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

I. PURPOSE:

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

II. DEFINITIONS:

Acadis – The WSCJTC training management system.

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

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

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

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

LETCSA – Law Enforcement Training and Community Safety Act

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

Reputable Training – For the purposes of this policy, a training is considered "reputable" if it meets at least three of the following criteria:
- The training must encompass a minimum of four hours of lecture.
- The training must include a validation exam and certificate.
- The training must have a syllabus, or similar detailed description, of the course curriculum.
- The training must include a professional biography describing the instructor's experience in the area of study.
- The training (or conference) must be affiliated with a state, national, or international association.
- If applicable and available, the training shall incorporate trauma-informed practices into the curriculum.

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

III. POLICY:

A. Law Enforcement Training and Community Safety Act

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

B. Requirements for IIT Qualified Lead Investigator Certificate

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

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

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

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

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

IV. PROOF CRITERIA AND REQUESTED MATERIALS:

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

A. Employed by a Member Agency on an IIT

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

B. Years of Experience

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

C. 24-Hour Patrol Tactics In-Service Course

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

D. Basic Training Courses

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

E. Substituting Work Experience

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

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

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

G. Continued Annual Training Course(s)

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

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

H. Recertification Application Materials

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

V. INITIAL CERTIFICATE REVIEW:

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

A. Initial Certificate Review Process

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

VI. ANNUAL TRAINING REVIEW:

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

Example

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

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

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

A. Annual Training Review Process

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

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

VII. RECERTIFICATION:

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

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

A. IIT Qualified Lead Investigator Recertification Process

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

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

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

B. IIT Team Training

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

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