

Non-Law Enforcement Community Representative

This packet is designed to help explain your duties and responsibilities as a non-law enforcement community representative for your respective law enforcement agency. Attached you will find a full copy of Washington Administrative Code (WAC) 139-12 and examples of several forms utilized by the NCW SIU. Those forms include the conflict of interest tool, confidentiality agreement, and activation roster. You also have access to review, upon request, the NCW SIU Investigations Protocol, the full team roster, and individual training records for all team members. When the NCW SIU is activated, a Non-law enforcement community representative will be selected by the NCW SIU command staff from the appropriate roster provided by participating member agencies. This will occur within 24 hours. The general purpose of your involvement in this process is to provide a degree of “oversight” to ensure the pillars of independence, transparency, communication, and credibility, as outlined in WAC 139-12, are met throughout the investigative process. Additionally, you are being asked to ensure the investigation is conducted in a timely, professional, thorough, and impartial manner. Please review and be familiar with all the attached information, and if you have questions or concerns, please make them known.

The following is a more specific explanation of your roles and responsibilities as stated in WAC 139-12.

Non-Investigation related

1. Participate directly in the vetting, interviewing, and/or selection of SIU investigators. This will occur anytime there is an open application process for new or additional members.

Investigation related

1. You will be required to sign a confidentiality agreement for each investigation. Violations of that agreement may subject you to criminal prosecution.
2. You will be required to complete a conflict of interest tool within 72 hours of each investigation.
3. You will review/discuss, with SIU command, conflict of interest statements for all activated investigators within 72 hours.
4. You will be notified by SIU command of all uses of specialized equipment belonging to the involved agency and review 1) why it needs to be used and 2) the steps taken to limit the role of involved agency personnel in facilitating its use.
5. Throughout the investigation you will be provided copies of all press releases, prior to the media receiving the press releases.
6. You will be present at all limited briefings on the progress of the investigation given to the involved agency Chief/Sheriff.
7. You will be provided access to the investigative file, once completed.

Your role in this process is a critical one. Your role is of paramount importance to building and maintaining public trust. The pillars of independence, transparency, communication, and credibility all have a potentially profound impact on that trust. If at any point during your involvement with the NCW SIU you have questions or concerns, you are encouraged to make them known. This is a rare opportunity for you, as a community member, to see and learn the process used to investigate one of the most highly criticized and scrutinized actions that could be taken by a law enforcement officer—the use of deadly force. Likewise, this is an opportunity for you to view and experience the high degree of professionalism, thoroughness, and impartiality required in these types of investigations.



Volunteer Application

Non-Law Enforcement Community Representative Special Investigation Unit



Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address _____ City: _____ Zip: _____

Date of Birth: _____ Day Phone: _____ Evening Phone: _____

E-mail: _____ Years lived in Douglas County: _____

Occupation: _____ Years of Experience: _____

Work Address: _____ City: _____ Zip: _____

Education and Formal Training: _____

Have you ever been convicted of a felony or released from prison? Yes No

(A conviction record will not necessarily bar you from serving. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the position for which you have applied will be considered.)

Volunteer/Community Experience:

Organization and Duties: _____ Length of Service: _____

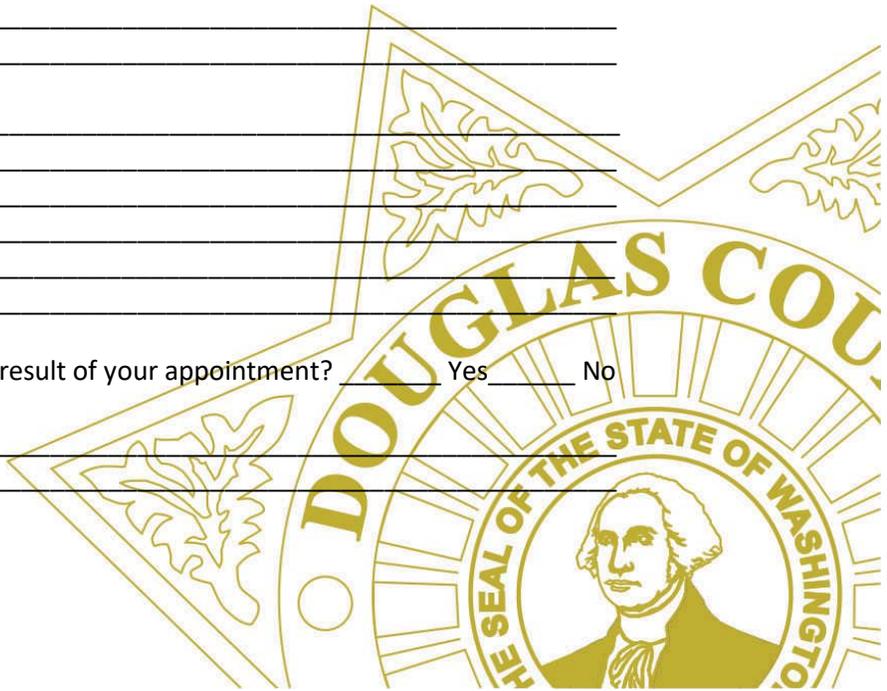
Skills/Special Interests: _____

Experience related to Law Enforcement _____

Why are you seeking this appointment? _____

Would any conflict of interest be created as a result of your appointment? Yes No

If yes, please explain:



REFERENCES

Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Occupation: _____ Years known: _____

Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Occupation: _____ Years known: _____

Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Occupation: _____ Years known: _____

AFFIDAVIT OF APPLICANT

I, _____, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also understand that this completed application may be made available for public inspection.

