

WAC 139-02-040 About the Washington state criminal justice training commission and public records officer. (1) The Washington state criminal justice training commission is the state training academy for law enforcement and corrections professionals. The commission's campus is located in Burien, WA at 19010 1st Avenue South. The commission has a fiscal office in Lacey, WA located at 3060 Willamette Drive N.E.

(2) Any person wishing to request access to public records of the commission, or seeking assistance in making such a request, should contact the public records officer of the commission:

Public Records Officer
Washington State Criminal Justice Training Commission
MS: TB-35
19010 1st Avenue South
Burien, WA 98148
Phone: 206-835-7300
Email: Recordsrequests@cjtc.wa.gov

Public records requests can be made and additional information is available at the commission's website at cjtc.wa.gov.

(3) The public records officer will oversee compliance with the act, but another commission staff member may process the request. Therefore, these rules will refer to the public records officer or designee. The public records officer or designee and the commission will:

- (a) Provide the fullest assistance to requestors;
- (b) Create and maintain for use by the public and commission officials an index to public records of the commission;
- (c) Ensure public records are protected from damage or disorganization; and
- (d) Prevent fulfilling public records requests from causing excessive interference with essential functions of the commission.

[Statutory Authority: RCW 43.101.080 and 42.56.040. WSR 22-19-001, § 139-02-040, filed 9/7/22, effective 10/8/22. Statutory Authority: RCW 43.101.080. WSR 21-07-039, § 139-02-040, filed 3/10/21, effective 4/10/21. Statutory Authority: RCW 43.56.040 [42.56.040] and 43.101.080. WSR 09-13-066, § 139-02-040, filed 6/16/09, effective 7/17/09. Statutory Authority: RCW 43.101.080. WSR 05-01-109, § 139-02-040, filed 12/15/04, effective 1/15/05; WSR 00-17-017, § 139-02-040, filed 8/4/00, effective 9/4/00.]