



# WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

Susan L. Rahr, Executive Director

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June 17, 2013

To: Ms. Sherry Decker, NENA Co-Chair NJTI  
To: Natalie Duran, APCO Co-Chair NJTI  
To: Brenda Cantu, WA APCO/NENA President 2012-2013

Please find attached the elements identified on the NJTI website Deployable Status Checklist

- Coordinator and State TERT Committee Information
- WA APCO/NENA information
- Example of the Intergovernmental Agreement between the State of Washington Emergency Management Division and the Participating Agency.
- Information about the Washington State Criminal Justice Training Commission's training database that tracks Telecommunicator Training (including TERT) In Washington State
  - Also attached is the Excel Spreadsheet used by the Regional and State Coordinator to confirm training requirements are met by persons being submitted as TERT members by Participating agencies
- Information regarding required TERT Team training requirements
- Information regarding TERT Team Leader training
- Copy of the WA TERT Program Guideline (manual)
- Description of the TERT auditing involving Regional Coordinators for Washington State

Thank you for this opportunity to become part of the TERT program on the national level.

Sincerely,

*C. L. Ahrens*

Cory Ahrens, WA TERT Committee Chair (WA APCO/NENA)  
Washington State Criminal Justice Training Commission, Telecommunicator Project Manager  
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**Mission:** The Washington State Criminal Justice Training Commission enhances public safety by establishing standards and providing education and training.

**Values:** Professionalism • Integrity • Accountability

## State Coordinator Info- WA State TERT

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### WA State TERT Committee

Cory Ahrens, Washington State Criminal Justice Training Commission, Chair  
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### WA TERT Affiliation

Washington State TERT is affiliated as a standing committee with the Washington (joint) chapters of APCO & NENA.

For July 2012-June 2013, Cory Ahrens is the Chair of the WA TERT Committee. The Committee is responsible for the creation of documents outlining the TERT Program in Washington State. Members work on updates to the program and documents as well as serve on future review panels for after action reports on TERT Deployments.

Cory James from Norcom, Bellevue, WA is the State TERT Coordinator for the WA TERT Program. He is responsible for overseeing deployments in WA State, working closely with the Regional Coordinators who have been selected to represent the 4 regions of the state.

### TERT MOU

Please find as a separate Pdf *attachment*, an example of the Interagency Agreement (sample) we are currently using to create agreements between all Participating Agencies and the State of Washington's Emergency Management Division (WA EMA).

### Database for Tracking TERT Training

The Washington State Criminal Justice Training Commission hosts TERT member and leader training classes. The WSCJTC has a database where all training we deliver is tracked for all telecommunicators in Washington State.

Additionally, we have created a spreadsheet that is used by the 4 Regional TERT Coordinators, and maintained by the State TERT Coordinator that tracks addition training as described in the attached WA State TERT Program Guide. This training includes:

TERT Member:

- IS-100.b
- IS-144
- IS-700

TERT Leader:

- All of the above
- IS-200.a
- IS-800.b
- IS 802.b

Agencies putting forth TERT Team Member/Leaders will provide affirmation that this training has been conducted with accompanying proof of completion.

TERT Leaders attend separate classroom training, after completion of TERT member training.

The proposed spreadsheet is *attached*.

### **WA TERT Policy/Procedure Manual**

Please find *attached* a copy of the WA State TERT Program Guide which serves as our policy/procedure manual.

### **State Coordinator Audits**

The State Coordinator in conjunction with reviews conducted by the 4 Regional Coordinators will conduct audits on TERT member/leaders on a biennial basis to determine contact information, agency support, and member/leader status.