



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

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**COMMISSION MEETING**

Wednesday, March 12, 2025

10:00 A.M.

**COMMISSION MEMBERS PRESENT**

Penelope Sapp (Chair), Chief, Kitsap County Jail  
Tim Reynon (Vice Chair), Tribal Representative, Puyallup Tribe  
Erik Scairpon, Chief, Marysville Police Department  
Maureen Johnston, Designee for Attorney General Nick Brown  
Darryl Barnes, Officer or First Line Supervisor, Adams County Sheriff's Office (Virtual)  
Nickeia Hunter, Community Member (Virtual)  
Walter Kendricks, Community Member – East of Cascades (Virtual)  
Annalea Thomas, Community Member (Virtual)  
Trishandra Pickup, Community Member  
Katrina Johnson, Community Member  
Velma Lockrem, Tribal Police Officer (Virtual)

**Present after Roll Call:**

John Batiste, Chief, Washington State Patrol (Virtual)  
Rosemary Kaholokula, Prosecuting Attorney or Municipal Attorney (Virtual)

**WSCJTC STAFF PRESENT**

Monica Alexander, Executive Director  
Stephanie Huffman, Executive Assistant  
Rich Peterson, Control/Defensive Tactics Program Manager  
Chris Travis, Applied Skills Training Division Manager  
Kimberly Bliss, Assistant Director, Certification  
Valerie Jenkins-Weaver, Certification Operations Division Manager  
Jennifer Pendray, Coroner/Medical Examiner Program Manager  
Lauren Caputo Allen, Community Liaison Manager  
David Quinlan, Communications Manager  
Kayla Wold, Hearings Coordinator  
Hector Pantoja, Chief Investigator  
Renee Berry, Policy and Accreditation Manager  
Dave Miller, Assistant Director, Training Bureau  
Jeremy Sand, Defensive Tactics Instructor  
Rebecca Kalnasy, CDT TAC Officer  
Kaleb Germany, Instruction & Classroom Support Tech 2

## WELCOME

*Penelope Sapp, Commission Chair*

**Chair Sapp** called the meeting to order at 10:09 A.M. **Stephanie Huffman** conducted a roll call. A quorum was present. **Chair Sapp** began with the land acknowledgement.

## CHAIR'S REPORT

*Penelope Sapp, Commission Chair*

**Chair Sapp** announced that Vice Chair Reynon has been appointed by Governor Ferguson as the Director of the Governor's Office of Indian Affairs. **Chair Sapp** introduced new commissioner Mo Johnston. **Chair Sapp** announced that Commissioner Snaza will be resigning from the commission on June 1, 2025. He has served on the commission since 2019 and has been a valuable part of the commission.

## Public Comment

Three emailed public comments were provided in the commission packet from two community members. The commissioners had no further discussion of the emailed public comments.

**Bellevue Police Chief Shirley** provided in-person public comment regarding the recent ban of the Sig Sauer P320 at Washington State Criminal Justice Training Commission (WSCJTC) campuses. He informed the Commission of the widespread impact of the ban on police agencies like the City of Bellevue. **Chief Shirley** asked the Commission to consider a temporary pause on this prohibition. **Chair Sapp** stated her support for the decision made by Executive Director Alexander. **Vice Chair Reynon** asked for clarification from Chief Shirley about how Bellevue PD officers would be prevented from attending training. **Chief Shirley** said he recently had to find a replacement weapon to attend a BLEA graduation. It also impacts officers who need to attend continued training at WSCJTC campuses. **Commissioner Pickup** asked whether an officer could leave their gun in the car when they need to come to WSCJTC campuses. **Chief Shirley** stated that the officer would not be in full uniform without their gun. **Executive Director Alexander** stated that the guns could be left in vehicles. **Chief Shirley** requested more clarity, because the message sent to agencies was unclear. **Commissioner Scairpon** acknowledged that his agency is also impacted by the ban on P320 weapons. He stated he has heard that insurance companies are considering not covering agencies that use this weapon.

## DIRECTOR'S REPORT

*Monica Alexander, Executive Director*

**Executive Director Alexander** announced that the ribbon-cutting ceremony for the new Arlington Regional Campus will take place on March 20, 2025. The first day of training will begin on March 24, 2025. She announced that there is no longer a waitlist to get into the academy.

**Executive Director Alexander** stated that as of March 7, 2025, the WSCJTC is now an International Association of Directors of Law Enforcement Standards and Training (IADLEST) Accredited agency. The WSCJTC also received an award of excellence. Renee Berry worked hard to make this happen for the agency. There was a meeting last Friday where the campus was evaluated. We received comments about how clean the gym was, as well as on the organized firing range and signage to keep everyone safe. The WSCJTC has asked for a new range from Olympia. The current range has a horrible ventilation system. The WSCJTC wants everyone who trains on this campus to be safe. We have a very old building that wasn't intended for what we use it for, but all our staff pull together to make it work. The accreditation report is available online.<sup>1</sup> On June 1, 2025, we will go to North Carolina to receive the award of excellence for the agency.

### **Use of Force Presentation**

*Rich Peterson, Control/Defensive Tactics (CDT) Program Manager*

**Rich Peterson** is the Use of Force (UOF)/CDT Program Manager for the WSCJTC. He presented on the history of development of the current CDT curriculum. After Initiative 940 passed and the Attorney General's Model Use of Force Policy was enacted, the WSCJTC had to restructure its use of force curriculum. The WSCJTC met with stakeholders and interest groups in 2022. The WSCJTC issued its first UOF Instructor Course for Washington State Patrol (WSP) and later held a Spokane UOF Instructor Course.

**Rich Peterson** explained the mission given to him by Executive Director Alexander when he became the Defensive Tactics program manager. He explained that all WSCJTC CDT curriculum is legally defensible; all lesson plans and training are documented; the Advanced Training curriculum is intertwined with pre-BLEA, BLEA, and post-BLEA; training is consistent with all agencies in Washington state; and instructors must meet certain criteria and expertise to train at WSCJTC. On September 12, 2023, the WSCJTC presented a curriculum demonstration for approval. **Rich Peterson** said that as of March 2025, 315 UOF/CDT Instructors have been trained across Washington. Seventy more officers are going through the UOF/CDT course at WSCJTC between March 17-21. Then, 50 students are being training between March 24-28. The WSCJTC does outreach and engagement regarding its UOF training. **Rich Peterson** and his team have presented for Pierce County Council, the National Academy of State Legislators, and at the National Conference for State Legislators. **Rich Peterson** and his team provided a demonstration for the commissioners on several handcuffing and force techniques. The presenters demonstrated the LEED technique – Listen and Explain with Equity and Dignity.

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<sup>1</sup> [Washington WSCJTC Final Report - BURIEN.pdf](#)

**Commissioner Thomas** asked how frequently experienced officers are being trained using the new curriculum. **Rich Peterson** said part of the 40-hour LEAD course is to teach instructors how to go back and train their peers. He said it starts with the Chief on down and stressed the importance of training peers. **Commissioner Thomas** commented that Spokane PD remains number three in the nation for officer-involved shootings and she hopes this training becomes habit for officers. **Vice Chair Reynon** thanked Rich Peterson for the presentation. He said this was something many commissioners would have hoped to see implemented across the state. He asked if there is anything the Commission can do to meet this “gold standard” of 20 hours of training annually. **Rich Peterson** said this is most likely to happen if it is mandated by the Legislature. **Commissioner Johnston** asked for clarification whether this training is being taught to officers who will go on to train others. **Rich Peterson** responded in the affirmative.

**Commissioner Johnston** asked whether the WSCJTC has concerns about adherence to the fidelity of the training model when the in-service officers who take the training go back and teach use of force at their agencies. **Rich Peterson** said he understands the concern, and that is why all of the WSCJTC training is documented. He said the fault falls on the agencies if their use of force policies and training are not consistent with the AG’s Model Use of Force Policy.

**Commissioner Johnston** asked whether any auditing of agencies occurs. **Chris Travis**, Applied Skills Training Division Manager, responded that the WSCJTC has an auditing team.

**Commissioner Johnson** asked what sort of technical assistance is available. **Rich Peterson** said he leads the advanced trainings. The WSCJTC trainers are always there to support, and they travel to agencies to help with instruction. **Commissioner Johnston** asked if there are plans to expand the audits of agencies to ensure the fidelity to the model of instruction. **Rich Peterson** said that the WSCJTC is working with use of force data that will show who is training and who is not training. **Commissioner Johnston** suggested looking at the duration that officers hold people in these restraints and compressions that might restrict their breathing. A restraint can quickly turn into deadly force. **Rich Peterson** responded that he teaches students to consider the subject’s medical concerns first so an event like that doesn’t happen. The WSCJTC also trains on how to deal with people with behavioral disorders. **Commissioner Lockrem** asked if there are alternatives to the bear hug that was presented earlier that would work for smaller statured officers. **Rich Peterson** responded that the WSCJTC does not teach techniques that a smaller-framed person can’t do. The WSCJTC also teaches officers to use critical thinking, such as whether a small statured person should engage with two subjects. **Chair Sapp** commented that she appreciates what Rich Peterson said about the consistency of the training. Recruits at the academy are learning techniques that tenured officers do not know. She asked whether all agency instructors are informed when a training or techniques taught at the academy change. **Rich Peterson** responded in the affirmative. He said these instructors must recertify every two years. The WSCJTC sends information out all the time. **Executive Director Alexander** commended Rich Peterson and his team. They participate in after-hours training. Rich is willing to talk to anyone about the use of force training and policy.

**Certification Report**

*Kimberly Bliss, Assistant Director, Certification Bureau*

**Assistant Director Bliss** stated that in March of 2022, the Commission passed a motion that stated that Certification should be looking at conduct that predated the SB 5051 statute. The Certification Bureau has now received its first legal challenge to that position, and there has been a motion to dismiss a case that includes conduct that predates the statute. The AG's office has filed an opposition to this motion.

**Assistant Director Bliss** presented the final 2024 Certification Action Summaries report that contains details on all cases resulting in disciplinary action against an officer's certification in 2024. There have been 11 officers decertified since the last commission meeting. The overwhelming majority of cases that resulted in decertification or probation originated with agency Notice of Separation forms. The Certification Bureau has had to slow the issuance of new Statement of Charges in part because the Bureau has surpassed its budget for the Attorney General's office. **Vice Chair Reynon** asked what the status of the officers are while their cases are pending. Assistant Director Bliss said the Bureau prioritizes cases consistent with the prioritization policy and against officers who are still working. Problematically, those are the cases that cost more of our budget. **Commissioner Pickup** asked if Jeff Nelson is still certified. **Assistant Director Bliss** responded that Nelson surrendered his certification, and the final order will be issued soon.

**Assistant Director Bliss** informed the commissioners that the Certification Bureau has a backlog at every stage in the process. The Bureau gets more cases each year than it has the staff to close. Certification recently lost one investigator, but the Bureau is working to fill that vacancy. We are implementing new workflows to help address the backlog. These changes, which Certification hopes to implement in the next couple weeks, requires Certification to update processes. The changes are as follows:

- Cases that are administratively closed without an investigation were previously being reviewed by two managers, with the option for a complainant to appeal to the Assistant Director. The new process would be that three managers must approve the administrative closure, with no appeal option.
- Cases for which charges are declined after the investigation previously were reviewed by two managers and the Assistant Director, with the option for the complainant to appeal to the Executive Director. Now, these investigations will be approved by the Chief Investigator and Investigations Division Manager, with the option for the complainant to appeal to the Assistant Director.

- Lastly, cases where we issue a Statement of Charges, there is no change in the process. The investigator, two managers, and the Assistant Director all review the case, and the Assistant Director determines whether to issue charges.

**Vice Chair Reynon** asked who appeals cases that are not charged. **Assistant Director Bliss** responded that some complainants appeal the finding of their case.

**Assistant Director Bliss** responded to the request made by Commissioner Thomas at the last Commission Meeting for a better understanding of Certification's Administrative Closure process. She informed the commissioners that most Certification policies will be updated this year. Last year, Certification hired a manager-level position who determines the priority of all cases in Intake Review status and completes an Intake Review Summary (IRS) recommending the case for either investigation or administrative closure. The Case Review Manager reaches out to complainants prior to completing the IRS. **Assistant Director Bliss** said that since last year, Certification requests the agency's internal affairs file for the officer during the Intake process. **Commissioner Thomas** asked how Certification flags or escalates cases that contain very serious allegations of misconduct. She had two other comments about backgrounding of candidates who should not have been hired. **Assistant Director Bliss** explained that sometimes Certification opens a case immediately after the incident, either through receiving a complaint or division-initiating a case. High priority cases sometimes have pending criminal or agency internal affairs investigations. She used the example of the Jeffrey Nelson case. Certification served him with a Statement of Charges before his criminal case was resolved, and the Administrative Law Judge stayed the Certification case pending the outcome of the criminal case. **Commissioner Thomas** commented that she read one of the 2024 certification action summaries and saw an officer was convicted of a crime in another state and was still able to pass a background check in Washington. In a second case, an officer disclosed some very serious things on his background and was still hired. **Commissioner Thomas** said she wonders whether there are holes in the process of hiring and backgrounding officers. **Assistant Director Bliss** said that backgrounding in the state of Washington is conducted by the hiring agency. The Commission puts out guidelines and criteria, but the agency completes the background. She said that at the next Commission Meeting, she will bring forward a proposed Washington Administrative Code (WAC) change that relates to Commissioner Thomas' concerns. **Commissioner Scairpon** stated that he has reviewed some woefully inadequate backgrounds. It is incumbent on Sheriffs and Chief executives to set a high standard. Some people try to sneak through the process, but we have to have the proper controls in place. **Commissioner Pickup** asked about the consequences for officers who are dishonest on their background. **Assistant Director Bliss** said that Certification would open a case and that such conduct falls within the revocation statute. **Commissioner Lockrem** stated that at her agency, it is an automatic disqualification if someone provides inaccurate information on a background. **Commissioner Pickup** asked if the agency that discovers about the dishonesty during a background should report it to the WSCJTC. **Assistant Director Bliss** responded that an agency's obligation to report depends on when it was

discovered. The statute does not require agencies to notify the WSCJTC if they do hire the individual. If the person was already hired and the agency learns of the dishonesty and then separates the individual, they are required to report the separation and misconduct to WSCJTC. **Executive Director Alexander** commented that Assistant Director Bliss makes herself available for agencies to contact when they are unclear of their requirements or Certification processes. **Chair Sapp** thanked Assistant Director Bliss for presenting at the Kitsap County Chiefs' Meeting recently. **Assistant Director Bliss** said that herself and the Certification division managers frequently give presentations. She recommended that agencies contact Certification if they are uncertain if a notification is required. **Commissioner Johnson** asked if, after giving multiple presentations, Assistant Director Bliss had noticed any "frequent flier" agencies. **Assistant Director Bliss** said she doesn't yet have an answer to that question, and that multiple misconduct notices from a single agency may not mean that the agency that has more misconduct than others, but that it is more faithfully fulfilling the statutory notice requirements.

## NEW BUSINESS

### December 2024 Meeting Minutes

**Commissioner Pickup** moved to approve the December 2024 commission meeting minutes. **Commissioner Scairpon** seconded the motion. The motion passed unanimously. **Commissioner Johnston** abstained because she wasn't on the commission at that time.

### Conflict of Interest Policy

*Kimberly Bliss, Assistant Director, Certification Bureau and Kayla Wold, Hearings Coordinator*

**Assistant Director Bliss** and **Kayla Wold** presented proposed changes to the Certification Conflict of Interest policy. **Chair Sapp** entertained a motion to adopt the policy changes. **Vice Chair Reynon** motioned to approve. **Commissioner Johnson** seconded the motion. The motion passed unanimously.

### WAC 139-03-030 Extension Requests

*Kayla Wold, Hearings Coordinator; Captain Robert Sharpe, Washington State Patrol; Chief Michael Melcher, Colfax Police Department*

**Kalya Wold** presented a Washington State Patrol (WSP) request for an extension for a trooper who did not complete the mandatory 2024 online Crisis Intervention Training (CIT) course. All members of the department must complete the training for the agency to be found in compliance. The WSCJTC denied WSP's request for an extension, and now Washington State Patrol (WSP) is appealing the finding. **Commissioner Scairpon** asked Captain Sharpe for the number of WSP certified employees and was informed WSP has just under 1,000 troopers. **Kayla Wold** noted that WSP has a longstanding history of compliance. **Captain Sharpe** explained how the trooper's training was overlooked at multiple levels. **Vice Chair Reynon** noted it was the trooper's responsibility to take the training. He asked if the extension is denied, whether the trooper can still take the training. **Kayla Wold** said that no, the officer does not have the

opportunity to complete the training. **Vice Chair Reynon** asked what the implication would be if the Commission did not approve the extension request. **Kayla Wold** answered the entire agency would be found non-compliant with the training. **Commissioner Pickup** asked if this impacts the trooper's roles and responsibilities. **Kayla Wold** clarified that it only impacts the agency's compliance with the training, but it does not otherwise impact the trooper. **Commissioner Thomas** summarized her understanding that the officer had the responsibility to complete the training and now WSP is requesting an extension from the Commission to remove the blemish on the agency's record for being non-compliant. **Chair Sapp** summarized the request similarly. **Commissioner Pickup** asked if the officer can still access the 2024 training without the Commission's approval, to which **Kayla Wold** responded no. **Commissioner Hunter** asked if officers are given enough information and guidance about required trainings and their deadlines. **Kayla Wold** said that responsibility falls on the agency; however, the WSCJTC's system sends out reminders to notify officers of training. **Commissioner Pickup** commented that if the Commission does not approve this, one officer will have two hours less training than their peers. **Commissioner Johnson** asked what safeguards were put in place to ensure this doesn't happen again. **Captain Sharpe** explained that the trooper was immediately ordered to take the training, but it was no longer available to them. District commanders are now putting this reminder into their operational plans. **Commissioner Reynon** asked the Executive Director how she feels about the Commission overturning the WSCJTC's denial for an extension. **Executive Director Alexander** said she feels fine about it. The WSCJTC does not have the authority to grant the extension without Commission approval.

**Commissioner Johnston** motioned to approve the extension. **Commissioner Lockrem** seconded the extension. The motion was approved unanimously.

**Kayla Wold** and **Chief Michael Melcher** of Colfax PD presented a waiver request for an officer who did not complete the same 2-hour online CIT course prior to his date of separation in October 2024. Colfax PD submitted his Notice of Separation (NOS) form to WSCJTC, and it shows a separation date in February 2025. Due to this, the agency was found out of compliance with the 2024 CIT training. **Commissioner Scairpon** asked if the agency could modify the separation paperwork to mitigate the issue. **Assistant Director Bliss** asked that the agency amend the NOS form and send it again to the Certification Bureau. **Vice Chair Reynon** asked if this officer is currently employed by another agency. **Kayla Wold** said that the officer is not attached to any agency currently. **Chair Sapp** informed Chief Melcher that he can submit a revised NOS form, and the issue would be resolved.

### **Variance Request**

*Valerie Jenkins-Weaver, Certification Operations Division Manager*

**Valerie Jenkins-Weaver** presented on the variance request and clarified that this was a WSCJTC administrative error. The officer has been an active deputy since 2013 with no sustained



complaints. He is up-to-date on training. **Commissioner Pickup** confirmed that the officer has received all necessary training. **Valerie Jenkins-Weaver** responded in the affirmative.

**Commissioner Kendricks** motioned to approve the variance request. **Commissioner Hunter** seconded the motion. The motion passed unanimously.

**C-ME Advanced Medicolegal Forensic Investigation Training Attendance Policy**

*Jennifer Pendray, Coroner/Medical Examiner Program Manager*

**Jennifer Pendray** presented the proposed amendments to the attendance policy. **Chair Sapp** asked if the course participants sign in to attendance. **Jennifer Pendray** responded that attendance is monitored throughout the day. **Vice Chair Reynon** stated that for attorney trainings, you can't record full attendance unless you attend the full training. He asked who determines what situations qualify for an extenuating circumstance. **Jennifer Pendray** said she does not have a specific answer to that question. However, the participants must attend at least 90% of the course to get full credit. Otherwise, they may get partial credit.

**Commissioner Johnston** made a motion approve. **Commissioner Johnson** seconded the motion. The motion passed unanimously.

**CLOSING**

**Chair Sapp** adjourned the meeting at 12:59 P.M.

Next Meeting: June 11, 2025, 10 A.M., WSCJTC
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Written by:	<u>Lauren Caputo Allen</u>	7/9/2025
	Lauren Caputo Allen, Community Liaison Manager	Date
Reviewed by:	<u>Monica Alexander</u>	7/10/2025
	Monica Alexander, Executive Director	Date
Approved by:	<u>Penelope Sapp</u>	7/10/2025
	Penelope Sapp, Commission Chair	Date