing agencies in writing.
 - E. In any case that is administratively closed for lack of jurisdiction, the WSCJTC will forward the complaint to an appropriate oversight agency, if known.
 - F. Administrative Closures shall be listed in the Certification database and will include the category authorizing closure pursuant to this policy.