



Snohomish County Multiple Agency Response Team

COMMUNITY REPRESENTATIVES

Community Representatives (CR) represent an element within SMART who perform specific compliance tasks when the team is called to investigate police use of deadly force, as required by WAC 139-12-030. CR are separate and independent from the investigative role and provide an objective review to ensure that the requirements of the WAC are met which lends credibility to the investigation. CR work directly with Command Team members during the investigation.

Key Responsibilities:

- Reports directly to SMART Command.
- Coordinates directly with SMART Command when investigations are for police use of deadly force or those investigations not related to use of deadly force.
- **Conflict of Interest Statements.** CR are activated for police use of deadly force investigations and may also be activated at the discretion of the SMART commander(s), in non-deadly force police incidents. Upon activation and within seventy-two (72) hours, CR will receive and review all SMART Conflict of Interest Statements. Time lags may occur between incident occurrence and SMART taking investigative control. The seventy-two (72) hour clock starts when SMART takes control.
- **Resolving Concerns.** The CR will first bring any observed concerns to the attention of the Commander or Command Team. If not satisfactorily resolved, the CR will immediately contact the SMART Board of Directors Chair.
- **Involved Agency Briefings.** CR will accompany SMART Command to Involved Agency briefings where SMART is providing substantive information about the investigative progress.
- **Media/Public Statements.** SMART uses designated Public Information Officers to coordinate information released publicly. Any information released is first authorized by the Commander or Command Team. CR will be provided with any media statement prior to its public release. CR may use the released information to verify and corroborate compliance of law or consistency of professional practices and standards related to police independent investigations. CR do not have independent authority to release information publicly about the investigation. If the media release contains errors, conflicts or concerns about practice or standards, the CR will handle it as stated above in "Resolving Concerns". Any public statements made by a CR concerning the purpose and role of the CR must be coordinated and approved by the SMART commander. CR are not authorized to speak publicly about the details of an investigation or provide information or opinions about the investigation.



- **Involved Agency Equipment Use.** Situations may occur where the Involved Agency possesses a piece of equipment needed to assist with an investigation that is not reasonably available or practical to obtain elsewhere. The Involved Agency may also have the only staff trained or available to operate such equipment. When either of these situations occurs, the CR will be notified. The Team Commander or designee will explain the need for such equipment, the impracticality of obtaining it elsewhere, and oversight controls in place to ensure that it is used properly and will not unreasonably compromise the integrity of the investigation. Concerns will be handled as previously stated.
- **Completed Investigations.** CR shall have access to the investigative file once it is completed and filed with the Prosecutor. The purpose of providing such access is to allow the CR to assess whether the process of the investigation was conducted in a trustworthy manner and complied with the five fundamental principles as stated in the WAC (Independence, Transparency, Communication, Credible Process and Credible Investigators).
- **Conclusions and Opinions.** CR function as independent observers; reviewing compliance with internal control procedures, proper operating practices, recording, reporting and documenting as required by WAC139-12-030. CR are prohibited from speaking publicly about the investigation or conclusions. CR violating these restrictions will be subject to removal from the team and any breach of confidentiality may be prosecuted criminally, under RCW 9A.76.020 (Obstructing a law enforcement officer) and RCW 10.97 (Washington State Criminal Records Privacy Act).
- **Investigator Rotations.** When new detectives join SMART, Commanders will involve CR in the review and appointment process. This typically occurs annually. Commanders will provide the detective's training history, service years, previously held assignments, specialty unit assignments and notice of any relevant work performance disqualifiers.

Relevant Skills:

- System, project or process management related work.
- Utilizing internal control procedures to affect product or service quality.
- The ability to understand and/or generally relate with people across cultures.
- Effective communicator both written and verbal.
- Ability to analyze and critically think problems or issues.
- Experience or education with legal procedure, research, and/or compliance.
- Human resource or personnel management experience.
- Auditing – Public, private or non-profit
- Strong organizational skills.



Required Qualities/Traits:

- Honesty
- Integrity
- Fair or balanced in judgments
- Analytical
- Objective/Open minded
- Thorough
- Strong attention to detail yet has ability to see the bigger picture
- Relates well with people of varying backgrounds, gender, cultural diversity, faiths, etc.
- Effectively makes decisions

Training:

Subject to need, availability and SMART Command approval:

- SMART new member orientation
- Participation in SMART Team in-service trainings

Composition and Term of Service

Each member agency/jurisdiction is encouraged to solicit participation from (2) Community Representatives from their jurisdiction for a total of five (5) primary positions.

In addition to the necessary traits, qualities and skills, other considerations the Community Representatives should possess credibility and ties to communities impacted by police use of deadly force.

Community Representatives serve a term, that consists of 3 years. The CR term may be renewed if approved by the SMART Board of Directors and the CR is willing. Each term will be offset by one year, to retain institutional consistency.

Application and Selection Process:

1. Any community member, residing in Snohomish County, may apply via the web application portal found on the Snohomish County SMART website. Community members may also fill out the application and turn it in to the Everett Police Department Records Unit.
2. Applicants will complete the SMART Community Representative Application.
3. All applicants must be willing to complete:



- Written application
 - Oral interview
 - Background review to include national, state and local criminal history check, driver licensing record review and reference check.
 - Automatic disqualifiers with convictions of, but not limited to:
 - Class A Felony
 - Sexual Assault (Felony)
 - Felony Domestic Violence crimes
4. Must be willing to sign a binding confidentiality agreement that if violated could subject the individual to criminal charges as outlined in RCW 9A.76.020 or 10.97.030(4).
 5. SMART Command shall review submitted applications.
 6. Applicants may be interviewed before a panel consisting of:
 - Snohomish County Sheriff & Police Chiefs Association (SCSPCA), or designee.
 - An additional SMART Board of Directors representative.
 - SMART Team Command representative.
 - SMART Team Manager or Supervisor
 - A current Community Representative serving on SMART.
 7. Following the interview process and input from all interviewers, a nominee may be selected to move forward if a current opening for CR exists. Otherwise, SMART Command will establish a pool of eligible CR's.
 8. SMART Command will bring forward a recommendation to the SMART Board for appointment. The recommended candidate must receive majority approval from the SMART board, for final appointment. If a majority vote is not attained, then SMART Command will bring, another candidate forward for selection.

Removal:

Community Representatives understand that they are volunteers and may be removed from the team for criminal conduct, or violation of the confidentiality agreement. As stated in the WAC, if the confidentiality agreement is violated, the representative may be subject to prosecution under RCW 9A.76.020 (Obstructing law enforcement officer) and chapter 10.97 RCW, Washington State Criminal Records Privacy Act.

If SMART Command is made aware of any violation of law or a violation of the WAC, the SMART Commanders will investigate. If the investigation reveals the actions to be improper or in violation of the WAC, the SMART Commander will seek approval from the SMART Board, to move forward with removing the CR from the team.

Voluntary departure from the team due to regular rotation or at the request of the non-law enforcement community representatives are not subject to the above criteria.



Community Representatives Activation/Notification

At least two the Community Representatives will be notified when SMART is activated for investigations involving police use of deadly force and will also be notified if SMART is activated to conduct investigations not related to police use of deadly force.