WAC 388-60B-0200 Personnel records—What personnel records must a program keep for direct service staff?  
(1) The program must keep records concerning all personnel, including paid and volunteer staff.  
(2) Personnel records must contain the following information:  
   (a) Their most recent Washington state, FBI or other national background check results, which must have been conducted within the last twenty-four months;  
   (b) A copy of their current registration or license as a counselor with the Washington state department of health;  
   (c) A copy of all diplomas; and  
   (d) A copy of the continuing education and training certificates earned over the last twenty-four months.  
(3) For programs with more than one direct service staff, the personnel record must also contain documentation of a staff orientation to the program and include:  
   (a) An overview of the program's philosophy regarding domestic violence intervention treatment;  
   (b) A review of the program's treatment outline;  
   (c) A review of the program's policies and procedures;  
   (d) A review of the state's domestic violence laws (see WAC 388-60A-0340);  
   (e) A job description, which is signed by the employee or volunteer; and  
   (f) The date of hire and the date of termination if applicable.