

2017-19 Biennium Budget Decision Package

Agency: Criminal Justice Training Commission

Decision Package Code/Title: Corrections Officer Academy

Budget Period: 17 – 19 Biennium

Budget Level: M2 – Inflation and Other Rate Changes

Agency Recommendation Summary Text:

Funding for three additional Corrections Officer Academy (COA) classes is requested to meet the increased demand for basic corrections officer training from local agencies throughout the state. The Criminal Justice Training Commission is currently funded for five COA classes annually. This request will increase the number of classes from five to eight in fiscal year 2017. These classes will provide training for 108 additional students.

Fiscal Summary: Decision package total dollar and FTE cost/savings by year, by fund, for 4 years. Additional fiscal details are required below.

Operating Expenditures	FY 2017	FY 2018	FY 2019	FY 2020
Fund 001-1	194,000	0	0	0
Fund 001-7	65,000	0	0	0
Total Cost	259,000	0	0	0
Staffing	FY 2017	FY 2018	FY 2019	FY 2020
FTEs	0.0	0.0	0.0	0.0
Revenue	FY 2017	FY 2018	FY 2019	FY 2020
Fund 001	65,000	0	0	0
Object of Expenditure	FY 2017	FY 2018	FY 2019	FY 2020
Obj. C	30,000	0	0	0
Obj. E	110,700	0	0	0
Obj. G	600	0	0	0
Obj. N	117,700	0	0	0

Package Description

The Corrections Officer Academy (COA) at the Washington State Criminal Justice Training Commission (WSCJTC) is experiencing a significant increase in applications for corrections officer training. During the economic downturn of 2008-2011, agencies across the state curtailed hiring and reduced staffing significantly due to budgetary reductions. The Corrections Officer Academy saw a commensurate reduction in demand and both staffing and scheduled courses were reduced.

As the economy recovers, there is again a need for an increase in the number of COA courses. One driver of this need is law enforcement officer hiring trends. Police/Law enforcement agencies across the state have started hiring at rates unequalled in the past 20 years. Large numbers of officers are retiring and police agencies now have positions being filled or reinstated after the economic downturn. Law enforcement recruiters are drawing heavily from the ranks of corrections officers to fill these new law enforcement positions, thus creating a bow wave effect on corrections staffing.

The second impact is reflected in growing revenues and the ability of state and local governments to restore positions eliminated during the economic downturn. All across the state, agencies are receiving authorization to hire for positions eliminated or held vacant over the past few years.

In fiscal year 2016, 322 COA applications were received. There was 75 applicants on the wait list as of 7/1/2016. In fiscal year 2017, 288 new applications are anticipated for an average of 24 new applications each month. Adding the wait list and new applications provides 363 students who need training. Eight classes of 36 students will provide training for 288 students with a fiscal year ending wait list of 75 students.

Through the first quarter of the fiscal year, 76 new applications have been received for an average of 25 applications each month.

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service.

Annual funds currently devoted for Corrections Officer Academies is \$221,375. This includes funding for 5 COA sessions.

Annual expenses include:

Full time contracted instructor = \$102,000

Contracted part-time instructors = \$64,500

Supplies = \$1,000

Printing = \$1,875

Travel = \$1,500

Student meals = \$50,000

Other goods and service = \$500

Annual total = \$221,375

Decision Package expenditure, FTE and revenue assumptions, calculations and details:

Expenditures:

One full-time contracted instructor at \$9,000 per month for 12 months totals \$108,000.

Total additional cost per Corrections Officer Academy is \$50,368.

Class expenses include:

Outside instructors = \$10,000.

Training materials = \$400.

Travel = \$200.

Equipment = \$300.

Graduation ceremony = \$200.

Student meals = \$25.12 per day times 20 days times 22 students = \$11,053.

Student lodging in hotels = 11 rooms at \$95 per night times 27 days = \$28,215.

Total corrections training expenses for 3 classes total \$151,104 (\$50,368 per class x 3 classes).

Total contracted instructor and training expenses totals \$259,104.

Rounded to the nearest thousand = \$259,000.

Revenue:

It is assumed that corrections agencies will pay a 25% cost share per student attending the Corrections Officer Academy.

Local 25% cost share is calculated as follows:

Total expenses of \$259,000 multiplied by 25% equals \$64,750.

Total revenue to be recovered from local law enforcement agencies for corrections training rounded to the nearest thousand = \$65,000.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

The agency expects to provide a sufficient number of Corrections Officer Academy training slots in order to meet the demand of local agencies in training their new hires. These three classes will provide training for 108 students.

This decision package supports the Results Washington goal of Healthy and Safe Communities. This is accomplished by providing sufficient training slots for newly hired corrections officers who work in corrections facilities in communities throughout the state.

This decision package supports the agency goal to “Continuously review and improve training delivery, curriculum, and methods in all training and ensure adequate training capacity to meet the need of stakeholders”.

Performance Measure detail:

This decision package will affect the agency performance measure of “Total annual number of officers attending Corrections academies”. The number of officers attending corrections academies will increase by 108 students.

Fully describe and quantify expected impacts on state residents and specific populations served.

By providing sufficient corrections officer training slots, corrections agencies throughout the state will be able to fill vacancies and provide appropriate levels of staffing in corrections facilities to ensure safe and secure operation.

Sufficient staffing in corrections facilities helps in ensuring safety both inside and outside corrections facilities which benefits residents throughout the state.

What are other important connections or impacts related to this proposal? Please complete the following table and provide detailed explanations or information below:

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

Please provide a detailed discussion of connections/impacts identified above.

By providing sufficient training slots to meet corrections agencies hiring demand, corrections agencies will be able to properly staff corrections facilities.

What alternatives were explored by the agency and why was this option chosen?

The Washington State Criminal Justice Training Commission has increased the Corrections Officer Academy class size from 30 students to 36 students. Even with this change, the current number of funded classes is not sufficient to meet customer needs.

What are the consequences of not funding this request?

The consequence of not funding this request is there will not be a sufficient number of training slots to meet corrections agencies hiring needs. This will cause to wait time to exceed 6 months. In addition, corrections facilities throughout the state will be understaffed and existing corrections officers will be overworked as they need to work extra shifts in order to cover shifts that should be covered by new hires waiting for training. This is an undesirable situation as corrections officers need to be alert as the population they supervise and environment they work in can quickly become dangerous.

How has or can the agency address the issue or need in its current appropriation level?

The agency does not have funds within its current appropriation level to absorb this request..

Other supporting materials:

Information technology: Does this Decision Package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017-19 IT Addendum

Part 1: Itemized IT Costs

Please itemize any IT-related costs, including hardware, software, services (including cloud-based services), contracts (including professional services, quality assurance, and independent verification and validation), or IT staff. Be as specific as you can. (See chapter 12.1 of the operating budget instructions for guidance on what counts as “IT-related costs”)

Information Technology Items in this DP <i>(insert rows as required)</i>	FY 2018	FY 2019	FY 2020	FY 2021
Item 1	xxx	yyy	zzz	aaa
Item 2	xxx	yyy	zzz	aaa
Total Cost	Enter Sum	Enter Sum	Enter Sum	Enter Sum

Part 2: Identifying IT Projects

If the investment proposed in the decision package is the development or acquisition of an IT project/system, or is an enhancement to or modification of an existing IT project/system, it will also be reviewed and ranked by the OCIO as required by RCW 43.88.092. The answers to the three questions below will help OFM and the OCIO determine whether this decision package is, or enhances/modifies, an IT project:

1. Does this decision package fund the development or acquisition of a new or enhanced software or hardware system or service? Yes No
2. Does this decision package fund the acquisition or enhancements of any agency data centers? (See [OCIO Policy 184](#) for definition.) Yes No
3. Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See [OCIO Policy 121.](#)) Yes No

If you answered “yes” to any of these questions, you must complete a concept review with the OCIO before submitting your budget request. Refer to chapter 12.2 of the operating budget instructions for more information.

2017-19 Biennium Budget Decision Package

Agency: Criminal Justice Training Commission

Decision Package Code/Title: Critical Incident Mapping

Budget Period: 17 – 19 Biennium

Budget Level: M2 – Inflation and Other Rate Changes

Agency Recommendation Summary Text:

Funding request in response to Department of Revenue audit of outstanding sales tax for Critical Incident Mapping program vendor Prepared Response. This vendor did not charge the Washington State Association of Sheriffs and Police Chiefs sales tax on the original billings.

Fiscal Summary: Decision package total dollar and FTE cost/savings by year, by fund, for 4 years. Additional fiscal details are required below.

Operating Expenditures	FY 2017	FY 2018	FY 2019	FY 2020
Fund 001-1	97,000	0	0	0
	0	0	0	0
Total Cost	97,000	0	0	0
Staffing	FY 2017	FY 2018	FY 2019	FY 2020
FTEs	0	0	0	0
Revenue	FY 2017	FY 2018	FY 2019	FY 2020
Fund	0	0	0	0
Fund	0	0	0	0
Object of Expenditure	FY 2017	FY 2018	FY 2019	FY 2020
Obj. N	97,000	0	0	0
Obj. X	0	0	0	0
Obj. X	0	0	0	0

Package Description

Requesting one-time payment for past due sales tax as a result of a Dept. of Revenue determination related to digital goods. The audit was performed on the company Prepared Response who is the vendor that the Washington Association of Sheriffs and Police Chiefs contracts with for the Critical Incident Mapping program.

Request is for \$97,149.58 for audit period January 2012-June 2015

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service.

Currently the Critical Incident Mapping program is funded from the Washington Auto Theft Prevention Account at \$475,000 per year.

Decision Package expenditure, FTE and revenue assumptions, calculations and details:

The Washington Association of Sheriffs and Police Chiefs reports that \$97,149.58 is needed for uncollected sales tax for 2012 through 2015.

Rounded to the nearest thousand = \$97,000.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

No additional performance outcomes expected. This funding will be applied to the DOR assessment for Prepared Response, Inc. as it pertains to school mapping services performed during the audit period.

Performance Measure detail:

Fully describe and quantify expected impacts on state residents and specific populations served.

No impacts expected.

What are other important connections or impacts related to this proposal? Please complete the following table and provide detailed explanations or information below:

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

Please provide a detailed discussion of connections/impacts identified above.

What alternatives were explored by the agency and why was this option chosen?

Emergency funds received by the Governor's office were not able to be used outside of FY'16

What are the consequences of not funding this request?

The state will have a continued sales tax obligation for the mapping services.

How has or can the agency address the issue or need in its current appropriation level?

Currently the Critical Incident Mapping program is funded from the Washington Auto Theft Prevention Account at \$475,000 per year. This funding is used in its entirety to pay the vendor for mapping services/licensing.

Other supporting materials: Attached is a copy of the Dept. of Revenue tax assessment.

Information technology: Does this Decision Package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017-19 IT Addendum

Part 1: Itemized IT Costs

Please itemize any IT-related costs, including hardware, software, services (including cloud-based services), contracts (including professional services, quality assurance, and independent verification and validation), or IT staff. Be as specific as you can. (See chapter 12.1 of the operating budget instructions for guidance on what counts as “IT-related costs”)

Information Technology Items in this DP <i>(insert rows as required)</i>	FY 2018	FY 2019	FY 2020	FY 2021
Item 1	xxx	yyy	zzz	aaa
Item 2	xxx	yyy	zzz	aaa
Total Cost	Enter Sum	Enter Sum	Enter Sum	Enter Sum

Part 2: Identifying IT Projects

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1. Does this decision package fund the development or acquisition of a new or enhanced software or hardware system or service? Yes No
2. Does this decision package fund the acquisition or enhancements of any agency data centers? (See [OCIO Policy 184](#) for definition.) Yes No
3. Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See [OCIO Policy 121.](#)) Yes No

If you answered “yes” to any of these questions, you must complete a concept review with the OCIO before submitting your budget request. Refer to chapter 12.2 of the operating budget instructions for more information.

2017-19 Biennium Budget Decision Package

Agency: Criminal Justice Training Commission

Decision Package Code/Title: Basic Law Enforcement Academy

Budget Period: 17 – 19 Biennium

Budget Level: M2 – Inflation and Other Rate Changes

Agency Recommendation Summary Text:

Funding for 8 additional Basic Law Enforcement Academy (BLEA) classes is requested in order to meet the increased demand for basic peace officer training from local law enforcement agencies throughout the state. The Criminal Justice Training Commission is currently funded for 10 BLEA classes in fiscal year 2017. This request will increase the number of classes from 10 to 18 and provide training for 240 additional students.

Fiscal Summary: Decision package total dollar and FTE cost/savings by year, by fund, for 4 years. Additional fiscal details are required below.

Operating Expenditures	FY 2017	FY 2018	FY 2019	FY 2020
Fund 001-1	1,697,000	0	0	0
Fund 001-7	752,000	0	0	0
Total Cost	2,449,000	0	0	0
Staffing	FY 2017	FY 2018	FY 2019	FY 2020
FTEs	0.0	0.0	0.0	0.0
Revenue	FY 2017	FY 2018	FY 2019	FY 2020
Fund 001	752,000	0	0	0
Object of Expenditure	FY 2017	FY 2018	FY 2019	FY 2020
Obj. C	471,000	0	0	0
Obj. E	948,372	0	0	0
Obj. G	5,000	0	0	0
Obj. N	1,024,628	0	0	0

Package Description

Since September of 2013, the Basic Law Enforcement Academy (BLEA) at the Criminal Justice Training Commission (CJTC) has experienced a significant and sustained increase in demand for basic peace officer training. During the economic downturn of 2008 - 2011, agencies across the state curtailed hiring and reduced staffing significantly due to

budgetary reductions. The Basic Law Enforcement Academy saw a commensurate reduction in demand, and both staffing and scheduled courses were reduced significantly.

As the economy recovers, two factors are driving a need for BLEA to restore a higher level of service. The first is peace officer retirements. Approximately 20% of current commissioned law enforcement positions in Washington State were hired in the late 1970's to late 1980's. The vast majority of those officers are eligible for retirement. Many have delayed retirement during the economic downturn. However, as the economy recovers, these officers are retiring in increasing numbers. Many agencies have started to ask tenured employees to share their projected retirement plans to assist in succession planning. Anecdotally, these agencies are reporting a 50-75% increase in planned retirements over the next several years. This equates to as many as 2,400 retirements over the next three to five years. Even if this reflects a 50% increase over traditional rates, it means agencies having to replace an additional 1,200 officers over the next few years.

The second impact is reflected in growing revenues and the ability of state and local governments to restore positions eliminated during the economic downturn. All across the state, agencies are receiving authorization to hire for positions eliminated or held vacant over the past few years. Current application trends as well as a discussion with agencies across the state indicate we can expect a continued need for these extra classes over the 2017-2019 biennium.

Law enforcement agencies are statutorily required to have new peace officers attend the Basic Law Enforcement Academy within 6 months of their hire date. As hiring rates continue to increase, the backlog of applications continues to grow. In FY 2016, 540 applications to the Basic Law Enforcement Academy were received. This averages 45 applications per month. In fiscal year 2016, 16 BLEA sessions were held which provided 480 training slots. The wait list included 129 applicants as of July 1, 2016. Students on the wait list are students who have submitted an application to attend a BLEA session and are waiting for their session to begin. This wait list is sufficient to fill just over 4 classes of 30 students.

For fiscal year 2017, the WSCJTC is funded to hold 10 BLEA sessions. The WSCJTC is projecting to receive an average of 42 new applications for training each month for a total of 504 applications. The total 129 students on the wait list as of July 1, 2016 plus the estimated new applications of 504 totals 631 applicants needing training. Including these requested 8 additional supplemental classes, a total of 18 BLEA classes will graduate in fiscal year 2017 and provide training to 540 students. Through the first three months of fiscal year 2017, 155 new applications have been received for an average of 51 applications per month.

If funding for additional classes is not provided then the wait time will quickly exceed the 6 month training requirement of RCW 43.101.200. This length of delay is extremely inconvenient for local law enforcement agencies as it greatly increases the length of time between a position being authorized and that position being operationally "in the field". It also causes agencies to lose good candidates to federal or out of state agencies who can offer the candidate more immediate employment. Because agencies cannot get newly hired officers into the field in a timely manner, this is a public safety issue.

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service.

Annual funds currently devoted for Basic Law Enforcement Academies is \$3,339,948. \$2,438,948 is funded out of the State General Fund and \$901,000 is funded by local agencies. This includes funding for 10 BLEA sessions.

Annual expenses include:

State Employees – 8 FTE's for annual total of \$699,066.

Full time contracted instructors – 8 staff = \$1,032,000.

Contracted part-time instructors = \$574,948.

Emergency Vehicle Operator Course = \$247,830.

Ammunition = \$232,800.

Supplies = \$36,000.

Printing = \$30,000.

Travel = \$1,500.

Student meals = \$329,100.

Student lodging in hotels = \$9,996.

Training vehicle maintenance = \$12,000.

Equipment = \$12,000.
Other goods and service = \$50,270.

Annual total = \$3,339,948.

Decision Package expenditure, FTE and revenue assumptions, calculations and details:

Expenditures:

It is assumed 6 of the additional classes will be held in Burien and 2 in Spokane.

Burien BLEA expenses:

Three full-time contracted instructors at \$11,000 per month for 12 months totals \$396,000.

Total additional cost per Basic Law Enforcement Academy in Burien is \$140,526.

Class expenses include:

Ammunition = \$23,280.
Firearms instructors = \$34,000.
Emergency Vehicle Operator Course = \$24,783.
Defensive Tactics Instructors = \$7,500.
Other skill and topic specific instructors = \$12,500.
Training materials = \$3,000.
Student meals = \$25.12 per day times 90days times 15 students = \$32,913.
Linens = \$1,350.
Training vehicle maintenance = \$1,200.

Total class expenses = \$140,526.

Total class expenses of \$140,526 per class times 6 classes totals \$843,156.

Student lodging in hotels = \$475,150.

First class = \$33,150
3 rooms x \$85/night x 130 nights
Next 5 classes = \$442,000
Cost per class = \$88,400
8 rooms x \$85/night x 130 nights.

Total additional Burien BLEA expenses = \$1,714,306.

Spokane BLEA expenses:

1 TAC Officer for 12 months at \$10,463 per month = \$125,556.

.4 Skills instructor for 12 months at \$4,185 per month = \$50,222.

Total additional cost per Basic Law Enforcement Academy in Spokane is \$279,280.

Class expenses include:

Outside instructors = \$17,500.
Defensive Tactics instructors = \$16,000.
Firearms instructors = \$17,000.
Emergency Vehicle Operator Course = \$23,000.
Student meals = \$65,500.
\$25/day x 131 days x 20 students.
Student lodging for 20 students = \$110,500.
\$85/night x 130 nights x 10 rooms.
Travel = \$2,500.
Ammunition = \$23,280.
Training materials = \$4,000.

Total Spokane BLEA expense per class = \$279,280.
Spokane BLEA class expense of \$279,280 times 2 classes = \$558,560.

Total Spokane BLEA expenses = \$734,338.

Total Burien and Spokane BLEA expenses = \$2,448,644.

Rounded to the nearest thousand = \$2,449,000.

Revenue:

It is assumed that law enforcement agencies will pay a 25% cost share per student plus 100% of the cost of ammunition.

Local 25% cost share is calculated as follows:

Total expenditures = \$2,449,000.
Less ammunition to be paid by local agencies = \$186,240 (\$776/student x 30 students per class x 8 classes).
Expenditures subject to 25% cost share = \$2,262,760 (\$2,449,000 total expenditures less \$186,240 ammunition charge).
\$2,262,760 multiplied by 25% equals \$565,690 cost share.

Total 25% local cost share of \$565,690 plus \$186,240 ammunition charge = \$751,930 total revenue from local agencies.

Total revenue to be recovered from local law enforcement agencies rounded to the nearest thousand = \$752,000.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

The Basic Law Enforcement Academy will increase its authorized student capacity from 300 students to 540 students in fiscal year 2017. This will assist in reducing training wait times and ensure new officers start mandated BLEA training within 6 months of their hire date.

This decision package supports the Results Washington goal of Healthy and Safe Communities. This is accomplished by providing sufficient training slots for newly hired peace officers who work in communities throughout the state. By providing sufficient training slots to meet demand, newly hired peace officers will receive mandated training sooner and be able to serve in their communities.

This decision package supports the agency goal to “Continuously review and improve training delivery, curriculum, and methods in all training and ensure adequate training capacity to meet the need of stakeholders”.

Performance Measure detail:

This decision package will affect the agency performance measure of “Total annual number of sworn officers receiving Basic Law Enforcement training”. The number of officers attending the Basic Law Enforcement Academy will increase by 240 students.

Fully describe and quantify expected impacts on state residents and specific populations served.

By providing sufficient Basic Law Enforcement Academy training slots, law enforcement agencies throughout the state will be able to fill vacancies and provide appropriate levels of staffing to ensure safe and secure communities.

Law enforcement agencies throughout the state will have sufficient peace officers to fully staff patrol shifts in order to provide public safety. There will be sufficient peace officers to assist residents when incidents occur.

What are other important connections or impacts related to this proposal? Please complete the following table and provide detailed explanations or information below:

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	Yes	Identify: Many students will be required to be housed in hotels due to insufficient dorm space on campus.
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

Please provide a detailed discussion of connections/impacts identified above.

The Washington State Criminal Justice Training Commission provides meals and lodging to students who attend mandated training from agencies which are 40 or more miles away from the campus located in Burien. The two

inhabitable dorm buildings have 92 beds available. The increase in training demand and classes have exceeded the on-campus housing capacity and necessitated students to be housed in hotels.

What alternatives were explored by the agency and why was this option chosen?

The agency has explored meeting some of the increased demand by increasing class size to 36 students per session. This has been determined to be impractical for several reasons.

First, the CJTC Burien facilities in both Burien and Spokane do not have adequate classroom, gym, range, locker room or cafeteria capacity to accommodate BLEA classes of that size. The facilities were all designed for classes of 20-30 students. Overcrowded facilities would impact content delivery in the classroom and would impair instructor oversight and safety in the gym and on the range. Scenario based training would take much longer with larger classes, meaning that students would receive less instruction and practice per lesson.

Second, the variable costs for a BLEA session presume a class of 30 students. Many costs are based on a per-student cost and those costs would be the same regardless of whether the CJTC increased class sizes or added classes.

Third, increasing class sizes would compress the student population and place a greater burden on housing. Since on campus housing is already over capacity, increasing class size has the potential of significantly increasing hotel costs on a per-class basis.

What are the consequences of not funding this request?

As noted above, Washington State law enforcement agencies are experiencing an extremely high rate of peace officer vacancies due to turnover (mostly retirements) and new or renewed positions as the economy improves. The Washington State Criminal Justice Training Commission is the only source of state-mandated basic training for these newly hired police officers. State law mandates that these new officers receive this training within six months of being hired, and for liability and professionalism reasons, most agencies will not deploy new officers into the field until they have completed the Basic Law Enforcement Academy.

Adopting this package will allow the WSCJTC to offer sufficient Basic Law Enforcement Academies to meet its statutory mandate and to reduce applicant wait times to below six months. Law enforcement agencies state-wide will be able to hire, train, and deploy new officers into their communities- thus enhancing public safety.

How has or can the agency address the issue or need in its current appropriation level?

The agency does not have funds within its current appropriation level to absorb this request.

Other supporting materials:

Information technology: Does this Decision Package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017-19 IT Addendum

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Information Technology Items in this DP <i>(insert rows as required)</i>	FY 2018	FY 2019	FY 2020	FY 2021
Item 1	xxx	yyy	zzz	aaa
Item 2	xxx	yyy	zzz	aaa
Total Cost	Enter Sum	Enter Sum	Enter Sum	Enter Sum

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2. Does this decision package fund the acquisition or enhancements of any agency data centers? (See [OCIO Policy 184](#) for definition.) Yes No
3. Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See [OCIO Policy 121.](#)) Yes No

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