



Washington State

Criminal Justice Training Commission

Location: WSCJTC Commission Room, Burien WA and Zoom

September 10, 2025 – 10:00 a.m.

- Welcome Chair Sapp
- Roll Call Stephanie Huffman
- Chair's Report Chair Sapp
 - Public Comment
 - Bylaws Update
- Director's Report Executive Director Alexander
• Certification Report Assistant Director Bliss
- New Business
 - June 2025 Meeting Minutes Chair Sapp
 - 2025 IIT Best Practices Annual Update Alex Buijs
 - WACs Kayla Wold, Assistant
Director Bliss & Lacey
Ledford
 - WAC 139-06-060 – Hearing Panels
 - WAC 139-06-070 – Conference and
Hearings Procedures
 - WAC 139-06-080 – Filing of Documents
for Hearings
 - WAC 139-06-110 – Final Order
 - Certification Policies Assistant Director Bliss
 - Chapter 7 Policy 01 Complaints
 - Chapter 7 Policy 02 Complaint Handling
 - Canine Evaluator Application Certification Operations
Division Manager Jenkins-
Weaver
 - Certification Hearing Panel Member
Applications Kayla Wold
 - Chief Rodger Funk
 - Chief Mark Williams
- Adjourn Chair Sapp

Commission Chair:

Chief Penelope Sapp, Kitsap County Jail
Phone: 360/337-4514
Email:
penelope.sapp@commissioner.cjtc.wa.gov

Commission Vice Chair:

Tim Reynon, Tribal Representative,
Puyallup Tribe
Phone: 253/ 363-6129
Email:
tim.reynon@commissioner.cjtc.wa.gov

Executive Director:

Monica Alexander, WSCJTC
Phone: 206/835-7372
Email: monica.alexander@cjtc.wa.gov

Executive Assistant:

Stephanie Huffman, WSCJTC
Phone: 206/835-7372
Email: stephanie.huffman@cjtc.wa.gov

NOTICE: This meeting will be recorded.

Washington State Criminal Justice Training Commission Bylaws

Membership (RCW 43.101.030)

The Commission shall consist of 21 members as follows:

- The governor shall appoint:
 - One incumbent sheriff and one incumbent chief of police. The governor shall additionally appoint an alternate incumbent chief of police who may perform commission duties in place of the appointed incumbent chief if that person is unavailable.
 - Two officers at or below the level of first line supervisor who:
 - Have at least ten years' experience as law enforcement officers.
 - Are from two different law enforcement agencies that each have at least 15 officers and are different than the agencies with which the members in (a) of this subsection are affiliated; and
 - are affiliated with different labor organizations.
 - One tribal police officer at or below the level of first line supervisor who has at least 10 years' experience as a law enforcement officer.
 - One person employed in a state or county corrections agency.
 - One incumbent county prosecuting attorney or municipal attorney and one public defender.
 - One licensed attorney with background in investigating, advocating, teaching, training, or presiding over matters related to enhancing law enforcement practices and accountability, who has not been employed in law enforcement.
 - One elected official of a local government who is not a sheriff or police chief and has not been employed in the last 10 years as a peace officer or prosecutor in any jurisdiction.
 - One person with civilian oversight or auditing experience over law enforcement agencies.
 - Seven community members who are not employed in law enforcement, including at least two who reside east of the crest of the Cascade mountains and at least three who are from a historically underrepresented community or communities: and
 - One tribal chair, board member, councilmember, or enrolled member from a federally recognized tribe with an active certification agreement under

RCW [43.101.157](#) who is not a sheriff and has not been employed in the last 10 years as a peace officer or prosecutor in any jurisdiction;

- The attorney general or the attorney general's designee.
- The chief of the state patrol or the chief's designee.

Terms of Members - Vacancies (RCW 43.101.040)

Members appointed to the Commission by the governor shall be appointed to terms of six years, such terms to commence on July first, and expire June 30th. However, members first appointed as a result of chapter 323, Laws of 2021, the governor shall appoint members to terms ranging from two years to six years in order to stagger future appointments. Any member chosen to fill a vacancy created otherwise than by expiration of term, shall be appointed for the unexpired term of the member the appointee is to succeed. Any member may be reappointed for an additional term.

Vacancies on the Commission

Vacancies on the Commission shall be filled by the Governor in the same manner as the original appointments. Appointments to such vacancies shall be limited to the remaining unexpired term.

Commission Chair and Vice Chair

- The Commission shall elect a Chair and Vice Chair to each serve a two-year term.
- Chair candidates must have served as a commissioner for a minimum of two years to be eligible for nomination and/or election.
- Vice Chair candidates must have served as a commissioner for a minimum of one year to be eligible for nomination and/or election.
- The elections take place at any regular or special meetings prior to or after a vacancy in the Chair or Vice Chair position occurs.
- The Chair and Vice Chair shall be elected by a majority of members of the Commission present, assuming a quorum exists. If a quorum does not exist, the election shall be held during the next regular business meeting, or a special meeting may be called for the election.
- The maximum an individual may serve as Chair and/or as Vice Chair is three terms (six years).
- Chair duties include but are not limited to:
 - Serve as the contact point for every Commission member.
 - Set goals and objectives for the Commission and works with the Executive Director to ensure those goals are met.
 - Encourage Commission members to contribute and engage in the activities of the Commission, as well as reliably attending meetings.
 - Assign subcommittee chairs.
 - Help create a purposeful agenda in collaboration with the Executive Director.
 - Facilitate meetings by engaging all Commission members in deliberation and containing dominating or out of line behavior.

- Help orient new Commission members.
 - Address conflicts of interest as provided by agency policy.
 - Approve litigation strategies when the potential outcome of litigation could impact significant agency policies and when the approval of such strategies by a quorum of the Commission is not feasible.
- The Vice Chair shall perform the duties of the Chair when the Chair is absent, or if the position of Chair is vacant pending an election and shall perform such other duties as directed by the Chair.

Commission Member Duties

The Commission members have the following collective authority:

- Hire and dismiss Executive Director to operate the Washington State Criminal Justice Training Commission.
- Evaluate the performance of the Executive Director.
- Approve changes to the Commission's Washington Administrative Codes.
- Approve variance requests:
 - Commission members should review and recognize the applicants training, education, and experience as equivalent to the full basic academy in order to approve.
 - After full consideration of the matter, the Commission shall deny the request, or provide alternative mitigating relief if applicants do not meet the Commission's requirements for equivalent experience.
- Approve hearing panel member applications.
- Approve canine handler evaluator applications:
 - The canine model policy should be used as a guideline in reviewing canine evaluator application packets.
- Approve agency policies that establish or change the direction of the commission as stated in WAC 139-01-100.
- Approve the Annual Crisis Intervention Training Update waiver appeals.
- Approve the Commission's Strategic Plan.
- Offer input and guidance on Commission operations.
- Approve changes to the Bylaws.
- Approve litigation strategies when the potential outcome of litigation could impact significant agency policies and when such approval is feasible.
- Other assignments as requested.

Commission Member Expectations

- Attend and actively participate in Commission meetings (see Attendance, below).
- Prepare for meetings, including reading meeting materials in advance.
- Offer expertise and ideas to advance the work of the Commission.
- Participate in committees, work groups or special projects, or offer to take on special assignments.
- Operate with collegiality and seek to foster good working relationships among Commission members and staff.
- Communicate with the Chair and/or Executive Director regarding experience on the Commission, ideas, concerns, questions, etc.
- Communicate to Commission staff in a timely manner if required to miss a meeting as provided in the Attendance provisions below.

Ad-hoc Committees or Working Groups

The Chair may appoint members to ad-hoc committees or working groups to undertake special projects and initiatives:

- Committees/work groups must be made up of less than a quorum of commissioners:
 - Only eight Commissioners or fewer may serve on a given committee. If there are nine Commission members or more on a committee, then that committee must perform open public meeting notification and have their meetings open to the public. Their actions would carry the same weight as the entire governing body of the Commission.
- Committees will report progress of special projects to the Commission at regular Commission meetings.

Commission Meetings

- Regular business Commission meetings are held at least quarterly.
- Commission members may request to have additional meetings added to the schedule:
 - Additional meetings may be called by the chair and shall be called by the Chair upon the written request of six members (RCW 43.101.060).
 - A Special meeting may be requested at a Commission Meeting. A vote of six or more Commission members is needed to pass a special meeting request. At the time of the special meeting request, an agenda must be proposed. Special meetings must align with proposed agendas.
- To speak during a meeting, a Commissioner must be called on by the Chair. Only one person can be recognized at a time.
- The Chair may set time limits on speakers as needed for expediency.
- To facilitate inclusive discussions, when all who wish to speak on a topic have had their opportunity, those wishing to speak again may.
- When a proposal for a motion is made and then seconded, an open discussion shall occur before a vote takes place. If any amending motions to the original motion are

made, all amending motions and discussions to the original motion must be resolved before a final vote on the original motion.

- Only the Chair or Vice Chair may call an Executive Session and only for reasons authorized by the Open Public Meetings Act, Ch. 42.30 RCW.
- Each member of the governing body who attends a meeting of such governing body where action is taken in violation of any provision of this chapter (42.30) applicable to him or her, with knowledge of the fact that the meeting is in violation thereof, shall be subject to personal liability in the form of a civil penalty (RCW 42.30.120).

Commission Meeting Agendas

- A draft agenda for each meeting shall be approved by the Chair and sent to each Commission member prior to an upcoming meeting.
- Requested agenda items must be sent to the Chair and Vice Chair two weeks in advance to a meeting:
 - Exceptions may be made by the Chair in appropriate situations.
- The agenda and materials for regularly scheduled meetings shall be sent to Commission members one week before each meeting.
- Commission members receive a final version of the agenda and materials one-day before the scheduled meeting.
- The agenda and materials for special meetings shall be sent to members at least one-day before the meeting. No regular business shall be conducted at special meetings. Regular business includes:
 - Reading and approving minutes of previous meetings
 - Chair Reports
 - Executive Director Reports
 - Litigation updates
- Draft agendas and materials will be posted to the Commission webpage at least one week prior to each regular meeting.
- Agendas will be posted to the Commission webpage at least one-day prior to each meeting in compliance with the Open Public Meeting Act (OPMA) rules.
- Agendas should be ordered in such a way to ensure that critical discussions are not postponed in favor of business that isn't time-sensitive or otherwise urgent.
- Video and/or audio recordings of all commission meetings will be posted to the Commission webpage within ~~two days~~two days following a meeting.

Public Attendance and Participation

Commission meetings shall be open to the public. Opportunity for oral public ~~comment~~comments shall be provided in accordance with the Open Public Meetings Act, chapter 42.30 RCW. Public Comment will not be accepted on open certification matters.

Groups or members of the public wishing to make a presentation or to offer verbal comment at a Commission meeting outside of regular public comment periods may request ~~approval~~[the approval](#) of the Chair, who will base the decision on relevancy and timeliness of what the person or group wishes to speak on, and availability of meeting time:

- Except in emergency situations, as authorized by RCW 42.30.070 of the Open Public Meetings Act, public comment must be allowed when taking final action on WAC rule changes. The Chair may need to limit the number of participants.
- ~~Written comment is welcomed at any time and can be submitted through the Commission website.~~

In-person Public Comment:

If you wish to provide public comments to the commissioners during the meeting, please use the sign-in sheet at the front desk prior to the meeting commencing. This will encourage the Chair to call on you during the meeting. You can sign up ahead of time by emailing AllVoices@citic.wa.gov no later than 24 hours prior to the meeting. Less than 24 hours prior to the meeting you will need to sign-in in-person.

Virtual Public Comment:

If you wish to provide public comments to the commissioners virtually via Zoom, please click on the link provided for the designated meeting. When the public comment period commences on the agenda, please use the “Raise Hand” feature and wait to be recognized by the Chair. You will be unmuted when it’s your turn to provide public comment. You will see a button pop up that says the host wants to unmute you – accept the unmute prompt to activate your microphone. Please provide a name for the record and proceed to your public comment.

Commission Meeting Minutes

The minutes of all regular and special meetings will be approved by vote at the next regular Commission meeting. The approved minutes will be posted to the Commission website once approved by the Commission. The Chair, the Executive Director, and the Executive Assistant shall sign the approved meeting minutes.

Complaints

- Any complaint received regarding a Commission member will be referred to the Chair, Vice Chair, and the Executive Director for discussion and appropriate action, up to and including a request to the Governor’s Office for a replacement.
- If the complaint concerns the Chair or the Vice Chair, that person shall recuse themselves from the discussion.
- Any complaints regarding the Executive Director will be forwarded to the Chair and Vice Chair.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Quorum

- Nine of the 21-member Commission present shall constitute a quorum for the transaction of Commission business (RCW 43.101.060).
- If only a quorum is present, a majority of the quorum shall be sufficient to transact business.

Voting

- All Commission members shall have the right to vote under the capacity in which the governor appointed them:
 - If an appointed Commission member no longer holds the title under which the governor appointed them to the Commission, they must disclose their new title/role to the Chair of the Commission and recuse themselves from the Commission.
 - If the commissioner's new position is temporary, they must recuse themselves until resuming the position under which they were appointed to the Commission.
- Commission ~~member~~members may abstain from voting upon giving their reasons for so doing.
- There shall be no proxy voting except for the WSP Chief and/or ATG designees (RCW 43.101.030).
Votes may be by voice. However, a roll call vote shall be taken at the request of any member of the Commission.
- A majority vote is needed to pass a motion.

Attendance

- Commission members will attend all Commission meetings unless excused by the Chair. A request to be excused should be submitted by e-mail as soon as possible and no less than ~~two days~~two days prior to the meeting, except in emergency situations in which case notice will be given to the Chair or Executive Director as soon as possible.
- Inability of Commission members to regularly attend Commission meetings may result in their removal from the Commission. The unexcused absence of a Commissioner from two consecutive regular commission meetings shall result in a request by the Chair(s) to the Office of the Governor that a replacement be designated.
- An absence is unexcused when no prior notification is provided to the Chair. An absence is also unexcused when notification is provided, but the reason for the absence does not meet the expectations of an excused absence. An absence is excused if it pertains to family, medical emergencies, or unavoidable work-related commitments.

Preparation

Adequate preparation is another requisite for effective board membership. Your board's staff members will provide reports, proposals, and other information to help you make informed decisions. Do not hesitate to request additional information you need to make thoughtful and appropriate decisions. Effective board members:

- Attend all board meetings.
- Are well prepared for meetings.
- Recognize that serving the public interest is the top priority.
- Recognize that the board must operate in an open and public manner.
- Are knowledgeable about the legislative process and issues affecting the board.
- Examine all available evidence before making a judgment.
- Communicate well and participate in group discussions.
- Are aware that authority to act is granted to the board as a whole, not to individual members.
- Exhibit a willingness to work with the group in making decisions.
- Appreciate the value of reaching consensus while understanding decisions are made by majority vote.
- Do not let personal feelings toward other board members or staff interfere with their judgment.

Ethics

Commission members will serve in such a way that they do not receive or accept any undue personal or professional benefits from the performance of official duties. Commissioners should review and be familiar with Ethics in Public Safety (Chapter 42.52 RCW). Violations of these statutes can result in monetary penalties

Conflict of Interest

- If the Commission initiates an investigation into an incident to which a Commissioner has either a personal or professional connection, the Commissioner will disclose that connection to the Chair(s) and the Executive ~~Director, and~~ [Director and](#) shall not share any information regarding the incident with other Commissioners who may serve on hearing panels.
- Commission members shall not make inquiries to Certification Division staff about individual certification matters pending before the Commission, except as provided in the WSCJTC Conflict of Interest Policy.
- Commissioners with personal or professional knowledge of an incident may provide Certification staff with information and documentation related to the incident, and must comply with the requirements of RCW 43.101.135, when applicable.
- Commissioners who serve on hearing panels must participate in a conflicts ~~check,~~ [and check and](#) must voluntarily and immediately recuse themselves if they have a conflict of interest consistent with the WSCJTC Conflict of Interest Policy.

- Commissioners who testify in revocation hearings in their personal or professional capacity must specifically state that their testimony is offered in their personal capacity or based on their employment, and not in their capacity as a Commissioner.

Confidentiality

Commission members have a duty to maintain the confidentiality of the information they receive during their work on the Commission, where that information is made confidential by statute, rule or by other legal privilege or doctrine. Commission staff shall develop and maintain guidance for Commission members on the circumstances under which matters are confidential, and the Chair shall reiterate such circumstances when appropriate.

Access to Commission Legal Counsel

- The Attorney General serves as legal counsel to the Governor, members of the Legislature, state officials, and boards and commissions.
- The Attorney General advises and represents state agencies as they fulfill their official duties, issues legal opinions, and defends state officials and employees for actions performed in their official capacities and in good faith.
- Each board and commission are assigned an Assistant Attorney General to provide valuable information and advice about statutes and legal issues.
- Board members may request the following services from their Assistant Attorney General:
 - Assurance that board decisions and actions fall within statutory authority.
 - Questions about conflict of interest.
 - Review of proposed regulations and revisions, and the drafting of such documents in legally correct language.
 - Evidence in support of complaints, and the cross-examination of witnesses in disciplinary hearings.
 - General legal advice about board actions and activities.
 - The Attorney General's Office should respond to the Commissioner making the inquiry with copies provided to the Executive Director and Chair.
- Legal Fees. The board should be aware that its budget may be charged for all advice and service rendered by the Office of the Attorney General. Agencies generally have budgeted funds for this purpose, but they are limited.
- Any questions that Commission members would like to refer to Commission's assigned legal counsel through the Attorney General's Office should be first referred to the Chair and Executive Director.
- Commission members have a duty to maintain the confidentiality of the information they receive during their work on the Commission, where that information is made confidential by statute, rule, or by other legal privilege or doctrine.

- Individual commission members cannot waive attorney client privilege nor share attorney client privileged information to any non-WSCJTC staff member. Waiving and sharing of attorney client privileged information outside of the WSCJTC can only be done with the permission of the Chair and Executive Director.

Public representation in person, in the media, and online

- Commission members shall not speak on behalf of the Commission in public spaces unless authorized to do so by the Chair or Executive Director. Media requests for comments on behalf of the Commission (as opposed to on behalf of an individual Commission members) should be immediately forwarded to the Chair and Executive Director.
- If expressing opinions about the Commission in public spaces (including online), Commission members should as a courtesy to the extent possible communicate first with the Chair and Executive Director, so they have notice of any potential media or public inquiry or response about the matter.
- As individuals, Commission members will use discretion to avoid the appearance of speaking for the Commission, unless specifically authorized to do so, by clearly establishing that any comments, postings, or other related communications were made in their personal or professional capacity, and not as a Commissioner or on behalf of the Commission.
- As individuals, Commission members shall represent the Commission in a professional manner, both externally to the public and internally with other Commission members, the Executive Director, and Commission staff.
- Commission members are required to timely communicate to the Chair(s) and Executive Director any material event related to their qualifications for service on the Commission.
- Commission members shall not address individual certification matters pending before the Commission.
 - However, Commissioners with first-hand knowledge of incidents or officers under certification review are not precluded from discussing those incidents or officers in their personal or professional capacity, provided that they clearly establish that they are not speaking as a Commissioner or on behalf of the Commission.

Public Records

- All Commissioners should receive public records training to understand the requirements of the Public Records Act RCW 42.56.
- The Commission can be held liable for violations of the Public Records Act, which can result in significant monetary penalties.

- All Commission member public or private emails, video recordings, texts, pictures, social media posts, and any other communications created or used in the capacity of a Commission member are subject to a public records request.
- Upon receiving a request for any record that appears to be related to the Commission member's work as a Commission member, the request should be immediately forwarded by email to the Public Records Officer and Executive Assistant. The Public Records Officer and Executive Assistant will work with Commission members to interpret the request, identify records, and respond to the requester.
- Commission members should be mindful that opinions or communications made about the Commission that are made in a Commission member's official capacity are considered public record and must be appropriately captured and maintained as public records.
- Commission members are also subject to agency records retention requirements.

Respectful Workplace Environment

- All Commission members are expected to treat others with dignity, civility, and respect. Commission members are also expected to speak up when they see disrespectful behavior, or to report it so it can be addressed. Commission meetings should be safe spaces for positive discourse, debate, and engagement.
- The Commission's good work results from the contributions of people from diverse perspectives and experiences. Commission members are encouraged to cultivate positive relationships with one another, communicate openly, and seek to resolve tensions in a constructive manner.

Anti-Discrimination and Harassment

- The Commission is committed to promoting an inclusive, respectful, and safe culture and environment.
- The Commission strongly encourages anyone who experiences or witnesses' discrimination, harassment, sexual harassment, or retaliation to report violations to the Chair(s) and Executive Director/designee. If the violation is in regard to conduct of the Chair and/or Executive Director, the violation should be reported to the Attorney General's office.
- The Commission will promptly investigate allegations of discrimination, harassment, sexual harassment, or retaliation.
- Where such allegations are substantiated, the Chair(s) and Executive Director will take appropriate corrective or disciplinary action.
- Retaliation or attempted retaliation against any person who files a complaint under this policy or who participate in an investigation will not be tolerated.

Adoption of Rules

The Commission has the authority to adopt rules as necessary to implement its powers and duties. (RCW 43.101.080 & RCW 43.101.085(3) and (8).)

Amendment and Suspension of the Bylaws

These bylaws may be amended at any meeting of the Commission upon notification to all members of the proposed amendment(s) at any meeting preceding the meeting in which the bylaws are to be amended. These bylaws may be enacted or amended by a majority affirmative vote of the Commission members present at a meeting, provided that a quorum has been established.

Rules of Order

Parliamentary procedures not established in these bylaws shall be determined by the Chair who may refer to *Robert's Rules of Order Newly-Revised 12th Edition* for guidance.

INTEROFFICE COMMUNICATION

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

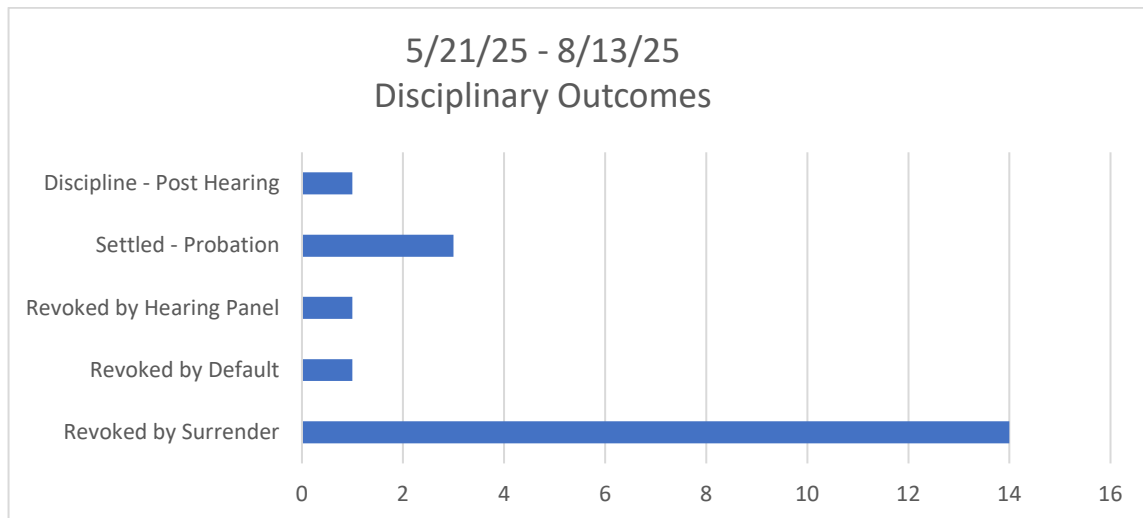
TO: WSCJTC Commissioners
FROM: Kimberly Bliss, Assistant Director/Certification
SUBJECT: Quarterly Certification Report
DATE: August 20, 2025



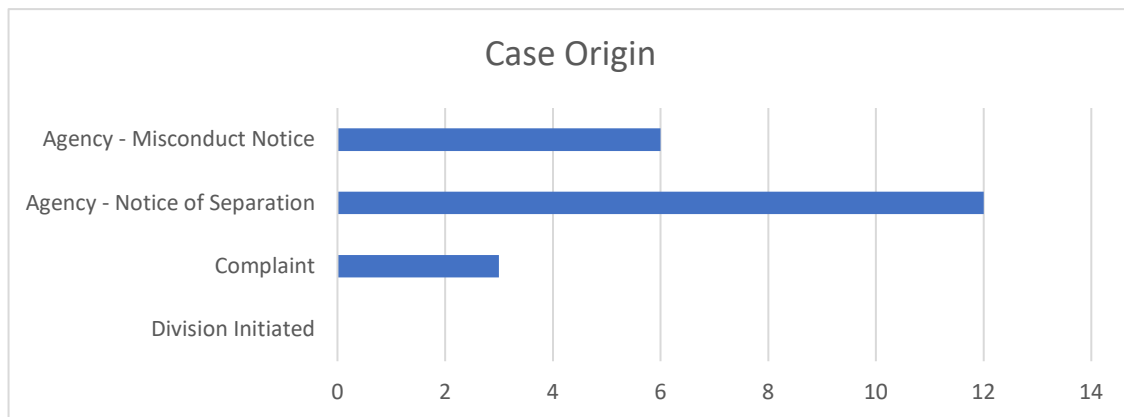
Disciplinary Case Outcomes

Attached, please find the “Disciplinary Outcomes” chart showing all cases that have resolved with some sort of disciplinary action since the last report at the June 2025 Commission meeting.

There were **21** cases with disciplinary action between May 21, 2025, and August 13, 2025. Here are the case outcomes by type:



For these cases resulting in discipline, the case origins were as follows:



Hearing Status

There are **16** cases in the hearing process as of August 18, 2025, as follows:

Status	#
Statement of Charges Ready for Service	2
Waiting for Hearing Request or Default	2
Cases Set for Status Conference	1
Hearings Scheduled	9
Waiting for Issuance of Final Order	0
Post-Revocation Petition for Judicial Review	2

Data

Attached are the usual three-month data tracking charts (May – July 2025), and the glossary of terms used in the charts.

Hearing Summaries

Last year, Certification began publishing a yearly Certification Action Summaries report which includes summaries on all cases resulting in certification discipline. The 2023 and 2024 reports were completed first. Attached is the report for 2022, which has also been published on WSCJTC's public website. This brings Certification in compliance with RCW 43.101.380(7), which requires an annual report of hearing outcomes.

Backlog / Staffing

With current staffing and financial resources, our case closure rate is approximately 60 percent, and the backlog in Intake Review continues to grow.

As noted at the last Commission meeting, Certification received funding for three additional positions in the state's 2025-2027 budget. A new Investigator 3 position has already been filled, and we are close to completing the state HR process for the creation of two new positions in the Intake Review unit.

Average Case Times

During the last Commission meeting, Commissioner Thomas asked if Certification could provide the average length of time to investigate and close certification complaints. Below is a table showing average case length for all cases opened since 2002 vs. cases filed since January 2022

(after the passage of ESSB 5051, the acceptance of complaints, and the expansion of the Certification Bureau).

We wish to note that these numbers are a bit cumbersome to produce and validate, and likely will not change much over short periods of time, so we intend to produce them on an *annual* basis along with end-of-year data reports.

Also, it is important to note that **these numbers do not include cases that were administratively closed as “Duplicate” or “Not-Certified or Deceased.”** Those categories are generally closed within days of receipt and would accordingly skew the data towards a faster close rate and not give a true sense of how long it takes for most cases to move through Certification review and investigation.

Time elapsed data

As of July 2025

All cases since 2002

	Average	Median
Intake	257	133
Intake Review	45	25
Investigation	235	173
Admin Review	75	30
AAG	188	121
HC	106	83
Life	409	266

Cases received since January 1, 2022

	Average	Median	Complaints	
			Average	Median
Intake	193	103	136	67
Intake Review	45	25	36	25
Investigation	153	117	180	175
Admin Review	76	28	71	28
AAG	170	96	84	46
HC	91	15	33	6
Life	236	174	255	206

Certification Report
Disciplinary Outcomes May 21, 2025 - August 13, 2025

Case #	Officer Name	Last Employing Agency	Charge(s) and/or Allegation(s)	Certification Action	Effective Date	Origin
2024-0012921	Fanning, Eric	Washington State Patrol	RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct RCW 43.101.105(3)(k) - Separated for Misconduct	Surrendered Certification	5/21/2025	NOS Misconduct
23-508	Swartz, Andrew	Seattle Police Department	RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct RCW 43.101.105(3)(k) - Separated for Misconduct	Surrendered Certification	5/27/2025	CJ Form 1915 Reporting
22-105	Babino, Michael	Asotin County Sheriff's Office	RCW 43.101.105(3)(e) - Excessive Force RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct	Discipline - Post Hearing	6/5/2025	CJ Form 1915 Reporting
22-023	Burress, Thomas	Washington State Patrol	RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct RCW 43.101.105(3)(k) - Separated for Misconduct	Settled - Probation	6/9/2025	NOS Misconduct
21-031	Saponara, Michael	Bothell Police Department	RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct RCW 43.101.105(3)(k) - Separated for Misconduct	Revoked - Default	6/10/2025	NOS Misconduct
C22-077	Straus, Breanna	Federal Way Police Department	RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct RCW 43.101.105(3)(k) - Separated for Misconduct	Surrendered Certification	6/10/2025	Complaint
2025-0000225	Woolery, Randal	Seattle Police Department	RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct	Surrendered Certification	6/10/2025	NOS Misconduct
23-416	Beasley, Jarod	Spokane Police Department	RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct RCW 43.101.105(2)(d) - False or Misleading Statements	Surrendered Certification	6/16/2025	CJ Form 1915 Reporting
2025-0000191	Bryer, Toby	Spokane Police Department	RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct	Surrendered Certification	6/16/2025	NOS Misconduct
22-054	Kunard, James Jr.	Snohomish County Sheriff's Office	RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct	Surrendered Certification	6/16/2025	NOS Misconduct

Certification Report
Disciplinary Outcomes May 21, 2025 - August 13, 2025

C22-131	Willey, Erin	Lewis County Sheriff's Office	RCW 43.101.105(3)(i) - Extremism RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct	Settled - Probation	6/18/2025	Complaint
23-224	Forbes, Jon	Benton County Bureau of Correction	RCW 43.101.105(2)(d) - False or Misleading Statements RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct	Revoked	6/24/2025	CJ Form 1915 Reporting
23-164	Carpenter, Breauna	Pullman Police Department	RCW 43.101.105(3)(k) - Separated for Misconduct	Settled - Probation	6/25/2025	CJ Form 1915 Reporting
2025-0000177	Raffelson, Nathan	Aberdeen Police Department	RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct RCW 43.101.105(3)(k) - Separated for Misconduct	Surrendered Certification	7/1/2025	NOS Misconduct
21-017	Aceves, Anthony	Pasco Police Department	RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(2)(a)(i)(B) - Convicted of a Gross Misdemeanor or Domestic Violence Offense RCW 43.101.105(3)(j)(iii) - Unsafe Practices Involving Firearms, Weapons, or Vehicles RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct	Surrendered Certification	7/8/2025	NOS Misconduct
21-005	Windham, Jason	Kent Police Department	RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct RCW 43.101.105(3)(k) - Separated for Misconduct	Revoked - Default	7/15/2025	NOS Misconduct
22-052	Johnson, Michael	Port Angeles Police Department	RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct RCW 43.101.105(3)(k) - Separated for Misconduct	Surrendered Certification	7/30/2025	NOS Misconduct
22-068	Constantin, Andrei	Seattle Police Department	RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct RCW 43.101.105(3)(k) - Separated for Misconduct	Surrendered Certification	7/30/2025	NOS Misconduct
2025-0000340	Conrath, Christopher	Spokane Police Department	RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct RCW 43.101.105(3)(k) - Separated for Misconduct	Surrendered Certification	7/31/2025	NOS Misconduct
24-412	Whitlock, Justin	Kent Police Department	RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct RCW 43.101.105(3)(k) - Separated for Misconduct	Surrendered Certification	8/5/2025	Complaint

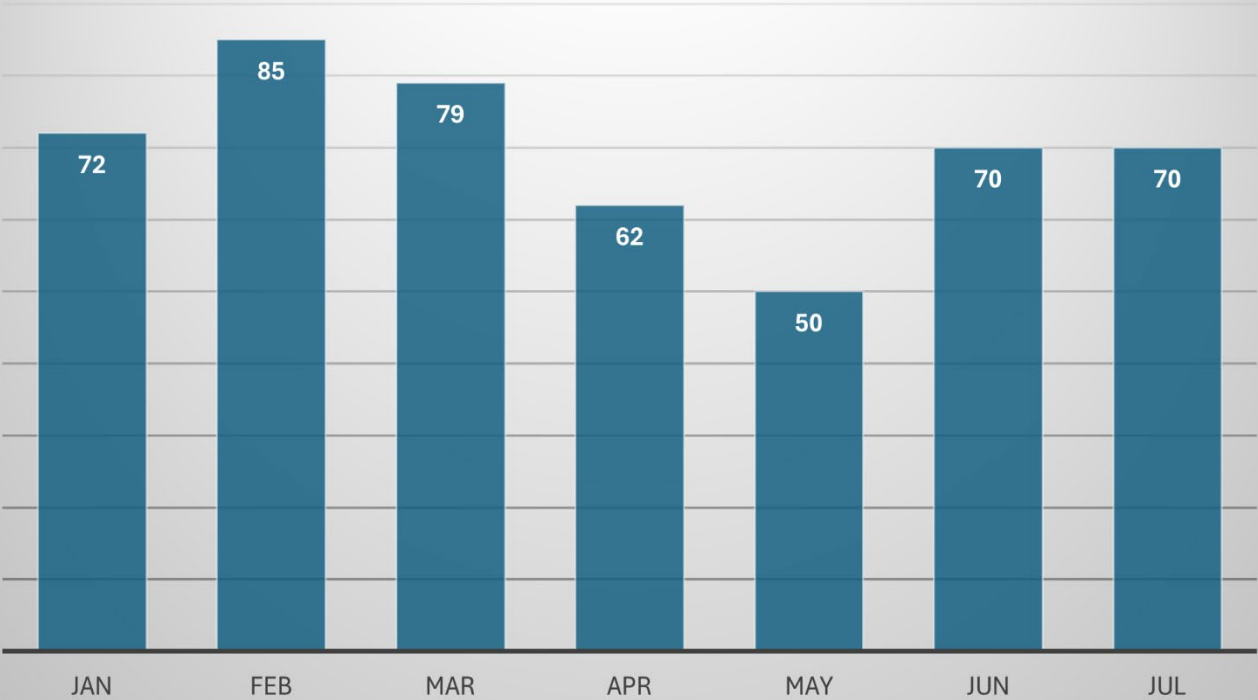
Certification Report
Disciplinary Outcomes May 21, 2025 - August 13, 2025

			RCW 43.101.105(3)(l) - Voluntary Surrender of Certification RCW 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct			
2024-0012858	Jernigan, Paul	Tacoma Police Department	RCW 43.101.105(3)(k) - Separated for Misconduct	Surrendered Certification	8/13/2025	CJ Form 1915 Reporting

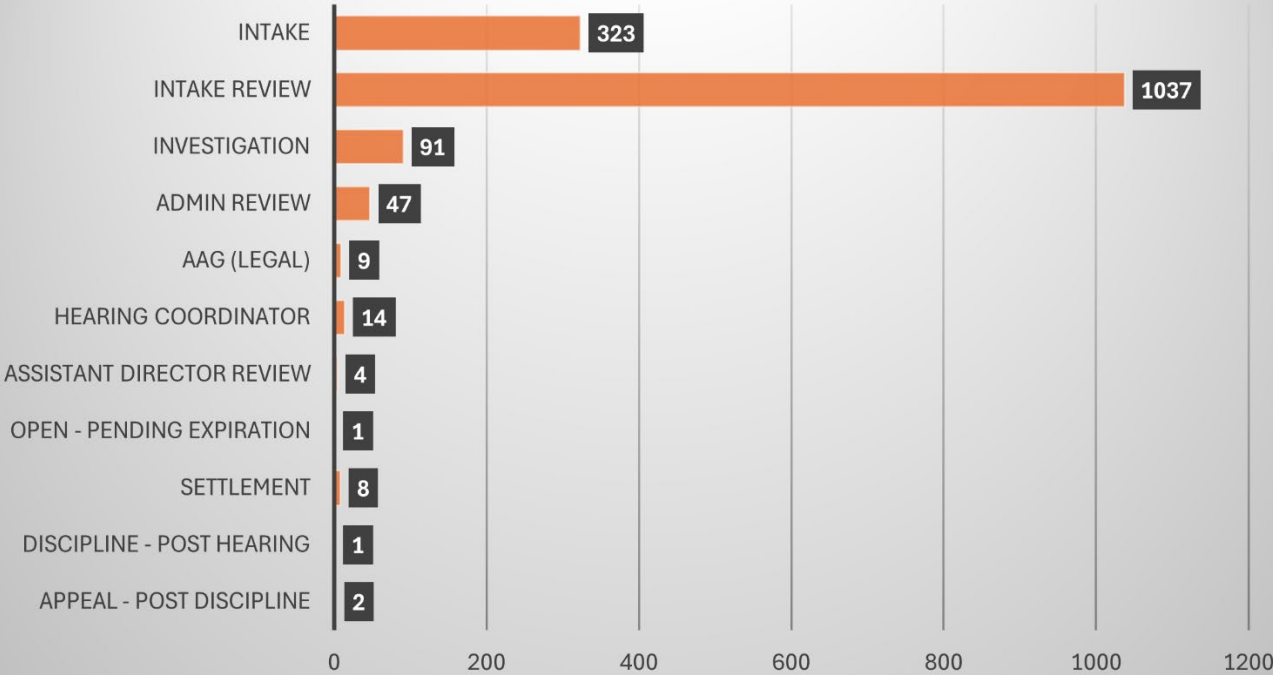


Certification: May – July 2025

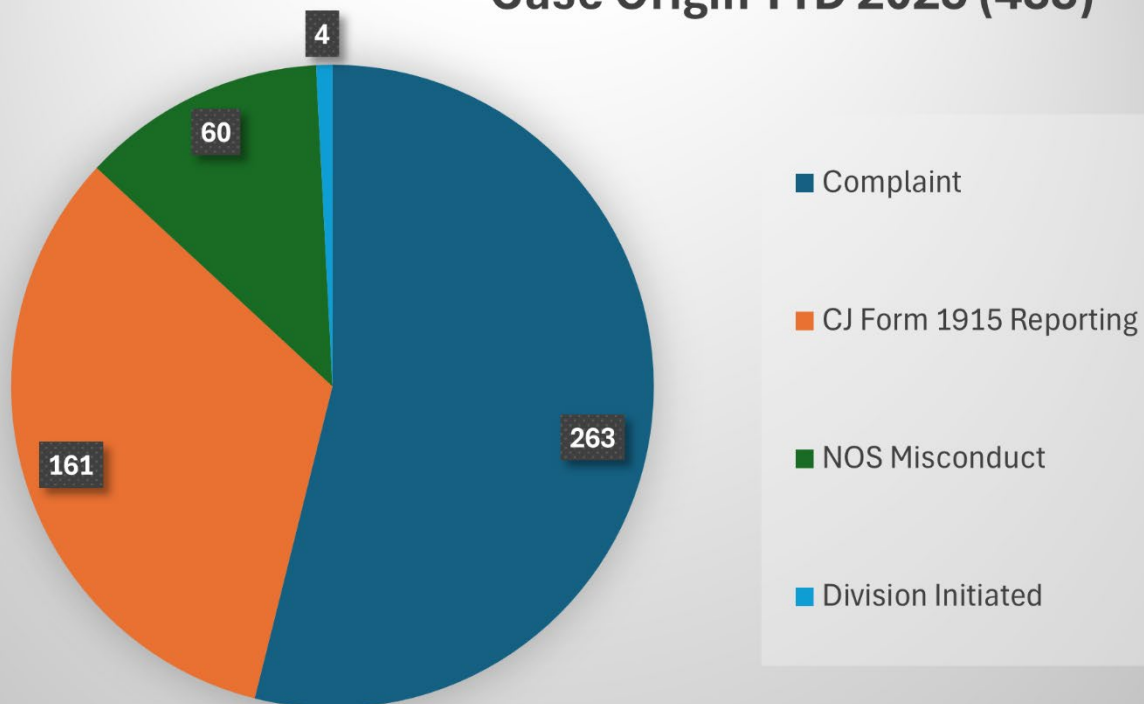
Intake YTD 2025 (488)



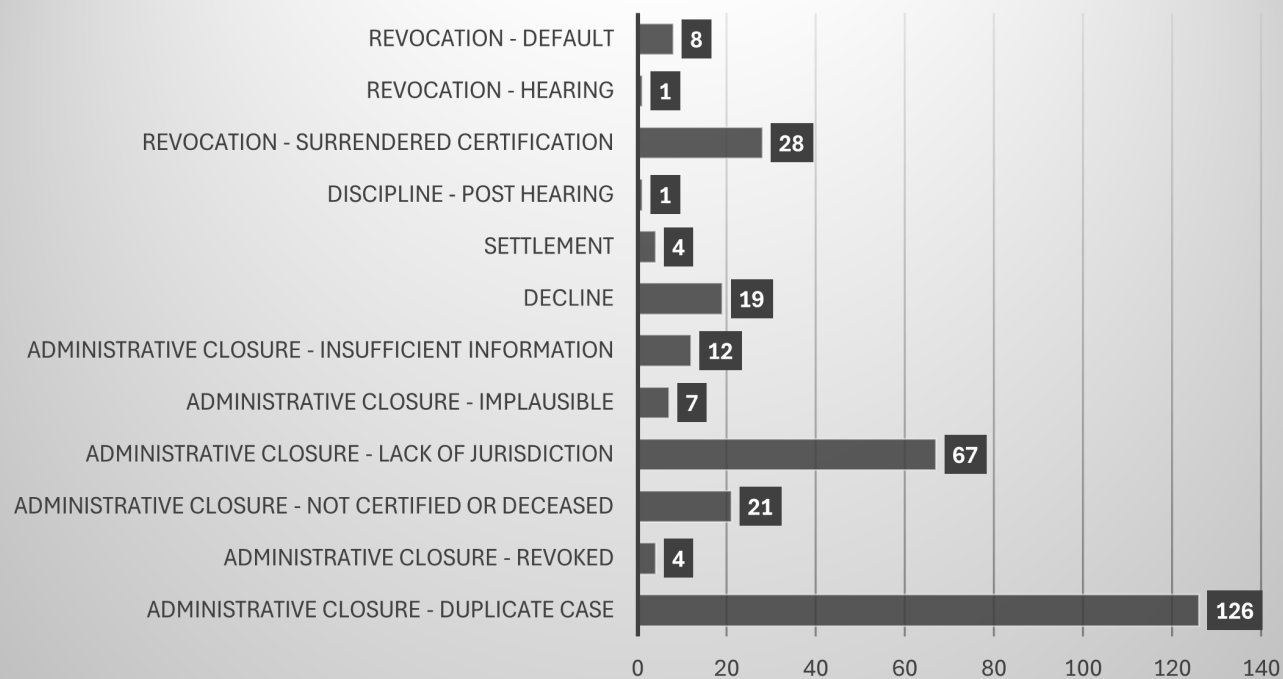
Status (1537)



Case Origin YTD 2025 (488)



Case Outcomes YTD 2025 (295)



Tracking May - July 2025			
Intake (Total)	190	Case Outcomes (Total)	114
Complaints	98	Denied Certification	0
CJ Form 1915 Reporting	75	Revocation - Default	2
NOS Misconduct	16	Revocation Summary Judgment	0
Division Initiated	1	Revocation - Hearing	1
Intake Review	199	Revocation – Surrendered Certification	12
Assigned for Investigation	12	Discipline - Post Hearing	1
Administrative Review	25	Settlement	3
Sent to AAG	8	Dismissed	0
Sent to Hearing Coordinator	15	Decline	8
Assistant Director Review	0	Administrative Closure	87
		AD Review Complete	2

Additional Closed Cases May - July 2025			
BTD Cases	2	HR Cases	0

Forms Processing YTD 2025	
Notice of Hire (NOH)	988
Notice of Separation (NOS)	713
% of NOS Reporting Misconduct	8.4%



Certification Report Glossary

YTD Intake Chart - Chart representing all cases - Complaints, CJ Form 1915 Reporting, Division Initiated, and Notices of Separation where misconduct is reported for each month of the current year.

Status Chart – Chart representing the status of all cases currently open.

- **Intake:** Cases in Intake status. The Certification Bureau receives a complaint or agency report, logs the incident, and assigns a case number. For complaints, the complainant is notified their complaint has been received and provided a case number.
- **Intake Review:** Cases that are being reviewed by the Case Review Manager to determine if the complaint or agency report alleges misconduct which, if true, would invoke the WSCJTC's authority under RCW 43.101.105.
- **Investigation:** Cases under active investigation. A WSCJTC investigator conducts a fair, independent, objective, thorough, and timely investigation and completes an investigation report.
- **Administrative Review:** Cases in Administrative Review status. A Chief Investigator and the Investigations Division Manager review the investigation and either approve or require additional work. Cases recommended for charging are forwarded to the Assistant Director for review and charging decisions.
- **AAG:** Cases currently under review with the Assistant Attorney General for potential issuance of a Statement of Charges.
- **Hearing Coordinator:** Cases undergoing the hearing process.
- **Settlement:** Charges against the officer were resolved pursuant to a settlement agreement and final order and the officer is still fulfilling the terms of the settlement.
- **Assistant Director Review:** Cases under review with the Assistant Director after an appeal of a decline.
- **Open Pending Expiration:** Cases that are open but cannot be actively investigated due to circumstances beyond the Commission's control. These cases remain open until the officer's certification expires and a flag is placed on the officer's profile indicating that a misconduct investigation was pending at the time of expiration.
- **Appeal – Post Discipline:** The officer has filed a Petition in Superior Court challenging the hearing panel's determination of revocation or discipline.
- **Discipline – Post Hearing:** The hearing panel imposed discipline other than revocation (e.g., suspension, retraining and/or probation), and the officer is still fulfilling the terms of the hearing panel's order.

Case Origin Chart – Chart showing the origin of cases received in the current year.

- **CJ Form 1915 Reporting** – Cases initiated based on a *CJTC Form 1915: Agency Report* from an employing agency.
- **Complaint** – Cases initiated after a complaint was submitted alleging peace or corrections officer misconduct.
- **NOS Misconduct** – Cases where a *Notice of Separation (NOS)* form indicated that the officer resigned/retired in lieu of termination or that they were under investigation for any wrongdoing or misconduct upon separation.
- **Division Initiated** – Cases the WSCJTC initiated on its own without the submission of an agency report, complaint, or NOS marked for misconduct.

Case Outcomes – Chart representing the outcomes of cases closed in the current year.

- **Denied Certification** – The WSCJTC determined not to grant certification to a prospective peace or corrections officer.
- **Revocation Default** – The officer did not request a hearing, and their certification was automatically revoked.
- **Summary Judgment** – The officer's certification was revoked after the assigned Administrative Law Judge determined that there were no disputed material facts for a hearing panel to determine, and that revocation was required by law under RCW 43.101.105(2).
- **Revocation Hearing** – The officer's certification was revoked by the decision of the hearing panel.
- **Revocation Surrendered Certification** – The officer surrendered their certification voluntarily.
- **Expired Certification** – The officer's certification expired.
- **Decline** – After an investigation, the WSCJTC determined that misconduct did not occur or that it would be unable to prove qualifying misconduct under the preponderance of the evidence standard.
- **Eligibility Reinstated** – The WSCJTC granted a petition to reinstate certification or permit eligibility for reinstatement of certification.
- **Administrative Closure – Insufficient Information:** The complaint lacks specific or sufficient information to proceed with further investigation, and the WSCJTC has attempted alternate avenues to obtain additional information.



Certification Report Glossary

- **Administrative Closure – Implausible:** It is beyond reasonable dispute that the facts of the complaint are inherently implausible or incredible.
- **Administrative Closure – Lack of Jurisdiction:** 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.
- **Administrative Closure – Not Certified Officer:** The subject of the complaint is not a certified officer in Washington State or is deceased.
- **Administrative Closure – Revoked:** The officer's certification has already been revoked through final order of a hearing panel, order of default, or surrender of certification.
- **Administrative Closure – Duplicate Case:** The WSCJTC has an active case concerning the same allegation(s), incident, or fact pattern, or the complaint or agency report has already been closed after review or investigation.
- **Dismissed** – The Statement of Charges was dismissed by the hearing panel (officer retains certification) or by WSCJTC.
- **Discipline – Post Hearing:** The hearing panel imposed discipline other than revocation (e.g., suspension, retraining and/or probation), and the officer is still fulfilling the terms of the hearing panel's order.
- **Settlement:** Charges against the officer were resolved pursuant to a settlement agreement and final order and the officer is still fulfilling the terms of the settlement.

Monthly/Quarterly Tracking – Section representing totals for the time period indicated. Same definitions as above.

Additional Closed Cases – Section representing additional investigations outside of cases originating from agency reporting, complaints and division-initiated investigations.

Forms Processing – Section representing the agency reports certification receives by month and year.

- **Notice of Hire (NOH)** – The employing agency submits a *CJTC Form 1903* to WSCJTC reporting a newly hired officer.
- **Notice of Separation (NOS)** – The employing agency submits a *CJTC Form 1902* reporting the officer's separation.

2022 Certification Actions



Washington State Criminal Justice Training Commission
Certification Report

Certification

About the Report

This report shows all actions taken against officers' certifications from January to December 2022. The summaries are ordered by the effective date of the final order of the hearing panel. For purposes of this table, all certified peace officers are referred to as "officer" regardless of their rank at their respective agencies at the time of the incidents.

For officers whose conduct predated SB 5051, and for whom charges were issued under the prior version of RCW 43.101.010, the charges are identified by type of disqualifying misconduct. For charges issued under the current version of 43.101.105, the specific statutory provisions charged are provided.

Definitions

Revoked - Hearing: The officer's certification was revoked by the decision of the hearing panel.

Revoked - Default: The officer failed to request a hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2), or the officer otherwise waived their right to a hearing.

Dismissed: The hearing panel has dismissed the charges against the officer.



2022 Certification Actions & Outcomes

Corson, Jared			
Case #:	20-792	Certification Action:	Revoked - Default
Agency:	Everett Police Department	Effective Date:	12/28/2022
Charges:	43.101.105(2)(a)(i)(B) - Convicted of a Gross Misdemeanor or Domestic Violence Offense 43.101.105(2)(e) – Prohibited from Possessing Weapons 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct		
Link:	https://cjtc.app.box.com/v/20-792-Corson-Jared		
Summary:			
The officer resigned in lieu of termination after an internal investigation found that he violated more than twenty agency policies, including “Dishonest and Fraudulent Acts.” Among other acts of misconduct, the officer used a confidential criminal database to stalk the new boyfriend of a former partner, placed a GPS tracking system on his car, and falsely claimed he sold drugs. The officer also falsified his work hours. He was convicted of Stalking – Domestic Violence, Official Misconduct, and Privacy Act violations. After receiving the Statement of Charges, the officer failed request an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). Consequently, his certification was revoked by default.			

Cassatt, Michael				
Case #:		20-822	Certification Action:	Revoked
Agency:		Orting Police Department	Effective Date:	12/27/2022
Charges:		OLD LAW: False or Misleading Statements		
Link:		https://cjtc.app.box.com/v/20-822-Cassat-Michael		
Summary:				
The hearing panel found the officer was dishonest regarding his off-duty employment and repeatedly falsified his timekeeping records over a two-year period, including using sick leave to work off-duty jobs and getting paid for hours he was working off-duty employment. The officer resigned in lieu of termination during the internal affairs investigation.				

Tucker, Curtis			
Case #:	21-027	Certification Action:	Revoked - Default
Agency:	Airway Heights Police Department	Effective Date:	12/21/2022
Charges:	43.101.105(3)(e) - Excessive Force 43.101.105(3)(j)(i) - Committed a Felony 43.101.105(3)(j)(ii) - Violation of Rights 43.101.105(3)(j)(iii) - Unsafe Practices Involving Firearms, Weapons, or Vehicles 43.101.105(3)(j)(iv) - Unethical or Unprofessional Conduct 43.101.105(3)(k) - Separated for Misconduct		
Link:	https://cjtc.app.box.com/v/21-027-Tucker-Curtis		
Summary:	<p>The officer resigned while under investigation regarding a domestic violence dispute with his partner. The officer went to the home of his partner, held a gun to her head, and forced her to perform oral sex on him. The officer also physically and sexually assaulted his partner on numerous occasions. After receiving the Statement of Charges, the officer failed request an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). Consequently, his certification was revoked by default.</p>		

Hellyer, Larry			
Case #:	18-680	Certification Action:	Revoked - Default
Agency:	Prosser Police Department	Effective Date:	12/1/2022
Charges:	OLD LAW: Failure of Duty Official Misconduct		
Link:	https://cjtc.app.box.com/v/18-680-Hellyer-Larry		
Summary:	<p>The officer was terminated after he engaged in inappropriate activity with a female civilian while on duty multiple times. After receiving the Statement of Charges, the officer failed request an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). Consequently, his certification was revoked by default.</p>		

Stottlemeyer, Joshua			
Case #:	19-739	Certification Action:	Revoked - Default
Agency:	Bremerton Police Department	Effective Date:	11/15/2022
Charges:	OLD LAW: Failure of Duty Official Misconduct		
Link:	https://cjtc.app.box.com/v/19-739-Stottlemeyer-Joshua		
Summary:	<p>The officer resigned after an internal investigation found that the officer engaged in sexual activity with female civilians while on duty. The officer intentionally used state resources to facilitate sexual activity with multiple female civilians on multiple occasions. After receiving the Statement of Charges, the officer failed request an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). Consequently, his certification was revoked by default.</p>		

Gutierrez, Josafat

Case #:		18-673	Certification Action:	Revoked - Default
Agency:	Skagit County Sheriff's Office		Effective Date:	10/18/2022
Charges:		OLD LAW: Failure of Duty Official Misconduct		
Link:		https://cjtc.app.box.com/v/18-673-Gutierrez-Josafat		
Summary:				
The officer resigned after an internal investigation found that the officer engaged in sexual activity with a female civilian while on duty. The officer intentionally used state resources to facilitate sexual activity with the female civilian on multiple occasions. Furthermore, the officer failed to aid his fellow officers in the apprehension of an individual he knew escaped from the community justice center. After receiving the Statement of Charges, the officer failed request an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). Consequently, his certification was revoked by default.				

Scott, John

Case #:	18-679	Certification Action:	Revoked - Default
Agency:	Spokane Police Department	Effective Date:	10/10/2022
Charges:	OLD LAW: Assault in the 4th Degree- Domestic Violence		
Link:	https://cjtc.app.box.com/v/18-679-Scott-John		
Summary:			
The officer was terminated after an investigation found that he physically assaulted his wife on multiple occasions. The officer engaged in conduct that constitutes Assault in the 4th Degree, Domestic Violence. After receiving a Statement of Charges, the officer requested an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). However, the officer eventually withdrew his request. Consequently, his certification was revoked by default.			

Gronewold, Aaron

Case #:	20-804	Certification Action:	Revoked - Default
Agency:	Seattle Police Department	Effective Date:	10/4/2022
Charges:	OLD LAW: False or Misleading Statements		
Link:	https://cjtc.app.box.com/v/20-804-Gronewold-Aaron		
Summary:			
The officer was terminated after he provided false or misleading statements to his sergeant regarding a domestic violence dispute with his wife. While applying to the Tacoma Police Department, the officer disclosed that he punched a table and a fridge during an argument with his wife. However, the officer failed to disclose the damage to his department at the time. After receiving the Statement of Charges, the officer failed to request an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). Consequently, his certification was revoked by default.			

Humphrey, David

Case #:		18-697	Certification Action:	Revoked - Default
Agency:	Port Orchard Police Department		Effective Date:	9/21/2022
Charges:		OLD LAW: False Reporting False or Misleading Statements		
Link:	https://cjtc.app.box.com/v/18-697-Humphrey-David			
Summary:				
The officer resigned after an internal investigation found that he falsified documentation pertaining to an investigation. Furthermore, the officer provided false or misleading statements about the incident during the department's internal investigation. After receiving a Statement of Charges, the officer requested an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). However, the officer eventually withdrew his request. Consequently, his certification was revoked by default.				

Mott, Richard

Case #:	21-009	Certification Action:	Revoked - Default
Agency:	East Wenatchee Police Department	Effective Date:	6/8/2022
Charges:	OLD LAW: Failure of Duty		
Link:	https://cjtc.app.box.com/v/21-009-Mott-Richard		
Summary:			
The officer resigned in lieu of termination after an investigation found that he used state resources to facilitate sexual activity with a female on multiple occasions. As a result, the officer willfully neglected to perform his duties as a peace officer. After receiving a Statement of Charges, the officer failed to request an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). Consequently, his certification was revoked by default.			

Peters, Colby

Case #:	20-815	Certification Action:	Revoked
Agency:	Seattle Police Department	Effective Date:	4/21/2022
Charges:	OLD LAW: False or Misleading Statements		
Link:	https://cjtc.app.box.com/v/20-815-Peters-Colby		
Summary:			
The officer resigned in lieu of termination after being found to have made false or misleading statements to his supervisor and other police personnel regarding his attempt to physically stop a shoplifting suspect in an incident that occurred while he was off duty.			

Vance, Brendan

Case #:	17-668	Certification Action:	Revoked - Default
Agency:	Washington Department of Fish & Wildlife	Effective Date:	3/30/2022
Charges:	OLD LAW: False or Misleading Statements		
Link:	https://cjtc.app.box.com/v/17-668-Vance-Brendan		
Summary:			
The officer was terminated after the officer provided false or misleading statements during an internal investigation regarding his work activities and time sheets. The officer claimed time for work he did not complete. After receiving a Statement of Charges, the officer failed to request an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). Consequently, his certification was revoked by default.			

Carrillo, Emilio

Case #:	21-012	Certification Action:	Revoked - Default
Agency:	Spokane County Sheriff's Office	Effective Date:	3/30/2022
Charges:	OLD LAW: False Swearing False or Misleading Statements		
Link:	https://cjtc.app.box.com/v/21-012-Carrillo-Emilio		
Summary:			
The officer resigned in lieu of termination after he provided false or misleading statements regarding another officer's response to a domestic violence incident. The officer also falsified documents recounting the incident. Finally, the officer provided false or misleading statements during an internal investigation regarding his falsification of records. After receiving a Statement of Charges, the officer failed to request an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). Consequently, his certification was revoked by default.			

Guerrero, Rolando

Case #:	19-767	Certification Action:	Revoked - Default
Agency:	Quincy Police Department	Effective Date:	3/23/2022
Charges:	OLD LAW: False or Misleading Statements		
Link:	https://cjtc.app.box.com/v/19-767-Guerrero-Rolando		
Summary:			
The officer resigned after it was discovered that the officer provided false or misleading statements in his DUI investigation report. Furthermore, the officer provided false or misleading statements during a Washington State Department of Licensing administrative hearing. After receiving a Statement of Charges, the officer requested an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). However, the officer eventually withdrew his request. Consequently, his certification was revoked by default.			

Cox, Leighton

Case #:	19-746	Certification Action:	Revoked - Default
Agency:	Palouse Police Department	Effective Date:	3/15/2022
Charges:	OLD LAW: False or Misleading Statements Official Misconduct Misappropriation of Accounts		
Link:	https://cjtc.app.box.com/v/19-746-Cox-Leighton		
Summary:			
The officer was terminated after an internal investigation found that the officer was using his patrol car while off duty. The officer also provided false or misleading statements regarding the incident. Furthermore, the officer misused his department issued bank card to purchase various unauthorized items. The officer also failed to return a department-issued firearm. After receiving a Statement of Charges, the officer failed to request an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). Consequently, his certification was revoked by default.			

Ennis, Gordon

Case #:	18-716	Certification Action:	Revoked - Default
Agency:	Spokane Police Department	Effective Date:	3/9/2022
Charges:	OLD LAW: Rape in the Second Degree		
Link:	https://cjtc.app.box.com/v/18-716-Ennis-Gordon		
Summary:			
The officer was terminated after he was convicted of Rape in the Second Degree. After receiving a Statement of Charges, the officer requested an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). However, the officer eventually withdrew his request. Consequently, his certification was revoked by default.			

Smith, Travis

Case #:	18-687	Certification Action:	Revoked - Default
Agency:	Spokane County Sheriff's Office	Effective Date:	3/2/2022
Charges:	OLD LAW: False or Misleading Statements		
Link:	https://cjtc.app.box.com/v/18-687-Smith-Travis		
Summary:			
The officer was terminated after it was discovered that he provided false or misleading statements during an interview regarding a domestic violence order violation. After receiving a Statement of Charges, the officer failed to request an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). Consequently, his certification was revoked by default.			

Welch, Michael			
Case #:	19-732	Certification Action:	Revoked - Default
Agency:	Colville Police Department	Effective Date:	2/15/2022
Charges:	OLD LAW: Reckless Endangerment - Domestic Violence		
Link:	https://cjtc.app.box.com/v/19-732-Welch-Michael		
Summary:			
The officer resigned after he was convicted of Reckless Endangerment – Domestic Violence. After receiving a Statement of Charges, the officer requested an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). However, the officer failed to attend his pre-hearing conference. Consequently, his certification was revoked by default.			

Smith, Daryl			
Case #:		20-772	Certification Action: Revoked - Default
Agency:	Spokane County Sheriff's Office		Effective Date: 2/3/2022
Charges:		OLD LAW: False or Misleading Statements	
Link:		https://cjtc.app.box.com/v/20-772-Smith-Daryl	
Summary:			
The officer resigned after it was discovered that he provided false or misleading statements regarding the nature of his relationship with a noncommissioned county employee and a member of the public that the officer initially met during a domestic call for service. After receiving a Statement of Charges, the officer failed to request an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). Consequently, his certification was revoked by default.			

Bogen, John			
Case #:		18-712	Certification Action: Dismissed
Agency:	Bremerton Police Department		Effective Date: 2/2/2022
Charges:		OLD LAW: False or Misleading Statements	
Link:	https://cjtc.app.box.com/v/18-712-Bogen-John		
Summary:			
The officer's employer found that he made false statements to a sergeant regarding the disposition of paraphernalia recovered during an investigation. The agency also found the officer made further false or misleading statements about the paraphernalia during an internal affairs investigation. The officer resigned in lieu of termination from his agency. After being served with a Statement of Charges, the officer requested an administrative hearing. The hearing panel found that the WSCJTC did not prove by clear, cogent, and convincing evidence that the officer knowingly made a false or misleading statement to his sergeant or during the internal affairs investigation. As a result, the hearing panel dismissed the charges against the officer, and he retained his peace officer certification.			

Perez-Resop, Joseph

Case #:	21-020	Certification Action:	Revoked - Default
Agency:	Sumner Police Department	Effective Date:	2/2/2022
Charges:	OLD LAW: False or Misleading Statements		
Link:	https://cjtc.app.box.com/v/21-020-Perez-Resop-Joseph		
Summary:			
The officer was terminated after it was determined that he provided false or misleading statements during his initial psychological examination and interview. The officer denied having a pre-existing condition, which later hindered his ability to carry out his duties. After receiving a Statement of Charges, the officer requested an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). However, the officer failed to attend his pre-hearing conference. Consequently, his certification was revoked by default.			

Roach, Benjamin

Case #:	19-735	Certification Action:	Revoked - Default
Agency:	King County Sheriff's Office	Effective Date:	1/12/2022
Charges:	OLD LAW: False or Misleading Statements		
Link:	https://cjtc.app.box.com/v/19-735-Roach-Benjamin		
Summary:			
The officer was terminated after it was discovered that he provided false or misleading statements during his interview for the Special Emphasis Team and a subsequent internal investigation. After receiving a Statement of Charges, the officer failed to request an adjudicative hearing within the 60-day period required by RCW 43.101.155(1) and WAC 139-06-050(2). Consequently, his certification was revoked by default.			



WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
19010 1ST AVENUE SOUTH, BURIEN, WA 98148

COMMISSION MEETING

Wednesday, June 11, 2025
10 A.M.

COMMISSION MEMBERS PRESENT

Penelope Sapp (Chair), Chief, Kitsap County Jail
Ken Roske, Chief, Pasco Police Department (Virtual)
Rosemary Kaholokula, Prosecuting Attorney or Municipal Attorney (Virtual)
Ryan Dreveskracht, Attorney, Law Enforcement Practices and Accountability (Virtual)
Maureen Johnston, Designee for Attorney General Nick Brown
Nickeia Hunter, Community Member (Virtual)
Annalea Thomas, Community Member (Virtual)
Trishandra Pickup, Community Member (Virtual)
Sonia Joseph, Community Member (Virtual)
Katrina Johnson, Community Member (Virtual)
Bart Logue, Member with Civilian Oversight Over Law Enforcement

Present after Roll Call:

John Batiste, Chief, Washington State Patrol
Kurtis Robinson, Community Member – East of Cascades (Virtual)
Walter Kendricks, Community Member – East of Cascades (Virtual)
Velma Lockrem, Tribal Police Officer (Virtual)
Darryl Barnes, Officer or First Line Supervisor, Adams County Sheriff's Office
Jeffrey Anaya, Officer or First Line Supervisor, Vancouver Police Department (Virtual)
Kurtis Robinson, Community Member – East of Cascades (Virtual)

WSCJTC STAFF PRESENT

Monica Alexander, Executive Director
Crystal Hice, Confidential Secretary
Kimberly Bliss, Assistant Director, Certification
Lacey Ledford, Legislative Liaison
Valerie Jenkins-Weaver, Certification Operations Division Manager
Kayla Wold, Hearings Coordinator
Lauren Caputo Allen, Community Liaison Manager
David Quinlan, Communications Manager
Jerell Wills, Deputy Director (Virtual)
Alex Buijs, LETCSA Program Manager (Virtual)

Stephanie Huffman, Confidential Secretary (Virtual)

AG's STAFF PRESENT

Justin Kato, Assistant Attorney General, WA State Attorney General

Welcome

Penelope Sapp, Commission Chair

Chair Sapp called the meeting to order at 10:01 A.M. **Crystal Hice** conducted a roll call. A quorum was present.

CHAIR'S REPORT

Penelope Sapp, Commission Chair

Chair Sapp began with a land acknowledgement. When making motions and seconding, please acknowledge who you are. Today's meeting will be long and we have a small quorum. If any commissioners need to drop off, please announce it because we need nine to vote.

Commissioner Hunter stated that due to the small size of the quorum, the untimely release of the Commission Packet, and the difficulty that several commissioners had accessing the Commission Packet, she proposed postponing the Commission Meeting to provide commissioners with adequate time to digest the materials and make adequate recommendations. **Commissioner Logue** stated his desire to press forward with the scheduled meeting. **Chair Sapp** asked the commissioners if there were specific items on the agenda that they were uncomfortable voting on. Nobody spoke up, so **Chair Sapp** said they would try to press forward on as much as they can.

Public Comment

Mr. Kyle Wheeler, Mr. Mitch Patton, Mr. Shawn Malott

Chair Sapp commented on the written public comment by Kyle Wheeler and apologized that the Commissioners did not discuss his public comment and complaint at the last meeting. She stated that some of the issues raised involve a certification case that cannot be discussed until the case is resolved. **Chair Sapp** noted that Sheriff Snaza resigned from the Commission effective June 1, 2025, and therefore is no longer a commissioner. **Commissioner Thomas** asked if there is a legitimately filed complaint, where does it go? She noted the public comment contains allegations of white supremacist ideology. **Assistant Director Bliss** stated that Mr. Wheeler's public comment references complaints he has made to the Certification Bureau, some of which are still open. She said she interpreted his public comment to mean that Sheriff Snaza had violated some of the bylaws of the Commission by publicly speaking on an open case. Assistant Director Bliss stated that she believes Chair Sapp had already addressed those concerns. **Commissioner Logue** commented that the Commission takes all complaints seriously

but needs to give the person complained upon the opportunity to speak as well to ensure there is due process.

Community member Mitch Patton provided public comment on SB 5051, specifically the fact that the Commission can decertify officers for older cases of misconduct that predate the law. He believes Sergeant Ryan Taylor of Skamania County Sheriff's Office has engaged in misconduct as far back as 2009 or 2010 in violation of SB 5051. Mr. Patton stated this is a perfect example of what SB 5051 was made for. He also expressed his interest in joining the Commission. **Chair Sapp** thanked Mitch Patton for his public comment. **Assistant Director Bliss** stated that there are four open Certification cases against Deputy Taylor that she is not able to speak on. The Commission can talk about those cases and the application of SB 5051 after those cases are closed.

Tacoma Police Lieutenant Shawn Malott provided in-person public comment. He was the sector commander of community policing in Tacoma and emphasized that community trust is important. He stated there needs to be high standards and ethical training in law enforcement. The Certification Bureau at the WSCJTC does not have enough staff. He emphasized the need to keep corruption out of the police force. About two years ago, Shawn Malott communicated to WSCJTC about a possible sex offender who was a family member of a command staff member. Despite this, he was informed that WSCJTC was not interested in looking into this case. **Chair Sapp** clarified that Mr. Malott's complaint is going through the appeal process. **Commissioner Thomas** thanked Mr. Malott for coming forward. She hopes his appeal is looked at seriously. **Commissioner Logue** also thanked Mr. Malott for coming. It is refreshing to hear comments like Mr. Malott's coming from within a law enforcement agency. Mr. Mallott emphasized there is nothing more important than community trust. **Commissioner Pickup** stated that hearing Mr. Malott speak was refreshing. She hopes he spreads his moral and ethical values in policing.

Commissioner Logue provided commentary directed at Mitch Patton: don't lose faith. Decertification is a long process. Keep the faith.

Bylaws

Chair Sapp commended Executive Director Alexander for the work the WSCJTC has accomplished. The Executive Director and her staff always have a positive attitude. It speaks to the culture at the WSCJTC.

Chair Sapp presented some changes to the bylaws. At the last Commission Meeting, there was a change in the conflict-of-interest policy. The bylaws were updated so that they would not contradict the updated policy.

Commissioner Logue made a motion to approve the changes to the bylaws. **Commissioner Anaya** seconded the motion. The motion passed unanimously.

DIRECTOR'S REPORT

Monica Alexander, Executive Director

Executive Director Alexander provided an update on the legislative session. The WSCJTC asked for a high dollar amount for new ammunition for firearms training. The WSCJTC will continue to ask for more people in the Certification Bureau. The Certification Bureau has about 1,200 cases right now. She empathizes with those that are waiting on results for their open cases. On top of the certification investigations, the Certification Bureau handles internal affairs investigations and investigations into recruits at the WSCJTC. The Certification Bureau continues to produce results.

Executive Director Alexander provided an update on the regional academies. Since May of 2023 through July of 2025, there will have been 251 peace officer graduates from the regional academies in Arlington, Pasco, and Vancouver; not including the Burien campus. She also provided an update on the Corrections Officer Academy (COA). Recently we had a two-and-a-half year wait for recruits to begin in COA. We were able to graduate 324 COA recruits from the regional academies, not including the Burien campus.

Executive Director Alexander gave special thanks to Chief Don Hooper from the Spokane County Correctional Facility. Also special thanks to Adam Gonzalez, a Teacher, Administrator, Counselor (TAC) officer from Burien who moved to Spokane to help over there. His leadership is amazing. We are grateful for his commitment.

Chief for a Day is happening at WSCJTC on August 28, 2025. This is the first Chief for a Day in seven years. A total of 16 chiefs will be on campus that day. Their agencies will have a motorcade for the chiefs. KOMO will broadcast Chief for a Day on their morning show.

Chair Sapp commented that the child from Kitsap County is ecstatic to participate in Chief for a Day. She commended WSCJTC on their work for this event. **Commissioner Hunter** thanked Executive Director Alexander for being the bridge that helps tie the community and police together through understanding, empathy, and accountability.

CERTIFICATION REPORT

Kimberly Bliss, Assistant Director, Certification Bureau

Assistant Director Bliss acknowledged the public comments, stated Certification's position that it cannot comment on open cases, and said that every closed case has a written explanation. As for the Certification Report, **Assistant Director Bliss** highlighted SB 5224 (2025), which was WSCJTC agency requested legislation that passed. The Administrative Law Judge (ALJ) will no longer draft a recommended order for the hearing panel. The ALJ will preside over all pretrial motions and the hearing; however, since the ALJ is not a voting member, it wasn't viewed as a

helpful process to have the ALJ draft a recommended order. SB 5224 takes effect on July 27, 2025.

Commissioner Logue stated he's on a hearing panel that has been continued and rescheduled multiple times. He asked if there is a way to consider having alternate panel members assigned.

Assistant Director Bliss said we would likely have to get the RCW changed, and that the case Commissioner Logue was referring to was an outlier.

Assistant Director Bliss noted that Notices of Separation are the primary driving force behind cases in which an officer is decertified. There are currently 11 cases with the AG's office for preparation of the Statement of Charges. There are 31 cases pending certification action. There are currently 1,392 open cases. Part of the reason the number keeps getting larger is due to outreach. For example, at the Washington Association of Chiefs of Police (WASPC) conference last month, the Certification Bureau made a presentation on the agency reporting audits. The Certification Bureau is expecting agencies to send more notices to WSCJTC after that conference.

The Certification Bureau asked for 12 new positions in the legislative session and received three full-time employee positions. The most important need for the unit is to add more positions to the investigations team. There are 900 cases right now in Intake Review status that are handled by one manager. The Certification Bureau will be creating two new positions to support the Intake Review process, as well as one new investigator position.

Assistant Director Bliss informed the commissioners that Certification just had its first hearing panel outcome that was not a revocation. This outcome was suspension, probation, and retraining for a sheriff's deputy who used excessive force multiple times against an individual who he was taking to the hospital for a blood draw. The discipline included a 30-day suspension of his certification, 18 months of probation, and over two full weeks of training. The training includes a 40-hour crisis intervention course and the Defensive Tactics (DT) instructor course.

Commissioner Thomas asked if the Certification Bureau could provide the average amount of time it takes for each case to move through each case status. She also asked if there is a way for the agency who submits the agency reporting forms to Certification to flag higher priority certification cases for the Intake Review team. **Assistant Director Bliss** said she will work with the team to see what data she can give Commissioners in terms of average time at each case status, which might be complicated by the onboarding of the Kaseware case management system a year ago. Regarding Commissioner Thomas' latter question, **Assistant Director Bliss** said Certification will bring the updated prioritization policy by December's Commission Meeting. She believes there are sufficient questions and indicators on the Notice of Separation form from agencies that allow Certification to do a first-level prioritization. As part of our

process, we ask for the officer's misconduct history, and we will determine if there is a pattern or practice of misconduct.

Commissioner Logue asked about the recent hearing panel decision that the deputy said they had not received enough de-escalation training from the state and their agency. Commissioner Logue asked if this was a one-off scenario or if other officers are also saying they don't have enough de-escalation training. **Assistant Director Bliss** stated that Certification disagreed with that officer's assertion. The officer had received de-escalation training with his agency and completed the equivalency academy in Washington. **Executive Director Alexander** stated that the reason she wanted Rich Peterson to present de-escalation at the last Commission Meeting is because recruits are receiving 80 hours of this training at the academy. **Commissioner Barnes** stated that coming from a small agency, they talk about using words to get someone to comply with an officer's request. Good communication skills, use your words, use your tone. That is the culture that is presented at BLEA and during field training during the last decade; use your words first.

Commissioner Johnson emphasized that she would welcome the Certification Bureau to engage in whatever data collection that might be helpful for the Commission to advocate before the legislature for critical roles. **Assistant Director Bliss** stated the Certification Bureau needs a skilled data manager. We asked for it in the last budget, but we did not receive enough funds for this position. We are asking for this position in next year's budget.

Commissioner Thomas asked the Executive Director how to bridge the gap between cadets who are learning exemplary practices in de-escalation and experienced officers who have not received the newest de-escalation training. During the last Commission Meeting, **Commissioner Thomas** recalled Rich Peterson's response being that you'd have to bring it back to the legislature. **Executive Director Alexander** stated that once recruits leave Basic Law Enforcement Academy (BLEA), we don't have control over what is trained at their agencies. We hope that they build on the foundation that was set. Rich Peterson has gone around the state and trained agency training instructors. **Deputy Director Wills** stated that the WSCJTC has been working to develop a model training program that connects the BLEA training to the post-academy training. **Executive Director Alexander** clarified that agencies are not required to use our training once they leave BLEA.

Assistant Director Bliss added that the Certification Bureau did receive additional funding toward our Assistant Attorney General (AAG) budget. However, they scaled back funding for our ALJs, so it came out as more of a wash than a gain in funding.

Chair Sapp said that Patrol Tactics is a mandatory class for peace officers. She said she sent some of her corrections officers to a Patrol Tactics course in Kitsap County. Those corrections officers came back and used what they learned to create a corrections tactics course. There are

agencies in Washington State that would love to have the training from WSCJTC influence their training. **Executive Director Alexander** said that corrections officers are welcome to attend the course.

NEW BUSINESS

March 2025 Meeting Minutes

Commissioner Barnes moved to approve the March 2025 commission meeting minutes.

Commissioner Dreveskracht seconded the motion. The motion passed unanimously.

Commissioner Logue abstained from the vote.

One-off Trainers for Local Law Enforcement

Commissioner Johnston

Commissioner Johnston said it is terrific to have a Commission that is committed to true de-escalation. Unfortunately, she has seen training instructors teach that lethal force is a form of de-escalation. She raised a concern that although there may be training at the recruit level that is consistent with the law, training can be disrupted by a culture that is not tolerant of those principles taught at the academy. This could either be through field training or one-off trainings held by agencies. She wants to ensure that one-off training at agencies are led by instructors that are truly qualified. **Commissioner Johnston** said she believes there are some trainers that agencies in Washington should not be using. She inquired whether there is a way, either through legislation or administrative rules, for the Commission to approve trainers. **Executive Director Alexander** said that putting training on our website that the WSCJTC endorses is about as far as we can go. She said Commissioner Johnston's idea is a step further that we don't have the authority to do right now. **Commissioner Logue** agreed that there are definitely some consulting trainers out there that are problematic, some of which have caused community outrage. Some of these training courses are exactly counter to the values that are important in Washington, and it's troubling. He said culture matters. **Executive Director Alexander** stated that Rich Peterson is going around the state to train people. Rich really emphasizes when to stop using force, and he breaks it down in a great way. She said she trusts Rich tremendously. **Commissioners Johnston, Logue, Pickup, Dreveskracht, Barnes, Thomas, Anaya, and Lochrem** volunteered to join an ad-hoc committee to provide options for local law enforcement. **Commissioner Roske** commented that putting another layer of bureaucracy would not be helpful. He would not advocate for WSCJTC adding another layer of bureaucracy and making it more difficult to get training approved at the local level. **Commissioner Johnston** agreed that it should not introduce more burdens. She wants to ensure efficiency but also ensure all training is aligned with the law.

WAC 139-07-010 Conditional Offers of Employment

Assistant Director Bliss, Lacey Ledford

Lacey Ledford presented the proposed change is to add clarifying language regarding background investigations as conditional offers of employment. **Assistant Director Bliss** stated that the new language aims to clarify that you can never be certified if you have conduct in your background that indicates mandatory denial of certification.

Commissioner Logue asked whether it is an automatic decertification if someone is hired who had disqualifying misconduct. **Assistant Director Bliss** responded in the affirmative. The WSCJTC would initiate a decertification action against the officer, and potentially open an investigation into the person who signed off on the hiring of the candidate.

Commissioner Logue made a motion to approve the WAC. **Commissioner Hunter** seconded the motion. The motion passed unanimously.

Variance Requests

Valerie Jenkins-Weaver, Certification Operations Division Manager

*Please note that at this time, **Commissioner Robinson** joined the meeting, and his vote counts from this point forward.

Valerie Jenkins-Weaver presented a variance request from Nisqually Public Safety for Chief Bruner to attend the equivalency academy instead of BLEA. His certification is currently expired because he was working for a non-certified agency. **Commissioner Barnes** asked what training Chief Bruner has taken since the last variance request was approved for him to attend the equivalency academy. Chief Bruner responded that he did not take any training, because he was employed with the Department of Commerce during that time. **Commissioner Logue** asked whether Chief Bruner attended the equivalency academy in 2023. Chief Bruner responded that he did not, because he was hired for the US Department of Commerce three weeks after that variance request was passed. **Commissioner Pickup** asked how long it has been since Chief Bruner had attended any use of force training. Chief Bruner said it has been over five years. **Valerie Jenkins-Weaver** stated that the equivalency academy now does include patrol tactics training.

Commissioner Logue motioned to approve the variance request. **Commissioner Barnes** seconded the motion. The motion passed unanimously. Commissioner Robinson abstained.

Valerie Jenkins-Weaver presented a variance request from Stephens County Sheriff's Office for reinstatement of certification without requiring additional training. **Commissioner Logue** asked how many hours Matthew Stephens served as a reserve officer. Chief Deputy Gowin of Stephens County said it appears he worked an average of eight patrol shifts per year, as well as attending

monthly training and other in-service trainings. **Chair Sapp** asked if this officer has attended patrol tactics. Chief Deputy Gowin said he has attended patrol tactics twice and is an instructor for active shooter training. **Commissioner Logue** clarified that there was no break in service from his limited commission. **Valerie Jenkins-Weaver** responded in the affirmative.

Commissioner Logue motioned to approve the variance request. **Commissioner Barnes** seconded the motion. The motion passed unanimously.

Valerie Jenkins-Weaver presented a variance request from Kalispel Tribal PD for Amber McLeod to attend the equivalency academy instead of BLEA. Her certification is currently expired. Ms. McLeod worked for Seattle Police for 20 years and most recently as a contractor and TAC officer for WSCJTC.

Commissioner Logue motioned to approve the variance request. **Commissioner Robinson** seconded the motion. The motion passed unanimously.

Canine Evaluator Applications

Valerie Jenkins-Weaver, Certification Operations Division Manager

Valerie Jenkins-Weaver presented the canine evaluator application for Erik Prange, a Department of Corrections (DOC) officer who is not certified. He has been employed with DOC since 2008. He completed bias training and instructor development training through WSCJTC this year. He also achieved “Master Trainer” status with the Washington State Police Canine Association this year.

Commissioner Barnes motioned to approve the request. **Commissioner Anaya** seconded the motion. The motion passed unanimously. **Commissioner Robinson** abstained.

Valerie Jenkins-Weaver presented the canine evaluator application for Devon Stratton of King County Sheriff’s Office. He achieved “Master Trainer” status with the Washington State Police Canine Association in 2023. This deputy has two open cases with the WSCJTC Certification Bureau stemming from agency reports of K9 deployment resulted in serious injury. **Assistant Director Bliss** clarified that both of the agency reports were mandatorily reported to the WSCJTC, and the agency issued no sustained findings.

Commissioner Barnes motioned to approve the request. **Commissioner Anaya** seconded the motion. **Commissioner Robinson** opposed the motion. The motion passed.

Valerie Jenkins-Weaver presented the patrol evaluator application for Christopher Whitney of Kennewick Police Department. This officer had one previous agency report for a serious injury involving a K9 that was closed in 2023. **Commissioner Robinson** asked what resolution or action

was taken as a result of the 2023 K9 incident. **Valerie Jenkins-Weaver** said it was determined that the K9 deployment was within law and policy, and it was closed for lack of jurisdiction.

Commissioner Barnes motioned to approve the request. **Commissioner Anaya** seconded the motion. The motion passed unanimously.

Valerie Jenkins-Weaver presented the patrol evaluator application for Isaac Finch of the Pierce County Sheriff's Office.

Commissioner Barnes motioned to approve the request. **Commissioner Hunter** seconded the motion. **Commissioner Robinson** noted a concern about a pattern. **Commissioner Logue** asked what constitutes a serious injury. **Valerie Jenkins-Weaver** explained that the definition for K9 serious injury is different than that for non-K9 serious injury, but that the definition is on our website. Essentially the bite must require emergency care. The panel that came up with the definition was half law enforcement and half community members. The motion passed unanimously.

LETSCA Policies

Alex Buijs, LETCSA Program Manager and Kayla Wold, Hearings Coordinator

Alex Buijs presented a proposed change to Chapter 1 Policy 10: LETCSA and CIT Training.

Commissioner Logue motioned to approve the policy change. **Commissioner Barnes** seconded the motion. **Commissioner Hunter** opposed the motion because she was not able to see the tracked changes version of the policy. The motion passed.

Alex Buijs presented proposed changes to Chapter 1 Policy 11: IIT Lead Investigators.

*At this time Commissioner Kaholokula had to leave the meeting and did not vote on any motions made after this point.

Commissioner Barnes motioned to approve the policy change. **Commissioner Anaya** seconded the motion. The motion passed unanimously.

Certification Hearing Panel Member Application

Kayla Wold, Hearings Coordinator

Kayla Wold presented four new hearing panel member applications: Audrey Hoover (Member of the Public), Officer Walter Roderick (Skokomish Tribal PD), Sergeant Jesus Rojas (Yakima County Sheriff's Office), Sheriff Susanna Johnson (Snohomish County Sheriff's Office).

Commissioner Anaya motioned to approve all four hearing panelist applications. **Commissioner Barnes** seconded the motion. **Commissioner Hunter** clarified that the candidate Audrey Hoover is not being considered for the expertise in police accountability. **Kayla Wold** confirmed that Audrey Hoover is being considered as a member of the public. The motion passed unanimously.

CLOSING

Penelope Sapp, Commission Chair

Chair Sapp adjourned the meeting at 1:02PM.

Next Meeting: September 10, 2025, 10 A.M., WSCJTC

Written by:

_____	Date
Lauren Caputo Allen, Community Liaison Manager	

Reviewed by:

_____	Date
Monica Alexander, Executive Director	

Approved by:

_____	Date
Penelope Sapp, Commission Chair	

INTEROFFICE COMMUNICATION

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

TO: WSCJTC Commissioners

FROM: Alex Buijs, LETCSA Program Manager

SUBJECT: 2025 IIT Best Practices Annual Update

DATE: September 10, 2025



Per WAC 139-12, the Washington State Criminal Justice Training Commission (WSCJTC) is required to annually update the best practices for the independent investigation teams (IIT) investigations. Furthermore, according to the work plan of the Commission's Ad Hoc Best Practices Committee, WSCJTC Law Enforcement Training and Community Safety Act (LETCSA) staff will present proposed edits at the September Commission meeting.

There are currently no edits to present the Commission for the IIT best practices. The input period for the 2025 best practices updates ended on May 31, 2025. WSCJTC LETCSA staff solicited input from the public during this time. However, no input was received.

The rulemaking to update WAC 139-12 Independent Investigations Criteria has begun. WSCJTC staff are planning to present the proposed edits at the regularly scheduled December Commission meeting. The IIT best practices will require updating after the rulemaking concludes. The future date of editing the IIT best practices, after the rulemaking concludes, is to be determined.

AB:ab

INTEROFFICE COMMUNICATION

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

TO: WSCJTC Commissioners
FROM: Kayla Wold, Certification Hearings Manager
Kimberly Bliss, Assistant Director- Certification Bureau
SUBJECT: Summary of Changes to Certification Hearing WACs
DATE: August 19, 2025



Dear Commissioners,

The WACs listed below guide the certification hearings process. The recent passage of Senate Bill 5224 has resulted in the need for updates to these WACs to be consistent with state law. The biggest change is the removal of the Administrative Law Judge's proposed recommendation to the hearing panel (also referred to as the initial order). WAC 139-06-080 is being updated to ensure compliance with the Administrative Procedures Act (APA) service rules for the filing of documents. Other changes are non-substantive, but are made for consistency, clarity, and transparency.

- 139-06-060 (Hearing Panels)
- 139-06-070 (Conference and Hearings Procedures)
- 139-06-080 (Filing of Documents for Hearings)
- 139-06-110 (Final Order)

AMENDATORY SECTION (Amending WSR 22-13-075, filed 6/9/22, effective 7/10/22)

WAC 139-06-060 Hearing panels. (1) The commission shall cultivate a list of qualified individuals to be appointed as members of hearing panels in certification actions.

(a) Names of qualified individuals interested in serving as panel members under RCW 43.101.380 may be submitted by any person for consideration by the commission. The commission will establish desired qualifications in policy.

(b) Commissioners will be appointed to hearing panels by the commission's governing body.

(c) Other qualified and interested individuals will submit:

(i) Hearing panel member application;

(ii) Cover letter;

(iii) Resume;

(iv) The names and contact information for three references; and

(v) Letter of support from their agency supervisor or administrator. Members of the public may submit a letter of recommendation in lieu of a letter of support.

(d) Materials shall be submitted to the commission's hearing coordinator at the following address: 19010 1st Avenue South, Burien, Washington 98148. Materials may also be submitted via email, as identified on the commission website.

(2) The commission shall review applications and submit a list of qualified individuals to the commission. The commission shall have sole discretion over the selection of panel members.

(3) Prior to the hearings panel being selected for a hearing, the commission will confirm with panelists that they have no conflicts of interest as outlined in the hearing panel member handbook. Examples of conflicts of interest include, but are not limited to, the below situations:

(a) Personal, working, and financial relationships, past or present; and

(b) Shared affiliations in groups, organizations, and activities.

(4) If a panel member is concerned that they have a conflict of interest, including a relationship with a party or a witness that would prevent the panel member from judging the case fairly, they must notify the commission as soon as possible. If the petitioner or respondent has any motion for disqualification of a panel member, the motion must be filed prior to or at the first prehearing conference.

(5) ~~((In all hearings requested under RCW 43.101.155, an administrative law judge (ALJ) appointed under chapter 34.12 RCW shall preside. The ALJ makes necessary rulings and issues a proposed recommendation but is not entitled to vote.))~~ If there is a panel member replacement prior to the hearing, parties must file a motion for disqualification within 10 days of service of notice of the replacement.

(6) A five-member hearings panel shall hear the case and will make the commission's final administrative decision based on a majority of the vote.

(7) When a hearing is requested in relation to a certification action of a Washington peace officer, the commission shall appoint to the panel:

(a) One police chief or sheriff from an agency, who is not a current or past employer of the certified officer;

(b) One certified Washington officer who is at or below the level of first line supervisor and who has at least 10 years' experience as an officer;

(c) One civilian member of the commission as appointed under RCW 43.101.030 (1)(f) and (h) through (j);

(d) One member of the public who is not a prosecutor, defense attorney, judge, or officer; and

(e) One person with expertise and background in police accountability who is not a current or former certified officer.

(8) When a hearing is requested in relation to a certification action of a Washington corrections officer, the commission shall appoint to the panel:

(a) A person who heads either a city or county corrections agency or facility or of a Washington state department of corrections facility;

(b) One corrections officer who is at or below the level of first line supervisor and who has at least 10 years' experience as a corrections officer;

(c) One civilian member of the commission as appointed under RCW 43.101.030 (1) (f) and (h) through (j);

(d) One member of the public who is not a prosecutor, defense attorney, judge, or officer; and

(e) One person with expertise and background in police accountability who is not a current or former certified officer.

(9) When a hearing is requested in relation to a certification action of a tribal police officer, the commission shall appoint to the panel:

(a) One tribal police chief;

(b) One tribal police officer who is at or below the level of first line supervisor, and who has at least 10 years' experience as an officer;

(c) One civilian member of the commission as appointed under RCW 43.101.030 (1) (f) and (h) through (j);

(d) One member of the public who is not a prosecutor, defense attorney, judge, or officer; and

(e) One person with expertise and background in police accountability who is not a current or former certified officer.

[Statutory Authority: RCW 43.101.080 and 43.101.801. WSR 22-13-075, § 139-06-060, filed 6/9/22, effective 7/10/22. Statutory Authority: RCW 43.101.080. WSR 03-02-010, § 139-06-060, filed 12/20/02, effective 1/20/03.]

AMENDATORY SECTION (Amending WSR 24-07-042, filed 3/13/24, effective 4/13/24)

WAC 139-06-070 Conference and hearings procedures. (1) In all

hearings requested under RCW 43.101.155, an administrative law judge

(ALJ) appointed under chapter 34.12 RCW shall preside over all

prehearing conferences, status conferences, and the hearing itself.

The ALJ makes all necessary prehearing and hearing rulings, but is not

entitled to deliberate, vote, or make any final recommendation.

(2) The attorney general's office shall represent commission staff in all adjudicative proceedings before a hearing panel.

(3) Once the commission hearings coordinator receives the request for hearing, the first prehearing conference shall be held within 14 days unless that time is extended by mutual agreement of the parties or for good cause.

(a) The ALJ shall serve timely notice of the initial prehearing conference on all parties.

(b) The notice will contain the date and time of the first prehearing conference, the sign-on information, and the names of the hearing panel members.

~~((b) Any motion for disqualification of a panel member must be filed prior to the first prehearing conference.))~~

(4) The first prehearing conference is administrative. Its primary purpose is to schedule the hearing date, which must occur

within 90 days of the first prehearing conference unless that time is extended on mutual agreement of the parties or for good cause.

(a) During the first prehearing conference, the ALJ may schedule due dates for the filing of any prehearing briefs, witness lists, exhibit lists and exchange of exhibits, objections to witnesses and exhibits, and prehearing motions. The ALJ will also schedule a second prehearing conference.

(b) The ALJ shall issue a prehearing conference order within one week of the conclusion of the first prehearing conference. The prehearing conference order shall describe the action taken at the conference and the parties' agreements.

(5) The purpose of the second prehearing conference is to address the parties' evidentiary objections and ascertain the parties' readiness to proceed to hearing. Parties shall be prepared to discuss all evidentiary objections, all motions, and any remaining matters.

(a) The ALJ will make any necessary rulings on motions and evidentiary objections.

(b) The ALJ shall issue an order within 10 days of the conclusion of the second prehearing conference.

(c) After the second prehearing conference, the panel members will be provided with copies of all materials admitted into evidence,

the witness lists, the statement of charges, and the briefings submitted by the parties.

(6) Failure of the respondent or the respondent's attorney to attend or participate in any scheduled prehearing conference will result in a finding of default and an order will be entered under RCW 34.05.440.

(7) Hearings may be held in-person or virtually.

(a) Once the hearing date has been set, a written notice will appear on the commission website with the date, time, and location of the hearing.

(b) Hearings are open to the public and accommodations will be made for public attendance of virtual meetings.

(c) The commission shall create audio or video recordings of all prehearing conferences and hearings.

(8) If an in-person hearing is scheduled, the hearings coordinator will provide an admitted exhibits binder including all admitted exhibits from both parties. Both parties shall use the admitted exhibits binder to reference or display any admitted exhibits during the hearing. If a virtual hearing is scheduled, the parties shall maintain control of their exhibits and, if necessary, will be required to share their screens when referencing or displaying an

admitted exhibit during the proceeding. Parties are forbidden from screen sharing any portion or version of exhibits not previously admitted.

(9) If an in-person hearing is scheduled, the respondent must attend the proceeding in person. A respondent's failure to comply with this attendance requirement will result in the revocation, suspension, or denial of certification and the hearings panel shall enter an order of default and final order under RCW 34.05.440.

(a) In-person hearings will be conducted at the training commission located at: 19010 1st Avenue South, Burien, Washington, 98148.

(b) If a virtual hearing is scheduled, the respondent shall remain visible on screen at all times the parties are on the record. A respondent's failure to comply with this attendance requirement will result in the revocation, suspension, or denial of certification and the hearings panel shall enter an order of default and final order under RCW 34.05.440.

(10) Regardless of whether a hearing is scheduled in-person or virtually, witnesses may testify at the hearing in-person, by telephone, or virtually.

(11) A five-member hearings panel shall hear the case and will make the commission's final administrative decision based on a majority of the vote.

(12) The standard of proof for certification proceedings is a preponderance of the evidence. RCW 43.101.380(1).

(13) The commission staff bears the burden of proof in actions before the hearings panel to deny, suspend, or revoke an officer's certification, or require remedial training for an officer.

(14) In an appeal of the commission's final administrative decision issued by the hearing panel, the appellant bears the burden of proof, unless otherwise provided by law.

[Statutory Authority: RCW 43.101.080. WSR 24-07-042, § 139-06-070, filed 3/13/24, effective 4/13/24; WSR 23-19-038, § 139-06-070, filed 9/13/23, effective 10/14/23. Statutory Authority: RCW 43.101.080 and 43.101.801. WSR 22-13-075, § 139-06-070, filed 6/9/22, effective 7/10/22. Statutory Authority: RCW 43.101.080. WSR 03-02-010, § 139-06-070, filed 12/20/02, effective 1/20/03.]

AMENDATORY SECTION (Amending WSR 22-13-075, filed 6/9/22, effective 7/10/22)

WAC 139-06-080 Filing of documents for hearings. (1) If a

hearing is to be conducted in person, an original and five copies of the opening brief, witness list, exhibit list, and exhibits are to be submitted to the commission at: 19010 1st Avenue South, Burien, Washington 98148 as outlined in the prehearing order.

(a) All hearing documents received by the commission will be shared with the petitioner, respondent, and the administrative law judge (ALJ).

(b) In addition, an electronic copy of each document shall be provided to the commission, the petitioner, the ALJ, and the respondent or their representative. Service shall be accomplished in ~~((accordance with the superior court civil rules))~~ compliance with RCW 34.05.010(19).

(2) Witness lists must include a statement of the subject matter on which the witness is expected to testify. Failure to include subject matter in such a statement may be grounds for exclusion of testimony regarding that subject matter at the hearing.

(3) The petitioner and respondent ~~((should))~~ may submit a proposed findings of fact and conclusion of law within three days of the conclusion of the hearing.

[Statutory Authority: RCW 43.101.080 and 43.101.801. WSR 22-13-075, § 139-06-080, filed 6/9/22, effective 7/10/22. Statutory Authority: RCW 43.101.080. WSR 03-02-010, § 139-06-080, filed 12/20/02, effective 1/20/03.]

AMENDATORY SECTION (Amending WSR 22-13-075, filed 6/9/22, effective 7/10/22)

WAC 139-06-110 Final order. ~~(1) ((The administrative law judge (ALJ) makes necessary rulings and issues a proposed recommendation but is not entitled to vote.~~

~~(2)))~~ (2) The hearings panel shall enter ~~((the))~~ a final order within 90 days of the conclusion of the hearing. The commission shall serve a copy of the order to the parties and the certified officer's employing agency. It will also appear on the commission website.

~~((3)))~~ (2) The final order issued by the hearings panel shall be the final decision of the commission.

~~((4)))~~ (3) The transcripts, admitted evidence, recordings, and written decision of the hearings panel on behalf of the commission are not confidential or exempt from public disclosure and are subject to subpoena and discovery proceedings in civil actions.

~~((+5+))~~ (4) The final order shall include information for respondents to petition for reconsideration or judicial review contained in RCW 34.05.510 through 34.05.598.

~~((+6+))~~ (5) The commission's final order is subject to the judicial review provisions of the Administrative Procedure Act, RCW 34.05.510 through 34.05.598.

[Statutory Authority: RCW 43.101.080 and 43.101.801. WSR 22-13-075, § 139-06-110, filed 6/9/22, effective 7/10/22. Statutory Authority: RCW 43.101.080. WSR 03-02-010, § 139-06-110, filed 12/20/02, effective 1/20/03.]

INTEROFFICE COMMUNICATION

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

TO: WSCJTC Commissioners

FROM: Kimberly Bliss, Assistant Director - Certification Bureau

SUBJECT: Summary of Changes to Chapter 7 Policy 01 (Complaints) and Chapter 7 Policy 02 (Complaint Handling)

DATE: August 20, 2025



Attached, please find clean and redlined versions of two Certification policies for the Commission's approval. Substantive changes were made in both policies to bring the policies in line with current and best practices, with a focus on increased communication and transparency.

In drafting these changes, the Certification Bureau sought feedback directly from the Washington Coalition for Police Accountability (WCPA), which vigorously represents the interests of complainants in the Certification process. Many WCPA recommendations were incorporated into the final product (e.g., providing more notice of case actions). WCPA representatives indicated that we could represent their support for these updated policies.

The redlined versions of these policies are admittedly difficult to follow because, in addition to new language and deletions, large portions of text were moved within the policies. Accordingly, major changes are summarized below:

Policy 7.01 (Complaints)

- Renamed from Anonymous Complaints to Complaints, as this policy governs the filing of all complaints, not just anonymous complaints
- Updates and alphabetizes definitions
- Updates language regarding the Washington State Criminal Justice Commission (WSCJTC)'s obligation to make reasonable efforts to keep anonymous complainants anonymous
- Requires WSCJTC to inform complainants that failing to provide us with contact information may make it more difficult to determine or prove the existence of misconduct

7.02 (Complaint Handling)

- Adds and alphabetizes definitions
- In many areas, removes repetitive or similar language without changing substantive requirements
- Adds requirement for more information to be shared with complainants, including a description of the certification investigation process and potential outcomes, instructions on how to submit evidence, notices of certain case actions, and a copy of the investigative report when a case is declined for charging
- Codifies Certification's current practice of speaking directly to all complainants who have personal knowledge of the alleged misconduct or are impacted family members before making a final determination
- Removes language regarding the charging standard (*i.e.*, preponderance of the evidence), which is not specific to complaints, and will be included in Certification's Investigations policy (currently being drafted)
- Codifies current practice of retaining all information submitted by a complainant in the case file

KAB:kb

Attachments (4)



CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL



Standard:	Chapter 7 Policy 01 Complaints	Revised: 07/23/2025
Authorizing Source: RCW 42.56, WAC 139-17-010		Applies to: Certification Staff

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) benefits from information received from members of the public. Some members of the public, including law enforcement personnel, may be reluctant to report potential misconduct to the WSCJTC because they fear retaliation or other adverse consequences. For this reason, the WSCJTC accepts public complaints about alleged officer misconduct, including from anonymous and unknown complainants.

II. DEFINITIONS:

Identified Complainant – An individual who identifies themselves in a complaint with the understanding that their identity may be revealed to local law enforcement agencies and/or the public.

Identifying information – Information that can be used to uncover an individual's identity, such as name, address, phone number, or email address.

Anonymous Complainant – An individual who files a complaint and provides their name, phone number, email address, or other Identifying Information but requests anonymity.

Unknown Complainant – An individual who files a complaint and does not provide their name, email address, or other Identifying Information.

III. POLICY:

A. To the extent possible, the WSCJTC will protect the identity of Anonymous Complainants (see RCW 42.56.240(2)).

1. The online complaint form will give complainants the option to file complaints anonymously.
 - a. The complaint form will provide notice that, to the best of its ability, the WSCJTC will honor the preference of Anonymous Complainants to remain anonymous. The WSCJTC will make reasonable efforts to keep Anonymous Complainants anonymous. However, anonymity cannot be guaranteed in all circumstances. The online complaint form will give examples of when agencies may recognize the identity of a complainant despite their request for anonymity.

2. The online complaint form will give complainants the option to file as an Identified Complainant.
 - a. The complaint form will provide notice that, by opting to identify themselves, the complainant's identity may be disclosed to law enforcement agencies and/or the public.
3. Except when authorized by the complainant or required by law or court order, the WSCJTC will not disclose Identifying Information of Anonymous Complainants or verify any inquiry from an agency seeking to confirm the identity of an Anonymous Complainant.
4. The online complaint form will ask complainants to provide contact information so they may receive follow-up questions and/or case updates but will inform complainants that complaints will not be rejected for lack of Identifying Information.
 - a. The complaint form will notify complainants that, by not providing contact information, WSCJTC will be unable to interview them, provide them with case updates, or answer questions about the case, and that this may make it more difficult to determine or prove the existence of decertifying misconduct.
5. A person who files a complaint in good faith is immune from suit or any civil action related to the filing or the contents of the complaint per RCW 43.101.145(4).
 - a. Complaints should only be made in good faith and should not be used to harass or intimidate certified officers.



CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL



Standard:	Chapter 7 Policy 01 Anonymous Complaints	Revised: 06/22/202207/23/2025
Authorizing Source:	RCW 42.56, WAC 139-17-010	Applies to: Certification Staff

Formatted: Font: Not Bold

I. ~~I.~~ PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC) benefits from information received from members of the public.- Some members of the public, including law enforcement personnel, may be reluctant to report potential misconduct to the Commission WSCJTC because they fear retaliation or other adverse consequences. For this reason, the Commission shall accept WSCJTC accepts public complaints about alleged officer misconduct, including from anonymous complaints. Anonymity cannot be guaranteed in all circumstances. However, staff will make reasonable efforts to keep anonymous complaints anonymous and unknown complainants.

Formatted: Font: Not Bold, Font color: Auto

Formatted: Indent: Left: 0", Hanging: 0.25", Space Before: 6 pt, After: 12 pt, Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.75"

Formatted: Space Before: 6 pt

II. ~~II.~~ DEFINITIONS:

Unknown Complainant – An individual who files a complaint with the Commission and did not provide their name, email address, or other identifying information to Commission staff.

Known Complainant – An individual who files a complaint with the Commission and provided their name, phone number, email address, or other identifying information to Commission staff but requested anonymity.

Identified Complainant – An individual who identifies themselves in a complaint filed with the Commission with the understanding that their identity may be revealed to local law enforcement agencies and/or the public.

Formatted: Font: Not Bold, Font color: Auto

Formatted: Body Text Indent+2, Indent: Left: 0", Hanging: 0.25", Space Before: 6 pt, After: 12 pt, Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.75"

Formatted: Space Before: 6 pt

Identifying information – Information that can be used to uncover an individual's identity, such as name, address, phone number, or email address.

Anonymous Complainant – An individual who files a complaint and provides their name, phone number, email address, or other Identifying Information but requests anonymity.

Unknown Complainant – An individual who files a complaint and does not provide their name, email address, or other Identifying Information.

III. POLICY:

Formatted: Font: Not Bold, Font color: Auto

Formatted: Body Text Indent+2, Indent: Left: 0", Hanging: 0.25", Space Before: 6 pt, After: 12 pt, Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.75"

~~B.A.~~ To the extent possible, the ~~Commission~~ WSCJTC will protect the identity of ~~known and unknown complainants. (Anonymous Complainants (see RCW 42.56.240)-(2)).~~

Formatted: Space Before: 6 pt, After: 12 pt

~~2.1.~~ The online complaint form ~~shall~~ will give ~~the complainant~~ complainants the option to file ~~complaints~~ anonymously.

Formatted: Space Before: 6 pt

~~2. Except when authorized by the complainant, the Commission will not disclose identifying information of unknown or known complainants or verify any inquiry from an agency seeking to confirm the identity of an unknown or known complainant.~~

~~a. The complaint form shall also offer~~ The complaint form will provide notice that, to the best of its ability, the WSCJTC will honor the preference of Anonymous Complainants to remain anonymous. The WSCJTC will make reasonable efforts to keep Anonymous Complainants anonymous. However, anonymity cannot be guaranteed in all circumstances. The online complaint form will give examples of when agencies may recognize the identity of a complainant despite their request for anonymity.

~~2. The online complaint form will give~~ complainants the option to file as an ~~identified complainant. Identified Complainant.~~

~~3-a.~~ The complaint form ~~shall~~ will provide notice that, by opting to identify themselves, the complainant's identity may be disclosed to law enforcement agencies and/or the public.

Formatted: Space Before: 6 pt

~~3. Except when authorized by the complainant or required by law or court order, the WSCJTC will not disclose Identifying Information of Anonymous Complainants or verify any inquiry from an agency seeking to confirm the identity of an Anonymous Complainant.~~

~~4. The online complaint form shall allow identified and known complainants to indicate if they are willing to speak to the officer's employing agency. To the extent necessary, the Commission may facilitate communication between agencies and complainants.~~

~~5.4. The form shall instruct identified and known~~ will ask complainants to provide contact information so they may receive follow-up questions and/or case updates. ~~The form shall notify unknown but will inform~~ complainants that, ~~by filing anonymously, the Commission will be unable to contact them with additional information. complaints will not be rejected for lack of Identifying Information.~~

Formatted: Space Before: 6 pt

Commented [LA1]: We will beef up language for website.

~~a. The Commission shall provide notice on the complaint form that, to the best of its ability and authority, it shall honor the preference of unknown~~



CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL



Standard:	Chapter 7 Policy 01 Anonymous Complaints	Revised: 06/22/2022 07/23/2025
Authorizing Source:	RCW 42.56, WAC 139-17-010	Applies to: Certification Staff

Formatted: Font: Not Bold

~~and known complainants to remain anonymous. Anonymity cannot be guaranteed in all circumstances. However, staff will make reasonable efforts to keep anonymous complainants anonymous. The complaint form will notify complainants that, by not providing contact information, WSCJTC will be unable to interview them, provide them with case updates, or answer questions about the case, and that this may make it more difficult to determine or prove the existence of decertifying misconduct.~~

5. A person who files a complaint in good faith is immune from suit or any civil action related to the filing or the contents of the complaint per RCW 43.101.145(4).

a. Complaints should only be made in good faith and should not be used to harass or intimidate certified officers.

6.

Formatted: Space Before: 6 pt, After: 12 pt, No bullets or numbering



CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL



Standard:	Chapter 7 Policy 02 Complaint Handling	Revised: 07/23/2025
Authorizing Source: RCW 43.101, WAC 139-17-010		Applies to: Certification Staff

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC), criminal justice community, and the public-at-large benefit from information received from members of the public, including but not limited to, information that may affect the status of peace and corrections officer certification. WSCJTC policy allows the filing of public complaints, including anonymous complaints. This policy governs WSCJTC staff action regarding complaints.

II. DEFINITIONS:

Anonymous Complainant – An individual who files a complaint and provides their name, phone number, email address, or other identifying information but requests anonymity.

Certified Officer – Any officer that has successfully completed a background check and mandated training and been granted a license by WSCJTC to serve as a certified peace, tribal, limited authority or corrections officer.

Identified Complainant – An individual who identifies themselves in a complaint with the understanding that their identity may be revealed to local law enforcement agencies and/or the public.

Substantial New Evidence – Information or evidence previously unknown to the WSCJTC that is material and relevant to a finding that the officer committed potentially decertifying misconduct under RCW 43.101.105.

Unknown Complainant – An individual who files a complaint and does not provide their name, email address, or other identifying information.

III. POLICY:

A. Receiving Complaints

1. Any person may submit a complaint with the WSCJTC against a Certified Officer alleging a violation of RCW 43.101.105 (see RCW 43.101.145(1)).
2. The WSCJTC will never inquire about a complainant's age, sex, race, nationality, immigration status, or any other information about their identity, unless it is directly relevant to the complaint or alleged misconduct.

3. Language translation will be made available when needed. The WSCJTC will offer translation services without cost to complainants who request a translator.
4. WSCJTC staff will make reasonable efforts to accommodate members of the public who wish to file a complaint but need assistance to do so, including taking the complaint by phone or in person.
5. WSCJTC staff are expected to seek additional or clarifying information from complainants that allege officer misconduct but lack sufficient information to identify the involved officer(s) or sufficient detail to determine if there is a basis for certification action under RCW 43.101.105, regardless of whether the basis of a complaint constitutes misconduct under chapter 43.101 RCW.
6. All complaints will be logged into the case management system and assigned a case number.

B. Communication with Identified and Anonymous Complainants

1. Within two (2) business days of the complaint being processed, the WSCJTC will provide the complainant with:
 - a. An emailed or mailed acknowledgement that the complaint was received;
 - b. Contact information for a staff member who will become their point of contact in the case;
 - c. A link to a webpage describing what to expect during the complaint and investigation processes, as well as possible case outcomes; and
 - d. Instructions on how to submit documents and evidence to WSCJTC about the complaint and encouragement to do so promptly.
2. WSCJTC staff will make a good-faith effort to communicate with complainants to ensure that WSCJTC staff understand their allegations and have received all relevant information and documents in support of the complaint.
 - a. WSCJTC will offer complainants with personal knowledge of the alleged misconduct or who are impacted immediate family members the opportunity to speak directly with the appropriate staff member, as determined by Certification, before any complaint is closed without a Statement of Charges.
 - b. If a complainant submits evidence, it will be retained in the relevant case file.
3. WSCJTC will keep complainants informed by providing emailed or mailed notices about case status and progress through each stage before final disposition and respond to periodic complainant inquiries. WSCJTC will endeavor to notify complainants within five business days of any change to case status.

- a. If the complaint is administratively closed as a duplicate case, WSCJTC will provide notice to the complainant informing them of the primary case number.
 - b. When the case is advanced to Intake Review status, the WSCJTC will provide notice to complainants informing them that their complaint is being reviewed, and reminding them that this review determines whether the WSCJTC will administratively close the case or advance it to Investigation status.
 - c. If a case is advanced to Investigation status, the WSCJTC will provide notice to complainants and inform them that they may be interviewed during the investigation.
 - d. If a Statement of Charges is issued, the WSCJTC will provide notice to complainants.
 - i. WSCJTC staff will subsequently notify the complainant if the officer requests an administrative hearing pursuant to RCW 43.101.155.
 - ii. After the hearing panel members are selected, the WSCJTC will inform complainants who are victims of police misconduct of the names of hearing panel members and how to notify the WSCJTC of any potential conflict of interest concerns.
 - iii. The complainant will be given instructions on how to obtain hearing information related to the subject officer as well as how to observe the hearing.
4. The WSCJTC will provide emailed or mailed notice complainants informing them of the final disposition of their complaint.
- a. For all complaints closed without an investigation, the WSCJTC will inform the complainant of the reason for the closure and the process to refile their complaint should they discover Substantial New Evidence. This notification will be made when the agency is informed of the case closure.
 - b. If, after completing a certification investigation into a complaint, WSCJTC staff determine there is not sufficient evidence to file a Statement of Charges against the subject officer(s), the WSCJTC will send a notice of decline and a copy of the Investigation Report to the complainant and explain that the complainant may request in writing that this decision be reviewed by the Assistant Director of Certification. This notification will be made when the agency and officer are informed of the case closure.
 - i. The complainant must file this request within 14 days of WSCJTC's notice of decline and the final Investigation Report. The Assistant Director of Certification may waive this deadline if, in their sole discretion, the

appellant provides evidence of good cause for missing the deadline.

- ii. The Assistant Director of Certification will notify the complainant in writing of the outcome of the requested review.
- c. Certification staff will provide an emailed or mailed notice to complainants promptly upon receipt of a final order of revocation. The notification will include a copy of the final order and an explanation of the basis for revocation.
- d. For all other outcomes, including final orders that do not result in the revocation of certification, Certification staff will provide an emailed or mailed notice to complainants promptly upon receipt of a final order. This notification will include a copy of the final order.

C. Communication with Agencies

1. The WSCJTC will notify the officer's employing agency of complaints filed and inquire whether the agency has previously received and investigated the complaint.
 - a. The WSCJTC will notify the officer's employing agency at the time of the incident, and current employing agency, if different.
 - b. If an officer's employing agency conducts an investigation, the WSCJTC will periodically request updates on the progress of the investigation and request a copy of the relevant investigatory files.
 - c. In cases that fall out of WSCJTC's jurisdiction, such as when the officer is deceased, not certified, or the complaint is implausible, the WSCJTC will only notify the agency at the time of closure.
2. If the WSCJTC receives a complaint alleging criminal conduct, it will refer the matter to the agency with criminal jurisdiction in writing unless WSCJTC is aware that a criminal investigation has already been opened, or the agency has determined that a criminal investigation is not warranted. The referral will include recommendations that the investigation be performed by a law enforcement agency who has never employed the accused officer and other required notifications, as specified in WAC 139-17-010(2).
3. The WSCJTC will request periodic updates as to the status of any criminal investigation from the agency with jurisdictional authority.
4. Any referral to the agency with criminal jurisdiction or the officer's employing agency does not preclude the WSCJTC from simultaneously conducting its own investigation.



CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL



Standard:	Chapter 7 Policy 02 Complaint Handling	Revised: 06/22/2022 07/23/2025
Authorizing Source:	RCW 43.101, WAC 139-17-010	Applies to: Certification Staff

Formatted: Font: Not Bold

I. PURPOSE:

The Washington State Criminal Justice Training Commission (WSCJTC), criminal justice community, and the public-at-large benefit from information received from members of the public, including but not limited to, information that may affect the status of peace officer and correctional officer certifications. Accordingly, it is in the Commission's interest to provide opportunities for the public to file complaints that may impact an officer's certification status. However, complaints should only be made in good faith and should not be used to harass or intimidate certified officers. See RCW 43.101.145(4). This policy describes the procedures under which complaints received by the Commission will be processed and corrections officer certification. WSCJTC policy allows the filing of public complaints, including anonymous complaints. This policy governs WSCJTC staff action regarding complaints.

Formatted: Font: Not Bold, Font color: Auto

Formatted: Space Before: 6 pt, After: 12 pt

Formatted: Space Before: 6 pt

II. DEFINITIONS:

Anonymous Complainant – An individual who files a complaint and provides their name, phone number, email address, or other identifying information but requests anonymity.

Certified Officer and – Any officer that has successfully completed a background check and mandated training and been granted a license by WSCJTC to serve as a certified officer. Any full-time, general peace, tribal, limited authority peace officer, tribal police officer with a recognized certified tribe, reserve officer whose peace officer certification has not lapsed, and or corrections officer as defined.

Formatted: Space Before: 6 pt, After: 12 pt

Formatted: Font: Not Italic

Identified Complainant – An individual who identifies themselves in RCW 43.101.010 (6), (10), (12), and as applicable in RCW 43.101.105 (9) a complaint with the understanding that their identity may be revealed to local law enforcement agencies and/or the public.

Formatted: Space Before: 6 pt, After: 12 pt

Substantial new evidence – New Evidence – Information or evidence previously unknown to the Commission that a reasonable person would accept as adequate to support a conclusion. WSCJTC that is material and relevant to a finding that the officer committed potentially decertifying misconduct under RCW 43.101.105.

Formatted: Body Text, Right: 0.4", Space Before: 6 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Unknown Complainant – An individual who files a complaint and does not provide their name, email address, or other identifying information.

III. POLICY:

A. Receiving Complaints

1. Any person may file a complaint with the Commission that may invoke the Commission's authority to deny, revoke, or suspend any officer's certification. See RCW 43.101.145(1).

If the complainant has not yet filed a complaint with the subject officer's employing agency, the Commission will refer that complaint to the employing agency sheriff, chief, or their designee for an internal investigation.

Further, the Commission will follow up with the employing agency and, once the agency has completed its investigation, shall request the investigative file. Any referral to the officer's employing agency does not preclude the Commission from understanding its own investigation.

a.1. Any person may submit a complaint with the WSCJTC against a ~~certified officer~~ Certified Officer alleging a violation of RCW 43.101.105. ~~See (see~~ RCW 43.101.145(1)).

i. ~~The Commission shall receive and consider all complaints, including those from anonymous and third-party sources.~~

ii.2. ~~Inquiring~~ The WSCJTC will never inquire about a ~~complainants'~~ complainant's age, sex, race, nationality, immigration status, or any other information about their identity ~~not, unless it is directly relevant to the complaint~~ is strictly prohibited or alleged misconduct.

iii.3. Language translation ~~shall will~~ be made available when needed. The ~~Commission~~ shall WSCJTC will offer translation services without cost to ~~any complainants for whom English is not their first language who request a translator.~~

b.4. ~~Commission~~ WSCJTC staff ~~shall will~~ make reasonable efforts to accommodate members of the public who wish to file a complaint but need assistance to do so, including taking the complaint by phone or in-person.

i.5. ~~Commission~~ WSCJTC staff are expected to seek additional or clarifying information ~~on all complaints from complainants that describe allege officer misconduct but lack sufficient information to identify the involved officer(s) or sufficient detail to determine if there is a basis for certification action under RCW 43.101.105, regardless of whether the basis of a complaint constitutes misconduct under chapter 43.101 RCW.~~

ii. ~~If contact information has not been provided by a complainant, the Commission will make reasonable attempts to contact the complainant to obtain sufficient information to assess the complaint and seek corroborating information.~~

Formatted: Font: Arial

Formatted: Normal, Indent: Left: -0.06", Hanging: 0.31", Space Before: 6 pt, No bullets or numbering, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: List Paragraph, Space Before: 6 pt, After: 12 pt, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Normal (Web), Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Normal (Web), Space Before: 6 pt, Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Font color: Black

Formatted: Font color: Black

Formatted: Space Before: 6 pt, Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Font color: Black

Formatted: Font color: Black

Formatted: Font color: Black

Formatted: Normal (Web), Space After: 12 pt, Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Space Before: 6 pt, After: 12 pt, Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Font color: Black

~~c. A person who files a complaint in good faith under this section is immune from suit or any civil action related to the filing or the contents of the complaint per RCW 43.101.145(4).~~

~~B. Complainant Confidentiality~~

~~1. Refer to Chapter 7 Policy 01 Anonymous Complaints.~~

~~C. Conflicts of Interest~~

~~1. Refer to Chapter 7 Policy 03 Conflict of Interest.~~

~~6. D. All complaints will be logged into the case management system and assigned a case number.~~

~~B. Communication with Identified and Anonymous Complainants~~

~~1. Once a complaint is received, it shall be assigned to an investigator. Commission staff shall, within Within two (2) business days of the complaint being received, processed, the WSCJTC will provide the complainant with an:~~

~~a. An emailed or mailed acknowledgement that the complaint was received and shall further provide the complainant with the contact;~~

~~1-b. Contact information for a staff member who will become their point of contact in the case;~~

~~2. Commission staff will send a letter to each known complainant or third-party representative informing them of:~~

~~a. The final disposition of their complaint, and~~

~~b. If the Commission determines not to take any further action against the subject of a complaint, it shall provide an explanation to the complainant in writing explaining how it reached this decision~~

~~c. If, after reviewing a complaint, Commission staff determine there is not sufficient evidence to open an investigation and/or file a statement of charges against the subject officer; A link to a webpage describing what to expect during the complaint and investigation processes, as well as possible case outcomes; and~~

~~d. Instructions on how to submit documents and evidence to WSCJTC about the complaint and encouragement to do so promptly.~~

~~2. WSCJTC staff will make a good-faith effort to communicate with complainants to ensure that WSCJTC staff understand their allegations and have received all relevant information and documents in support of the complaint.~~

~~a. WSCJTC will offer complainants with personal knowledge of the alleged misconduct or who are impacted immediate family members the opportunity to speak directly with the appropriate staff member, as determined by Certification.~~

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: List Paragraph, Space Before: 6 pt, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Space Before: 6 pt, Numbered + Level: 3 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

before any complaint is closed without a Statement of Charges.

b. If a complainant submits evidence, it will be retained in the relevant case file.

3. WSCJTC will keep complainants informed by providing emailed or mailed notices about case status and progress through each stage before final disposition and respond to periodic complainant inquiries. WSCJTC will endeavor to notify complainants within five business days of any change to case status.

a. If the complaint is administratively closed as a duplicate case, WSCJTC will provide notice to the complainant informing them of the primary case number.

b. When the case is advanced to Intake Review status, the WSCJTC will provide notice to complainants informing them that their complaint is being reviewed, and reminding them that this review determines whether the WSCJTC will administratively close the case or advance it to Investigation status.

c. If a case is advanced to Investigation status, the WSCJTC will provide notice to complainants and inform them that they may be interviewed during the investigation.

d. If a Statement of Charges is issued, the WSCJTC will provide notice to complainants.

~~3. WSCJTC staff will subsequently notify the complainant if the~~

~~a. The complainant may request in writing that this decision be reviewed by the Executive Director. The complainant must file this request within 14 days of receiving Commission staff's determination not to pursue further action.~~

~~b. The Commission shall inform the complainant of the process to refile their complaint should they discover substantial new evidence.~~

~~4.i. If Commission staff file a statement of charges against the subject officer as the result of a complaint, the complainant shall be notified if that officer requests an administrative hearing pursuant to RCW 43.101.155.~~

~~ii. In addition, After the hearing panel members are selected, the WSCJTC will inform complainants who are victims of police misconduct of the names of hearing panel members and how to notify the WSCJTC of any potential conflict of interest concerns.~~

~~a-iii. The complainant shall will be given instructions on how to obtain hearing and certification status information related to the subject officer as well as how to observe the hearing.~~

4. The complainant's point WSCJTC will provide emailed or mailed notice complainants informing them of contact within the agency shall the final disposition of their

Formatted: Font: Arial

Formatted: List Paragraph, Indent: Left: 1", Space Before: 6 pt, No bullets or numbering

Formatted: Space Before: 6 pt, Numbered + Level: 4 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.25" + Indent at: 1.5"

Formatted: Font: Arial

Formatted: Space Before: 6 pt, Numbered + Level: 4 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.25" + Indent at: 1.5"

Formatted: Font: Arial

complaint.

- a. For all complaints closed without an investigation, the WSCJTC will inform the complainant of the hearing panel members as soon as the panel has been identified reason for the closure and inform the process to refile their complaint should they discover Substantial New Evidence. This notification will be made when the agency is informed of the case closure.
- b. If, after completing a certification investigation into a complaint, WSCJTC staff determine there is not sufficient evidence to file a Statement of Charges against the subject officer(s), the WSCJTC will send a notice of decline and a copy of the Investigation Report to the complainant and explain that the complainant may request in writing that this decision be reviewed by the Assistant Director of Certification. This notification will be made when the agency and officer are informed of the case closure.
 - i. The complainant how to must file this request within 14 days of WSCJTC's notice of decline and the final Investigation Report. The Assistant Director of Certification may waive this deadline if, in their sole discretion, the appellant provides evidence of good cause for missing the deadline.
 - ii. The Assistant Director of Certification will notify the Commission of any potential conflict of interest concerns about panel members complainant in writing of the outcome of the requested review.
- c. E. Certification staff will provide an emailed or mailed notice to complainants promptly upon receipt of a final order of revocation. The notification will include a copy of the final order and an explanation of the basis for revocation.
- d. For all other outcomes, including final orders that do not result in the revocation of certification, Certification staff will provide an emailed or mailed notice to complainants promptly upon receipt of a final order. This notification will include a copy of the final order.

C. Communication with Agencies

1. The WSCJTC will notify the officer's employing agency shall be notified as soon as possible after a non-criminal of complaints filed and inquire whether the agency has previously received and investigated the complaint about.
 - a. The WSCJTC will notify the officer's employing agency at the time of the incident, and current employing agency, if different.

Formatted: Font: Arial

Formatted: List Paragraph, Indent: Left: 1", Space Before: 6 pt, No bullets or numbering

Formatted: List Paragraph, Space Before: 6 pt, Numbered + Level: 4 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.25" + Indent at: 1.5"

Formatted: Font: Arial

Formatted: Space Before: 6 pt, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~4-b.~~ If an officer is received officer's employing agency conducts an investigation, the WSCJTC will periodically request updates on the progress of the investigation and request a copy of the relevant investigatory files.

c. In cases that fall out of WSCJTC's jurisdiction, such as when the officer is deceased, not certified, or the complaint is implausible, the WSCJTC will only notify the agency at the time of closure.

2. If the ~~Commission~~WSCJTC receives a complaint alleging criminal conduct, it ~~shall immediately~~will refer the matter to the agency with criminal jurisdiction in writing ~~unless WSCJTC is aware that a criminal investigation has already been opened, or the agency has determined that a criminal investigation is not warranted.~~ The referral will include recommendations that the investigation be performed by a law enforcement agency who has never employed the accused officer and other required notifications, as specified in WAC 139-17-010(2).

3. The ~~assigned investigator~~WSCJTC will request periodic updates as to the status of any criminal investigation from the agency with jurisdictional authority. ~~If the Commission chooses to provide updates to the employing agency regarding an investigation concerning a certified officer, such updates shall only be provided to the employing agency executive or their designee.~~

~~F. Initial Review~~

~~1. All submitted complaints shall be subject to a Conflicts of Interest Assessment. Following this assessment, complaints shall be reviewed thoroughly to evaluate whether the alleged facts, if proven, could lead to adverse certification action.~~

~~G. Preponderance of Evidence~~

~~1. The Commission will refrain from advancing cases it knows cannot meet the preponderance of evidence standard RCW 43.101.380(1). Preponderance of the evidence means that the evidence suggests it is more likely than not that the certified officer engaged in the alleged misconduct in violation of RCW 43.101.105. Commission staff shall consider whether to advance matters based on preponderance of the evidence. If Commission staff do not file a statement of charges against the subject officer, they may nevertheless use the information and evidence gathered as a result of this complaint in considering later complaints and investigations involving the same officer.~~

~~H. Investigation Timelines and Processes~~

~~4. Refer to Policy on Investigations. Any referral to the agency with criminal jurisdiction or the officer's employing agency does not preclude the WSCJTC from simultaneously conducting its own investigation.~~

~~4.~~

Formatted

Formatted: Indent: Left: 0.25", No bullets or numbering

INTEROFFICE COMMUNICATION

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

TO: Commissioners

FROM: Certification Bureau

SUBJECT: Evaluator Applications / Port of Seattle Officer Clint March

DATE: August 21, 2025



Greetings Commissioners:

Certification received a canine evaluator application for consideration under WAC 139-05-920. The application, supporting documents, and a summary of the requirements are attached to this request.

Port of Seattle Police Department (PSPD) – Officer Clint March:

- Employed with the PSPD since 2018; certified law officer since 2014.
- Certified canine team handler since 2019.
- Completed Police One – Anti-Bias Training for Law Enforcement in June 2024.
- Active member of the Washington State Police Canine Association.
- No complaints or agency reports on file with WSCJTC.

Canine Evaluator Applications

[illegible]



CERTIFIED CANINE EVALUATOR APPLICATION

Washington State Criminal Justice
Training Commission

Send completed packets to:
certmail@cjtc.wa.gov

The following documentation must be submitted for Commission approval on all applications for canine evaluators:

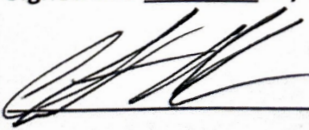
- ☒ Copy of certificate certifying to WAC 139-05-915 with at least 4 years' experience in the discipline they are applying.
- ☒ Agency transcript showing compliance with all mandated training including *Implicit Bias in Policing* or equivalent in the last 5 years.
- ☒ Certificate of recognition as a trainer of canines, in the discipline they are applying, by a professional organization of police and/or corrections dog handlers/trainers (includes departments and associations).
 - *If recognition is by a department, the applicant must provide what process was followed to be recognized as a trainer of canines by that department.*
- ☒ Date of completion of the CJTC Instructor Development class or other approved* CJTC Instructor Course. 05/23/2025
- ☒ Letter and resume detailing how the applicant meets the above criteria.
- ☒ Letter from home agency supporting the applicant's position as an evaluator for the CJTC to certify teams on department time, as approved.
- ☒ Official CJTC transcript showing the applicant is a fully commissioned Washington State Certified Peace or Corrections Officer.

Applicant's Full Name: Clint March		Applicant's Home Agency: Port of Seattle Police	
Applicant's Email Address: march.c@portseattle.org		Applicant's Contact Phone: (206) 247-4716	
Years of canine handler experience: 6	Which organization(s) recognizes you as a trainer of canines: Port of Seattle Police		
Which discipline are you applying to evaluate? (Mark all that apply)			
<input type="checkbox"/> PATROL	<input checked="" type="checkbox"/> EXPLOSIVE DETECTION	<input type="checkbox"/> NARCOTIC DETECTION	
*If other approved CJTC Instructor Course, please explain:			

I recognize this is an application for certification or training to the Commission (See RCW 43.101.105(3)(c)); therefore, I hereby attest that I have read and understand the requirements outlined in the CJTC Policy "K-9 Certification Requirements" and WAC 139-05-915.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signed this 6th day of August, 2025, in SeaTac, Washington.

 #10370

Applicant's Signature



Professional History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

08/02/2025

For: **March, Clint M.**
Student ID **1000-3750**

March, Clint M.

Employment

Organization	Active Dates	Most Recent			Current Status
		Title/Rank	Employment Assignment	Appointment Type	
Port of Seattle Police Department (Primary)	01/08/2018 - Current	Officer		Certified Peace Officer	Active
Federal Way Police Department	01/01/2014 - 01/05/2018	Officer		Certified Peace Officer	Inactive

Certifications

Name	Issued	Expiration	Status
Annual Crisis Intervention Team Training Online	10/27/2017	03/03/2026	Active (Active)
Certified Explosive Detection Canine Team	07/25/2019	05/07/2027	Active (Active)
Peace Officer Certification	08/29/2014	Never Expires	Active (Active)
The Criminal Legal System: Structural Inequalities, Monetary Sanctions, Policy and Reform	03/13/2022	Never Expires	Active (Active)
Certified Explosive Detection Canine Team With Open Air Elective	07/25/2019	05/24/2025	Expired (Inactive)

Training

Upcoming, Ongoing, & Unconfirmed

Course/Title (Course No.)	Training Dates	Grade	Status	Training Category	Hours
WADEPS (RCW.10.118.030) - Washington State Data Exchange for Public Safety Overview and Requirements (WADEPS)	06/09/2025		Assigned	WADEPS (RCW 10.118)	1h 45m
LETCSA - 4000 Who are Sikhs?	04/28/2025		Assigned	LETCSA	1h 0m
LETCSA - 4090 Introduction to Indigenous Concepts and Culture	08/19/2024		Assigned	LETCSA	2h 0m
LETCSA - 4080 Understanding the Diversity and Complexity of Asians and Asian American Communities	11/27/2023		Assigned	LETCSA	1h 30m
LETCSA - 4070 People First: Awareness, Challenges, and Response to Poverty and Recidivism	07/17/2023		Assigned	LETCSA	1h 0m
LETCSA - 4050 Introduction to the Historical Intersection of Race and Policing	06/27/2023		In Progress	LETCSA	0h 0m
Total Hours					(7h 15m)



Professional History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

08/02/2025

For: **March, Clint M.**
Student ID **1000-3750**

Current Period to Date (01/01/2025 - 08/02/2025)

Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
Instructor Development - 2001-46 Instructor Development (DuPont)	05/19/2025	05/23/2025		Graduated - 05/23/2025	Leadership	40h 0m
Crisis Intervention - Annual CIT Online Course (2025)	02/04/2025	03/03/2025		Completed - Passed	CIT Crisis Intervention Team	2h 0m
Total Hours						(42h 0m)

Previous Period (01/01/2024 - 12/31/2024)

Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
Crisis Intervention - Annual CIT Online Course (2024)	07/14/2024	07/14/2024		Completed - Passed	CIT Crisis Intervention Team	2h 0m
Total Hours						(2h 0m)

Other Periods (through 12/31/2023)

Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
LETCSA - 4010-49 Law Enforcement and Society: Lessons of the Holocaust	11/14/2023	11/14/2023		Graduated - 11/14/2023		2h 30m
Duty to Intervene - 8898 Duty to Intervene	08/31/2023	10/16/2023		Completed - Passed		3h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2023)	10/02/2023	10/03/2023	0.00%	Completed - Passed	CIT Crisis Intervention Team	1h 55m
LETCSA - 4030 Effective Communication	10/23/2022	10/26/2022		Completed - Passed	LETCSA	2h 30m
LETCSA - 4040 LGBTQ+ Core Competency	10/17/2022	10/19/2022		Completed - Passed	LETCSA	2h 30m
LETCSA - 4020-1 The Criminal Legal System: Structural Inequalities, Monetary Sanctions, Policy and Reform	03/13/2022	03/13/2022		Completed - Passed	LETCSA	2h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2022)	01/17/2022	01/17/2022		Completed - Passed	CIT Crisis Intervention Team	2h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2021)	01/25/2021	01/25/2021		Completed - Passed	CIT Crisis Intervention Team	2h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2020)	02/11/2020	02/11/2020		Completed - Passed	CIT Online Refresher	2h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2019)	02/15/2019	02/15/2019		Completed - Passed	CIT Online Refresher	2h 0m
Police Training Officer - 5603-1 Police Training Officer - 2017 (40 hrs) (2)	01/22/2019	01/25/2019		Graduated - 01/25/2019		40h 0m
Crisis Intervention - Annual CIT 2hr Online Course (2018)	10/27/2017	10/27/2017		Completed - Passed	CIT Online Refresher	2h 0m



Professional History Report

WA State Criminal Justice Training Commission

Reported by Acadis® Readiness Suite

08/02/2025

For: **March, Clint M.**
Student ID **1000-3750**

Basic Law Enforcement Academy - BLEA 703 (Unknown)	04/23/2014	08/29/2014	Graduated - 08/29/2014	720h 0m
Total Hours				(784h 25m)

A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.

Education

No education data exists.



August 4, 2025

To Whom It May Concern,

This letter is in support of Port of Seattle K9 Police Officer Clint March becoming a K9 evaluator for the Washington State Criminal Justice Training Commission. Officer March has been a K9 handler with the department for over six years. He has been a K9 trainer for the department for three of those years. His selection to department K9 trainer was based upon his knowledge, experience, and work performance with the team.

Officer March's responsibilities as a department K9 trainer include developing and facilitating training for the other K9 teams, assisting with K9 evaluations, and developing corrective action for teams with deficiencies. He has trained new K9s with no previous odor recognition training and K9s with odor recognition training. These teams include State and Transportation Security Administration K9s. His duties and responsibilities also include the selection and procurement of new K9s for the department. Officer March is an integral member of the K9 team and an indispensable trainer.

Officer March is a current member of the Washington State Police Canine Association. He meets the minimum requirements for evaluator certification, to include Instructor Development and Biased Based Policing certifications. And he maintains a Washington State explosive handlers license as required by Labor and Industries.

The Port of Seattle Police Department understands the fiscal responsibilities of this certification and fully accepts those responsibilities. It is my pleasure to support Officer March and I ask you grant him this K9 evaluator certification in support of our department and the region.

Sincerely,

A handwritten signature in blue ink, appearing to be "Thomas Bailey", with a long horizontal line extending to the right.

Thomas Bailey, Deputy Chief- Homeland Security Division
Port of Seattle Police Department

Date: August 5, 2025
To: Whom It May Concern
From: Officer C.March #10370
Subject: K9 Evaluator Application

I, Officer Clint March, have been an explosive detection canine handler with the Port of Seattle Police Department since July 25, 2019 and meet the criteria to become a WSCJTC Explosive Detection Canine Evaluator (with open air elective.)

My initial 400 hours of training was administered by canine trainer Bobby Lane who is the founder of Person Borne Detection K9 (PBDK9) out of Bear Creek, NC. My K9 Partner Belle had demonstrated she possessed necessary traits for becoming an explosive detection K9, but had only been imprinted on 1 explosive odor when she arrived. PBDK9's training plan required the handlers to play a large roll in assisting with the training of their partners. This training method is extremely valuable for new handlers, as they get a unique look into what it takes to build a dog that is capable of certifying to the standards set forth by the Washington State Criminal Justice Training Center and WAC 139-05-915. PBDK9's training plan included canine care, basic obedience, leash manipulation, and shaping the canine's response for both static objects and moving odor (open air.)

Since my initial evaluation in July of 2019, I have maintained my certification as an Explosive Detection K9 Team with my partner Belle.

On top of maintaining my own certification, I was chosen to be an Explosive Detection K9 Trainer by the Port of Seattle Police Department in November of 2022. Prior to being selected as a trainer for my department, I was tasked with developing and implementing a program for procuring explosive detection k9's. Part of this process was developing a basic test to see if a dog possessed necessary traits for becoming an explosive detection k9. Utilizing the methods developed during this process, I selected a dog from the Auburn Valley Humane Society in January of 2022 (K9 Mando.)

Utilizing the training I had received with my K9 partner I developed a plan to bring Mando from a "green" dog to a certified Explosive Detection K9 (w/ open air elective.) K9 Mando successfully passed the standards set forth by the Washington State Criminal Justice Training Center and WAC 139-05-915 with his handler in December of 2022. K9 Mando and his handler maintain both certifications to this day.

In addition to ensuring the Port of Seattle Police K9's maintain certifications with the WSCJTC, I also assist with the training of Port of Seattle Police TSA Canine Teams. The standards set forth by TSA differ from what is required of handlers who certify to the WAC, but the methods remain the same.

The Port of Seattle Police Explosive Detection K9 Unit trains on a weekly basis, which requires the checking out of explosive training aids from our magazine and proctoring training problems. The areas in which we train are the same search areas utilized by the WSCJTC for the Explosive Detection Canine Certification. Those areas are as follow: Open Area, Vehicle, Mass Transit (buses, aircraft, commercial vehicles) Cargo Facilities, Buildings, Luggage or Parcels, and Air Scent.

The Port of Seattle Police requires all members of the Explosive Detection K9 Unit to maintain a valid WA L&I Explosive Handlers License and I am in compliance with this requirement. I attended and passed the WSCJTC Instructor Development Course in May of 2025. I am in compliance with all mandated required training, including the equivalent to Implicit Bias in Policing which was completed on 06/24/2025.

With the information provided, I respectfully request that you consider accepting my application as an Evaluator.

Very Respectfully,

Officer Clint March #10370 & K9 Belle

*Port of Seattle Police Department
Homeland Security Division
Explosive Detection Canine Unit
P.O. Box 68727
Seattle, WA 98168
Cell: 206-247-4716*



Clint March

Experience

: **1/2018 - Present Port of Seattle Police Department**

Police Officer

- Current member of the department's Explosive Detection K9 Team
- Through exemplary performance of my duties, I have shown my dedication to the department's guiding principles
- Volunteered hours to assist the K-9 unit with training as well as observe handlers.

Explosive Detection K9 Handler

- Safe handling and transportation of explosive training aids.
- Document, record, and witness explosives checked in and out of TSA and Port of Seattle explosive magazines.
- Verify condition of explosive training aids before, during, and after use.
- Maintain observation of explosive training aids during use.
- Provide care and training for Port of Seattle owned Explosive Detection K9(s).
- Maintain accurate training records for Explosive Detection K9 training.
- Serve as a deterrent for the introduction of Improvised Explosive Device(s) into the Seattle Tacoma International Airport through high visibility patrols.

Explosive Detection K9 Trainer

- Develop and execute training events utilizing explosive training aids in and around the Seattle Tacoma International Airport footprint.
- Utilizing resources in the Explosive Detection K9 community, developed and implemented a program for procuring and training green dogs from local animal shelters.
- Fostered a partnership with local animal shelter for the procurement of future canines.
- Developed an in-house training program for new K9's to adhere with WSCJTC Explosive Detection Canine standards.
- Conduct maintenance and corrective training with multiple Explosive Detection K9 Teams.

Clint March

01/2014-01/2018 Federal Way Police Department

Police Officer

- August 2014 graduated from the Basic Law Enforcement Academy 2nd Overall
- 2015 recognized for completing the most case reports for the patrol division
- 2016 recognized for completing the most case reports for the patrol division
- 2016 nominated for and selected as the department's MVP for exceeding expectations in all patrol areas
- Conducted tracks and building searches alongside numerous valley agency K-9 teams
- Volunteered to assist K-9 teams with numerous training scenarios acting as their quarry
- Responded to high profile, in progress calls for service and provided direction to properly allocate available resources

Training:

- 2009-2010: US Army One Station Unit Training
- 2010: US Army Basic Airborne Course
- 2010: Anti-Terrorism Evasive Driving School
- 2010: Improvised Explosive Device Recognition Course
- 2011: United States Army Team Leader Course
- 2014: Basic Law Enforcement Academy
- 2019: Police Training Officer Academy
- 2019: Person Borne Explosive Detection K9 Handler Course
- 2019: Transportation Security Administration Explosive Safety Course
- 2020: Transportation Security Administration Explosive Safety Course
- 2021: Valley SWAT Explosive Handlers Safety Course (with Demo Shot)
- 2022: Port of Seattle Police BDU Explosive Handlers Safety Course (with Demo shot)
- 2022: Passed the Washington State Labor and Industries Explosive Handler Examination.
- 2025: Attended and passed the Washington State Criminal Justice Training Center Instructor Development Course.

Washington State Criminal Justice Training Commission

Recognizes that

Clint M. March
& Belle

*has met the minimum standards as set forth in WAC 139-05-915
and is therefore recognized as a*

Explosive Detection Canine Team

07/25/2019

ISSUE DATE



05/07/2027

EXPIRATION DATE

1000-3750



CERTIFICATE OF COMPLETION

AWARDED TO

CLINT MARCH

OF PORT OF SEATTLE POLICE DEPARTMENT (WA)
IN RECOGNITION OF YOUR SUCCESSFUL COMPLETION OF
ANTI-BIAS TRAINING FOR LAW ENFORCEMENT (2 HOURS)

COURSE # CULT104

2 HOURS OF TRAINING

CERTIFICATE ISSUED JUN 24, 2025

A handwritten signature in black ink, appearing to read "Meena Kishnani".

Meena Kishnani

Manager, Credentialing/Accreditation





WSCJTC Certification Hearings – Panel Member Application

RCW 43.101.380

APPLICANT INFORMATION

Name: Rodger Funk	Email: rfunk@cityofblaine.com	Phone: 360-543-9955
Agency: Blaine Police Department	Title/Rank: Chief of Police	

Required Materials

☒ Application ☒ Cover Letter ☒ Resume & contact for three references ☒ Letter of Support from Agency Supervisor*

Please submit materials to: Hearings Coordinator, Kayla Wold; kayla.wold@cjtc.wa.gov or
WSCJTC: 19010 1st Ave S. Burien, WA 98148
Questions: (206) 372-5391

*Members of the public may submit a letter of recommendation in lieu of a letter of support.

Please select the hearing panelist position that applies to you:

Peace Officer Hearings

- ☒ Police Chief or Sheriff
☐ Peace Officer, First Line Supervisor or below

Corrections Officer Hearings

- ☐ Person that heads a city or county corrections agency or a WA DOC corrections facility
☐ Corrections Officer, First Line Supervisor or below

Tribal Officer Hearings

- ☐ Tribal Police Chief
☐ Tribal Police Officer, First Line Supervisor or below

All Hearings

- ☐ Civilian member of the Washington State Criminal Justice Training Commission.
☐ Member of the public who is NOT a prosecutor, defense attorney, judge, or LE officer.
☐ Person with expertise and background in police accountability who is NOT a current or former peace officer or corrections officer. **Please provide your experience:**

Question for Law Enforcement/Corrections Officers Only

To be considered for selection to a hearing panel, a peace officer or corrections officer must have at least 10 years' experience. Do you meet this qualification: ☐ Yes ☐ No

Applicant Submittals

Materials submitted to WSCJTC will be presented at the quarterly commission meeting (September, December, March, June – dates subject to change). Please note, the applicant need not attend. Upon approval or denial, a letter will be sent to you with additional information.



BLAINE POLICE DEPARTMENT

Duty – Integrity - Accountability

Rodger Funk
Chief of Police
Blaine Police Department

June 13, 2025

Criminal Justice Training Commission
Kayla Wold
Certification Hearing Coordinator
19010 1st Ave South
Burien, WA 98148

RE: Application to Serve as a Panel Member for Certification Hearings

Dear Ms. Wold,

I am writing to express my interest in serving as a panel member for certification hearings with the Criminal Justice Training Commission. I seek to serve as a Police Chief Representative.

I am the current Chief of Police for the Blaine Police Department. I have been in this position since April of 2024. Before that, I served 28 years with the Whatcom County Sheriff's Office. While at the Whatcom County Sheriff's Office, I held several different ranks, including Deputy, Sergeant, Lieutenant, Chief Deputy, and Chief Inspector for the Office of Professional Standards. I also served two years as the President of the Whatcom County Deputy Sheriff's Guild. I am a member of the Whatcom County Domestic Violence Commission and the Incarceration, Prevention and Reduction Task Force for Whatcom County.

I believe the variety of positions and experiences I have had would be of value as a panel member for certification hearings.

Respectfully,

Rodger Funk
Chief of Police
Blaine Police Department

Rodger Funk



Qualification Highlights

- Chief of Police, Blaine, WA
- 29 years of law enforcement experience
- Progressive supervisory and command-level experience since 2015
- Executive Level Career Level Certification June 2024
- Middle Management Career Level Certification February 2020
- First Level Supervision Career Certification September 2016
- Washington State Peace Officer Certification
- Master's degree Management. GPA 4.0
- Experience researching policy, equipment, and training.
- Experience working through labor law issues.
- Experience building relationships with other departments and agencies, including Federal, State, and Local.

Experience Within Law Enforcement

- Chief Inspector Office of Professional Standards 2024 – Present
 - Internal Affairs, Policy Development & Management
- Chief Deputy 2021 to 2023. Investigations and Support Services
 - Oversaw two detective units: Vehicle Fleet management, Records management, Evidence management, and Civil Unit.
- Patrol Lieutenant 2019-2021
- Patrol Sergeant 2015-2019
- Law Enforcement Mutual Aid Response Team Commander (Whatcom County's regional Independent Investigation Team) 2021-2023
- Law Enforcement Branch Director for Whatcom County Unified Command COVID-19 Response
- Body Worn Camera Program Coordinator
- FTO Program Coordinator/Supervisor 2017-2019
- President, Whatcom County Deputy Sheriff's Guild 2016-2017
- Meritorious Service Award May 2015
- Patrol Deputy 1996-1998 & 1999-2001 & 2012- 2015
- Traffic Deputy 2001 – 2011
- Resident Deputy/Cooperative Position with U.S. Forest Service 1998-1999

Rodger Funk



Leadership Training

- Police Leadership – The West Point Model
- Middle management (CJTC)
- First Level Supervision (CJTC) selected class lead.
- FBI Law Enforcement Executive Development Association (FBI LEEDA)
 - Supervisory Liability
 - Executive Leadership Institute
 - Command Leadership Institute
- Field Force Command and Planning (FEMA)
- Management's Rights (Van Meter & Assoc.)
- Internal Investigations Function (Van Meter & Assoc.)
- The Seven Just Cause Standards (Van Meter & Assoc.)
- Sergeant's Academy (The Results Group)
- Pre-Supervisors (CJTC)
- Management and Supervision (Washington Counties Risk Pool)
- Performance Leadership (Performance Leadership Institute)
- Leadership Under Fire (CJTC Dr. Dale Henry)
- Public Safety Union Leadership (LRIS)
- ICS (Incident Command System) 100, 200, 300, 400, 700, and 800

Law Enforcement Work History

Blaine Police Department

Blaine, WA

Chief of Police 2024 – Present

Whatcom County Sheriff's Office, Bellingham, WA

Chief Inspector	2024- 2024
Chief Deputy	2021 –2023
Lieutenant	2019-2021
Sergeant	2015- 2019
Deputy Sheriff	1996-2015

Skagit County Sheriff's Office, Mount Vernon, WA

Corrections Officer 1996

Education

American Military University Charles Town, WV

Master's degree, Management 2020 (GPA 4.0)
Graduate Certificate, Executive Law
Enforcement
Graduate Certificate Organizational
Management

Central Washington University Ellensburg, WA

Bachelor's degree Law and Justice- 1995

Pierce College

Tacoma, WA
Associates in Criminal Justice- 1993

Professional References for Chief of Police Rodger Funk:

Brent Greene

Deputy Chief

Blaine Police Department

360-332-6769

bgreene@cityofblaine.com

Bill Elfo

Whatcom County Sheriff (Retired)

[REDACTED]

[REDACTED]

Doug Chadwick

Whatcom County Undersheriff (Retired)

[REDACTED]

Eric Richey

Whatcom County Prosecutor

311 Grand Ave, Suite 201

Bellingham, WA 98225

360-778-5710

erichey@whatcomcounty.us

[REDACTED]
[REDACTED]

Washington Criminal Justice Commission
19010 1 Ave South
Burien, WA 98148

July 1, 2025

Re: Rodger Funk-recommendation for appointment to certification panel

To Whom it May Concern:

The purpose of this communication is to enthusiastically recommend the appointment of Blaine Police Chief to serve as a certification panel member. I tender this recommendation having had the privilege to serve as Mr. Funk's Sheriff for 21 of the 28 years he served with the Whatcom County Sheriff's Office and in light of my 14 years service as a Commission member (including Vice-chair) as well as a "Sheriff" certification panel member.

Chief Funk enjoys an extraordinary reputation for unquestionable integrity, ethics, fairness and an ability to bring leadership to diverse issues. He is highly collaborative, respectful of others and works well in teams. In light of his talents, I promoted Mr. Funk from the ranks of Deputy, to Sergeant to Lieutenant and ultimately to Chief Deputy. I consistently ranked his performance in each of these incremental levels of responsibility as nothing less than outstanding and consider him as one of the most capable law enforcement leaders I have ever worked with.

During his career with the Sheriff's Office, Mr. Funk earned a Master's degree in Management with a graduate certificate in Executive Level Law Enforcement and Organizational Management while maintaining a 4.0 gpa. He also successfully completed a wide range of prestigious and highly selective law enforcement executive training programs that included "Police Leadership: West Point Model" and multiple FBI Executive Development trainings to include the Command Leadership and Executive Leadership modules.

Chief of Police Funk represents the best of what we should want to see in Washington law enforcement. I recommend him without any reservation whatsoever.

Sincerely,

Bill Elfo,
Retired Sheriff of Whatcom County

To Whom It May Concern,

January 25, 2024

I am submitting this letter of reference in support of Chief Deputy Rodger Funk, who is currently applying for the position of Chief of Police for the Blaine Police Department. I have had the honor and privilege of working with Rodger over the last 27+ years, prior to my retirement as Undersheriff of the Whatcom County Sheriff's Office at the end of 2023.

I first met Rodger in 1996, serving as one of his Field Training Officers. I was immediately impressed by his dedication to others and willingness to seek out knowledge and continue to learn and grow. Rodger has continued his dedicated service, quest for knowledge and continuous improvement throughout his career. He has developed into an outstanding servant leader who leads with humility and integrity.

As patrol sergeant, Rodger was able to coach and mentor his subordinates to meet the performance standards necessary to achieve operational success and maintain public trust. In his role as a member of the command staff, Rodger has continued to mentor others throughout the Sheriff's Office, understanding the importance of training and mentorship in developing future leaders and facilitating succession plans. He works collaboratively with regional law enforcement agencies to network and develop relationships with other local, state, and federal partners.

Based on my observations and discussions with other law enforcement professionals, I can attest to his leadership abilities and demonstrated proficiencies in all areas. Rodger is known for his diligence and attention to detail, his extensive law enforcement experience and knowledge of best practices. He is a well-rounded servant leader, who possesses a work ethic and dedication to service that is to be commended.

I wholeheartedly recommend Rodger for the position of Chief of Police for Blaine Police Department. He possesses the knowledge, skills, and abilities that the position requires, and would be an excellent choice to ensure transparency, accountability and to maintain the trust of the university community.

Feel free to contact me if you have further questions. I can be reached at (360) 410-4666.

Respectfully,

Doug Chadwick

Doug Chadwick
WCSO Undersheriff (ret.)

WHATCOM COUNTY PROSECUTING ATTORNEY

ERIC J. RICHEY

CHIEF CRIMINAL DEPUTY
Erik Sigmar

311 Grand Avenue, Suite 201
Bellingham, Washington 98225-4079
(360) 778-5710 /Main Office FAX (360)778-5711
Appellate FAX (360) 778-5712

CHIEF CIVIL DEPUTY
Christopher Quinn

ASST. CHIEF CRIMINAL DEPUTY
Dona Bracke

CIVIL DEPUTIES
Royce Buckingham
George Roche
Brandon Waldron
Kellen Kooistra

CRIMINAL DEPUTIES

David Graham
Benjamin Pratt
Gordon Jenkins
Kacie Emerick
Jesse Corkern
Evan Sterk
Maggie Peach
Andrew Bogle
Andrew Heydrich
Natasha Campbell
Levi Uhrig
Samantha Macintosh
Tom Seguine
Daniel Reidy

ENFORCEMENT DEPUTIES
CIVIL SUPPORT
Janelle Wilson/Lead

APPELLATE DEPUTIES
Kimberly Thulin
Hilary Thomas

OFFICE ADMINISTRATOR
Laura Singletary

To: The Committee to Hire the Chief of Police for Blaine
From: Eric Richey, Whatcom County Prosecutor
Re: Whatcom County Sheriff Chief, Rodger Funk
Date: 1/23/2024

Dear Esteemed Committee,

I am writing to wholeheartedly recommend Rodger Funk for the position of Chief of Police for the City of Blaine. I have had the privilege of knowing Rodger for a significant period, and I am confident in his ability to provide exemplary leadership, particularly through hard work and a commitment to leading by example.

Rodger has been a key witness in trials I have prosecuted, where he showcased the qualities that define a true leader. His ability to remain calm in high-stress situations sets a standard for those around him demonstrating the importance of composure and level-headedness in the face of a challenge.

What sets Rodger apart is not only his competence but also his unwavering integrity. He holds himself to the highest ethical standards in every aspect of his work. His dedication to community is evident in his actions, and he serves as a role model for those under his leadership.

Rodger's communications skills are exemplary, allowing him to engage in difficult conversations with a blend of professionalism and empathy. In his Internal Affairs position, Rodger helped me navigate a frustrating potential impeachment disclosure issue. He handled it with the utmost grace and care for the involved deputy and provided me with appropriate information to help me understand and document the situation from a law enforcement perspective. His effective communication fostered an environment of collaboration and mutual respect which also fosters transparency within the Sheriff's Office.

January 24, 2024

Page 2

In conclusion, I endorse Rodger Funk to be the Chief of Police for the City of Blaine. His proven track record, calm demeanor under pressure, integrity, communication and leadership skills make him an ideal candidate for this role. I believe he would be a tremendous asset to the City of Blaine and its law enforcement community.

If you have any further questions or require additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric Richey", with a large, stylized loop at the end.

Eric Richey



December 26, 2023

To Whom it May Concern:

The purpose of this communication is to provide a professional reference for Rodger Funk. I offer this reference from the context of having served as the Whatcom County Sheriff for the past 21 years and having had the opportunity throughout this period to assess Rodger's leadership abilities, performance, and reputation within the organization and the community.

Upon taking office, it soon became apparent that the existing leadership team and Rodger's co-workers had great respect for his capabilities, work ethic, and integrity. Rodger joined the Sheriff's Office in 1996 after earning a degree in Law and Justice from Central Washington University. Rodger started as a patrol deputy but was quickly entrusted with responsibilities as a Resident Forest Service Deputy which required that he work with minimal supervision and independent decision-making authority. Later, Rodger served for a decade as a Traffic Deputy with responsibilities that included investigating very serious and fatal motor vehicle crashes. Rodger excelled at every task assigned and was entrusted with training responsibilities for other deputies.

I regarded Rodger as one of the organizations top performers with a reputation for excellence. In 2015, I had the opportunity to promote Rodger to Sergeant and encouraged him to prepare for higher levels of responsibility within the organization. Assigned to Patrol, Rodger's performance was second to none; and he excelled in every aspect of the assignment. During the period he served as a Sergeant, Rodger was selected by his fellow bargaining unit members to serve as the president of the Deputy Sheriff's Guild with responsibilities that included representation and collective bargaining. In this role, Rodger represented his membership well but consistently acknowledged the needs of the organization and worked collaboratively to identify mutually beneficial solutions. This experience helped prepare Rodger for bargaining unit issues he would later encounter in his career as a member of the management team.

When a Patrol Lieutenant's position became available in 2019, I strongly encouraged Rodger to apply and later promoted him. Again, Rodger excelled and was entrusted with many collateral duties. Not only was he well-regarded by the command staff, but he earned and maintained the trust and respect of those under his command and key stakeholders in the community.

Simultaneous to earning incremental levels of responsibility within the organization, Rodger recognized the importance of furthering his education and training. During this time, he earned a Master's Degree in Management with graduate certificates in Executive Level Law Enforcement and Organization Management from American Military University (4.0 gpa). He also successfully completed a wide range of prestigious and highly selective law enforcement executive training programs that included "Police Leadership: West Point Model" and multiple FBI Executive Development trainings to include the

Command Leadership and Executive Leadership training modules. Rodger did not simply accumulate training certificates, but rather he put the theories he learned into practice to better our agency's practices and relationships.

When a vacancy on the Sheriff's Office top leadership team became available in 2021, Rodger was the first person I sought out and encouraged to apply. I entrust this team with a wide range of discretion and decision-making that seriously impact both organizational success and the service we provide citizens.

Rodger was promoted to Chief Deputy in 2021 and assigned a wide array of responsibilities that included the command of all major criminal investigations; the regional gang and drug task force; civil functions of the Office; evidence collection and retention; as well as a large and complex records function. He was required to perform complex budgeting, fiscal management, and property tracking responsibilities. While somewhat new to many of these areas, Rodger hit the ground running and quickly gained a high degree of competence in every function under his control. At the same time, Rodger was able to maintain the overwhelming respect and support of both those serving under him and others throughout the organization. Additional responsibilities included successfully instituting our first body worn camera program as well as serving as commander of a law enforcement mutual aid team with primary responsibility of investigating law enforcement uses of deadly force and assistance with major crimes.

Rodger is a person whose value system, integrity, and ethics are never in question. He consistently leads by example. He works closely and collaboratively with his fellow team members and does not hesitate to step in and assist in matters that fall outside of his direct sphere of responsibility. If I had chosen to retire at the end of this year, I would have foreseen Rodger advancing to Undersheriff which is the position second in command to the Sheriff.

The next logical step in Rodger's career progression is to serve as the person in charge of a law enforcement agency. Rodger's leadership abilities, experience in managerial and administrative matters, education and political acumen well qualify him for such a position. It is with this in mind, that I recommend Rodger to any agency fortunate enough to be in a position to select him.

Sincerely,

A handwritten signature in dark ink, appearing to read "Bill Elfo". The signature is fluid and cursive, with the first name "Bill" and last name "Elfo" clearly distinguishable.

Bill Elfo



WSCJTC Certification Hearings – Panel Member Application

RCW 43.101.380

APPLICANT INFORMATION

Name: Mark Williams	Email: mwilliams@suquamish.nsn.us	Phone: 360 394 8546
Agency: Suquamish Police	Title/Rank: Chief	

Required Materials

☐ Application ☐ Cover Letter ☐ Resume & contact for three references ☐ Letter of Support from Agency Supervisor*

Please submit materials to: Hearings Coordinator, Kayla Wold; kayla.wold@cjtc.wa.gov or
WSCJTC: 19010 1st Ave S. Burien, WA 98148
Questions: (206) 372-5391

*Members of the public may submit a letter of recommendation in lieu of a letter of support.

Please select the hearing panelist position that applies to you:

Peace Officer Hearings

<input type="checkbox"/> Police Chief or Sheriff	<input type="checkbox"/> Peace Officer, First Line Supervisor or below
--	--

Corrections Officer Hearings

<input type="checkbox"/> Person that heads a city or county corrections agency or a WA DOC corrections facility	<input type="checkbox"/> Corrections Officer, First Line Supervisor or below
---	--

Tribal Officer Hearings

<input checked="" type="checkbox"/> Tribal Police Chief	<input type="checkbox"/> Tribal Police Officer, First Line Supervisor or below
---	--

All Hearings

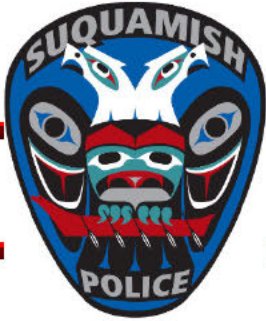
<input type="checkbox"/> Member of the public who is NOT a prosecutor, defense attorney, judge, or LE officer.
<input type="checkbox"/> Person with expertise and background in police accountability who is NOT a current or former peace officer or corrections officer. Please provide your experience below:

Question for Law Enforcement/Corrections Officers Only

To be considered for selection to a hearing panel, a peace officer or corrections officer must have at least 10 years' experience. Do you meet this qualification: ☒ Yes ☐ No

Applicant Submittals

Materials submitted to WSCJTC will be presented at the quarterly commission meeting (September, December, March, June – dates subject to change). Please note, the applicant need not attend. Upon approval or denial, a letter will be sent to you with additional information.



SERVICE WITH HUMILITY, DEDICATION AND INTEGRITY

SUQUAMISH POLICE DEPARTMENT

18490 Suquamish Way, Suite #105 / P.O. Box 1021

Suquamish WA 98392 OFFICE (360) 598-4334 FAX (360) 598-4414

Mark Williams, Chief of Police

July 3rd, 2025

Selection Panel:

Attached is my curriculum vitae that I submit in place of a standard resume to accompany my application for the position of Tribal Police Chief for the CJTC Certification Hearings.

I believe I have all the required and desired experience the position deserves to include being employed by the Suquamish Police Department since 1999.

I have been the Chief of Police for the Suquamish Police Department since March of 2024.

I have had numerous classes in the social science aspect of police work, specifically interacting with people in mental health crisis, identifying bias in policing as well as having attended extensive leadership and management courses, all outlined in the attached curriculum vitae.

Additionally, I am the co-chair of the Washington Sheriff's and Chief's of Police Indian Country Committee.

My three references include:

- Catherine Edwards, Executive Director for the Suquamish Tribe cedwards@suquamish.nsn.us
- Timothy Wosley, Tribe Attorney, Office of Tribal Attorney for the Suquamish Tribe
twosley@suquamish.nsn.us
- Cindy Smith, Chief Judge, Suquamish Tribal Court csmith@suquamish.nsn.us

Sincerely,

Mark L. Williams

The Suquamish Police Department, in partnership with the Suquamish Integrated Victims Services program support efforts to address and ultimately end the crisis of Missing and Murdered Indigenous People

To report any information about a missing person, call the Washington State Patrol Missing and Unidentified Persons Unit
800-543-5678

Mark L Williams

Professional Summary:

Dedicated, accomplished law enforcement professional with over 25 years of training, investigative, planning, interviewing, and proactive experience. My service to The People of the Port Madison Indian Reservation began in 1999 as a Reserve Police Officer for the Suquamish Police Department and continues today as the Chief of Police. I successfully filled the roles of Patrol Officer, Patrol Sergeant, and Detective Sergeant, Deputy Chief and now Chief of Police for a total of fourteen years of leadership in the position of sergeant or above.

I am a graduate of the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy and meet all the provisions to credential as a general duty Peace Officer under RCW 10.92.020. I held a Washington State Tribal Peace Officer and now hold a Washington State Peace Officer certificate.

As a student of servant leadership principals, I hold a Washington State Criminal Justice Training Commission Executive Level Career Certificate and have attended such leadership classes as the Washington State Criminal Justice Training Commission First Level Supervisor, Middle Management and Executive Level Supervisor courses. I attended The Sergeant's Academy, the 21st Century Police Leadership, Leadership: The West Point Model and most recently attended the 15th Session of the Department of Homeland Security Leadership Academy, a class I have been invited to return to as a class mentor in 2025. Altogether I have completed at least 320 hours of formal leadership and management training in the last 16 years.

I am now or have been a certified instructor in several law enforcement disciplines. I have been called upon to teach classes and participate in instructional activities around the state and within the local Tribal communities on several subjects. I have provided instruction in venues such as tribal centers, tribal offices, court rooms, conference gatherings, school classroom sessions, the entire crew of the USS Stennis, Coast Guard Base Seattle, police, and fire departments, etc., and am comfortable in front of crowds and public speaking.

I have been recognized by local agencies as well as the Suquamish Tribe for exemplary service ranging from investigative activities to literally saving lives by either CPR or talking a suicidal subject off the Agate Pass Bridge.

I received a first of its kind national award from the Federal Bureau of Investigation for an innovative use of a newly founded criminal database in the rescue of a vulnerable Suquamish Tribe Elder who had been kidnapped from the Port Madison Indian Reservation against his will.

I am currently sitting on the Federal Bureau of Investigation Criminal Justice Information System Uniform Crime Reporting Advisory Panel which is responsible for the standards and construct of the nationally published crime statistics and have done so for several years.

Professional History:

Chief of Police

March 2024-Present

- Restoration of community trust through collaboration, transparency has been my primary focus
- Meeting with stakeholders within the community to ensure everyone is heard
- Establishing department short and long term goals
- Mentor subordinate officers and staff
- Co-Chair the WASPC Indian Country committee
- Provide an environment where individual as well as organizational mental health is a priority in furtherance of the protection of and service to The People of the Suquamish Tribe and Suquamish Communities.

Deputy Chief of Police and various positions (Patrol)

June 2018-March 2024

- Actively, equitably, and thoroughly investigate and enforce the Suquamish Tribe and Washington State law without bias and in keeping with industry best practices regarding trauma informed response to victims and victim families.
- Provide day-to-day supervision to two patrol sergeants, one detective sergeant and two records specialists.
- Supervise and evaluate the various continuing education programs within the police department such as the Field Training Officer (post academy), firearms, mental health response, legal updates, etc.
- With an objective oriented approach, I have had a positive impact on the preservation of discipline and department goals.
- Represent the department while conferring with citizen groups, department directors, employees, etc., to ensure technical assistance and police services as appropriate.
- Conduct compliant background investigations for multi-level and law enforcement only positions and am credentialed to adjudicate these investigations conducted by other trained persons.
- Project the idea of a positive policing environment throughout the department where officers are flexibly able to provide service to and in collaboration with the community beyond what is traditionally expected of police professionals.
- Supervise the scheduling of the patrol division to maximize the protection and service to The People of the Port Madison Indian Reservation while maintaining a realistic work/life balance for all department employees.
- Continue a collaborative and cooperative relationship between the police department and other Tribe departments and contractors.
- Serve on the Federal Bureau of Investigations Criminal Justice Advisory Policy Board for Uniform Crime Reporting Subcommittee and have for several years.
- Coordinated the on-boarding and program standup as the only Tribe police department utilizing the Blue Bridge Alliance program for community caretaking.
- Advisory panel for WomenSpirit Coalition.
- Drug Recognition expert from 2013 through 2021.
- Create plans in keeping with industry best practice to achieve a measurable decrease in crime and harm reduction and safer communities all while ensuring those plans are equitable, ethical, constitutional, and safe.
- Cover patrol shifts and work routine patrol work in addition to more advanced investigations.

Information Technology Professional

1993 - 2006

Various corporations and locations in Utah, Antarctica, and Washington

This is best provided as a summary: beginning in 1993 through 2006 I was professionally employed in occupations that included being the Microsoft Outlook Administrator for the entire 13th Coast Guard District, Help Desk Call Taker

and Help Desk Technician for Williams Gas Energy Services in Salt Lake City Utah, Token-Exchange Network Administrator for Xerox in Seattle, Computer Network Administrator for the University of Washington Police Department. I was then the Senior Communications Technician for Palmer Station Antarctica (computer network, telephone, radio and satellite communications maintenance), temporary Network Administrator on the research ice-strengthened ship Lawrence M. Gould working for the United States Antarctic Program and Data Systems Engineer and Network Administrator for the former Kitsap County Central Communications (now Kitsap 911) with several Microsoft desktop and network engineer and A+ certifications and managed several IT departments along the way

United States Coast Guard and United States Army

1981-1997

Various locations from Massachusetts to Guam and between

I served honorably in both the United States Army repairing small-arms (handheld weapons) and the United States Coast Guard conducting communications, maritime law enforcement, Antarctic Treaty inspections and as an information technology worker. At one time I supervised the largest afloat communications division (14-people) in the Coast Guard.

Education:

- High School graduate
- Various military courses of instruction varying from repair of firearms to communications to law enforcement and senior enlisted leadership courses.
- Washington State Criminal Justice Training Commission Basic Reserve Law Enforcement Academy.
- Washington State Criminal Justice Training Commission Basic Law Enforcement Academy.
- The Sergeant's Academy.
- International Association of Chiefs of Police Drug Recognition Expert credentialed with several re-certifications and recognition as an expert witness in three different courts.
- Washington State Criminal Justice Training Commission First Level Supervisor, Middle Management and Executive Level Leadership with Executive Career Level Certification awarded.
- Leadership: The West Point Model.
- Department of Homeland Security Leadership Academy 15th Session.
- Washington State Criminal Justice Training Commission Crisis Intervention Technique.
- Federal Aviation Administration Small Unmanned Aircraft Systems Operator (14 CFR Part 107) licensed.
- National Highway Transportation Administration Standardized Field Sobriety Test Instructor.
- Washington State Use of Force Instructor (Use of force investigations instructor).
- U.S. Department of Justice Terminal Operator course Instructor.
- Dive Rescue International – Underwater Investigator.
- Field Training Officer.
- Missing Indian Children: Dynamics and Response.
- City of Denver Colorado Fire Fighter One course (In preparation and as a requirement for deployment to Antarctica at Plamer Station.
- Trauma Informed Investigations.
- Tribal Remedies for Violation of Domestic Violence Protection Orders.
- Creation of Multidisciplinary Teams in Indian Country.
- Policy and Procedures Development courses Part 1 and Part 2.
- Advanced Domestic Violence and Sexual Assault.
- A.R.I.D.E. (advanced roadside impaired driving enforcement) certified.

-I am fully complaint with the provisions of Washington Administrative Code 139-11, the I-940 Law Enforcement Training and Community Safety Act (LETSCA) well ahead of the 2028 deadline by completing the Patrol Tactics (de-escalation), The Historical Intersection of Race and Policing, Implicit and Explicit Bias, Understanding Local Cultures, Effective Communication, LGBTQ+ Core Competency, People First: Awareness, Challenges, and Response to Poverty and Recidivism, The United State Criminal Legal System: Structural Inequalities, Monetary Sanctions, Policy and Reform and Understanding the Diversity and Complexity of Asians and Asian American Communities courses.

-More coursework information available.

Affiliations:

Past and Present-

-Mothers Against Drunk Drivers (MADD) award recipient for 2006, 2007, 2008, 2009, 2010 and 2011 for a total of 178 DUI arrests.

-Life Saving Award (Suquamish Elder).

-Recognition from Kitsap Mental Health in 2019 for convincing a suicidal man to abandon his actions on the Agate Pass Bridge.

-Member Coast Guard Chief Petty Officer Association.

-Member of the Old Antarctic Explorers Association.

-Sayu' X Wey Family Safety Center, part of the WomenSpirit Coalition supporter.

-Founding Board Member Kitsap County Shop with a Cop from 2007- Present.

-Co-Chair WASPC Indian Country Committee

Personal Qualifications:

Excellent Interpersonal Communication Skills.

Trustworthy, honest, committed, exemplary ethical integrity.

Empathetic with an understanding of the difference between empathetic and sympathetic approaches to problem solving and crisis resolution.

Strong ability to set and achieve high goals.

Calming and good sense of humor.

About Me:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] We, as a family, love to travel and make time for our large, 20+ people extended family gatherings. In my spare time I love attending our children's extracurricular events, running (currently training for 10k) in June, hiking, kayaking, swimming, and spending time outdoors with a camera. I enjoy international travel and have been to every continent and 38 countries as well as having spent eight months above the Arctic Circle and a total of 14 months on the continent of Antarctica.

My wife and I are among the founding board members of a 501.c.3 Non-profit organization Kitsap Shop with a Cop which was founded in 2007 as a formal organization.

I have learned over the last 25 years that working for The People of the Suquamish Tribe is, while being unfortunately difficult and sometimes exhausting due to the nature of the job is extremely rewarding. I have established relationships with many members and hope that my impact on their lives has been positive. I have worked hard to establish a reputation of being open and professionally consistent while interacting with people on possibly their worst day. I have performed civil weddings for Tribe members, attended weddings and funerals as a guest of members, provided an ear and mentorship to members, and have had the honor of being called specifically to the home of a deceased Suquamish Elder by her family to help carry her out of her home for the last time while members sang and drummed.



SUQUAMISH TRIBE

OFFICE OF THE EXECUTIVE DIRECTOR

Criminal Justice Training Commission

To Whom it May Concern,

I am writing to recommend Chief Mark Williams to serve as Tribal Police Chief on the panel for Criminal Justice Training Certification with the Washington State Criminal Justice Training Commission.

Chief Williams is a highly respected and deeply valued Chief of Police for the Suquamish Tribe. Under his leadership, our department has grown into a successful community-focused police force that reflects the values and needs of our Tribal Nation. His approach to policing is rooted in integrity, accountability and cultural understanding – qualities that make him an ideal candidate for this important panel.

Chief Williams brings not only practical experience but a thorough understanding of what it takes to build and sustain a professional, responsive law enforcement agency in a Tribal and rural context. He has consistently demonstrated exceptional leadership, a deep commitment to officer training and development and a strong working knowledge of state certification standards and procedures.

His voice on the panel would bring valuable insight from both a Tribal and law enforcement perspective, helping to ensure that criminal justice standards remain equitable and effective.

I strongly encourage you to consider our Chief Williams for this role. I am extremely pleased that he works for us, and I'm sure you will feel the same once you have chosen him for this role on the panel. Please feel free to contact me if you require any additional information.

Respectfully,

Executive Director
P.O Box 498
Suquamish WA 98392
360-394-8400
catherineedwards@suquamish.nsn.us