

State of Washington

Washington State Criminal Justice Training Commission

(name of governing body)

(agency name, if applicable)

Resolution No. _____

Administrative Order No. 21

(1) Be it resolved by the _____

acting at _____ (place)

that it does adopt the annexed rules relating to:

WAC 139-25-110 CAREER-LWVEL CERTIFICATION FOR LAW ENFORCEMENT AND CORRECTIONS PERSONNEL

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 88-15-029 filed with the code reviser on 7/13/88. These rules shall take effect:

- [X] thirty days after they are filed with the code reviser pursuant to RCW 34.04.040(2).
[] at a later date, such date being _____

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, _____, find that an emergency exists and that this order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting the emergency is:

These rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of RCW 34.04.026 that "every agency shall incorporate the most specific, but in no case omit all, of the following language alternatives when adopting or amending rules" fill in statement (a), (b), or (c) as appropriate:

- [] (a) This rule is promulgated pursuant to RCW _____ and is intended to administratively implement that statute.
[] (b) This rule is promulgated pursuant to RCW _____ which directs that the

(agency)

has authority to implement the provisions of

(name of act or RCW citation)

- [X] (c) This rule is promulgated under the general rule-making authority of the

Criminal Justice Training Commission

(agency)

as authorized in RCW 43.101.080(2)

(4) The undersigned hereby declares that the agency has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW), and the State Register Act (chapter 34.08 RCW) in the adoption of these rules.

(5) This order, after being first recorded in the order register of this governing body, is herewith transmitted to the Code Reviser for filing pursuant to chapter 34.04 RCW and chapter 1-12 WAC.

APPROVED AND ADOPTED September 22, 1988

STATE OF WASHINGTON FILED SEP 28 1988 CODE REVISER'S OFFICE WSR 88 20 023

By James C. Smith Executive Director Title

NEW SECTION

WAC 139-25-110 CAREER-LEVEL CERTIFICATION FOR LAW ENFORCEMENT AND CORRECTIONS PERSONNEL.

(1) For purposes herein:

- (a) The term "first-level supervisory position" means a position above operational level for which commensurate pay is authorized and is occupied by an individual who, in the upward chain of command, principally is responsible for the direct supervision of nonsupervisory employees of an agency or is subject to assignment of such responsibilities;
- (b) the term "middle-management position" means a position between a first-level supervisory position and an executive position and for which commensurate pay is authorized and is occupied by an individual who, in the upward chain of command, principally is responsible for the direct supervision of supervisory employees of an agency and/or command duties;
- (c) the term "executive position" means the head of an agency or those individuals occupying positions designated as executive positions by the agency head.

(2) Any law enforcement officer or corrections employee successfully completing the training requirements specified in hereinafter shall be eligible to apply to the Washington State Criminal Justice Training Commission for issuance of the certification for which such requirements are prescribed. Such certification is intended to acknowledge the recipient's accomplishment of training and experience responsive to the specific functions and responsibilities of a first-level supervisory, mid-management, or executive position. It is not intended to supplant an effective promotional or selection process or preclude consideration of a broad scope of qualifying factors within such process.

(3) The minimum requirements of supervisory certification are set forth as follows:

- (a) possession of a basic law enforcement or corrections certificate or basic equivalency certificate of the Training Commission or basic certificate of the Washington State Patrol; and
- (b) at least three years of regular and full-time law enforcement or corrections service in a patrol, line, or nonsupervisory position; and

- (c) satisfactory completion of a probationary period made applicable by the employing agency to a first-level supervisory position or, in the absence of such period, satisfactory performance throughout the initial six months of service in such position; and
 - (d) successful completion of the first-level or first- and second-level supervision course of the Training Commission; and
 - (e) successful completion of at least 72 additional training hours intended or approved for the first-level supervisory position.
- (4) The minimum requirements for mid-management certification are set forth as follows:
- (a) at least two years of full-time and regular service in a first-level supervisory position; and
 - (b) satisfactory completion of a probationary period made applicable by the employing agency to a mid-management position or, in the absence of such period, satisfactory performance throughout the initial six months of service within such position; and
 - (c) possession of the supervisory certificate of the Training Commission; and
 - (d) successful completion of a mid-management course of the Training Commission; and
 - (e) successful completion of at least 72 additional training hours intended or approved for the mid-management position.
- (5) The minimum requirements for executive certification are set forth as follows:
- (a) at least two years of full-time and regular service in a mid-management position; and
 - (b) possession of the mid-management certificate of the Training Commission; and
 - (c) successful completion of the Small Agency Administration or Introduction to Executive Management course of the Training Commission; and
 - (d) successful completion of the Law Enforcement Command College or Executive Management course of the Training Commission; and

- (e) successful completion of at least 72 additional training hours intended or approved for the executive position.
- (6) Any application for certification provided herein shall be submitted in writing on approved form to the Executive Director of the Training Commission or his/her designee.
- (7) Education and training programs successfully completed by the applicant and not sponsored or otherwise approved by the Training Commission may be considered in any determination of satisfaction of training requirements prescribed herein. Such determinations and any other determinations relating to equivalent or alternative training shall be made by the Executive Director of the Training Commission or his/her designee.
- (8) Any requests for exception to or variance within any provision or requirements set forth herein may be submitted in writing by the individual seeking certification to the Executive Director or his/her designee, who shall have dispositive authority in the matter.