

Received 6/3/2024 Bellingham - GWP Received 6/6/2024 Bellingham - GWP

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Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council

FROM: OAK HARBOR POLICE DEPARTMENT - #645

Please update our Standards of Apprenticeship to reflect the following changes:

- Additions shall be underlined (underlined).
- Deletions shall be struck through (~~struck through~~).
- See attached.

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	05/30/2024		
Print Name: Tony Slowik		Print Name:	
Signature: 		Signature:	

Approved By: Washington State Apprenticeship & Training Council
Signature of Secretary of the WSATC:
Date:

Attach additional sheets if necessary

COVER PAGE

POLICE OFFICER

33-3051.040

24 MONTHS 4000 HOURS

II. MINIMUM QUALIFICATIONS:

Age: **Minimum of Twenty-one years of age as verified by the applicant's Washington State Driver license.**

Education: ~~Must have completed one year of college coursework by time of appointment, equivalent to 45 quarter credits/30 semester credits of which 5 quarter credits/3 semester credits must be in English or Humanities designated course. OR~~

~~A minimum of two years of demonstrated career experience in the following or closely related areas may be substituted for the educational requirement: all branches of military service, other city, state or Federal law enforcement agencies or related professions in forensics, investigations or criminal justice. (Related experience will be evaluated at the time of application) A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicants must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.~~

Physical: ~~Pass minimum medical and health standards of the State of Washington for Law Enforcement Officers. None~~

Testing: ~~Must qualify for State LEOFF (Law Enforcement Officers and Firefighters) retirement system. Initial fitness and written testing is conducted through Public Safety Testing. None~~

Other: ~~Oral Interview by board; satisfactory background checks: Polygraph, Psychological, Medical Exam, credit check, criminal history. Must be an employee of the City of Oak Harbor.~~

IV. TERM OF APPRENTICESHIP:

The term of training shall be 24 months 4000 hours of employment.

NOTE: ~~A minimum of 1876 straight-time(over-time hours are counted as straight time) of on-the-job training hours must be met per each twelve (12) month period and will be computed from the date that the apprenticeship begins, in which case the apprenticeship will be extended for all hours less than 1876 hours per apprentices every twelve (12) months.~~

~~This would exclude federally mandated items such as active military duty and time off due to FMLA (Family Medical Leave Act) which shall be evaluated on a case-by-case basis and which may result in a temporary suspension or extension of their apprenticeship program for all hours less than 1876 hours per each twelve (12) month period.~~

V. INITIAL PROBATIONARY PERIOD:

The initial probationary period for the Police Officer shall be the first 2000 hours as an apprentice.

C. Exemption requested to exceed the 20% term of apprenticeship for the Initial Probationary Period, per Article 46, section 46.1 of the Collective Bargaining Agreement between the City of Oak Harbor and the Oak Harbor Police Association. (Approved January 16, 2009)

~~New Police Officers shall be subject to a probation period for new or inexperienced employees and lateral entry employees commencing with their date of hire and concluding eight (8) months following graduation from or certification by the Washington State Criminal Justice Training Commission Academy, or from date of hire, as it would apply to Lateral (experienced) Entry new hires.~~

~~Said initial probationary period may be extended up to an additional four (4) months. During either the initial or extended probationary periods, such employee may be disciplined and/or discharged at the sole discretion of the Employer.~~

~~For the purposes of pay, the employee's pay step will increase from grid step 0 to grid step 1 on the anniversary of his/her date of hire~~

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

C. Police Officer

Step	Hour Range or competency step	Percentage of journey-level wage rate*
01	0 - 12 months <u>2000 Hours</u>	90.991%
12	13 - 24 months <u>2001 - 4000 Hours</u>	95.495%

VIII. WORK PROCESSES:

A. Police Officer

Approximate Hours

1. Certifications 80720
 - Firearms Qualification
 - Radar Certification
 - BAC Certification, Breathalyzer Operation
 - First Aid/CPR Certification
 - Patrol Tactics
 - Patrol Procedures

- **Criminal Law**
- **Traffic Investigation**
- **Defensive Tactics**

2. **FTO (Field Training) Program700576**

- **Patrol Procedures**
- **Criminal Investigations**
- **Station Procedures**
- **Office Procedures**
- **Jail Procedures, Booking, Fingerprint, Inmate Safety & Security**
- **Court Procedures**
- **Special Occurrences, Crowd/Riot Control, Use of Special Equipment**

3. **Station Procedures40**

- **Equipment location and check-out**
- **Vehicle Procedures**

4. **Patrol Procedures27802264**

- **Arrest, Search & Seizure**
- **Codes: Criminal, Traffic, Liquor**
- **Traffic Stop Procedures**
- **Accident Procedures & Investigation**
- **EVOC (Emergency Vehicle Operation)**
- **Report Writing**
- **Crime Scene Processing: Photography, Latent Processing**
- **Radio Procedures**
- **Traffic Control**
- **Police Vehicles: Use of, equipment**
- **Incident / Case Entry; Case File Procedures**

5. **Criminal Investigation Procedures240**

- **Crime Scene: Search, processing, etc.**
- **Detective Call-out's, notifications**

6. **Court Procedures80**

- **District/Municipal Court**
- **Superior Court**
- **Juvenile Court, Juvenile Detention Facility**
- **Testimony**

7. **Awareness Training80**

- **Public Relations**
- **Civil Rights**
- **Cultural Awareness**
- **Sexual Harassment**

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

A. (X) Other (specify):

City Code, State Traffic Manual, RCW Title 9 and 9A; other training publications and seminars as available; must complete 720 hours of Washington State Basic Law Enforcement Academy.

~~In case of failure on the part of any apprentice to fulfill their obligations as to related instruction, the endorsers shall have the authority to suspend or revoke the training agreement.~~

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A.3. Sponsor Procedures:

~~Failure to maintain employment with the Oak Harbor Police Department as an apprentice will result in cancellation of the apprenticeship agreement.~~

~~Local Apprenticeship Committee Policies:~~

~~Refer to attached Oak Harbor Police Department Manual of Standards, Chapter 26, Discipline. None~~

B.3. Sponsor Disciplinary Procedures

None

a. In case of failure on the part of any apprentice to fulfill their obligations as to related instruction, the Oak Harbor Police Department shall have the authority to suspend or cancel the apprenticeship agreement.

b. Failure to maintain employment with the Oak Harbor Police Department as an apprentice will result in cancellation of the apprenticeship agreement.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

E. Committee governance (if applicable): (see WAC 296-05-009)

- a. Quorum: ~~Not applicable to Plant Programs~~ N/A
- b. Program type administered by the committee: ~~Plant~~ N/A
- c. The employer representatives shall be:

~~Kevin Dresker, Chief of Police
860 SE Barrington Drive
Oak Harbor, WA 98277~~

~~Meg Massey
860 SE Barrington Drive
Oak Harbor, WA 98277~~

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

~~Washington State Apprenticeship and Training Council
Department of Labor and Industries
PO Box 44530
Olympia, WA 98504 4530~~

Tony Slowik, Chief of Police
860 SE Barrington Drive
Oak Harbor, WA 98277

Meg Massey
860 SE Barrington Drive
Oak Harbor, WA 98277