



WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

Susan L. Rahr, Executive Director

19010 1st Avenue South • Burien, WA 98148 • Phone: 206-835-7300 • www.cjtc.state.wa.us

BLEA RECRUIT PRE-ACADEMY INSTRUCTIONS

Day One Arrival:

Recruits lodging in the dormitories are required to check-in at the reception desk (Cascade Building) one day prior to the first day of class at 1400 hours, unless otherwise directed by the Registrar. If you are unable to report at the time listed above, please contact Amy Mosley, BLEA Registrar (206) 835-7299 or via email at blearegistrar@cjtc.state.wa.us.

On day one of the academy, recruits will report to classroom at the time designated by the TAC Officer during the briefing after the Physical Ability Test (PAT). Please store your gear and be seated to await further instruction.

Travel:

All travel prior to & during the academy will be the responsibility of the recruit and their agency.

Lodging:

Academy recruits whose sponsoring 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 recruits are therefore eligible to receive full meal service and lodging provided by WSCJTC, as outlined in RCW 43.101.200 (2). The Basic Training Division Registrar will notify the recruit's Training Officer of such eligibility prior to academy attendance. If an eligible student declines lodging, or wishes to make alternative arrangements, such as residing with a family or friend, please notify the Registrar as early as possible before the session start date.

Lodging recruits should carefully review "Appendix A" of the attached BLEA Recruit Rules and Regulations regarding their residency.

Meal Services:

Full meal-service 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.

NOTE: Meal reimbursement is available to recruits who do not wish to travel home on weekends or holidays. Please ask your TAC Officer for the necessary forms.

Smoking Policy:

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.

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.

Firearms (General): **These rules will be in effect while on campus:**

- At no time will firearms be left unattended in a vehicle.
- Firearms will be unloaded only at the designated load/unload stations. There are three load/unload stations on campus, one at the South entrance of Dormitory #3 and two and at the Range.
- Loaded handguns will be carried in a holster secured to the person.
- Unloaded handguns will be carried or transported either in a holster or in the OEM box or other security box.
- Handguns will be unloaded prior to storage in the gun lockers.
- No ammunition will be left in the gun lockers overnight or weekends.

In order for the Firearms Staff to provide the prerequisite instruction with respect to firearms storage and the rules governing firearms on campus; **agencies are encouraged NOT to send firearms or ammunition with their recruits during week one unless the recruit is driving a marked vehicle.** Although firearms are not required during the first few weeks of the recruit's training, we realize that some recruits will be required by agency policy to be armed when arriving on campus.

Armed recruits staying on campus or in a designated hotel:

For recruits lodging on campus: Facilities staff will issue dormitory gun lockers. These lockers are located on the first floor of Dormitory #3. Individual room keys will provide access to the gun locker room.

For recruits lodging at the hotel: Prior to check-in at the hotel, all recruits carrying firearms must report to the Academy (front desk) at 1400 hours. **For safety & security;** academy recruits will not be allowed to store firearms inside their vehicle or the hotel room.

***Please note; the Facilities staff are not instructors so is it imperative that agencies provide the prerequisite training to those arriving on campus with firearms to ensure the safe handling, transportation and unloading of their firearm.**

Armed recruits commuting daily:

When first arriving on campus, recruits will immediately contact a member of the Range or TAC Staff who will provide instructions for the unloading and storage of the firearm.

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. Unexcused absences and excessive tardiness may result in suspension or termination. 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. Recruits who are absent more than **3 business days (24 hours)** will be pulled from the current session.

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 law enforcement, but seek every opportunity to enhance it.

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 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 Number

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:

- Three (3) navy blue, 5.11 pants (TDU RIPSTOP or TACLITE TDU)
- Two (2) navy blue, short sleeve uniform shirts (Perma-Press twill material) w/department arm patches sewn on
- Baseball style cap (official department issue; if none available, then plain blue for officer recruits or plain brown or green for deputy recruits)
- Black pants belt (plain or weave pattern)
- Black duty belt (leather or nylon) with holster, magazine pouches, cuff pouch(es), OC spray pouch, baton/ASP holder (if carried by your department), radio holster, flashlight holster
- Ballistic vest
- Duty weapon and magazines w/ owner's manual (to be brought in when instructed).
- Set of handcuffs
- Baton/ASP (if carried by your department).
- LED Flashlight
- Three (3) white, short-sleeve t-shirts w/ last name printed in 2" **black** block letters on front chest and between the back shoulder blades.
- One (1) navy blue, long-sleeve sweatshirt w/ last name printed in 2" **white** block letters on front chest and between the back shoulder blades (no hood).
- Two (2) navy blue shorts

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
- Mouthpiece - (strapless/boil and bite is sufficient)
- Wrestling Shoes
- Patrol/Duty gloves

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
- Re-fillable sports water bottle **(at least 24 oz.)**

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

Blumenthal Uniforms and Equipment: (3 Locations)

Seattle:

8610 Aurora Ave N.
Seattle 98103
(206) 527-5277
(800) 537-5277
FAX: (206) 527-6160

Des Moines:

21621 Pacific Hwy S.
Des Moines 98198
(206) 878-5477
(800) 495-6265
FAX: (206) 878-5922

Spokane:

1303 E. Howard Rd.
Spokane 99205
(509) 323-1104
(800) 777-3847

Kroesen's Uniform:

1918 Minor Ave.
Seattle 98101
(206) 622-3853
(800) 233-0629

Curtis Blue Line: (Seattle)

629 So. Industrial Way
Seattle, WA 98108-5230
(800) 426-6633
www.curtisblueline.com

Curtis Blue Line: (Tacoma)

6902 6th Avenue
Tacoma, WA 98406
(253) 566-2986
tacoma@curtisblueline.com

Packing List:

There are plenty of accommodations for students when preparing for the academy. We provide a refrigerator, microwave, vending machine, washer and dryer. Furthermore for entertainment there is Wi-Fi, a big screen TV, DVD player, and satellite. 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

ARE YOU INTERESTED IN APPLYING FOR MILITARY EDUCATION BENEFITS (VA) WHILE ATTENDING THE ACADEMY?

If so, please contact Tisha Jones, our Veteran's Benefit Coordinator at tjones@cjtc.state.wa.us.

You can also find more information on our website at:

https://fortress.wa.gov/cjtc/www/index.php?option=com_content&view=article&id=356&Itemid=249