



# WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

Susan L. Rahr, Executive Director

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19010 1st Avenue South • Burien, WA 98148 • Phone: 206-835-7300 • [www.cjtc.state.wa.us](http://www.cjtc.state.wa.us)

## CORRECTIONS OFFICER ACADEMY (COA) PRE-ACADEMY INSTRUCTIONS

### Day One Arrival:

Recruits lodging in the dormitories are required to check in at the front desk one day prior to the first day of class at **1400 hrs.** (Early check-in will not be allowed). If you are unable to check in at the time listed above, please contact Amy Mosley, Registrar at (206) 835-7299 or via email at [coaregistrar@cjtc.state.wa.us](mailto:coaregistrar@cjtc.state.wa.us) by **2:00PM** on the Thursday prior to check-in.

On the day one of the academy, recruits report to class at the time designated by the TAC Officer during the briefing held the day of the Physical Ability Test (PAT).

### Travel:

Travel prior to/during the academy will be the responsibility of the recruit and his/her agency.

### Housing:

Academy attendees whose "home agency" is in excess of forty (40) miles, as computed by the Commission, from the Criminal Justice Training Center are considered non-commuting attendees. These students are therefore eligible to receive lodging accommodations provided by the WSCJTC, as outlined in [RCW 43.101.200](#) (2). *"Except as otherwise provided in this chapter, the commission shall provide the aforementioned training together with necessary facilities, supplies, materials, and the board and room of non-commuting attendees for seven days per week."* The WSCJTC will notify students of such eligibility before academy attendance. If an eligible student declines lodging, or wishes to make alternative arrangements, such as residing with a family or friend, the WSCJTC must be notified as early as possible and before the session start date.

### Meals:

Full meal-services will be provided to recruits who are eligible for lodging. These services include breakfast, lunch, and dinner, Monday through Thursday, and breakfast and lunch on Friday.

### Smoking:

Smoking is prohibited in any building at the WSCJTC and any hotel or lodging accommodation provided by the Commission to any recruit of any Commission sponsored training program. Designated smoking areas are posted for students who smoke. This policy is strictly enforced.

**Attendance:**

Recruits are required to attend all sessions of the course except when absences are approved by the academy staff. Attendance and tardiness records will be maintained by the TAC Officer. Due to the short length of the Corrections Officer Academy, recruits can miss no more than 16 hours total of the 160-hour academy. Unexcused absences and excessive tardiness may result in dismissal from the academy. For absences due to sickness or emergencies, recruits are required to notify the TAC Officer, and his/her department, on the day of the absence prior to class time.

**Discipline:**

Discipline at the academy must, necessarily, be strict. Your conduct in and out of the classroom while attending this academy reflects on law enforcement in this community and in general. Please do nothing to degrade your agency and this profession, but seek every opportunity to enhance it.

**Responsibility for Injuries:**

Although the director and staff of the WSCJTC and instructors will at all times maintain a high degree of care for the safety of all persons attending the academy, it must, of course, be understood that neither the WSCJTC nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to recruits as a result of damage to their property through fire, theft, or other causes. Each recruit must understand that this training is at his/her own risk. Please review your own agency's policies & procedures for addressing and reporting on the job injuries.

**Telephone:**

Recruits should advise their families and departments how to reach them in the event of an emergency. Please have the caller identify the recruit by name and by class session number.

**Washington State Criminal Justice Training Commission**

Reception Desk/Information: (206) 835-7300  
(Staffed from 0730 to 1600, Monday - Friday)

During the hours of 1600-0730, and ***only in the event of an actual emergency***, call the King County Sheriff's Office at (206) 344-4080 (emergency number) advising them whom you wish to contact and a detailed message including your name, class number and call-back number.

**Mail:**

***For security, all mail not properly addressed may be opened by CJTC Staff***

**CONFIDENTIAL**

Recruit Name/Session #  
Basic Law Enforcement Academy  
C/O Criminal Justice Training Commission  
19010 1st Ave South  
Burien, WA 98148

**Attire & Equipment:** On the first day of class, each recruit is required to have the following:

- Black pants belt (plain or weave pattern)
- Black duty belt (leather or nylon) with cuff pouch, radio holster, flashlight holster
- Flashlight
- Two (2) white, short-sleeve T-shirts w/ last name printed in 2-inch black letters on front and back
- Two (2) navy blue shorts/sweatpants

**Because most defensive tactics training sessions will take place on mats or a rubberized, court-type floor, the following items are required. These items help to protect recruits and maintain state and federal guidelines for protection against blood-borne pathogens:**

- Two (2) white, long-sleeved “under armor” type rash guards
- Wrestling Shoes/Mat Shoes (no sharp edges)

**Bring enough of the following items for daily use:**

- Athletic supporter and cup (males)
- Fitted Sports bra (females)
- Black boots/shoes
- White crew neck t-shirts (for underneath uniform shirts)
- Plain black socks
- Plain white socks
- Cross-training/athletic shoes

**Highly Recommended:**

- Second pair of handcuffs
- Department authorized rain gear
- If a student wishes to wear a jacket, either of the following is acceptable:
  - Department-authorized jacket
  - Solid navy, forest green, plain brown, or the same shade of color as the department uniform jacket
- Laptop computer (personal or dept. issue) with Wi-Fi capability or wireless Internet
- Grip exerciser to prepare for firearms training
- Combination lock for gym locker

**Optional:**

- Focus mitts
- 14-oz. boxing gloves
- Forearm and Shin pads

**All uniform items and fitness clothing may be purchased at any of the following stores:**

**Blumenthal Uniforms and Equipment: (3 Locations)**

8610 Aurora Ave N	21621 Pacific Hwy S	1303 E. Howard Rd
Seattle 98103	Des Moines 98198	Spokane 99205
(206) 527-5277	(206) 878-5477	(509) 323-1104
(800) 537-5277	(800) 495-6265	(800) 777-3847
FAX: (206) 527-6160	FAX: (206) 878-5922	(800) 233-0629

**Kroesen's Uniform:**

1918 Minor Ave  
Seattle 98101  
(206) 622-3853

**Curtis Blue Line: (Seattle)**

629 So. Industrial Way  
Seattle, WA 98108-5230  
(800) 426-6633  
[www.curtisblueline.com](http://www.curtisblueline.com)

**Curtis Blue Line: (Tacoma)**

6902 6<sup>th</sup> Ave  
Tacoma, WA 98406  
(253) 566-2986  
[tacoma@curtisblueline.com](mailto:tacoma@curtisblueline.com)

*Purchase Information for MMA gear:*

[www.CombatSports.com](http://www.CombatSports.com); [www.TitleBoxing.com](http://www.TitleBoxing.com); [www.Ringside.com](http://www.Ringside.com); or similar outfitters

**Packing List:**

We provide a refrigerator, microwave, vending machine, washer and dryer. Furthermore for entertainment there is WiFi, TV and DVD player. Burien is a smaller city, but it has a variety of stores in close proximity in case you forget anything. The academy is only 15 minutes from downtown Seattle, where there is plenty to do on the weekends if you are not traveling.

**Room:**

- Personal Hygiene items
- Shower Shoes
- Polishing Kit
- Bedding for a twin bed or sleeping bag (Linens provided by the academy, but very basic)
- Laundry Bag/Collapsible Tote
- Laundry Soap/Dryer Sheets/Stain Remover/Bleach
- Pillow with washable pillow case

**Entertainment:**

- Laptop/Tablet
- DVD's
- Gym equipment
- Applicable charging cords for the above items

**Other:**

- Microwave-safe bowl/plate
- Utensils
- Refillable sports bottle (at least 24 oz.)