

CITY OF RITZVILLE
CITY COUNCIL AGENDA
September 15, 2026

1. CALL COUNCIL TO ORDER 7:00pm

2. PLEDGE OF ALLEGIANCE

3. ACCEPTANCE OF THE CONSENT AGENDA

4. PUBLIC REQUESTS AND COMMENTS

5. ACTION AGENDA

A. Adding Section 1.58.60 to Authorize an Additional One Tenth of One Percent Sales and Use tax for Criminal Justice Purposes-Ordinance 2209 – Set Public Hearing

6. DISCUSSION AGENDA

A. Keeping Animals Chapter 5.12 Amendment, Draft Ordinance 2210

7. CORRESPONDENCE

8. REPORTS

- A. Mayor
- B. City Council Committees
- C. City Attorney
- D. Public Works
- E. Police
- F. Fire
- G. Clerk-Treasurer
- H. Community Development

9. ADJOURNMENT

CONSENT AGENDA

- Acceptance of the Agenda
- Minutes:
September 1, 2026
- Approval of Payables:
\$256,418.39

COUNCIL COMMITTEES

- License, Rules and Permits
- Finance and Employee Benefits
- Health and Wellness
- Public Safety
- Public Works
- Parks and Recreation
- Personnel Committee

Call Information

1-253-215-8782 United States Toll

Meeting ID: 273 377 5980

Passcode: 1930

View Meeting Online:

<https://us02web.zoom.us/j/2733775980?pwd=SU14WTVqdGlpYnVMeEYzV1pJOEFOQT09&omn=86885524804>

OPENING OF COUNCIL MEETING

Mayor Yaeger opened the remote/in person council meeting at 7:00 p.m. The council members present were Eric Ottmar, Jessica Quinn, Brooke Scheel, Jen Verhey, Dennis Chamberlain, and Mike Schrag (remote). Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen (remote), Public Works Director Dave Breazeale, City Attorney John Kragt, and Community Development Director Tom Reese. City Fire Chief Joel Bell, Council Member Ky Beck-Gmeiner, and Chief of Police Mike Suniga were excused. Also present were Brian Bothun, Rick Haverinen from the Cheney Free Press, Ben Varela from Varela & Associates, and Rod Larse.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Yaeger asked if there were any corrections or additions to the consent agenda. Council Member Mike Schrag moved to accept the consent agenda for September 1, 2026, with payables in the amount of \$160,862.06 and payroll in the amount of \$122,233.86. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

PUBLIC REQUESTS AND COMMENTS

Mayor Yaeger asked if there was anyone from the public who would like to comment. Harriet Lynch spoke about the council's discussion regarding chickens and asked about limits to the number of birds, size and the dimensions of the building, and the approval process. Brian Bothun presented two new Train Depot and Burroughs Home museums rack cards and thanked Council for its support.

ACTION AGENDA

- A. **Ritzville Parade Closure Request-Ritzville Chamber** - The Council considered the Ritzville Chamber's request for a street closure for the Ritzville Community Parade scheduled for September 5, 2026, from 7:00 a.m. to 12:00 p.m. The Council discussed coordination with the Public Works Department to ensure the necessary street closures are implemented. The Ritzville Chamber will be responsible for ensuring that the required streets are properly closed. Council Member Brooke Scheel made a motion to approve the requested street closure on Main Ave from Columbia St to Jefferson St, Broadway Ave from Jefferson St to Division St, leaving Division St open for emergency services. Council Member Jen Verhey seconded the motion. Motion passed 6-0.
- B. **Legal Services/Labor Counsel-Summit Law** - The Council considered a proposal from Summit Law Group to provide legal services related to labor and employment legal services. Discussion included the City's anticipated need for labor and employment legal services and options for obtaining legal advice in a cost-effective manner. The Council agreed to engage Summit Law Group for labor and employment legal services, with telephone consultation being utilized when appropriate to help manage legal expenses. Council Member Brooke Scheel made a motion to accept the proposal from Summit Law Group, PLLC for labor and legal services, and authorized the Mayor to sign the agreement. Council Member Jen Verhey seconded the motion. Motion passed 6-0.
- C. **High-Priority Collection System Improvements Project Award-POW Contracting** - Ben Varela with Varela Engineering & Management recommended approving both Schedule B and the Base Bid for the High-Priority Collection System Improvements Project. The project includes sewer system improvements between 7th and 9th Streets, with Schedule B addressing improvements within an alleyway. Since the project was initially over the available funding amount, the project scope was subsequently reduced by removing the properties located at 209 East 9th and 705 Palouse, after the property owners declined to execute the required waivers for connection to the City sewer system. Council Member Brooke Scheel moved to award the Base Bid and Schedule B for the High-Priority Collection System Improvements Project to POW Contracting in

the amount of \$598,810.32. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

DISCUSSION AGENDA

- A. Chapter 5.12 Keeping Animals Draft Amendment** - The Council reviewed and discussed the proposed amendment to Chapter 5.12 regarding the keeping of animals within city limits, with consideration given to regulations governing chickens. The Council discussed setback requirements from property lines and neighboring structures, dimensional requirements, and enforcement provisions. The Council considered establishing regulations specifically addressing chickens separately from provisions governing larger livestock. The Council agreed that, should a permit requirement be adopted, the permit should be issued as a one-time permit rather than requiring periodic renewal. Clerk-Treasurer Julie Flyckt will revise the draft ordinance to reflect the Council's discussion, including provisions for a one-time permit, a fee to be established through the 2027 fee schedule, and removal of the three-year permit validity provision. The revised ordinance will be subject to further legal review and consideration by the Council.
- B. 2027 Council Quarterly Budget Workshop** - The Council discussed the scheduling of the Council Quarterly Budget Workshop. Due to scheduling conflicts, the workshop was rescheduled for October 30, 2026, from 9:00 a.m. to 3:00 p.m. The proposed location is the Wheat Growers, pending confirmation.

CORRESPONDENCE – No correspondence.

REPORTS

- A. Mayor Updates** – No updates.
- B. Council Committees Updates:**
- **License, Rules, and Permits** - Already discussed on the agenda.
 - **Finance and Employee Benefits** – Spent time reviewing the draft budget.
 - **Health and Wellness**- Jessica reported the committee is working on beautification days and waiting to meet with the Police Chief to discuss the dog kennel.
 - **Public Safety** – No report.
 - **Public Works** – Mike Schrag stated they needed to have a meeting about the SS4A Plan.
 - **Parks and Recreation** – No report.
 - **Personnel Committee** – Julie Flyckt reported they received questions back from Associated Industries that she and Mayor Yaeger need to answer.
- C. City Attorney** – No report.
- D. Public Works** – Director Dave Breazeale provided updates on current Public Works projects and maintenance activities. The crew worked on the city park gazebo. The work included pressure-washing the brick, applying Thompson Water Seal to the deck, installing a new light, painting and stabilizing the armrests. Other projects include wayfinding signage, airport taxiway improvements, and planned crack-sealing work. Dave reported that replacement covers will be ordered for the airport runway lights that were damaged. He will also provide the Council with updated pricing for the park fencing.
- E. Police** – Police Chief Mike Suniga was excused.
- F. Fire** – Chief Joel Bell was excused.
- G. Clerk-Treasurer** – Clerk-Treasurer Julie Flyckt provided an update on the City's evaluation of online platforms for Council and community communications. Staff are continuing to evaluate Civic Plus, including available features and associated costs. A follow-up meeting with Civic Plus will be scheduled to further discuss pricing and services. She is also working on the 2027 draft budget, insurance renewal, and the 2025 audit.

- H. **Community Development** – Director Tom Reese provided updates regarding the community forestry grant, the periodic update of the City's comprehensive plan, and Planning Commission activities. He reported that permit activity continues to progress with assistance from City staff. Tom will finalize the scope and fee proposal for the community forestry grant and will also work with SCJ Alliance to initiate Phase 2 of the periodic update of the comprehensive plan.

ADJOURNMENT

With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in-person meeting at 8:26 p.m.

Michelle Asmussen, Deputy Clerk-Treasurer

Julie Flyckt, Clerk-Treasurer

ORDINANCE NO. 2209

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RITZVILLE,
WASHINGTON, AMENDING CHAPTER 1.58 SALES OR USE TAX AND
ADDING SECTION 1.58.60 OF THE RITZVILLE CITY CODE TO AUTHORIZE
AN ADDITIONAL ONE TENTH OF ONE PERCENT SALES AND USE TAX
FOR CRIMINAL JUSTICE PURPOSES IN ACCORDANCE WITH SECTION 201,
CHAPTER 350, LAWS OF 2025, PROVIDING FOR SEVERABILITY, AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, in the 2025 Regular Session, the Washington State Legislature approved, and the Governor signed, Engrossed Substitute House Bill 2015 (Chapter 350, Laws of 2025); and

WHEREAS, Section 201 of Chapter 350, Laws of 2025 amends Chapter 82.14 RCW to authorize, under specified circumstances, the imposition of a local sales and use tax that may not exceed one-tenth of one percent for criminal justice purposes; and

WHEREAS, under Section 201, Chapter 350, Laws of 2025, the ordinance authorizing the sales and use tax must include a finding that the city has met the requirements to receive a grant from the Local Law Enforcement Grant Program created through Section 101, Chapter 350, Laws of 2025; and

WHEREAS, the City, through its law enforcement agency, the Ritzville Police Department, meets the requirements to receive a grant from the Local Law Enforcement Grant Program created through Section 101, Chapter 350, Laws of 2025; and

WHEREAS, the Ritzville Police Department will provide the Criminal Justice Training Commission (CJTC) with detailed documentation of the City's qualifications for the grant requirements and is committed to submitting supplemental documentation to rectify any documentation deficiencies identified by the CJTC, as provided in Section 201, Chapter 350, Laws of 2015; and

WHEREAS, the sales and use tax authorized under Section 201, Chapter 350, Laws of 2025 will represent a significant additional source of funding to address public safety needs in the City; and

WHEREAS, imposing the sales and use tax in furtherance of programs and services allowed by Section 201, Chapter 350, Laws of 2025, including addressing high-priority community safety needs, will provide benefits to the City's residents, guests, and businesses; and

WHEREAS, it is in the best interest of the City to impose a local sales and use tax as authorized under Section 201, Chapter 350, Laws of 2025;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RITZVILLE,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

SECTION 1. Findings.

The City Council finds that the City meets the eligibility requirements to impose the sales and use tax authorized by Section 201, Chapter 350, Laws of 2025, and if there were any documentation deficiencies identified by the CJTC, such deficiencies will be rectified.

SECTION 2. Tax Imposed.

Chapter 1.58 Sales or Use Tax of the Ritzville City Code is hereby amended to add Section 1.58.60 as follows:

1.58.60 Additional Sales and Use Tax for Criminal Justice Purposes

A. Tax Imposed

To provide funding for criminal justice purposes as authorized by Section 201, Chapter 350, Laws of Washington 2025, an additional one-tenth of one percent (0.1%) sales and use tax is hereby levied, fixed, and imposed on all taxable events within the city [town] as defined in chapter 82.08, 82.12, or 82.14 RCW.

B. Applicability of the Tax

The tax shall be imposed upon and collected from those persons from whom sales tax or use tax is collected in accordance with chapter 82.08 or 82.12 RCW and shall be collected at the rate of one-tenth of one percent of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax.

C. Additional Tax

The additional sales and use tax shall be in addition to all other existing sales and use taxes currently imposed by the city.

SECTION 3. Notice to Department of Revenue.

The clerk is requested to submit this ordinance to the Department of Revenue and take all steps necessary to implement and collect the tax imposed by this Ordinance.

SECTION 4. Severability.

If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

SECTION 5. Effective Date.

This ordinance shall take effect and be in full force five (5) days after publication.

READ in open meeting, PASSED by the City Council of the City of Ritzville, Washington, and
ORDERED PUBLISHED this ____ day of _____, 2026.

Scott Yaeger, Mayor

ATTEST:

Julie Flyckt, Clerk-Treasurer

APPROVED AS TO FORM:

John Kragt, City Attorney

DRAFT

RCW 82.14.345 (ESHB 2015) Verification of Sales & Use Tax Authorization Form

Fields marked with an asterisk (*) are required.

General Information

Before You Begin

Due to the length of the application, we strongly recommend preparing all required documentation in advance. Be sure to hit submit before exiting the form - information may not save otherwise.

Document Requirements

This form requires links to several different types of documentation. To ensure the Public Safety Funding Program review committee can access your materials, make store them in a public location, such as an agency SharePoint or a Box.com folder.

Partial or Incomplete Applications

If you do not have all required information or documents ready, you may submit a partial application. When you have the missing information, return to this application form and only submit the missing information. Review of your application will begin once all materials have been received. The official submission date will be the date your application is complete.

Additional Resources

Resources for collecting documentation can be found throughout the form, as well as on [WSCJTC's webpage on HB2015](#).

For questions on requirements or for technical assistance, please email the HB2015 team at cjtchb2015@cjtc.wa.gov.

1. City or County Submitting Verification

2. Date of Submittal

 

Contact Information

Name/s, title/s, contact information for the City's or County's lead staff responsible for coordinating their tax authorization or responding to requests for additional information.

3.1 Point of Contact Name

3.2 Point of Contact Title

3.3 Point of Contact Email

3.4 Point of Contact Phone Number

3.5 Agency Address

3.6 Agency City/State/ZIP

4. Verification that Criteria have been Reviewed and of Submission Accuracy -

- ☐ I confirm that I am authorized to submit this information on behalf of my city or county. I have reviewed the Criteria and Requirements for verification of sales and use tax authorization as provided in RCW 82.14.345 and all information included in this submission is true and correct.

5. Attestation - Mayor or County Executive

Name of Mayor or County Executive

- ☐ Mayor or County Executive attests to the information submitted.

6. Attestation - Sheriff, Chief, or Marshal

Name of Sheriff, Chief, or Marshal

- ☐ Sheriff, Chief, or Marshal attests to the information submitted.

7. Has your city or county enacted the HB2015 Sales & Use Tax?

7.2 Confirmation of Prior Sales Tax Status

RCW 82.14.345 (5)(vii) provides that "qualified city or county" means either a city or county where the voters have not repealed by referendum a tax imposed pursuant to RCW 82.14.340 or rejected a ballot proposition to impose a tax pursuant to RCW 82.14.450 in the previous 12 months

Check box below to attest that your jurisdiction is a qualified city or county for purposes of RCW 82.14.345(5)(vii).

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8. Verification of Use of Funding

Moneys received from the tax imposed under [RCW 82.14.345](#) must be expended for criminal justice purposes. "Criminal justice purposes" means activities that substantially assist the criminal justice system, which may include circumstances where ancillary benefit to the civil justice and behavioral health system occurs, which includes the purposes enumerated in RCW 82.145 (5)(a)(i)-(vii).

Check box below to attest that your city or county will meet this requirement.

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9. Sheriff, Chief or Marshal Requirements

Attest that your Sheriff, Chief, or Marshal is certified by the WSCJTC pursuant to this chapter and who has not:

- Been convicted of a felony anywhere in the United States or under foreign law OR
- Been convicted of a gross misdemeanor involving moral turpitude, dishonesty, fraud, or corruption.

Check box below to attest that your city or county meets this requirement.

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Policy Requirements

Jurisdictions are required to submit verification that each law enforcement agency, including jails or correctional facilities operated by the City or County, has issued and implemented policies and practices consistent with each of the policy requirements set out in Sections 10 - 15 below. Responsive materials are not limited to the agency policy manual and may be found in procedure manuals, custody manuals, guide sheets, or similar. Please provide live electronic links to each required material as it appears in the law enforcement agency's manual/s so that WSCJTC is able to verify each has been issued and implemented as required.

If your jurisdiction operates a jail or correctional facility, please submit documentation for the sections applicable to jails and correctional facilities.

If your jurisdiction contracts with another jurisdiction for jail services, attest that your policies apply up to the point where an individual is transferred into the custody of the jail or correctional facility, as provided in your jail or correctional facility services contract. **See Section 17 below.**

10. Keep Washington Working Policies

Attorney General's guidance and other resources can be found at these two links: [Keep Washington Working Act Guidance and Model Policies](#) and [FAQ for Law Enforcement](#). For your reference, we will use this [KWW Assessment Tool](#) to validate your responses.

Responses to policy section fields should include a link to the policy, followed by the location of the policy referenced therein:

Example: <https://sharepoint.com/policy> Pg. 67

Definitions (Model Policy Section II)

Your policies must include definitions for the following terms.

10.1 Federal Immigration Authority

Federal Immigration Authority – Definition encompasses any: on-duty officer, employee, or person otherwise paid by or acting as an agent of the United States (U.S.) Department of Homeland Security (DHS) including, but not limited to, its sub-agencies, Immigration and Customs Enforcement (ICE), Customs and Border Protection (CBP), U.S. Citizenship and Immigration Services (USCIS), and any present or future divisions thereof charged with immigration enforcement.

"Federal immigration authority" includes, but is not limited to, the Enforcement & Removal Operations (ERO) and Homeland Security Investigations (HSI) of ICE, or any person or class of persons authorized to perform the functions of an immigration officer as defined in the Immigration and Nationality Act.

10.2 Immigration and Citizenship Status

Defined "as such status has been established to an individual under the Immigration and Nationality Act."

Note: Consistent definitions must not categorize "speculative information" about someone's status as "Immigration and Citizenship Status".

10.3 Personal Information

Definition includes but is not limited to:

- Names
- Dates of Birth
- Addresses
- GPS Locations
- Telephone Numbers
- Email Addresses
- Social Media Handles
- Social Security Numbers
- Driver's License Numbers
- Parents' or Affiliates' Names
- Biometric Data
- Other Personally Identifiable Information.

Note: Definition must not include immigration or citizenship status as personal information.

10.4 Court Order or Judicial Warrant

Defined as a directive issued by a judge or magistrate under Article III of the US Constitution or Article IV of the Washington Constitution. These include, but are not limited to:

- Judicially Authorized Warrants
- Judicially Enforced Subpoenas

Note: Civil immigration warrants and other warrants, subpoenas, or orders not signed by the above officials may not be defined as a court order or judicial warrant.

Enforcement of Federal Immigration Laws and Policies Prohibited (Model Policy Section III.A)

10.5 Federal Immigration Authority Presumption

Agency personnel shall presume any federal immigration authority acting on official duty to be engaged in immigration enforcement.

10.6 Civil Immigration Enforcement Prohibited

Agency personnel shall not in any way engage in or assist in civil immigration enforcement.

10.7 Civil Immigration Enforcement with Agency Resource Prohibited

Agency resources, including personal information, shall not be used or shared to assist civil immigration enforcement.

10.8 Law Enforcement Action based on Birthplace and Citizenship Prohibited

Agency personnel shall not initiate or participate in law enforcement action based solely on an individual's immigration or citizenship status or place of birth.

10.9 Immigration Inquiries Prohibited

Agency personnel shall not inquire about immigration or citizenship status or place of birth unless directly connected to a violation of state or local law.

10.10 Protecting Investigative Information

Agency personnel shall not investigate, interview, or similar within the presence or hearing distance of federal immigration authorities who are not:

- Directly connected to an Agency investigation into the violation of state or local criminal law; and
- Necessary to perform the officer's duties.

10.11 Civil Immigration Detention Prohibited

Agency personnel shall not hold any person solely to determine their citizenship or immigration status unless that information is directly connected to the Agency's investigation into a violation of state or local law.

10.12 Civil Immigration Documents do not Establish Probable Cause

Civil immigration warrants, holds, and detainers shall not be the basis for any officer to arrest, detain, or otherwise hold a person in custody.

10.13 Warrantless Custody Transfer to Federal Immigration Authorities Prohibited

Agency personnel shall not transfer custody of an individual to federal immigration authorities or similar without a judicial warrant or court order.

Warrants must be confirmed valid and judicial before the agency takes action to comply. An agency's warrant confirmation process shall include:

- Obtaining a copy of the warrant.
- Identifying the criminal charge and federal law citation.
- Identifying the issuing court.
- Verifying that the warrant includes the correct date and time.
- Confirming the warrant is signed by the correct judicial official.

Personnel shall not disclose the location of an officer or individual until the warrant is confirmed.

10.14 Directing Federal Immigration Requests for Assistance

All requests for assistance from federal immigration authorities or similar are directed to the agency executive or designee.

10.15 Prior Approval Required for Immigration Enforcement

Agency personnel shall not take part in joint operations, task forces or other activities that support immigration enforcement actions without prior approval in writing from the agency executive or designee.

Data Collection Prohibited (Model Policy Section III.B)

10.16 Requesting Immigration Documents Prohibited

Agency personnel shall not request information or documents determining a person's immigration or citizenship status or place of birth unless directly connected to an officer's investigation into a violation of state or local law.

10.17 Completing Fingerprint and Biometric System Submissions

Agency personnel processing fingerprint cards or Automated Biometric Identification System submissions shall enter a placeholder term such as "Unknown" for fields addressing immigration or citizenship status unless the information is otherwise known.

10.18 Crime Victim and Witness Protection

Agency personnel shall not take enforcement action against or use immigration or citizenship status or place of birth against crime victims or witnesses.

10.19 Language Services from Federal Immigration Authorities Prohibited

Agency personnel shall use approved language services and shall not accept language services from federal immigration authorities or similar.

Consular Notification (Model Policy Section III.C)

10.20 Notification of Nondisclosure Right

Within 72 hours of detention, Agency personnel must inform all detained persons, verbally and in writing of:

- The right to refuse to disclose information about status and nationality; and
- That any disclosure may result in civil immigration enforcement.

To confirm implementation of this policy, please also provide a copy of an agency Consular Notification Written Disclosure in the file upload field at the bottom of the KWW section.

10.21 Facilitating Consular Communication

If aware that a detained person is a foreign national, Agency personnel must provide consular notification advisement as legally required and facilitate access and communication by the foreign consul.

Responding to Information Requests (Model Policy Section III.D)

10.22 Personal Information Disclosure Prohibited

Agency personnel shall not disclose personal information or release dates to federal immigration authorities or similar except when required by a court order, judicial warrant, or under the Public Records Act.

Responses shall be processed according to Agency PRA procedures.

10.23 Recording Personal Information Disclosures

Any disclosures of personal information or release dates to immigration authorities or similar shall be reported to the agency executive and logged.

The disclosure log shall be a public record and made publicly available.

To confirm implementation of this policy, please also provide a link to a copy of the disclosure log.

Access to Persons in Custody (Model Policy Section III.E)

10.24 Warrantless In-Custody Access Prohibited

Agency personnel shall not permit access to anyone in custody by federal immigration authorities or similar without a judicial warrant, court order, or the held person's prior written consent.

10.25 In-Custody Access Consent Procedure

To obtain written consent agency personnel shall provide the held person with an oral explanation and written consent form (English and Spanish required) that explains:

- The purpose of the interview;
- The interview is voluntary;
- The person will not suffer consequences for declining the interview; and
- The person may choose to be interviewed only if their attorney is present.

To confirm implementation of this policy, please also provide a copy of the consent form in at least English and Spanish in the file upload field at the bottom of this section.

10.26 In-Custody Access when Attorneys are Required

If the person chooses to be interviewed only if their attorney is present, agency personnel shall not permit access by federal immigration authorities or similar until the person's first court appearance and the person has counsel or proceeds pro se.

10.27 In-Custody Consent to be Provided in an Understood Language

Both the oral explanation and consent form shall be provided in a language understood by the person or by using an approved language service.

To confirm implementation of this policy, please also provide a link to a copy of your agency's Immigration Interview Written Consent form.

**Equal Treatment for Persons in Custody
(Model Policy Section III.F)**

10.28 Equal Access to Rights and Services

Persons in agency custody shall receive the same rights, services, opportunities, etc. regardless of nationality or immigration status. Rights, etc. shall not be limited based on a request by federal immigration authorities or immigration documentation.

10.29 Visitation Information Protected

Agency personnel shall not share visitors' personal information with federal immigration authorities or similar without a court order, judicial warrant, or agency executive approval.

The agency shall minimize information collection and not collect immigration or citizenship status from persons visiting individuals in custody.

10.30 Social Visitation Protected

The agency shall not limit a person's access to social visitation on the basis of a person's inability to effectively communicate through video visitation.

Immigration Enforcement Contracts (Model Policy Section III.G)

10.31 287(g) Agreements Prohibited

Agency personnel shall not enter into any agreement which would grant federal immigration enforcement authority or powers, including 287(g) agreements.

10.32 Inter-Agency Agreement Protections

All agency agreements to participate in multi-jurisdictional activity (ex: task forces) shall include legally binding assurances that all other parties shall not use or share agency resources, personnel, or information with 3rd parties or to support immigration enforcement.

As proof of policy implementation please provide a copy of the above assurances in all existing multi-jurisdictional agreements in the file upload field at the bottom of this section.

If your current agreement does not meet this requirement, your agency can meet it by setting up protocols internally to ensure that the partner agency has no access to your agency's resources, including information and personnel. If this is the case, please provide a link to these internal protocols.

10.33 Federal Inter-Agency Agreement Protections

Agency personnel shall not engage in any multi-jurisdictional activity or agreement with federal immigration authorities or similar without legally binding assurances in writing that no agency resources, personnel, or information will be used to support civil immigration enforcement.

The agreement must be pre-approved by the local Law Enforcement agency executive.

As proof of policy implementation please provide a copy of the above assurances in all existing agreements which include federal immigration authorities or parties who engage in immigration enforcement in the file upload field at the bottom of this section.

If your current agreement does not meet this requirement, your agency can meet it by setting up protocols internally to prevent federal immigration authorities from gaining direct access to the agency's resources, including information and personnel for civil enforcement. If this is the case, please provide a link to these internal protocols.

Civil immigration enforcement does not include activities necessary to protect victims or witnesses of complex criminal investigations and resulting prosecutions including, but not limited to, victims or witnesses in human trafficking investigations.

10.34 Approval Required for Activities with Federal Immigration Authorities

Agency personnel shall not assist or participate in any task forces or other activities with any person engaging in immigration enforcement without written pre-approval of the local Law Enforcement agency executive.

Note: Civil immigration enforcement is prohibited. This policy allows for criminal immigration enforcement where appropriate.

10.35 Immigration Detention Agreements Prohibited

The agency shall not enter into a detention agreement with federal immigration authorities or similar.

10.36 Database Access Protections

All agreements permitting access to agency databases or information shall include legally binding assurances that all other parties shall not use or share information or database access with any 3rd parties supporting or engaged in immigration enforcement.

As proof of policy implementation please provide a copy of the above assurances in any existing database agreements in the file upload field at the bottom of this section. If no agreements exist, provide a template of the above assurances to be used in future agreements. If your agency utilizes a database to store information from pan-tilt-zoom cameras or automated license plate readers, an external access audit/report can also be submitted as proof of policy implementation.

U&T Visa Certifications (Model Policy Section III.H)

10.37 U&T Visa Confidentiality

The fact of U&T Visa requests and any submitted personal information shall not be shared outside the agency, agency counsel, and prosecuting attorney without a court order, judicial warrant, agency executive approval, written consent by the subject or their legal guardian, or as required by law.

10.38 Compelling Cooperation Prohibited

Agency personnel shall not use U&T Visa certifications to compel cooperation.

10.39 Processing Requirements

Agency Officers shall forward U&T Visas certifications to the agency executive or designee without delay.

U&T Visa certification requests shall be processed within 90 days of receipt unless circumstances require faster processing.

U&T Visa certification requests for persons in federal removal proceedings shall be processed such that they are executed within 14 days of request.

U&T Visa certifications will be expedited upon request if a person or their children will reach age 21 before the 90-day processing deadline. The agency shall process the certification such that it is executed 14 days prior to the individual turning 21.

10.40 U&T Visa Training

Officers shall complete training on the agency's policies on U&T Visas.

To confirm implementation of this policy, please also provide documentation that all officers have received the required U & T Visa training in the file upload field at the bottom of this section. If you do not currently meet this requirement, please provide your plan for coming into compliance.

Training (Model Policy Section V.A)

10.41 KWW Training

By checking the box below, the agency agrees to meet training requirements pertaining to KWW on a schedule to be agreed upon between the agency and the WSCJTC.

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10.42 School Resource Officer Training - School Immigration Policies

Agencies will ensure that SROs are trained on their role within school policies and procedures pertaining to the presence of federal immigration authorities at the school where the SRO is assigned. If no relevant school policies exist, please note that in the box below.

To confirm implementation of this policy, please also provide a letter signed by your agency executive certifying SRO training in the file upload field at the bottom of this section.

If your agency does not employ SRO's, leave this field blank.

Compliance Monitoring & Public Communication (Model Policy Section V.B-C)

10.43 Agency Internal Auditing

Law enforcement conducts audits to document and track instances and outcomes of at least:

- Requests for immigration and citizenship information;
- Requests for assistance with immigration enforcement;
- Requests from federal immigration authorities or similar for access to individuals in agency custody; and
- Requests for and contacts with foreign consuls.

To confirm implementation of this policy, please also provide your agency's most recent KWW audit as described in the [AGO's model policies](#) in the file upload field at the bottom of this section.

10.44 Public Availability of KWW Policies

Agency policies are posted on their public-facing websites, and agency has personnel available to answer public questions.

To confirm implementation of this policy, please also provide a link to your agency's public-facing webpage that outline your agency's policies in the text box below.

10.45 Community Input on KWW Policies

Did your agency include community members in developing their KWW-specific policies or have a process by which community members could provide their input? Were KWW policies presented at a public forum once adopted?

If yes, please also provide any examples of community input or a link to your public input process in the file upload field at the bottom of this section.

10.46 Agency Certification

I certify that:

- My Agency policy applies to Agency personnel; and
- My Agency has reviewed and modified all methods and forms of communication with federal immigration enforcement or similar to be consistent with these policies.

☐ I Certify that my agency complies.

10.47 Proof of Implementation Documents

Upload all proof of implementation documents into this field for review. **Only the proof of implementation documents found in this section should be submitted here. Do not submit policies through here.**



Drop your files here

[Browse](#)

11. Use of Force Policies and Practices

Agencies must provide a link to the location in their policy where each item can be found. Include the page number and most precise subheading possible. For the training section, you must also provide additional documentation, as specified.

The AG's model policies can be found at this link: [AG's Model Use of Force Policies](#). For your reference, we will use this [Use of Force Assessment Tool](#) to validate your responses.

Responses to policy section fields should include a link to the policy, followed by the location of the policy referenced therein:

Example: <https://sharepoint.com/policy> Pg. 67

11.1 Preserve Human Life

It is the fundamental duty of law enforcement to preserve and protect all human life. ([RCW 10.120.010](#))

11.2 Duty to De-Escalate

When possible, officers shall use all available and appropriate de-escalation tactics prior to using physical force ([RCW 10.120.020](#)) e.g., time, distance, cover, communication techniques.

Using any type of physical force is not a de-escalation tactic.

11.3 Duty to Use Reasonable Care

Consider people's characteristics and conditions when determining whether and the least amount of force to use, including if they are or seem to be:

- Children/minors, or in the presence of children.
- Pregnant.
- Vulnerable adult.
- Impaired or disabled.
- Under the influence of alcohol or drugs.
- Limited English proficiency.

11.4 Terminating Use of Physical Force

Terminate the use of physical force as soon as the necessity for such force ends.

11.5 Necessary Uses of Physical Force

Use of physical force shall be necessary and for a lawful purpose. *(Necessary means a reasonably effective alternative does not appear to exist and the use of force must be a reasonable and proportional response.)*:

- Reasonableness shall be evaluated based on the totality of circumstances known to the officer leading up to, and at the time of, the use of physical force.
 - Proportionality shall be evaluated based on whether the use of physical force corresponds to the immediacy and severity of the threat or resistance the officer encounters, as well as the seriousness of the law enforcement objective.
 - The threat or resistance may change over the course of the incident.
 - Proportional force does not require officers to use the same type or amount of physical force as the subject.
 - The more immediate the threat and the more likely that the threat will result in death or serious physical injury, the greater the level of force that may be proportional.
-

11.6 Lawful Purposes of Physical Force

Lawful purposes are limited to the following:

- Protect against an imminent threat of bodily injury.
 - Protect against a criminal offense when there is probable cause.
 - Effect an arrest.
 - Take a person, including minors, into custody when authorized or directed by statute or court order.
 - Take a person into custody, transport, or provide other assistance related to commitment for a behavioral health disorder.
 - Prevent an escape from custody or a detention facility.
 - Prevent or stop a person fleeing a lawful temporary investigative detention, provided that the person has been given notice that they are not free to leave.
 - Execute a search warrant.
 - Execute an oral directive issued by a judicial officer in the courtroom or a written order where the court expressly authorizes an officer to use physical force.
 - Execute any other community caretaking function.
-

11.7 Identification, Warning & Opportunity to Comply Prior to the Use of Physical Force

When safe and feasible, prior to the use of physical force, officers shall:

- Identify themselves as law enforcement officers;
- Attempt to determine whether the person has a condition that may impact their ability to understand and comply with officer commands;
- Provide clear instructions and warnings, including that physical force will be used unless their resistance ceases; and
- Give the person a reasonable opportunity to comply with the warning.

11.8 Use of Chokeholds and Neck Restraints Prohibited

A peace officer may not use a chokehold or neck restraint on another person in the course of his or her duties as a peace officer. ([RCW 10.116.020](#)).

11.9 Duty to Intervene and Duty to Report Wrongdoing

Any identifiable on-duty officer who witnesses another officer engaging or attempting to engage in the use of excessive force shall intervene when in a position to do so.

Any identifiable on-duty officer who witnesses any wrongdoing committed by another officer shall report such wrongdoing to a supervisor. ([RCW 10.93.190](#))

11.10 Duty to Provide or Facilitate First Aid

All law enforcement personnel must provide or facilitate first aid at the earliest safe opportunity to injured persons at a scene controlled by law enforcement. ([RCW 36.28A.445](#)).

All law enforcement personnel may monitor injured and restrained persons while in law enforcement custody.

11.11 Reduce the Risk of Positional and Compression Asphyxiation

- Roll the person to the side and move them to an upright position that does not impede normal breathing, except if they are unconscious.
- Do not put prolonged pressure on the chest, neck or back, including by sitting, kneeling, or standing.
- Continuously monitor the person while being restrained, as death can occur suddenly. Monitoring includes assessing breathing, color, and any impairment verbalized by the individual. Include at least one example of monitoring.
- Whenever possible, designate a "Safety Officer" to monitor the health and welfare of the person.
- Do not transport a restrained person in the prone position.

11.12 Electronic Control Weapon (ECW)

Remove ECW probes, unless probes are in a sensitive area, such as the head, breast, or groin. Probes in sensitive areas shall be removed by an EMT, paramedic or other health care professional.

11.13 Use the Least Amount of Physical Force Necessary to Overcome Resistance Under the Circumstances.

11.14 Officers Shall Only Use Striking Techniques Directed at a Subject's Head as a Means of Self-Defense, or in the Defense of Others. Striking at a Person's Head Using Fists, Elbows, Knees, and Feet, Shall Not Be Used as a Means of Pain Compliance.

11.15 Deadly Force

Officers Shall:

- Use deadly force only when necessary to protect against an immediate threat of serious physical injury or death.
- Not use deadly force against persons who present a danger only to themselves.
- Whenever possible, use available and appropriate less lethal alternatives before using deadly force.

Deadly force includes:

- Impact weapon strikes to the head, neck, throat, or spine
- Striking a person's head onto a hard, fixed object
- Discharge of a firearm loaded with lethal ammunition at a person
- Intentionally striking with a vehicle a person who is not inside a vehicle.

11.16 Identify Less than Lethal Tools

Identify which less than lethal tools your agency makes available to officers.

11.17 Less than Lethal Tools Policies

Of the less than lethal tools identified in the previous section, provide a location to the agency policy that reflects the model policies below:

- Officers shall use all tools in accordance with training and the equipment manufacturer's instructions.
- Oleoresin Capsicum (OC) Spray
 - After the initial application of OC spray, each subsequent application must also be justified.
- Impact Weapons
 - Officers shall not intentionally strike vital areas, including the head, neck, face, throat, spine, groin, or kidney unless deadly force is authorized.
 - Officers shall not use an impact weapon to intimidate a person when an impact weapon warning is not justified by the threat presented.
 - Officers shall reassess the effectiveness of impact weapon strikes as soon as safe and feasible, and if not effective, move to another appropriate target or to another tactical or physical force option.
- Projectile Impact Weapons (PIW, also known as Extended Range Impact Weapons)
 - Officers must be trained to use a PIW before deploying one.
 - Officers deploying a PIW shall assess the effectiveness of the PIW after each shot.
 - A PIW should not be used in the following circumstances unless the use of deadly force is justified:
 - Intentionally aiming a PIW at the head, neck, chest, or groin.
 - At ranges that are inconsistent with the PIW manufacturer's guidelines.
 - At a person who is situated on an elevated surface unless reasonable efforts have been made to prevent or minimize a fall-related injury.
- Electronic Control Weapon (ECW's)
 - Officers issued an ECW are expected to carry them as a less lethal option.
 - Officers shall carry an ECW on the support side of the body, and in all but extreme circumstances, shall draw, exhibit and use the device with the support (non-pistol firing) hand.
 - Officers should target areas that do not include the head, neck, chest, or genitals.
 - Drive-stun mode should only be used when necessary to complete the incapacitation circuit where only one probe has attached to the person, where both probes attached in close proximity, or when no other less lethal options are available and appropriate.
 - An ECW shall be used for one standard discharge cycle of five seconds or less, after which the officer shall reassess the situation.
 - An officer shall use only the minimum number of cycles necessary to control the person. Officers will assume that if they have used an ECW three times against a person and the person continues to aggress, the ECW may not be effective and the officer shall consider other options.
 - Officers must be able to clearly articulate and document the justification for each individual application of the ECW.
 - An ECW should not be used in the following circumstances:
 - On a person who is fleeing the scene, absent other factors.
 - On a person who is handcuffed or otherwise restrained unless deadly force is authorized.

- On a person who is situated on an elevated surface (unless reasonable efforts have been made to prevent or minimize a fall-related injury).
- On an operator in physical control of a vehicle in motion, including automobiles, trucks, motorcycles, ATVs, bicycles, and scooters unless deadly force is authorized.
- In any environment where an officer knows or has reason to believe that a potentially flammable, volatile, or explosive material

11.18 Firearms

- Officers are only permitted to discharge a firearm at a person in situations where deadly force is authorized.
- Each discharge of the firearm must be justified.
- Pointing a firearm at a person is a reportable use of force and its justification and circumstances shall be reported to the statewide use of force data collection program. ([RCW 10.118.030](#)).
- When feasible, officers shall give a verbal warning that a firearm will be discharged.
- Officers shall not use firearms as impact weapons except when deadly force is permitted.
- Officers may not fire a weapon upon a moving vehicle unless necessary to protect against an imminent threat of serious physical harm resulting from the operator's or a passenger's use of a deadly weapon. A vehicle is not considered a deadly weapon unless the operator is using the vehicle as a deadly weapon and no other reasonable means to avoid potential serious harm are immediately available to the officer. ([RCW 10.116.060](#)).
- When feasible, officers shall attempt to move out of the path of a moving vehicle rather than discharge their weapon at the operator.
- Officers shall not shoot at any part of a vehicle in an attempt to disable the vehicle.
- Officers shall not discharge a firearm from a moving vehicle, unless a person is immediately threatening the officer or another person with deadly force.
- Officers shall not use a firearm in the following circumstances:
 - When it appears likely that an innocent person may be injured.
 - Firing a "When warning shot."
 - Discharging or pointing a firearm at a person who presents a danger only to themselves and does not have the apparent ability, opportunity, and intent to immediately cause death or serious bodily injury to the officer or another person.
 - Discharging or pointing a firearm at a person who presents a danger only to property.

11.19 Spit Guards

- If applied, the officer shall remove the spit guard as soon as the threat of spitting or biting has ended, or the officer observes that the spit guard is no longer necessary.
- Officers applying spit guards must ensure that the spit guard is fastened properly according to the manufacturer's instructions to allow for adequate ventilation so that the person can breathe normally.
- Officers shall only use agency-issued spit guards.
- Officers shall not apply spit guards in the following situations because of higher risks:
 - Where the restrained person is bleeding profusely from the area around the mouth or nose.
 - On an individual who is actively vomiting. If a person vomits while wearing a spit guard, the spit guard should be promptly removed and discarded.
 - On an individual who states that they have a medical condition that affects their breathing, or who demonstrates symptoms of labored or distressed breathing.
- Prior to application of a spit guard, an officer shall warn the individual and provide a reasonable time for the person to comply with the officer's commands.
- After application of a spit guard and when safe to do so, officers shall move the individual into a seated or side recovery position and shall monitor the individual until the spit guard is removed.
- Officers shall assist when escorting the individual due to the potential for impaired or distorted vision.
- Application of a spit guard must be documented.
- Spit guards shall be discarded after each use.

If your agency does not use spit guards, leave this section blank.

11.20 Hobble Restraints

- Officers shall only use agency-issued hobble restraints.
- Officers shall not "hog tie" an individual (i.e., connect a hobble restraint to handcuffs or other types of restraints).
- Once a hobble restraint is applied, officers shall not place the person face down.
- Officers shall monitor individuals who have been placed in a hobble restraint and take immediate action, if necessary, to protect the person's health and safety.
- Officers shall discontinue use of a hobble restraint once the necessity for its use ceases.

If your agency does not use hobble restraints, leave this section blank.

11.21 Training

- Agency must have at least one WSCJTC current Certified 6240/6241 Use of Force/CDT Instructor. The instructor(s) shall receive training consistent with this policy at least annually.
- Courses must be taught by a WSCJTC certified instructor at least annually to all active officers.
- This policy should be incorporated into defensive tactics curricula.

Provide a link your agency's curriculum for Use of Force training below.

11.22 Canine Team Policies

Agencies must provide a link to the location in their policies where each item can be found.

Policies must align with [WSCJTC's Canine Model Policy](#).

- Definitions.
- Canine certification training requirements.
- Considerations of canine deployment.
- Appropriate canine deployment(s).
- Strategies for minimizing law enforcement canine bites.
- Circumstances where a canine handler should consider the use of tactics other than deploying a canine.
- Prohibited use of a police canine.
- Use of canines to apprehend suspects.
- Agency canine team reporting protocols.
- Circumstances that would warrant the decertification of canine teams.

If your agency does not have a canine program, leave this field blank.

11.23 Canine Team Curriculum

In addition to the policies, agencies must also provide evidence that their canine team members have achieved CJTC's Certified Patrol Canine Team certification (i.e. an ACADIS report) within the last 2 years.

If your agency does not have a canine program, leave this field blank.

12. Use of Force Data Collection

Attest below that the agency collects and reports use of force data collection consistent with the Attorney General's procedures, pursuant to [RCW 10.118](#) and [RCW 10.120](#). More information can be found at [WADEPS](#), the Washington State Data Exchange for Public Safety,

12.1 Use of Force Data Collection

Each law enforcement agency in the state is required to report each incident where a law enforcement officer employed by the agency used force and:

1. A fatality occurred in connection with the use of force;
2. Great bodily harm occurred in connection with the use of force;
3. Substantial bodily harm occurred in connection with the use of force; or
4. A law enforcement officer:
 - Discharged a firearm at or in the direction of a person;
 - Pointed a firearm at a person;
 - Used a chokehold or vascular neck restraint;
 - Used an electronic control weapon including, but not limited to, a taser, against a person;
 - Used oleoresin capicum spray against a person;
 - Discharged a less lethal shotgun or other impact munitions at or in the direction of a person;
 - Struck a person using an impact weapon or instrument including, but not limited to, a club, baton, or flashlight;
 - Used any part of their body to physically strike a person including, but not limited to, punching, kicking, slapping, or using closed fists or feet;
 - Used a vehicle to intentionally strike a person or vehicle; or
 - Deployed a canine by releasing it from the physical control of the law enforcement officer or had under the law enforcement officer's control a canine that bites a person.

Check box below to attest that your agency is in compliance with this requirement.

☐

12.2 Required Incident Information

Each report required in subsection (1) of this section must include the following information:

- The date and time of the incident;
- The location of the incident;
- The agency or agencies employing the law enforcement officers;
- The type of force used by the law enforcement officer;
- The type of injury to the person against whom force was used, if any;
- The type of injury to the law enforcement officer, if any;
- Whether the person against whom force was used was armed or unarmed;
- Whether the person against whom force was used was believed to be armed;
- The type of weapon the person against whom force was used was armed with, if any;
- The age, gender, race, and ethnicity of the person against whom force was used, if known;
- The tribal affiliation of the person against whom force was used, if applicable and known;
- Whether the person against whom force was used exhibited any signs associated with a potential mental health condition or use of a controlled substance or alcohol based on the observation of the law enforcement officer;
- The name, age, gender, race, and ethnicity of the law enforcement officer, if known;
- The law enforcement officer's years of service;
- The reason for the initial contact between the person against whom force was used and the law enforcement officer;
- Whether any minors were present at the scene of the incident, if known;
- The entity conducting the independent investigation of the incident, if applicable;
- Whether dashboard or body worn camera footage was recorded for an incident;
- The number of officers who were present when force was used; and
- The number of suspects who were present when force was used.

Check box below to attest that your agency is in compliance with this requirement.

☐

12.3 Submittal of Required Reports

All law enforcement agencies shall submit the reports required by this section in accordance with the requirements of the Attorney General's Office statewide use of force data program. Reports must be made in the format and time frame established in the statewide use of force data program.

Check box below to attest that your agency is in compliance with this requirement.

☐

13. Civil Protection Orders and Firearms Relinquishment Policies

Agencies must provide a link to the location in their policy where each item can be found. Include the page number and most precise subheading possible. Policies must align with WSCJTC's Model Policy on Civil Protections Orders and Firearms relinquishment. For your reference, we will use this [FA Policy Assessment Tool](#) to validate your responses.

Responses to policy section fields should include a link to the policy, followed by the location of the policy referenced therein:

Example: <https://sharepoint.com/policy> Pg. 67

13.1. Intent Behind the Laws

Purpose of protection orders, when firearms must be removed. FA Policy Checklist pg. 1

13.2 Definitions: Protection Orders/DV Crimes

FA Policy Checklist pp. 1-2

13.3 Types of Protection Orders

Overview and explanation of the types of Protection Orders. FA Policy Checklist pp. 2-4

13.4 Temporary, Full Protection Order, Duration

Temporary Ex-Parte Orders, Full Protection Orders, Duration. FA Checklist p. 4

13.5 Petitioning for Civil Protection Orders

What each type of protection order petition must allege. FA Checklist pp. 4-7

13.6 Orders to Surrender and Prohibit Weapons

When a court may issue and when a court must issue an OTSPW. FA Checklist 7-9

13.7 Extreme Risk Protection Orders (ERPOs)

Intent of ERPOs; law enforcement may file petition FA Policy Checklist pp. 9-12

13.8 Removing Firearms at scene of DV crime

Officers are required remove firearms and ammunition when responding to a DV crime. FA Policy Checklist pp. 12-14

13.9 Processing, Entry of Orders, and CPL Revocation

Processing, timelines, and databases for protection order and CPL surrender petitions. FA Policy Checklist, pp. 14-16

13.10 Assessing Firearms History

Assessing firearms ownership or possession history when creating a service plan and/or risk assessment prior to the service of a Protection Order with an OTSPW or an ERPO. FA Policy Checklist pp. 17-18

13.11 Service of Orders (including electronic service)

Steps and requirements for serving orders, lessening the risk to officers, prioritizing service of orders. FA Checklist pp. 18-26

13.12 Enforcement of Orders

Statutory requirements for enforcement of Protection Orders, ERPOs, and OTSPWs. FA Policy Checklist pp. 26-31

13.13 Real-Time Tracking, Storage, and Reporting of Firearms

Creating an internal process for real-time tracking, storage and reporting of firearms that are in the custody of the agency as a result of a DV incident where a crime occurred; or firearms surrendered as result of an OTSPW or an ERPO. FA Policy Checklist pp. 32-34

13.14 Notification/Return of Firearms

Notification to victims, family, household members, or intimate partners prior to the release of firearms in the custody of the agency, legal requirements to release firearms by law enforcement. FA Policy Checklist pp. 35-38

13.15 Conducting Victim (petitioner) Interviews/Victim Rights

Trauma-Informed principals, provides for links to related training, and details the rights afforded to victims by state law. FA Policy Checklist, pp. 38-40

13.16 Documenting Firearm Information in Incident Reports

Requirement to document the presence of firearms, dangerous weapons, and CPLs in incident reports and ensure that the required information is provided to the court. FA Policy Checklist pp. 40-42

13.17 Lethality Assessment Protocols and Risk Assessments

Use of lethality and risk assessments and their goals in the prevention and response to Domestic Violence. FA Policy Checklist p. 43

13.18 Attestation to Training Requirements

WSCJTC training for Civil Protection Orders and Firearms Relinquishment is still in development. By checking the box below, the agency agrees to meet WSCJTC training pertaining to civil protection orders and firearms relinquishment on a schedule to be agreed on between the agency and the WSCJTC.

☐ I Attest that my agency agrees to meet future training requirements.

14. Use of Volunteers

Agencies must issue and implement policies and practices that prohibit volunteers who assist with agency work from enforcing criminal laws except in certain circumstances. Please provide a link to the location in the agency's policy where each item below can be found. Include the page number and most precise subheading possible.

If your agency does not use volunteers, attest that you do not, and that if you do use volunteers or will use volunteers in the future, the agency has or will issue and implement policies and practices as provided in HB 2015 Sec. 101(3)(i).

Responses to policy section fields should include a link to the policy, followed by the location of the policy referenced therein:

Example: <https://sharepoint.com/policy> Pg. 67

14.1 Prohibition of Use of Volunteers

If your agency prohibits the use of all volunteers, check the box below. Leave the rest of the fields in this section blank:

☐ I attest that my agency prohibits the use of all volunteers.

14.2 Prohibit Volunteers From Enforcing Criminal Laws

Volunteers are prohibited from enforcing criminal laws, other than for assistance with special event traffic and parking, including engaging in pursuits, detention, arrests, the use of force, or the use of deadly force.

14.3 Prohibit Volunteers From Carrying Weapons

Volunteers are prohibited from carrying or the use of firearms or other weapons.

14.4 Use of Dogs

Volunteers are prohibited from using dogs to track people or animals other than for purposes of search and rescue.

14.5 Supervision of Volunteers

Agency policies on volunteers must set forth the required supervision of volunteers, including that they must be clearly identifiable by the public as distinguishable from peace officers and any identifying insignia must be officially issued by the agency and used only when on duty.

15. Other Training Requirements

For the following training requirements, if your agency does not currently meet them, please provide your plan to come into compliance. In the below section, provide a link to an ACADIS report of all personnel and training for your agency. Please ensure the report is in a spreadsheet file format like .xls or .csv.

[All of the HB2015 training requirements can be found here.](#) Regarding LETCSA training, an agency's 50% completion rate in either LETCSA or PTIS categories does **not** necessarily meet compliance. An officer must complete all 40 hours of training to count towards the 50% completion rate.

15.1 Agency ACADIS Personnel Report

The ACADIS personnel report displays an agency's entire roster and the courses that they have completed. CJTC uses the report provided by your agency to analyze your agency's training requirements compliance. [Instructions for how to pull ACADIS training reports can be found here.](#)

To include all personnel and all their completed courses, leave the "Training Name/Number" field in the last step completely blank.

15.2 Sexual Assault and Gender-Based Violence

By [RCW 43.101.272](#) and [RCW 43.101.276](#), agencies must attest that their officers and patrol officers will complete the following trainings within one year after July 1st, 2026:

#7260 - Sexual Assault Investigations: Patrol Officer Response to Sexual Assault (Patrol Officers).

#7250 - Start by Believing (All Officers).

Check the box below to attest that your agency will complete the above courses within one year of July 1st, 2026.

☐

15.3 Roster Identifying Officer with a Detective Status

To confirm the requirement of 100% completion of course #7100 - Sexual Assault Investigations: Victim-Centered Resiliency Engagement Tactics, please submit a link to an agency roster that identifies your detectives and investigators.

16. Applicant Acknowledgement

We understand that if WSCJTC determines there is compliance with the statutory requirements so that authorization for issuing the local Sales & Use Tax can be verified, our law enforcement agency must remain in compliance for the duration of the tax utilization period, and WSCJTC will ask us to verify continued compliance annually to ensure that the information initially provided to WSCJTC is still accurate.

☐ I acknowledge this provision.

17. Jail or correctional facility contracts

If your jurisdiction contracts for jail or correctional services, attest that your policies apply up to the point where an individual is transferred into the custody of the jail or correctional facility, as provided in your jail or correctional facility services contract.

I attest that my agency's policies apply up to the point where an individual is transferred into the custody of the jail or correctional facility, as provided in your jail or correctional facility services contract.

☐

18. Attestations

Please complete the [Declaration of Attestation](#) and provide a link below.

☐ Send me a copy of my responses

Submit

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Use of Force Policy Assessment Tool

This checklist is designed to assess consistency with the Attorney General's Office (AGO) model policy as required by **HB 2015** Sec 101(3)(c). Agencies certified as consistent by CJTC are eligible for the public safety grant and sales and use tax established by HB 2015. An agency seeking both funding opportunities need only submit a single consistency checklist.

Consistent Policies

An agency policy need not be identical to the AGO model policy to be consistent with it; however, agency policy must be consistent with AGO model policy that aligns with the following criteria:

- Items with a **statutory reference** (e.g., RCW 10.120.010) must be included in the agency policy.
- Items that say "**shall**" or "**must**" are required to have that wording in the agency policy.

The items listed above will be listed in the model policy below in **bold**.

Using this Tool

The table is organized by section in the AGO Use of Force model policy. Agencies must provide the location in their policy where each item can be found. Include the page number and most precise subheading possible. For the training section, you must also provide additional documentation, as specified.

Section: Overarching Principles For this section, item 1 is required by statute. All other items are for informational purposes only.	
Policy	Location in Agency Policy
Preserve Human Life - It is the fundamental duty of law enforcement to preserve and protect all human life. (RCW 10.120.010)	
Force Impacts Trust - Proper use of force is essential to ensure impartial policing and build trust in the community.	

Section: Considerations Governing All Uses of Physical Force

Policy	Location in Agency Policy
Critical Decision Making – Plan ahead, request available resources, collect and assess information, identify options for conflict resolution, reassess as situation evolves.	
Make Tactical Decisions to Avoid Unnecessary Risk and Escalation– Do not immediately approach a person, leave insufficient space, or provide insufficient time to comply with commands.	
Duty to De-Escalate - When possible, officers <u>shall</u> use all available and appropriate de-escalation tactics prior to using physical force. (RCW 10.120.020).	
Policy <i>provides several examples</i> of de-escalation tactics, e.g., time, distance, cover, communication techniques. Using any type of physical force is <u>not</u> a de-escalation tactic.	
Duty to Use Reasonable Care - Consider people’s characteristics and conditions when determining whether and the least amount of force to use, including if they are or seem to be: (RCW 10.120.020): • Children/minors, or in the presence of children • Pregnant • Vulnerable adult • Impaired or disabled • Under the influence of alcohol or drugs • Limited English proficiency	
Terminate the use of physical force as soon as the necessity for such force ends. (RCW 10.120.020)	
The same standards for using physical force apply to community caretaking situations.	
Use of Physical Force <u>Shall</u> be Necessary and for a Lawful Purpose - Necessary means a reasonably effective alternative does not appear to exist and the use of force must be a reasonable and proportional response. • Reasonableness shall be evaluated based on the totality of circumstances known to the officer leading up to, and at the time of, the use of physical force. • Proportionality shall be evaluated based on whether the use of physical force corresponds to the immediacy and severity of the threat or	

resistance the officer encounters, as well as the seriousness of the law enforcement objective. • The threat or resistance may change over the course of the incident. • Proportional force does <u>not</u> require officers to use the same type or amount of physical force as the subject. • The more immediate the threat and the more likely that the threat will result in death or serious physical injury, the greater the level of force that may be proportional.	
Lawful purposes are limited to the following (no additional can be listed) (RCW 10.120.020) - • Protect against an imminent threat of bodily injury • Protect against a criminal offense when there is probable cause • Effect an arrest • Take a person, including minors, into custody when authorized or directed by statute or court order • Take a person into custody, transport, or provide other assistance related to commitment for a behavioral health disorder • Prevent an escape from custody or a detention facility • Prevent or stop a person fleeing a lawful temporary investigative detention, provided that the person has been given notice that they are not free to leave • Execute a search warrant • Execute an oral directive issued by a judicial officer in the courtroom or a written order where the court expressly authorizes an officer to use physical force • Execute any other community caretaking function	
Identification, Warning & Opportunity to Comply Prior to the Use of Physical Force - When safe and feasible, prior to the use of physical force, officers <u>shall</u>: • Identify themselves as law enforcement officers; • Attempt to determine whether the person has a condition that may impact their ability to understand and comply with officer commands; • Provide clear instructions and warnings, including that physical force will be used unless their resistance ceases; and • Give the person a reasonable opportunity to comply with the warning.	

Use of Chokeholds and Neck Restraints Prohibited - A peace officer may not use a chokehold or neck restraint on another person in the course of his or her duties as a peace officer. (RCW 10.116.020).	
Duty to Intervene and Duty to Report Wrongdoing (RCW 10.93.190) - - Any identifiable on-duty officer who witnesses another officer engaging or attempting to engage in the use of excessive force <u>shall</u> intervene when in a position to do so. - Any identifiable on-duty officer who witnesses any wrongdoing committed by another officer <u>shall</u> report such wrongdoing to a supervisor.	
Duty to Provide or Facilitate First Aid - All law enforcement personnel <u>must</u> provide or facilitate first aid at the earliest safe opportunity to injured persons at a scene controlled by law enforcement. (RCW 36.28A.445).	
Monitor injured and restrained persons while in law enforcement custody.	
Reduce the risk of positional and compression asphyxiation: - Roll the person to the side and move them to an upright position that does not impede normal breathing, except if they are unconscious. - Do not put prolonged pressure on the chest, neck or back, including by sitting, kneeling, or standing. - Continuously monitor the person while being restrained, as death can occur suddenly. Monitoring includes assessing breathing, color, and any impairment verbalized by the individual. <i>Include at least one example of monitoring.</i> - Whenever possible, designate a "Safety Officer" to monitor the health and welfare of the person. - Do not transport a restrained person in the prone position.	
First aid for particular force tools (Note: this may be in a different place than general first aid.) <i>Oleoresin Capsicum (OC) spray:</i> Flush the person's eyes out with clean water and ventilate with fresh air, if possible.	
Electronic Control Weapon (ECW) - Remove ECW probes, unless probes are in a sensitive area, such as the head, breast, or groin. Probes in sensitive areas <u>shall</u> be removed by an EMT, paramedic or other health care professional.	
ECW probes should be treated as a biohazard.	

Section: Types of Force	
Policy	Location in Agency Policy
Use the Least Amount of Physical Force Necessary to Overcome Resistance Under the Circumstances. (RCW 10.120.020).	
Officers <u>shall only</u> use striking techniques directed at a subject's head as a means of self-defense, or in the defense of others. Striking at a person's head using fists, elbows, knees, and feet, <u>shall not</u> be used as a means of pain compliance.	
Use Deadly Force Only When Necessary to Protect Against an Immediate Threat of Serious Physical Injury or Death. (RCW 10.120.020).	
Officers <u>shall not</u> use deadly force against persons who present a danger only to themselves.	
Deadly force includes: • Impact weapon strikes to the head, neck, throat, or spine • Striking a person's head onto a hard, fixed object • Discharge of a firearm loaded with lethal ammunition at a person • Intentionally striking with a vehicle a person who is not inside a vehicle.	

Section: Select Force Tools	
Identify all less lethal tools your agency makes available to officers:	
Policy	Location in Agency Policy
Whenever Possible, Use Available and Appropriate Less Lethal Alternatives Before Using Deadly Force. (RCW 10.120.020)	
Officers <u>shall</u> use all tools in accordance with training and the equipment manufacturer's instructions.	

OC Spray - After the initial application of OC spray, <u>each</u> subsequent application <u>must</u> also be justified.	
OC spray is not appropriate in an enclosed, highly populated space where there is a likelihood of impacting uninvolved persons, except where OC spray is the only available and appropriate force option.	
Impact Weapons - Officers <u>shall not</u> intentionally strike vital areas, including the head, neck, face, throat, spine, groin, or kidney <u>unless</u> deadly force is authorized.	
Officers <u>shall not</u> use an impact weapon to intimidate a person when an impact weapon warning is not justified by the threat presented.	
Officers <u>shall</u> reassess the effectiveness of impact weapon strikes as soon as safe and feasible, and if not effective, move to another appropriate target or to another tactical or physical force option.	
Projectile Impact Weapons (PIW, also known as Extended Range Impact Weapons) - Officers must be trained to use a PIW before deploying one.	
When safe and feasible, an officer about to discharge a PIW should advise other officers at the scene prior to the discharge.	
An officer should target the buttocks, thigh, calf, and large muscle groups.	
Officers deploying a PIW <u>shall</u> assess the effectiveness of the PIW after each shot.	
A PIW should not be used in the following circumstances <u>unless</u> the use of deadly force is justified: • Intentionally aiming a PIW at the head, neck, chest, or groin. • At ranges that are inconsistent with the PIW manufacturer's guidelines. • At a person who is situated on an elevated surface unless reasonable efforts have been made to prevent or minimize a fall-related injury.	
ECW An approved ECW may only be used by officers who have been certified in its use and are recertified on a <u>yearly</u> basis.	
Officers issued an ECW are expected to carry them as a less lethal option.	

When consistent with training, officers carrying an ECW will perform a function check on the weapon and check remaining battery life prior to every shift. Officers should report any malfunction to a supervisor or other appropriate personnel.	
Officers <u>shall</u> carry an ECW on the support side of the body, and in all but extreme circumstances, shall draw, exhibit and use the device with the support (non-pistol firing) hand.	
Officers should not hold an ECW and firearm simultaneously unless exigent circumstances exist.	
Officers should target areas that do not include the head, neck, chest, or genitals.	
Officers should not intentionally deploy multiple ECWs at the same person, unless the first deployed weapon clearly fails.	
Officers should be aware that the primary use of an ECW is <u>not</u> as a pain compliance tool. Drive-stun mode should only be used when necessary to complete the incapacitation circuit where only one probe has attached to the person, where both probes attached in close proximity, or when no other less lethal options are available and appropriate.	
Officers should be aware that multiple applications of the ECW increase the risk of serious bodily injury or death.	
An ECW <u>shall</u> be used for one standard discharge cycle of five seconds or less, after which the officer <u>shall</u> reassess the situation.	
An officer <u>shall</u> use only the minimum number of cycles necessary to control the person. Officers will assume that if they have used an ECW <u>three</u> times against a person and the person continues to aggress, the ECW may not be effective and the officer <u>shall</u> consider other options.	
Officers <u>must</u> be able to clearly articulate and document the justification for each individual application of the ECW.	
An ECW should <u>not</u> be used in the following circumstances: • On a person who is fleeing the scene, absent other factors. • On a person who is handcuffed or otherwise restrained unless deadly force is authorized. • On a person who is situated on an elevated surface (unless reasonable efforts have been made to prevent or minimize a fall-related injury). • On an operator in physical control of a vehicle in motion, including automobiles, trucks, motorcycles, ATVs, bicycles, and scooters unless deadly force is authorized.	

In any environment where an officer knows or has reason to believe that a potentially flammable, volatile, or explosive material is present that might be ignited by an open spark.	
Firearms Officers are only permitted to discharge a firearm at a person in situations where deadly force is authorized.	
<u>Each</u> discharge of the firearm <u>must</u> be justified.	
Officers should only point a firearm at a person when deadly force is authorized.	
Officers should only draw a firearm in the low ready position (i.e., unholstered but out of the officer's visual field) when the officer makes reasonable observations based on the totality of the circumstances that the situation may evolve to the point where deadly force would be authorized.	
When it is determined that the use of deadly force is not necessary, officers should, as soon as safe and feasible, lower, holster, or secure their firearm.	
Pointing a firearm at a person is a reportable use of force and its justification and circumstances <u>shall</u> be reported to the statewide use of force data collection program. (RCW 10.118.030).	
When feasible, officers <u>shall</u> give a verbal warning that a firearm will be discharged.	
Prior to the decision to use a firearm, officers should consider field of fire, backdrop, bystanders, potential for ricochet, and other risks of life.	
Officers <u>shall not</u> use firearms as impact weapons except when deadly force is permitted.	
Officers may not fire a weapon upon a moving vehicle unless necessary to protect against an <u>imminent threat of serious physical harm</u> resulting from the operator's or a passenger's use of a deadly weapon. A vehicle is not considered a deadly weapon unless the operator is using the vehicle as a deadly weapon and no other reasonable means to avoid potential serious harm are immediately available to the officer. (RCW 10.116.060).	
When feasible, officers <u>shall</u> attempt to move out of the path of a moving vehicle rather than discharge their weapon at the operator.	
Officers <u>shall not</u> shoot at any part of a vehicle in an attempt to disable the vehicle.	
Officers <u>shall not</u> discharge a firearm from a moving vehicle, unless a person is immediately threatening the officer or another person with deadly force.	

Officers <u>shall not</u> use a firearm in the following circumstances: • When it appears likely that an innocent person may be injured. • Firing a “When warning shot.” • Discharging or pointing a firearm at a person who presents a danger only to themselves and does not have the apparent ability, opportunity, and intent to immediately cause death or serious bodily injury to the officer or another person. • Discharging or pointing a firearm at a person who presents a danger only to property.	
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Section: Select Restraint Devices	
Policy	Location in Agency Policy
Use of a restraint device is physical force and all considerations governing uses of physical force apply to their use.	
Spit Guards <i>Agency uses spit guards:</i> Yes ☐ No ☐	
An officer may apply a spit guard when lawfully restraining or attempting to restrain an individual <u>who is spitting or biting</u> .	
If applied, the officer <u>shall</u> remove the spit guard as soon as the threat of spitting or biting has ended, or the officer observes that the spit guard is no longer necessary.	
Officers applying spit guards <u>must</u> ensure that the spit guard is fastened properly according to the manufacturer’s instructions to allow for adequate ventilation so that the person can breathe normally.	
Only officers who have successfully completed agency-approved training on application of a spit guard are authorized to use one.	
Officers <u>shall</u> only use agency-issued spit guards.	
Persons who have been sprayed with OC spray should be decontaminated so their breathing is not distressed prior to application of a spit guard.	

For individuals in mental health crisis, application of a spit guard may provoke an elevated level of distress. Officers should provide verbal reassurance and dynamically assess the situation to remove the spit guard as soon as appropriate.	
Officers <u>shall not</u> apply spit guards in the following situations because of higher risks: • Where the restrained person is bleeding profusely from the area around the mouth or nose. • On an individual who is actively vomiting. If a person vomits while wearing a spit guard, the spit guard should be promptly removed and discarded. • On an individual who states that they have a medical condition that affects their breathing, or who demonstrates symptoms of labored or distressed breathing.	
In the event of a medical emergency, spit guards should be removed immediately.	
Prior to application of a spit guard, an officer <u>shall</u> warn the individual and provide a reasonable time for the person to comply with the officer's commands.	
After application of a spit guard and when safe to do so, officers <u>shall</u> move the individual into a seated or side recovery position and <u>shall</u> monitor the individual until the spit guard is removed.	
Officers <u>shall</u> assist when escorting the individual due to the potential for impaired or distorted vision.	
Application of a spit guard <u>must</u> be documented.	
Spit guards <u>shall</u> be discarded after each use.	
Hobble Restraints <i>Agency uses hobble restraints:</i> Yes ☐ No ☐	
Officers <u>shall</u> only use agency-issued hobble restraints.	
Officers <u>shall not</u> "hog tie" an individual (i.e., connect a hobble restraint to handcuffs or other types of restraints).	
Once a hobble restraint is applied, officers <u>shall not</u> place the person face down.	
Officers <u>shall</u> monitor individuals who have been placed in a hobble restraint and take immediate action, if necessary, to protect the person's health and safety.	

Officers <u>shall</u> discontinue use of a hobble restraint once the necessity for its use ceases.	
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Section: Training	
Policy	Location in Agency Policy
<u>All officers and supervisors shall receive training consistent with this policy at least annually.</u>	

Policy	Supplemental Documentation
<u>All officers and supervisors shall receive training consistent with this policy at least annually</u>	• Training roster within the last year • Agency staffing information
Training should: • Be a combination of classroom and scenario-based learning • Include community partners, when relevant and feasible • Incorporate cultural competency to understand disproportionately impacted communities, and how racialized experiences of policing and the criminal justice system may impact interactions with police.	Curriculum
This policy should be incorporated into defensive tactics curricula.	Curriculum

Agency Certification of Consistency

I certify that to the best of my knowledge the information in this form is accurate and that my agency policy is consistent with the AGO Use of Force model policy.

Law Enforcement Agency Leader (Name): _____

Signature: _____ Date: ____/____/____

If Authorizing Public Safety Sales and Use Tax

Mayor/County Executive (Name): _____

Signature: _____ Date: ____/____/____

**Attestations for the RCW 82.14.345 (ESHB 2015)
Verification of Sales & Use Tax Authorization Form
-Contract Cities-**

Please complete the declaration below confirming the attestations contained in the following sections of the Authorization Form:

- 5. Attestation- Mayor or County Executive
- 6. Attestation – Sheriff, Chief, or Marshal
- 7.2. Confirmation of Prior Sales Tax Status
- 8. Verification of Use of Funding
- 9. Sheriff, Chief, or Marshall Requirements
- 10. Jail or Correctional Facility Contracts (if applicable)

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

Signed on the ____ day of _____
(date)(month)(year)

at _____
(city or other location, and state or country)

(printed name)

(signature)

ORDINANCE NO. 2210
AN ORDINANCE OF THE CITY OF RITZVILLE, WASHINGTON AMENDING
CHAPTER 5.12 KEEPING ANIMALS AND CHAPTER 5.16 DOMESTIC FOWL AT
LARGE OF THE RITZVILLE CITY CODE.

WHEREAS, there is a need for amendment to Chapter 5.12 Keeping Animals and Chapter 5.16 Domestic Fowl at Large of the Ritzville City Code to allow rear yard chickens; and

NOW THEREFORE, the City Council of the City of Ritzville does ordain as follows:

Section 1. Ritzville City Ordinance 906 Chapter 5.12 of the Ritzville City Code, together with all ordinances or parts thereof from which said code originated, are hereby amended as follows:

Chapter 5.12 Keeping Animals

Sections:

5.12.020 Keeping domestic animals or fowl – Permit required.

5.12.025 Rear yard chickens

5.12.030 Permit – Application – Issue.

5.12.040 Permit – Rules and regulations governing – Council to promulgate.

5.12.050 Permit – Revocation – Procedure.

5.12.060 Violations – Penalties.

5.12.020. Keeping domestic animals or fowl – Permit required.

It is unlawful for any person, firm or corporation to keep, harbor, or maintain any horse or horses of any kind or description, cow, bull, steer, heifer, or calf, or cattle of any kind or description, mule or ass, goat or goats, sheep, pig or pigs, or any other domestic animals, chickens, rabbits or hares, ducks, geese, or any other domestic fowl, other than allowed under RCC 5.12.025, within the City of Ritzville, without first having procured a permit to do so from the city council in the manner provided in chapter 5.12.030. hereinafter provided. Rabbits and hares will be allowed only under certain conditions. A permit will be issued, in the manner hereinafter provided, to participants of FFA or 4H projects who are under supervision by leaders and other conditions imposed by the council. With respect to sheep, it is unlawful for any person to keep the same without first having procured a permit to do so from the city council, according to rules and regulations prescribed by it; provided, further, that the same shall only be permitted in areas zoned agricultural or shown as being in an agricultural area, as set forth in the city of Ritzville Comprehensive Plan.

(Ord. 401 § 2, 1950; Ord. 718 § 2, 1983; Ord. 730 § 2, 1984; Ord. 906 § 2, 1995)

5.12.025 Rear yard chickens

A. Purpose.

To allow residents to keep rear yard hens while protecting public health, safety, welfare, and neighborhood character.

B. Definitions.

1. "Hen": A female domestic chicken.
2. "Chicken coop": A covered structure used to shelter chickens.
3. "Chicken run": A fenced outdoor enclosure associated with a coop.
4. "Owner": Any person who owns, keeps, or controls chickens.

C. Zoning and use authorization.

1. Rear yard hens are permitted as an accessory use on residential properties within the City.
2. Chickens shall not be kept on vacant lots.
3. Commercial poultry operations are prohibited unless otherwise authorized by City code.

D. Administrative permit required.

1. A Rear yard chicken permit is required.
2. Applications shall include applicant information, site plan, coop location, and number of hens.
3. The applicant shall pay the administrative permit fee required in accordance with the fee schedule adopted by the City Council.

E. Number of hens.

1. Up to eight (8) hens may be kept on a residential property.
2. Roosters are allowed up to 12 weeks of age.
3. Other poultry species are prohibited unless separately authorized.

F. Coop and run standards.

1. Chickens shall be housed in a secure coop and enclosed run.
2. Coops shall be located at least 10 feet from adjacent dwellings.
3. Coops shall be weather-resistant, ventilated, predator-resistant, and maintained in good repair.
4. Minimum space requirements: 4 square feet of coop space and 10 square feet of run space per hen.
5. Reference RCW 19.27 for size restrictions.

G. Operational requirements.

1. Owners shall provide adequate food, water, shelter, and care.
2. Feed shall be stored in rodent-proof containers.
3. Waste shall be regularly removed and disposed of properly.
4. Chickens shall not roam off the owner's property.
5. Slaughtering chickens within city limits is prohibited.

H. Nuisance conditions.

No person shall keep chickens in a manner that violates subsections C through G of this chapter.

I. Enforcement.

The City may investigate complaints and inspect properties as authorized by law.

5.12.030. Permit – Application – Issue.

Any person, firm, or corporation desiring to keep any of the animals or fowls described in RCC § 5.12.020 shall make application for a permit to the city council, in writing, and upon a form to be provided by the city clerk/treasurer. Such permit may be granted by the city council by vote of a majority of the members present at any regular meeting of the city council.

(Ord. 401 § 3, 1950)

5.12.040. Permit – Rules and regulations governing – Council to promulgate.

The city council shall hereafter promulgate rules and regulations governing the conditions upon which permits for the maintenance of animals and fowls will be granted. (Ord. 401 § 4, 1950)

5.12.050. Permit – Revocation – Procedure.

The city council shall have the right to revoke any permit that may be granted in accordance with RCC § 5.12.030 by giving the holder of such permit one week's notice to appear before the city council at its next regular meeting, and to show cause, if any he has, why such permit should not be revoked. A majority vote of the members of the city council present shall be sufficient to revoke any permit granted in accordance with the terms of this chapter, and the revocation shall become effective at such time as shall be designated by the city council.

(Ord. 401 § 5, 1950)

5.12.060. Violations – Penalties.

~~Any person, firm or corporation who violates any of the conditions of this chapter shall be guilty of a misdemeanor and shall be punished by a fine of not less than \$5.00 nor more than \$25.00 for the first violation, and of not less than \$25.00 nor more than \$100.00 for the second violation or any subsequent violation, and each day that any pig, hog or swine of any kind or description, or goat or goats, or sheep are harbored, kept and maintained in the city of Ritzville, shall constitute a separate offense, and each day that any of the animals described in RCC § 5.12.020 shall be kept, harbored and maintained within the city limits of the city of Ritzville without having a valid permit in full force and effect shall constitute a separate offense. (Ord. 401 § 6, 1950)~~

Unless otherwise designated, a first violation of this chapter is a class 2 civil infraction, exclusive of any statutory assessments. Unless otherwise designated, the second violation of this chapter within one year is a class 1 civil infraction, exclusive of

any statutory assessments. A third violation of this chapter within a one-year period shall be designated a misdemeanor, punishable by imprisonment for a maximum term fixed by the court of not more than 90 days, or by a fine in an amount fixed by the court of not more than \$1,000, or by both such imprisonment and fine. The court may suspend any, or all, of the monetary penalty and/or jail time of any violation of this chapter upon appropriate conditions to be established by the court in its discretion, including payment of restitution to any injured party as set forth.

Section 2. Ritzville City Ordinance 1092 Chapter 5.16 of the Ritzville City Code, together with all ordinances or parts thereof from which said code originated, are hereby amended as follows:

Chapter 5.16 Domestic Fowl At Large

Sections:

5.16.010 Domestic fowl – Running at large prohibited.

5.16.020 Domestic fowl – Must be enclosed on premises.

~~5.16.030 Violations—Penalties.~~

5.16.010. Domestic fowl – Running at large prohibited.

It shall be unlawful for any person or persons owning or having in his or their control any domestic fowl to permit such domestic fowl to run at large within the city limits. (Ord. 95 § 1, 1902)

§ 5.16.020. Domestic fowl – Must be enclosed on premises.

It is the duty of each person owning or having in charge domestic fowl to keep the same securely enclosed upon his own premises.
(Ord. 95 § 2, 1902)

~~§ 5.16.030. Violations—Penalties.~~

~~Any person violating any of the provisions of this chapter shall be deemed to have committed a civil infraction punishable in accordance with RCC § 1.02.010, General penalty.~~

~~(Ord. 95 § 3, 1902; Ord. 1092 § 103, 2005)~~

Section 3. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 4. Any other ordinance conflicting with this ordinance is hereby repealed.

Section 5. This ordinance shall take effect and be in full force 5 days after publication in the City's official newspaper of record.

READ in open meeting. PASSED by the City Council present, and, ORDERED
PUBLISHED this ____ day of _____ 2026.

Scott Yaeger, Mayor

Attest:

Approved as to form:

Julie Flyckt, Clerk-Treasurer

John Kragt, City Attorney