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TO: All Drug Recognition Experts
FROM: Sergeant Courtney Stewart, DEC Program State Coordinator
SUBJECT: Timeline Expectations

In an effort to improve the DRE Program, a timeline has been set for the submission of DRE evaluations. Unfortunately, the previous timeline of "turn it in as soon as possible" has not been working.

Effective immediately, the timeline is as follows:

Once an evaluation is completed, the DRE will have 14 days to complete and submit the DRE face sheet, 12-step check-off sheet, and the DRE narrative to their Regional Coordinator. This timeline begins on the date the evaluation was conducted. Please do not submit other reports such as DUI or CAD reports.

Within 7 days from receipt, the Regional Coordinator will review, sign, and date the evaluation and send it to the DRE State Coordinator's office.

Every effort should be made to keep within these timelines. If, for some reason, a DRE continuously fails to submit DRE evaluations in a timely manner, the following process will be initiated by the State Coordinator:

1. Phone call to supervisor after a lack of compliance with timeline from DRE
2. If no compliance after the phone call, a formal letter will be sent to the DRE's supervisor as well as to the DRE requesting the evaluations be submitted, with a reminder of the timeline.
3. If still no compliance after the previous two steps, a formal letter will be sent to the Chief of the DRE's department outlining requested compliance.

Continued lack of support for the program will result in decertification.

Remember, your evaluations are the lifeline of our program. In order for us to continue to grow, we need the data to request more funding to get you the best equipment, the best training, and show the legislature our program is a necessity.

If you have any questions, please contact me at (206) 510-6050, or by e-mail at courtney.stewart@wsp.wa.gov. or Sally Verrinder at (206) 720-3018 or e-mail at sally.verrinder@wsp.wa.gov.

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