



STATE OF WASHINGTON  
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES  
1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

October 23, 2025

Leon A Lawson  
3816 Aberdeen Lake Rd  
Aberdeen, WA 98520  
dogconleon@yahoo.com

Dear Leon:

Personnel ID#: 20198341

Congratulations on your probationary appointment as a Juvenile Rehabilitation Office 2 (JRO2) at Harbor Heights/Stafford Creek, within the Juvenile Rehabilitation (JR) Division, with the Department of Children, Youth, and Families (DCYF), position number 71110500 / SC078-E-P. The effective date of your appointment is November 17, 2025.

In accordance with the provisions of the Washington Federation of State Employees (WFSE) Collective Bargaining Agreement (CBA), permanent status is achieved upon successfully completing a probationary period of six (6) consecutive months. The probationary period may be extended, not to exceed twelve (12) months and you will be notified in writing if that occurs. In addition, your probationary period will be extended on a day-for-a-day basis for any day(s) you are on leave without pay or shared leave, except for leave taken for military service. The Employer may separate a probationary employee at any time during the probationary period.

Pertinent details about your appointment are noted below:

<b>Salary:</b>	<b><i>\$5666.00 per Month, Range 48, Step L</i></b>
<b>Probationary Period:</b>	<b><i>Six (6) Months</i></b>
<b>Work Shift/Schedule:</b>	<b><i>Full-time; 10:00 pm – 8:00 am, Friday - Monday</i></b>
<b>Workweek Start Time:</b>	<b><i>Sunday, 12:00 AM</i></b>
<b>Workweek End Time:</b>	<b><i>following Saturday, 12:00 Midnight</i></b>
<b>Overtime Eligibility Designation:</b>	<b><i>Overtime Eligible (See Enclosure)</i></b>
<b>Periodic Increment Date:</b>	<b><i>November 17, 2031</i></b>
<b>Benefits Eligibility:</b>	<b><i>Eligible to receive Benefits (See Enclosure)</i></b>
<b>Retirement System:</b>	<b><i>PSERS</i></b>
<b>Premium Pays:</b>	<b><i>24/7 Facility Pay</i></b>
<b>Shift Differential Pay:</b>	<b><i>Yes - See statement below</i></b>
<b>Bargaining Unit:</b>	<b><i>Washington Federation of State Employees (WFSE)</i></b>
<b>Supervisor:</b>	<b><i>Thomas Moore</i></b>
<b>Supervisor Contact Info:</b>	<b><i>Phone: 360-537-2510</i></b> <b><i>Email: thomas.moore@dcyf.wa.gov</i></b>
<b>Official Workstation:</b>	<b><i>191 Constantine Way, Aberdeen WA 98520</i></b>

Employees in overtime eligible positions: (1) will be compensated at a rate of one and one-half times the regular rate of pay for any overtime hours worked (including any hours worked in excess of 40 in a workweek); (2) must obtain prior approval before working overtime except in emergency circumstances when prior approval is not practicable (in which case notice must be provided as soon as possible); and (3) are required to document the precise hours worked each day in the pay period.

Employees assigned to a 24/7 Institution will receive five percent (5%) Premium Pay calculated from their base salary. When an employee is on leave, medical, or not present at the facility (telework) they will not be eligible for this premium pay during that time frame.

In accordance with Article 42.19 Standard swing and graveyard shift employees are entitled to shift premium for all hours worked on shift. Shift premium for day shift employees is paid only for hours worked after 6:00 pm and before 6:00 am where additional pay is not being issued.

In this appointment you are enrolled in the *Public Safety Employee Retirement System*. Please refer to <https://www.drs.wa.gov/> for more information.

Your position is part of the above-cited Bargaining Unit and is covered by the CBA. Employees are responsible for initiating any changes to automatic payroll deduction directly related to moving from a represented to a non-represented position. Employees should contact the WFSE directly for any questions regarding union related fees/dues.

General appointment information is enclosed; please take time to carefully study this information. If you have questions concerning your appointment, please contact your Human Resource Representative, Doranna Perkins, at 360-522-2761 and/or [doranna.perkins@dcyf.wa.gov](mailto:doranna.perkins@dcyf.wa.gov).

Best wishes in your appointment.

Respectfully,



Kendrick Rochelle, Superintendent  
Harbor Heights  
Juvenile Rehabilitation

Enclosures: General Appointment Information  
Fair Labor Standards Act – Overtime Pay

cc: Thomas Moore, Supervisor  
Harbor Heights Timekeeping  
Personnel File

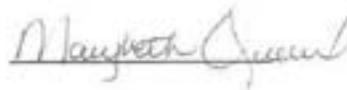
JUVENILE REHABILITATION - DIVISION POLICY

**POLICY 1.20 ESTABLISHING JR STANDARDS OF CONDUCT**

**Policy Committee Chair**

Lori Kesl  
Regional Administrator, Regions 1 & 2  
Juvenile Rehabilitation

**Approved**



Marybeth Queral, Assistant Secretary  
Juvenile Rehabilitation  
12/14/2018

**Authorizing Sources**

[28 CFR Part 115 PREA Juvenile Facility Standards](#)  
[RCW 9A.04.043](#)  
[RCW 9A.44.160-170](#)  
[RCW 13.40.460](#)  
[RCW Chapter 26.44](#)  
[RCW Chapter 70.02](#)  
[DCYF AP 2.01, 3.02, 4.01](#)  
[DCYF AP 6.01, 6.04, 6.06](#)  
[DCYF AP 11.01, 11.13, 11.14, 11.20, 11.21](#)  
[DCYF AP Chapter 12](#)  
[DCYF AP 13.04](#)

**Information Contact**

Andrea Ruiz  
Policy, Planning & Lean Administrator  
Juvenile Rehabilitation  
[JRPolicy@dcyf.wa.gov](mailto:JRPolicy@dcyf.wa.gov), Ph: 360-902-8080

**Effective Date** (*Technical Edit 8/25/2021*)  
12/31/2018

**Sunset Review Date**  
12/31/2022

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I. PURPOSE AND SCOPE

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The purpose of this policy is to address the standards of conduct embodied in DCYF policies, statement of mission, vision and core set of values so Juvenile Rehabilitation (JR) staff members will better understand prohibitions and limitations pertaining to their conduct and activities, especially when interacting with youth and young adults ("youth"). Additional guidance on matters of conduct is provided by specific policies, procedures, standards, and directives. This policy sets forth general guidelines for the standards of conduct in JR, but does not provide an exhaustive list of all types of impermissible conduct and performance.

Staff members<sup>1</sup> include staff, contractors, volunteers, and interns working in or for Juvenile Rehabilitation (JR), and are responsible for reviewing and complying with JR policies.

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II. POLICY<sup>2</sup>

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1. Staff members will be honest and act with integrity in every aspect of dealing with youth, families, colleagues, members of the public, vendors, and other government authorities.

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<sup>1</sup> 08/25/2021 Technical Edit: Changed references throughout document from 'staff' to 'staff members' to clarify the policy applies to everyone working or volunteering in JR.

<sup>2</sup> 08/14/2019 Technical Edit: Updated references from DSHS to DCYF and added hyperlinks

## JUVENILE REHABILITATION

### **Policy 1.20**– Establishing JR Standards of Conduct Summary

- Establishes mandatory standards of conduct for Juvenile Rehabilitation employees, contractors, volunteers and interns

#### **Background:**

The policy was updated as a sunset review to clarify procedures and address organization and technical edits.

#### **Policy Summary**

The policy addresses expectations for staff regarding honesty and integrity in actions, respectful and professional treatment of youth, families, members of the public, and coworkers, requirements for equity of access to services and treatment without discrimination, focus on improving outcomes for youth, promoting and protecting physical and emotional safety, expectations for cultural curiosity and cultural humility, protection of confidentiality of client information, maintaining professional and supportive relationships with youth, and prohibitions on providing contraband and restricted property to youth. The policy references DSHS Administrative Policy expectations for staff as well.

#### **Changes from Former Practice**

- Use of personal cell phones or other personal electronic devices while supervising youth is prohibited.
- Staff may only take photos of youth on DSHS phones or cameras.
- Clarification that staff may not provide drugs, drug paraphernalia, alcohol, tobacco or any illegal substances to youth.
- Clarification of language regarding staff personal relationships with youth (section 16)

Training Required: No

*Policy Effective Date: December 31, 2018*

*Staff members are responsible for reading and understanding the information contained in the full policy. Review of this summary is not sufficient for full understanding.*

Policy **1.20**, Establishing JR Standards of Conduct 12/31/2018

2. Staff members must treat youth, families and the public with respect, courtesy, and dignity.
3. JR requires equity of access to the services and treatments and may not discriminate based on race, age, gender, religion, religious beliefs, sexual orientation, gender identity, physical or mental disability, native language, nationality, or socioeconomic status.
4. Staff members must conduct themselves in a professional manner with colleagues (including superiors, peers and subordinates), stakeholders and other professionals in the workplace and the community.
5. Staff members must uphold a commitment to rehabilitation and improved outcomes for youth.
6. Staff members must cultivate an understanding of the developmental approach to juvenile justice.
7. Staff members must promote and protect:
  - 7.1. Physical safety for youth, colleagues, clients, and others in the workplace and community through consistent supervision practices.
  - 7.2. Emotional and psychological safety in an environment free from implicit or explicit bias and discrimination.
8. Staff members will value cultural curiosity and cultural humility and embrace respect for the individual differences of youth, families and colleagues. Every staff member must demonstrate a commitment to understanding diverse cultures, social groups and individuals ([DCYF AP 6.01](#)<sup>3</sup>) and have an understanding of the impact of racial and ethnic disparity in the juvenile justice system.
9. Staff members will use respectful and non-judgmental language when interacting with youth, families and colleagues, and will not:
  - 9.1. Use an officious or overbearing attitude or use language that may belittle, ridicule, or intimidate people.
  - 9.2. Use profanity in the workplace at any time, regardless of whether youth are present.
10. Staff members must not use excessive force in applying restraint techniques or devices in accordance with [Policy 5.10. Using Physical Restraints with Youth](#). Staff members must observe the civil rights of and protect the well-being of those in their charge.
11. Staff members must protect the confidentiality of client information in accordance with [Policy 1.40. Managing JR Juvenile and Operations Records](#), [DCYF AP 13.04](#), and [RCW 70.02](#).
12. Staff members will actively engage with youth while on duty. Interactions between youth and staff members will be positive, and will reinforce skillful behavior.

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<sup>3</sup> 08/18/2020 Technical Edit: Corrected reference to DCYF Admin policy from 6.02 to 6.01

**Policy 1.20, Establishing JR Standards of Conduct 12/31/2018**

- 13. Staff members will not use their personal cell phones and other personal electronic devices while supervising youth.**
- 14. Staff members must protect the privacy of youth<sup>4</sup>, and are not permitted to take pictures, videos, or audio without written permission per DCYF AP 3.02, and must follow DCYF AP 3.01 before interacting with media. Staff will only take photos of youth on DCYF phones or cameras<sup>5</sup>.**
- 15. Staff members must not provide contraband or restricted property to youth.**
  - 15.1. Staff members must not provide drugs, drug paraphernalia, alcohol, tobacco, or any illegal substances of any kind to youth under any circumstances.
  - 15.2. Pornographic and sexually explicit material are prohibited in JR facilities. Staff members must not provide youth with these materials under any circumstances.
- 16. Staff members will develop and maintain healthy, supportive, and professional relationships with youth while youth are in JR care.**
  - 16.1. Staff members must treat youth fairly while they are in JR care. Staff members must not show favoritism, provide special favors, give gifts, or allow special privileges at any time. Items of value donated for a specific youth must go through the facility's local donation process.
  - 16.2. Staff members must maintain appropriate personal boundaries while working with JR youth.
    - 16.2.1. Staff members will not exchange personal contact information with youth, including, but not limited to, personal telephone numbers, home addresses, personal email addresses, or social media information.
    - 16.2.2. All non-incident personal contact with former residents outside the professional context must be reported to the JR appointing authority or designee.
    - 16.2.3. Staff members who are contacted by former residents, including but not limited to contact through phone calls, text, social media, applications, and letters, will consult with the JR appointing authority or designee prior to responding.
  - 16.3. Staff members must report the following to the JR Superintendent or Regional Administrator:
    - 16.3.1. If staff members have an established personal relationship with a youth or the youth's family that existed prior to a youth's commitment to JR in order to reduce conflict of interest while the youth is in JR's care.
    - 16.3.2. If staff members develop a personal relationship or engage in social activities with a youth or the youth's family after the end of a youth's commitment to JR.
  - 16.4. Staff members will not develop dating or romantic relationships with youth currently in JR care.
  - 16.5. Staff members will not develop dating or romantic relationships with former JR residents.
  - 16.6. Staff members will not groom youth for future romantic involvement after release.
  - 16.7. Any sexual contact with a JR youth, including but not limited to kissing and hand-holding, by a staff member is considered abusive, is prohibited, and may be subject to prosecution pursuant to RCW 9A.44.160-170. *Custodial Sexual Misconduct*. Any allegation of sexual abuse or contact

<sup>4</sup> 08/25/2021 Technical Edit: Added clarity about requirements per DCYF policies.

<sup>5</sup> 08/18/2020 Technical Edit: Added hyperlink to new DCYF policy.

## Policy 1.20, Establishing JR Standards of Conduct 12/31/2018

must be reported in accordance with [Policy 5.91. Reporting Abuse and Neglect of JR Youth](#).

16.8. Staff members must immediately report any knowledge, suspicion, or information they receive regarding an incident of sexual abuse or sexual harassment that occurred in a jail, detention facility or JR facility, to the JR Superintendent or Regional Administrator per [Policy 5.90. Applying PREA Juvenile Standards in JR. \(PREA Standard 115.361\(a\)\)](#)

**17. Staff members must not engage in physical or emotional abuse or the threat of such abuse toward youth, families, colleagues, and others in the workplace or community.**

**18. All staff members are expected to meet the standards of behavior outlined in each of the DCYF Administrative Policies (AP). Specific requirements are highlighted below: <sup>6</sup>**

18.1. Staff members are mandatory reporters and must report any suspected abuse, neglect, financial exploitation, and abandonment of vulnerable adults and suspected abuse or neglect of children ([DCYF AP 2.01](#)). Procedures specific to JR may be found in [Policy 5.91. Reporting Abuse and Neglect of JR Youth](#).

18.2. Staff members are required to perform their duties and responsibilities in a manner that maintains standards of behavior promoting public trust, faith, and confidence. ([DCYF AP 11.21](#))

18.3. Staff members will provide an environment free from all forms of discrimination. Employees will not engage in any form of racial, religious, or sexual harassment related behavior including jokes, slurs, and innuendoes. ([DCYF AP 11.01](#), [DCYF AP 11.13](#))

18.3.1. Workplace bullying is a form of harassment and is prohibited. ([DCYF AP 11.13](#))

18.4. Workplace violence and domestic violence are prohibited. Allegations are to be taken seriously. All staff members must immediately report acts or threats of violence they experience or witness in the workplace or while performing work functions. ([DCYF AP 11.20](#))

18.5. Staff members are prohibited from using, threatening the use of, or possessing a weapon, either licensed or unlicensed while performing official duties, while on DCYF property, or in a state vehicle. All staff members must report violations immediately. ([DCYF AP 11.20](#))

18.6. Staff members will report to work in a condition fit to perform their assigned duties, unimpaired by alcohol or drugs. Any activities involving the use, possession, or distribution of alcohol, unauthorized prescription drugs, controlled substances or drug paraphernalia in state vehicles, on state owned and/or leased property, or on official business are prohibited. ([DCYF AP 11.14](#))

18.6.1. Supervisors must follow the DCYF policy regarding drug or alcohol use when they have suspicion a staff member is using and/or under the influence of illegal drugs or alcohol. ([DCYF AP 11.14](#))

18.6.2. Tobacco use on JR property is addressed by [Policy 1.21. Smoking in JR Programs and Facilities](#).

18.7. Any staff member who has reason to believe another staff member may have been, or is now engaged in potential criminal activity must immediately report the matter. ([DCYF AP 11.21](#))

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<sup>6</sup> 08/18/2020 Technical Edit: Corrected DSHS references to DCYF references.

Policy **1.20**, Establishing JR Standards of Conduct 12/31/2018

- 18.8. Political activity on behalf of a candidate or party in the workplace is prohibited. ([DCYF AP 11.21](#))
- 18.9. Staff members must comply with the DCYF technology policies including information security, privacy, use of electronic messaging, and software piracy. ([DCYF AP Chapter 12](#))
  - 18.9.1. Voicemail messages, email messages, and internet use histories are public records and subject to public records disclosure or legal discovery unless privileged or specifically exempt by law. Electronic documents, including email messages are subject to record retention requirements.

**SANCTIONS**

19. The failure to comply with this policy will result in an investigatory process. Due process will be afforded to determine culpability if necessary. The failure to comply with this policy may lead to corrective actions up to and including termination in accordance with DCYF [Administrative Policies](#), contracts, and Collective Bargaining Agreements.
20. Staff members must be subject to disciplinary sanctions up to and including termination for violating agency sexual abuse or sexual harassment policies. ([PREA Standard 115.376\(a\)](#))
  - 20.1. Termination must be the presumptive disciplinary sanction for staff members who engaged in sexual abuse. ([PREA Standard 115.376\(b\)](#))
21. Immediate corrective action must be taken for contractors or volunteers who violate the zero tolerance policy against sexual abuse and sexual harassment per [DCYF AP 4.01 Contracting](#)<sup>7</sup>. ([PREA Standard 115.377](#))

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<sup>7</sup> 08/25/2021 Technical Edit: Changed policy reference from JR policy 1.60 to AP 4.01 (JR policy archived).

**Policy 1.20 , Establishing JR Standards of Conduct 12/31/2018**

**Professional Relationship:** A relationship that occurs while staff members are performing their official job duties in a professional capacity.

**Racial and Ethnic Disparity:** Youth of color are overrepresented in the juvenile justice system and are often subject to disparate treatment compared to white youth. Disparity refers to an inequity or injustice rather than a simple inequality. Sources of the disparity are complex, involve historic and contemporary inequity, and decision-makers at distinct points across the continuum. Racial and ethnic disparities fall along a spectrum from differences with little connotation of being unjust to those that result from overt discrimination and systemic overrepresentation.

**Rehabilitation:** Introducing and increasing the use of effective life skills through therapy, education, and effective case management of services to enhance protective factors and decrease risk factors. Rehabilitation includes screening, assessment, treatment, and supervision to facilitate youth skill development. The assumption of rehabilitation is people are not permanently criminal and it is possible to assist youth in creating a life in which they contribute to themselves and society.

JR's main goal of rehabilitation is to prevent habitual offending. Rather than punishment, rehabilitation would seek, by means of education and therapy, to reshape an at-risk youth displaying criminal behaviors into a more effective and skillful young person with shared mainstream societal values, attitudes and behaviors which would be helpful to society.

*There is no such thing as failure in rehabilitation.*

**Restricted Property:** Items which may jeopardize the safety, health, security, or treatment of youth, staff members, visitors, or of a facility. Restricted property may include contraband, but not all restricted property is contraband.

**Sexual Abuse:** Includes sexual abuse of JR youth by a staff member, contractor or volunteer (PREA Standard 115.6). Sexual abuse of a youth by a staff member includes any of the following acts, with or without consent of the youth:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- Contact between the mouth and the penis, vulva, or anus;
- Contact between the mouth and any body part where the staff member has the intent to abuse, arouse, or gratify sexual desire;
- Penetration of the anal or genital opening, by a hand, finger, object, or other instrument, unrelated to official duties or where the staff member has the intent to abuse, arouse, or gratify sexual desire;
- Any intentional contact, either directly or through the clothing, of or with the penis, vulva, anus, breast, inner thigh, or the buttocks, unrelated to official duties or where the staff member has the intent to abuse, arouse, or gratify sexual desire;
- Any attempt, threat, or request by a staff member to engage in the activities described in this section;
- Any display by a staff member of his or her uncovered penis, vulva, buttocks, or breast in the presence of a youth, and
- Voyeurism by a staff member.

Policy **1.20**, **Establishing JR Standards of Conduct 12/31/2018**

**Sexual Contact:** Any touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desire of either party or a third party per [RCW 9A.44.010](#).

**Sexually Explicit Materials:** Video, photography, creative writing, films, magazines, or other materials intended primarily to arouse sexual desire or cause sexual arousal.

**Sexual Harassment:** Verbal, nonverbal or physical unsolicited and unwelcome sexual advances, requests for sexual favors, or other physical conduct or verbal comments, gestures, or actions of a derogatory or offensive sexual nature, when such conduct:

- Is made explicitly or implicitly, a term or condition of employment,
- Is used as a basis for an employment decision, or
- Interferes with an employee’s work performance or creates intimidating, hostile or otherwise offensive environment. ([DCYF AP 11.13](#)).

**Staff Member<sup>8</sup>:** All employees of DCYF, JR, contractors, volunteers, and interns.

**Weapon:** An object, instrument, explosive or chemical:

- Designed in such a manner to inflict harm or injury to another person;
- Used in a manner threatening harm or inflicting injury to another person ([DCYF AP 11.20](#))

IV. RELATED JR POLICIES<sup>9</sup>

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[Policy 1.21 – Smoking in JR Programs and Facilities](#)

[Policy 5.90 – Applying PREA Juvenile Standards in JR](#)

[Policy 1.40 – Managing JR Juvenile and Operations Records](#)

[Policy 5.91 – Reporting Abuse and Neglect of JR Youth](#)

[Policy 5.10 – Using Physical Restraints with Youth](#)

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<sup>8</sup> 08/25/2021 Technical Edit: Added definition for policy clarity.

<sup>9</sup> 08/25/2021 Technical Edit: Removed JR policy 1.60 reference (JR policy archived).

Policy **1.20**, Establishing JR Standards of Conduct 12/31/2018

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### III. DEFINITIONS

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**Accountability:** The duty of all staff members to truthfully acknowledge and explain their actions and decisions when requested to do so by an authorized member of this administration without deception or subterfuge.

**Contraband:** An article or item which a residential youth is prohibited from obtaining or possessing by statute, rule, regulation, policy or order of a court, including items altered by the youth without authorization. Contraband may reasonably be suspected to cause physical injury or adversely affect the safety, security, or order of a JR facility, program, or office.

**Cultural Competence:** A set of congruent behaviors, attitudes, and policies that come together in a system, agency or among professionals which enables individuals to work effectively in cross-cultural situations. It promotes respect and understanding of diverse cultures and social groups and recognizes each individual's unique attributes.

**Custodial Sexual Misconduct:** Sexual intercourse or sexual contact between a person who is a resident of a juvenile correctional facility and an employee of the juvenile correctional facility who has or could reasonably be believed to have the ability to influence the terms, conditions, length or fact of incarceration or correctional supervision. Consent of the victim is not a defense to prosecution. ([RCW 9A.44.160](#) and [9A.44.170](#)).

**Discrimination:** Unfavorable or unfair treatment of a person or class of persons in comparison to others who are not members of the protected class because of race, creed, sex, color, religion, national origin, age (over 40), disabled veteran status, disability, Vietnam Era veteran status, sexual orientation, marital status, use of a trained guide dog or service animal by a person with a disability, and/or any other protected class; or retaliation for complaints related to these categories. ([DCYF AP 11.13](#))

**Emotional Abuse:** Emotional abuse is commonly defined as a consistent, chronic pattern of behavior by caregivers that can seriously interfere with cognitive, emotional, psychological or social development. ([RCW 74.34.020](#) "Mental Abuse")

**Explicit Bias:** An explicit bias is a positive or negative mental attitude towards a person, thing, or group a person is consciously aware of having.

**Harassment:** Verbal, nonverbal or physical conduct that threatens, intimidates coerces, falsely accuses or taunts another person (including racial or ethnic slurs) and interferes with the employee's ability to perform his or her job. ([DCYF AP 11.13](#))

**Implicit Bias:** An implicit bias is a positive or negative mental attitude towards a person, thing, or group a person holds at an unconscious level. Implicit biases are learned from an early age and can influence behavior in important ways.

**Physical Abuse:** The willful action of inflicting bodily injury or physical mistreatment. ([RCW 74.34.020](#))

**Pornographic Materials:** The explicit representation of the human body or sexual activity with the goal of sexual arousal and/or sexual relief. These materials connote the more direct, blunt, or excessive depiction of sexual acts, with little or no artistic value, intended for mere entertainment.

## NEW EMPLOYEE ACADEMY (NEA) GUIDELINES

### **Purpose**

These guidelines apply to all staff participating in the New Employee Academy (NEA). The goal is to ensure consistency, accountability, and preparedness as new staff begin their roles serving youth in Juvenile Rehabilitation (JR) facilities and programs.

### **Scope**

These requirements apply to all DCYF Juvenile Rehabilitation staff attending the NEA.

Please read each of the items below carefully and initial next to each one. Then print your name, sign, and date on the last page.

### **Attendance is Required**

- Every module of NEA is mandatory for your employment. Missing training is the same as missing your shift.
- Any training module missed must be made up at the next available opportunity.

### **Be on Time**

- If you are more than 15 minutes late, you will be marked late, and your supervisor will be notified.

### **No Visiting Units During Short Breaks**

- A 15-minute break does not leave time to walk to a unit and back.

### **Timecards**

- Training is scheduled for 8am-5pm with a 1-hour lunch.
- If instruction ends early, do not leave. You must complete your shift. You may complete online trainings (if available) or contact your supervisor for direction on how to spend the remainder of your time.
- Always let a trainer know if you need to speak with HR, Timekeeping, Accounting, or if you need to leave for any other reason.
- It is required that your timecard accurately reflects your hours in training and on the job. Misrepresenting your hours on your timecard is grounds for losing one's job.

### **Communicate Lateness or Absence**

- If you know you are going to be late due to inclement weather, family issues, or for any other reason, you must contact your Direct Supervisor and the Training Team. (contact info below)

### **Participation**

- The expectation is that you are awake, paying attention and attentive, participating in all discussions and activities, including small groups activities.

### **DCYF and JR Policies**

- We teach DCYF-JR Policies that all staff are required to follow, regardless of personal beliefs.
- You are responsible for learning, attesting to, and following all Policies, Procedures and Local Standards applicable to your position.

### **Be Respectful and Accepting of Others**

- We all have different backgrounds and life experiences coming into this work. Whether we agree or not, we communicate with each other respectfully.
- Make room for different cultures, backgrounds, and opinions while being able to present your own.
- Be conscious of how you use humor; never make jokes at the expense of others.

### **Safe and Secure Environment**

- Follow all safety and security protocols, including screening at single point of entry.
- Do not bring personal electronic devices onto campus.
- Do not bring contraband of any kind onto campus.

### **Personal Courtesy & Hygiene**

- In shared workspaces and close training environments, please be mindful of your impact and help create a comfortable and respectful setting for everyone. This includes daily hygiene practices and avoiding strong scents or products that may affect individuals with allergies or sensitivities.

### **The Training Team Speaks with your Supervisors**

- We will be in communication with your supervisor if there are patterns of concern with timeliness, participation, or behaviors in class.

### **Laptops for Training Uses Only**

- While a module is being trained, laptops can only be used to support training.
- Laptops can be used at breaks to complete timecards, check emails, etc.
- Per Policy 15.15, state computers are only allowed to be used for state business.

## NEW EMPLOYEE ACADEMY (NEA) GUIDELINES

### Make-Up Policy

#### General Training Modules

- Staff are required to make up any **missed NEA content** to graduate.
- Make-up sessions will be scheduled at the discretion of the Training Team, based on availability and feasibility.

#### Advanced Crisis Intervention and Security Training Modules

- **Advanced Crisis Intervention Training (ACIT)** and **Security Training** (Personal Safety and Physical Intervention) are progressive, safety-sensitive modules.
- Staff members who miss **any** portion of ACIT or Security Training must **retake the entire module**.
- Partial completion will **not** be accepted due to safety, skill development, and certification requirements.

#### Graduation and Certification

- To be issued a NEA Graduation Certificate, staff must attend and complete **all required modules**, successfully pass skill checks, safety assessments, and knowledge checks.
- Failure to complete NEA in full may result in **ineligibility to perform your job duties** until certification is complete.

### CONTACT INFORMATION

Training Team Email: [Kristine.Bustos@dcyf.wa.gov](mailto:Kristine.Bustos@dcyf.wa.gov) - [Susan.Moyles@dcyf.wa.gov](mailto:Susan.Moyles@dcyf.wa.gov)

Roster Manager/Call Out Number: Jeremy Culican - 360.537.2510

Direct Supervisor Contact: \_\_\_\_\_

By signing below I agree that I have read and agree to follow these expectations during training.

Signature: \_\_\_\_\_

Printed Name: WON LAWSON

Date: 11/17/2025

note to self state using outdated authority for training material

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From: Leon Lawson (dogconleon@yahoo.com)

To: dogconleons@yahoo.com

Date: Tuesday, November 18, 2025 at 07:17 PM PST

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Memo/email to self (personal Gmail for timestamp):

*“Nov 18, 2025 Training: Packet titled [exact title, e.g., '2018 JR Foundation' or whatever it says], citing RCW 13.40.540–570 (repealed 7/1/2022 per EHB 1324/2022 c 145 § 2). No RCW 43.216/DCJF policy cross-refs. Explained Loper Bright (2024) ends Chevron deference, making deficient training actionable under APA § 706/RCW 34.05.570(3) and torts § 324A. Class cleared post-discussion. Instructor [name]. Witnesses: [list 2–3 classmates].”*

Scan/photograph the title page + sunset cites. Attach. This is your “flagged pre-incident” nuclear option.



Lawson For Gov

@ForLawson



[#Washingtonstate](#) [@realdonaldtrump](#) (YOU) guys do not hate our state leaders enough but you will

The entire statewide VA capital budget for gym/rec space in the same biennium was \$11.4 million ... for all VA facilities combined. So Green Hill juveniles got almost 4x what every veteran in Washington got for physical fitness and rehab combined.

A full-on, 30-bay, CNC-equipped, welding/automotive/fabrication training academy (exactly what MY JRO2 complex will be) can be built for \$22-\$28 million turn-key in Washington right now (look at the new Bates Technical expansion in Tacoma: \$26.8 million, 42,000 sq ft, 28 bays, opened 2024). That's real job training, real security-clearance pipelines to the shipyards, real recidivism destruction. So yeah, they spent \$42 million on basketball courts and yoga rooms while veterans got scraps and your kids get nothing that actually puts a wrench in their hand and a paycheck in their future. [MAGAWASHINGTON.COM](#) and the [TRUMPREPUBLICANS.NET](#) Are the cure to this SICKNESS we are taking control of [#WWG1WGA](#)



[magawashington.com](#)

MAGA Washington

Washington state Trump Republican Party

8:42 PM · Dec 2, 2025



STATE OF WASHINGTON  
**DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**  
1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

December 3, 2025

Leon Lawson  
3816 Aberdeen Lake Rd.  
Aberdeen, WA 98520

**CONFIDENTIAL**  
**Personal Delivery &**  
**Electronic Delivery**

**Subject: Notice of Separation**

Dear Leon:

This letter is official notification that you will be separated from your probationary appointment as a Juvenile Rehabilitation Officer 2 (JRO2), position number SC078-E-P/71110500, in the Juvenile Rehabilitation (JR) Division, Harbor Heights (HH), within the Department of Children, Youth, and Families (DCYF), effective immediately.

Since you did not receive **five (5) working days'** notice of this separation as required, you will be compensated for the days of notice not provided.

This action is taken in accordance with the provisions of the Washington Federation of State Employees (WFSE) Collective Bargaining Agreement (CBA) which states in part, "*The separation of a probationary employee will not be subject to the grievance procedure in Article 29*"

Please make arrangements with your supervisor to return all State issued equipment or identification that may be in your possession.

You may want to consider accessing the Employee Assistance Program (EAP). The EAP provides assistance with problem assessments, short-term counseling, and referrals for all types of personal issues. You may access the EAP by calling 1-877-313-4455 or visit their website at [www.eap.wa.gov](http://www.eap.wa.gov).

If you have questions regarding this action, you may contact me or Human Resource Operations Manager (HROM), Ashley Pedersen, at (360) 214-8686 or [ashley.pedersen@dcyf.wa.gov](mailto:ashley.pedersen@dcyf.wa.gov).

Respectfully,

*Kendrick Rochelle*

Kendrick Rochelle, Superintendent  
Harbor Heights  
Juvenile Rehabilitation

cc: Thomas Moore, Supervisor  
Human Resources  
Personnel File

Subject: Request for Personnel Records and Clarification on Probationary Separation – Potential Retaliation Concerns

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From: Leon Lawson (dogconleon@yahoo.com)

To: ashley.pedersen@dcyf.wa.gov

Date: Wednesday, December 3, 2025 at 03:03 PM PST

---

Dear Ashley Pedersen, HR Operations Manager,

I am writing in response to the Notice of Separation dated December 3, 2025, from Superintendent Kendrick Rochelle, which separated me from my probationary appointment as Juvenile Rehabilitation Officer 2 (JRO2), position SC078-E-P/71110500, effective immediately. I believe this action may constitute reprisal or retaliation, potentially linked to my protected activities, including my ongoing political campaign for Washington's 6th Congressional District as a Trump Republican candidate, my prior whistleblower complaints, and my efforts to address policy gaps and unprofessionalism during training.

To investigate this matter fully and prepare any necessary appeals or complaints, I am formally requesting the following under WAC 357-22-040 and applicable public records laws (RCW 42.56):

1. A complete copy of my personnel file, including all performance evaluations, notes from my interview panel (including Superintendent Rochelle's input), training attendance records, and any disciplinary or feedback documentation from November 17, 2025, to the present.
2. Detailed written reasons for my separation, including any specific incidents, complaints, or performance issues cited (even though not required for probationary employees, this is essential to assess potential reprisal).
3. Copies of all emails, memos, or communications related to my employment, training performance, or separation, including those involving Superintendent Rochelle, my supervisor Thomas Moore, or any trainers.
4. Documentation of any policy gaps or procedural violations during my training, such as lack of structure, inconsistent authority, or failure to address unprofessionalism, which I raised and may have contributed to this decision.
5. Confirmation of my compensation for the five (5) working days' notice not provided, as stated in the separation letter, including an itemized breakdown and expected payment date.

I was performing well in training, actively engaging and seeking to improve the program through constructive feedback on structural deficiencies—feedback aligned with DCYF's mission to support youth effectively. This separation paints me in a false light, suggesting incompetence or misconduct where none existed, and appears to continue a pattern of reprisal tied to my public political activities and prior whistleblower efforts (e.g., my settled DOL complaints in April 2025). Please provide these materials within 10 business days, preferably electronically to this email address. If any redactions are necessary, please explain them in detail. I am prepared to escalate this to the Personnel Resources Board (PRB), Washington State Human Rights Commission, or other bodies if needed to address potential retaliation.

Thank you for your prompt attention. I look forward to your response.

Sincerely,

Leon Lawson

3816 Aberdeen Lake Rd.

Aberdeen, WA 98584  
dogconleon@yahoo.com  
cc: Kendrick Rochelle, Superintendent  
Thomas Moore, Supervisor



**STATE OF WASHINGTON**  
**DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**

1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

December 3, 2025

Leon Lawson  
3816 Aberdeen Lake Rd.  
Aberdeen, WA 98520

**CONFIDENTIAL**  
**Personal Delivery &**  
**Electronic Delivery**

**Subject: Notice of Separation**

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Since you did not receive **five (5) working days'** notice of this separation as required, you will be compensated for the days of notice not provided.

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You may want to consider accessing the Employee Assistance Program (EAP). The EAP provides assistance with problem assessments, short-term counseling, and referrals for all types of personal issues. You may access the EAP by calling 1-877-313-4455 or visit their website at [www.eap.wa.gov](http://www.eap.wa.gov).

If you have questions regarding this action, you may contact me or Human Resource Operations Manager (HROM), Ashley Pedersen, at (360) 214-8686 or [ashley.pedersen@dcyf.wa.gov](mailto:ashley.pedersen@dcyf.wa.gov).

Respectfully,

*Kendrick Rochelle*

Kendrick Rochelle, Superintendent  
Harbor Heights  
Juvenile Rehabilitation

cc: Thomas Moore, Supervisor  
Human Resources  
Personnel File



STATE OF WASHINGTON  
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES  
1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

October 23, 2025

Leon A Lawson  
3816 Aberdeen Lake Rd  
Aberdeen, WA 98520  
dogconleon@yahoo.com

Dear Leon:

Personnel ID#: 20198341

Congratulations on your probationary appointment as a Juvenile Rehabilitation Office 2 (JRO2) at Harbor Heights/Stafford Creek, within the Juvenile Rehabilitation (JR) Division, with the Department of Children, Youth, and Families (DCYF), position number 71110500 / SC078-E-P. The effective date of your appointment is November 17, 2025.

In accordance with the provisions of the Washington Federation of State Employees (WFSE) Collective Bargaining Agreement (CBA), permanent status is achieved upon successfully completing a probationary period of six (6) consecutive months. The probationary period may be extended, not to exceed twelve (12) months and you will be notified in writing if that occurs. In addition, your probationary period will be extended on a day-for-a-day basis for any day(s) you are on leave without pay or shared leave, except for leave taken for military service. The Employer may separate a probationary employee at any time during the probationary period.

Pertinent details about your appointment are noted below:

<b>Salary:</b>	<b><i>\$5666.00 per Month, Range 48, Step L</i></b>
<b>Probationary Period:</b>	<b><i>Six (6) Months</i></b>
<b>Work Shift/Schedule:</b>	<b><i>Full-time; 10:00 pm – 8:00 am, Friday - Monday</i></b>
<b>Workweek Start Time:</b>	<b><i>Sunday, 12:00 AM</i></b>
<b>Workweek End Time:</b>	<b><i>following Saturday, 12:00 Midnight</i></b>
<b>Overtime Eligibility Designation:</b>	<b><i>Overtime Eligible (See Enclosure)</i></b>
<b>Periodic Increment Date:</b>	<b><i>November 17, 2031</i></b>
<b>Benefits Eligibility:</b>	<b><i>Eligible to receive Benefits (See Enclosure)</i></b>
<b>Retirement System:</b>	<b><i>PSERS</i></b>
<b>Premium Pays:</b>	<b><i>24/7 Facility Pay</i></b>
<b>Shift Differential Pay:</b>	<b><i>Yes - See statement below</i></b>
<b>Bargaining Unit:</b>	<b><i>Washington Federation of State Employees (WFSE)</i></b>
<b>Supervisor:</b>	<b><i>Thomas Moore</i></b>
<b>Supervisor Contact Info:</b>	<b><i>Phone: 360-537-2510</i></b> <b><i>Email: thomas.moore@dcyf.wa.gov</i></b>
<b>Official Workstation:</b>	<b><i>191 Constantine Way, Aberdeen WA 98520</i></b>

Employees in overtime eligible positions: (1) will be compensated at a rate of one and one-half times the regular rate of pay for any overtime hours worked (including any hours worked in excess of 40 in a workweek); (2) must obtain prior approval before working overtime except in emergency circumstances when prior approval is not practicable (in which case notice must be provided as soon as possible); and (3) are required to document the precise hours worked each day in the pay period.

Employees assigned to a 24/7 Institution will receive five percent (5%) Premium Pay calculated from their base salary. When an employee is on leave, medical, or not present at the facility (telework) they will not be eligible for this premium pay during that time frame.

In accordance with Article 42.19 Standard swing and graveyard shift employees are entitled to shift premium for all hours worked on shift. Shift premium for day shift employees is paid only for hours worked after 6:00 pm and before 6:00 am where additional pay is not being issued.

In this appointment you are enrolled in the *Public Safety Employee Retirement System*. Please refer to <https://www.drs.wa.gov/> for more information.

Your position is part of the above-cited Bargaining Unit and is covered by the CBA. Employees are responsible for initiating any changes to automatic payroll deduction directly related to moving from a represented to a non-represented position. Employees should contact the WFSE directly for any questions regarding union related fees/dues.

General appointment information is enclosed; please take time to carefully study this information. If you have questions concerning your appointment, please contact your Human Resource Representative, Doranna Perkins, at 360-522-2761 and/or [doranna.perkins@dcyf.wa.gov](mailto:doranna.perkins@dcyf.wa.gov).

Best wishes in your appointment.

Respectfully,



Kendrick Rochelle, Superintendent  
Harbor Heights  
Juvenile Rehabilitation

Enclosures: General Appointment Information  
Fair Labor Standards Act – Overtime Pay

cc: Thomas Moore, Supervisor  
Harbor Heights Timekeeping  
Personnel File

## Appointment Approval Request

### CANDIDATE/EMPLOYEE AND POSITION INFORMATION

Name of Candidate/Employee <b>LEON LAWSON</b>		Personnel ID Number (if applicable)	
Position Number <b>SC078-E-P</b>	Job Classification/Working Title <b>JUVENILE REHABILITATION OFFICER (2) ABERDEEN</b>		<input checked="" type="checkbox"/> WFSE <input type="checkbox"/> Non-Rep <input type="checkbox"/> SEIU 1199
Agency (Business Area) DCYF	Division/Work Unit/Official Duty Location <b>JR/Harbor Heights/Stafford Creek</b>	Recruitment Number (if applicable) <b>2025-00807</b>	
Effective Date* <b>11/17/2025</b>	End Date (For Non-Perm/Project/Acting)*	<b>*Notify HR office if either of these dates change</b>	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time ___%	Overtime Eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	100% Telework? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Shift Differential <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Work Schedule</b>	Start Time <b>10:00 PM</b>	End Time <b>8:00 AM</b>	Days off <b>TUE, WED, THUR</b>

### TYPE OF APPOINTMENT

*Consult With Your Local HR Rep To Complete This Section (check all that apply)*

<input checked="" type="checkbox"/> New Hire (Initial State Appointment) <input type="checkbox"/> Non-Permanent (WGS only) <input type="checkbox"/> On-call/Intermittent (WGS only) <input type="checkbox"/> Acting (WMS only) <input type="checkbox"/> Project (WGS/WMS only) <input type="checkbox"/> Seasonal/Cyclic <input type="checkbox"/> Reassignment <input type="checkbox"/> Rehire <input type="checkbox"/> Conversion to Permanent <input type="checkbox"/> Exempt <input type="checkbox"/> Interim (Exempt only) <input type="checkbox"/> Promotion	<input type="checkbox"/> Demotion <input type="checkbox"/> Transfer (Same Class/Same Pay Range) <input type="checkbox"/> Transfer (Different Class/Same Pay Range) <input type="checkbox"/> Layoff List <input type="checkbox"/> Permanent (no review period) <input type="checkbox"/> Dual Language Assignment Pay  <u>Review Period (if applicable)</u> <input checked="" type="checkbox"/> Probationary <u>6</u> months <input type="checkbox"/> Trial Service ___ months <input type="checkbox"/> Review Period (WMS only) __ months <input type="checkbox"/> Transition ___ months (used only in conjunction with certain layoff activities)	<input type="checkbox"/> In-Training ___ months 1 <sup>st</sup> level ___ months 2 <sup>nd</sup> level ___ months 3 <sup>rd</sup> level <input type="checkbox"/> Concurrent <input type="checkbox"/> Double-fill/Multi-fill <input type="checkbox"/> Under-fill <input type="checkbox"/> Other (explain):
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### JUSTIFICATION FOR NON-PERMANENT APPOINTMENT (check all that apply)

- Absence of a permanent employee
- Recruiting to fill a vacant position with a permanent appointment
- Address a short-term immediate workload peak or other short-term needs
- Not filling the position with a permanent appointment due to the impending or actual layoff of a permanent employee
- The nature of the work is sporadic and does not fit a particular pattern (on-call/intermittent)

### HIRING SUPERVISOR RECOMMENDATION

**Consult with your local [HR Representative](#) to discuss appropriate salary amount to ensure compliance with applicable rules and regulations.**

**Job offer may not be made until final approval from the appointing authority.**

Supervisor's Name (print) THOMAS MOORE	Supervisor's Job Title JRO3	Supervisor's Phone 360-537-2510
Currently employed with the state? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide status:	Personnel File Review (if applicable) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Currently in a non-permanent appt.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Background check completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Required education/credentials verified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		References checked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Current Salary Information (to be completed with HR; do not ask salary information from candidate.)</b>					
WGS Range:		WGS Step:		WMS/EMS Band:	
Current salary/hourly pay \$					
<b>JR Only</b>					
Fingerprint Complete? <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input type="checkbox"/> N/A If no, reason:		PREA Sexual Misconduct <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no, reason:		PREA Institution Employment/Services Disclosure <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no, reason:	
<b>Proposed Salary</b>					
Salary exception documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		WGS Range: <del>44-48</del>		WGS Step: L	
		Proposed salary/hourly pay <del>\$5137-\$5666</del>		Assignment Pay <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Note: Type of assignment pay: 24/7	
				Percentage of Increase: %	
Eligible for retirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Eligible for benefits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
I am requesting this action and have completed all required steps; candidate meets required competencies for the position.		<u>Keslyanne Burson</u> Hiring Supervisor's Signature			<u>10/21/25</u> Date
I have reviewed and I recommend approval (secondary review is recommended):		_____ Second Line Supervisor's Signature			_____ Date
<b>HUMAN RESOURCES REVIEW</b>					
Reviewed form for completeness and accuracy:		<u>Francesca Fonseca</u> HR Consultant/HR Manager Signature			<u>10/21/25</u> Date
<b>APPOINTING AUTHORITY REVIEW/APPROVAL</b> (Appointing authority is defined by <a href="#">WAC 357-01-025</a> and is delegated in accordance with <a href="#">WAC 357-04-090</a> )					
As appointing authority, I have reviewed and approve this requested action:		<u>Kendrick Rochelle</u> Appointing Authority's Signature			<u>10/21/25</u> Date

### Appointment Approval Request Form Instructions

1. Hiring supervisor or designee completes the CANDIDATE/EMPLOYEE AND POSITION INFORMATION section.
2. Hiring supervisor consults with local HR representative to complete the following sections:
  - a. TYPE OF APPOINTMENT.
  - b. JUSTIFICATION FOR NON-PERMANENT APPOINTMENT.
  - c. HIRING SUPERVISOR RECOMMENDATION (Salary information).
3. Hiring supervisor signs the HIRING SUPERVISOR RECOMMENDATION section and it is recommended that the second line supervisor reviews and approves the recommendation. Once completed forward the form to the local HR representative.

4. Local HR representative reviews the form for completeness and accuracy, provides consultation to the Appointing Authority, and forwards to the Appointing Authority.
5. Appointing authority forwards completed (signed) form to hiring supervisor, who then submits it to their local HR representative with the required documentation (hiring supervisor).
6. Local HR representative processes the appointment action.

Once the *Appointment Approval Request form* is completed and signed by all parties, electronically scan a copy to Human Resources for placement in the employee's electronic personnel file.

Re: Subject: Request for Personnel Records and Clarification on Probationary Separation – Potential Retaliation Concerns

---

From: Leon Lawson (dogconleon@yahoo.com)

To: ashley.pedersen@dcyf.wa.gov

Date: Monday, December 8, 2025 at 08:33 PM PST

---

Thank you for the prompt response and the attached personnel file on December 8.

To confirm: the file contains no performance evaluations, no written warnings, no disciplinary notes, and no emails or documentation supporting the December 3 “failed probation” separation.

I will include this production in my ongoing tort claim, federal filings, and whistleblower reports as evidence that no legitimate, non-pretextual basis for termination exists.

Leon Lawson

On Monday, December 8, 2025 at 03:56:42 PM PST, Pedersen, Ashley (DCYF) <ashley.pedersen@dcyf.wa.gov> wrote:

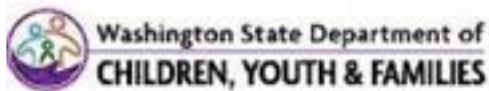
Good afternoon, Leon,

In response to your request below, attached is an electronic copy of your personnel file for your records:

For all other records requests, I have included our Public Disclosure Unit in my response to you for further partnership/processing.

Thank you,

**Ashley Pedersen** | HR Operations Manager  
Juvenile Rehabilitation – Green Hill, Headquarters, & Harbor Heights  
**Work Cell:** (360) 214-8686  
[Facebook](#) | [Twitter](#) | [YouTube](#) | [LinkedIn](#)



*This e-mail may contain confidential information, which is legally privileged. If you have received this e-mail in error, please notify me by return e-mail and delete this message. Any disclosure, copying, distribution or other use of the contents of this message is prohibited.*

**From:** Leon Lawson <dogconleon@yahoo.com>

**Sent:** Wednesday, December 3, 2025 3:03 PM

**To:** Pedersen, Ashley (DCYF) <ashley.pedersen@dcyf.wa.gov>

**Subject:** Subject: Request for Personnel Records and Clarification on Probationary Separation – Potential Retaliation Concerns

External Email

Dear Ashley Pedersen, HR Operations Manager, I am writing in response to the Notice of Separation dated December 3, 2025, from Superintendent Kendrick Rochelle, which separated me from my probationary appointment as Juvenile Rehabilitation Officer 2 (JRO2), position SC078-E-P/71110500, effective immediately. I believe this action may constitute reprisal or retaliation, potentially linked to my protected activities, including my ongoing political campaign for Washington's 6th Congressional District as a Trump Republican candidate, my prior whistleblower complaints, and my efforts to address policy gaps and unprofessionalism during training. To investigate this matter fully and prepare any necessary appeals or complaints, I am

formally requesting the following under WAC 357-22-040 and applicable public records laws (RCW 42.56):

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- Detailed written reasons for my separation, including any specific incidents, complaints, or performance issues cited (even though not required for probationary employees, this is essential to assess potential reprisal).
- Copies of all emails, memos, or communications related to my employment, training performance, or separation, including those involving Superintendent Rochelle, my supervisor Thomas Moore, or any trainers.
- Documentation of any policy gaps or procedural violations during my training, such as lack of structure, inconsistent authority, or failure to address unprofessionalism, which I raised and may have contributed to this decision.
- Confirmation of my compensation for the five (5) working days' notice not provided, as stated in the separation letter, including an itemized breakdown and expected payment date.

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Leon Lawson

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Aberdeen, WA 98584

[dogconleon@yahoo.com](mailto:dogconleon@yahoo.com): Kendrick Rochelle, Superintendent

Thomas Moore, Supervisor