



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41101 • Olympia, Washington 98504-1101

September 5, 2024

TO: Extended Leadership Team
FROM: Sean Murphy, Deputy Secretary [Signature on file]

SUBJECT: EXTENSIONS AND EXEMPTIONS FOR REQUIRED TRAINING

This memo serves to update current DOC Policy 880.100 Corrections Training and Development section III. Mandatory Training Requirements, subsection F which states:

“Extensions/exceptions to mandatory training requirements must be submitted through the IT service request process and approved by the appropriate Assistant Secretary/designee.”

Effective immediately, all extensions/exemption requests submitted for any required training (CORE, Community Corrections Officer Academy etc.) will require the Deputy Secretary approval. Requests must be submitted via the appropriate IT Service/Easy Vista Help ticket and routed to the Deputy Secretary for approval. Submissions should include detailed operational needs on why the extension/exemption is being requested and steps to be taken locally to mitigate risk if the employee is allowed to continue to work without required training.

The curriculum provided to our employees in required trainings is vital to ensuring that they are prepared to be successful in navigating their duties in the often complex and challenging environments of our operations. A conscious decision to allow staff to forgo this training and continue to work is one that puts both the individual, and the agency at an undue risk.

It is the expectation of the agency that every effort be made to enroll staff into available academies as occupancy allows. The Training and Development unit is currently prioritizing non-custody staff in academies across the state, however it is being reported that these academies often run under capacity due to low enrollment. Our current backlog of staff waiting to attend this training should put us in a position where every seat is filled.

SM:dc

cc: Dan Cowles, Training & Development Administrator