

July 13, 2021

Dear Clyde Hill / Yarrow Point Community Member:

In 2019, the state legislature passed the "Law Enforcement Training and Community Safety Act" (LETSCA). Part of LETSCA requires that all police uses of force that results in death, substantial bodily harm, or great bodily harm be investigated completely independent of the involved agency.

In conjunction with regional law enforcement partners, the Clyde Hill Police Department is working to establish an independent investigation team which will be called the "Independent Force Investigation Team-King County" (IFIT-KC). IFIT-KC will investigate the use of police deadly force that occurs within Clyde Hill / Yarrow Point and the jurisdictions of the partner agencies. The goal is to enhance accountability and increase transparency and trust between law enforcement and the community. The IFIT-KC conducts the investigation in the same manner as a criminal investigation. The IFIT-KC will consist of qualified and certified law enforcement investigators and at least two non-law enforcement community representatives (Community Representatives). The IFIT-KC will operate completely independently of any involved agency's internal investigation to conduct a criminal investigation of police use of deadly force incidents.

Community Representative Responsibilities

WAC 139-12 determines the scope of the non-law enforcement community representative's participation. A minimum of two representatives who have credibility with and ties to communities impacted by police use of deadly force will be assigned to IFIT-KC during an activation to:

1. Participate directly in the vetting, interviewing, and/or selection of the independent force investigative team (IFIT) investigators.
2. Willingness to serve as a community representative, when called upon, after an officer involved shooting.
3. Review conflict of interest statements submitted by the investigators within 72 hours of the commencement of each investigation.
4. Be present at the briefings with the involved agency chief.
5. Have access to the investigation file when it is completed.
6. Be provided a copy of all press releases and communication to the media prior to release.
7. Review notification of equipment use of the involved agency.

Per WAC 139-12-030, the non-law enforcement community representatives must sign a binding confidentiality agreement at the beginning of each police use of deadly force investigation that remains in effect until the prosecutor of jurisdiction either declines to file charges or the criminal case is concluded. If the confidentiality agreement is violated, the non-law enforcement representative may be subject to prosecution under RCW 9A.76.020, obstructing a law enforcement officer and chapter 10.97 RCW, Washington State Criminal Records Privacy Act.

Selection Criteria

1. City of Clyde Hill / Yarrow Point resident or faith-based leader within the City of Clyde Hill / Yarrow Point.
2. Be at least 21 years of age.

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3. Submit a resume (with references) and one-page letter of interest describing your background, community involvement and interest in serving as a community representative.
4. Successfully pass a criminal records check since the candidate will have access to law enforcement sensitive information and personal identifying information.
5. Must be willing to attend basic training that may enhance basic knowledge of proper investigation protocols. Dates and times to be determined after selection.
6. Able to meet the time and commitments required of the Non-Law Enforcement Community Representative position.

Selection Process

Applicant's resume and letter of interest must be received by **August 15, 2021**. Please allow enough time for mailing and send your application materials to the Clyde Hill Police Records Manager at police@clydehill.org or by mail to Clyde Hill Police Department, 9605 NE 24th St, Clyde Hill, WA 98004.

Applicants will participate in an interview with the Chief of Police and Command personnel. Selection of Community Representatives will be made in collaboration with the City Administrator's office. The final list of available community representatives will serve for a term of four-years, with yearly review and extension of assignment by the Chief of Police. This is an unpaid position. Participation on IFIT-KC is a voluntary, and it does not receive a salary, hourly wage, or benefits.

Sincerely,

Kyle L. Kolling
Chief of Police