



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

BASIC LAW ENFORCEMENT ACADEMY RECRUIT INSTRUCTIONS

Day One Arrival: Recruits lodging at the Academy are required to check in at the reception desk one day prior to the first day of class at 1400 hrs. If you are unable to check in at this time, please contact the BLEA Registrar (206) 835-7299 or via email at blearegistrar@cjtc.state.wa.us by 1600 hrs. on the Thursday prior to check-in.

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

Travel: Travel will be the responsibility of the recruit and his/her agency.

Housing: Academy attendees whose 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 full meal service and lodging 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 Academy attendance.

Eligible live-in recruits should carefully review “Appendix A” of the enclosed Rules and Regulations regarding their residency. Linens will be provided, however it is highly recommended that recruits bring their own linen/blankets. WSCJTC will not provide towels, laundry soap, or toiletries. (See Recruit Packing List on page)

Meals: Full food-service will be provided to the eligible live-in recruits. These services include breakfast, lunch, and dinner, Monday through Thursday, and breakfast and lunch on Friday.
NOTE: *Meal reimbursement is available to Academy attendees that live and/or work in excess of 40 miles from the Commission, and reside in Commission housing for the entire period for which the meal reimbursement is claimed.*

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.

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 One, two 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.

Firearms:

(Transport/Safety): 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.**

Although firearms will NOT be 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. The following instructions are provided for recruits arriving on campus armed:

Armed recruits staying in the dormitory:

At the time of check-in, Facilities Staff will issue dormitory gun lockers. The dormitory gun lockers are located on the first floor of Dormitory One. Individual room keys will provide access to the gun locker room. The facility 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.

UNTIL INSTRUCTED; DO NOT BRING AMMUNITION TO THE ACADEMY

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 and will be reflected in written evaluations, which are provided to the agency head. 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 or the Academy sergeant, 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 law enforcement, 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.

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

7:30 a.m. to 4:00 p.m., Monday through 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 the caller wishes to contact and the message the caller wishes to leave.

Mail:

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

PERSONAL & CONFIDENTIAL

Recruit Name/Session Number

Basic Law Enforcement Academy

C/O Criminal Justice Training Commission

19010 1st Ave South

Burien, WA 98148

Supplies:

On the first day of class, each recruit is required to have the following:

- Dept. policy on pursuit
- Dept. policy on Use of Force
- Dept. policy on physical fitness
- Dept. policy on radio procedures
- Dept. policy on inventory of impounded vehicles
- Traffic accident template (*The Accident Investigation curriculum requires a **PICKETT brand template No. 1186i**. Bring this template or a comparable one.*)
- Note-taking materials
- Blank report forms:
 - Incident report/form
 - Evidence report/form
 - Property report/form
 - Statement report/form
 - Booking report/form

Highly Recommended:

- Laptop computer (personal or dept. issue) with Wi-Fi capability or wireless Internet

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, plain blue for officer recruits, or plain brown or green for deputy recruits)
- Black leather under-belt (plain or weave pattern)
- Black duty belt (leather or nylon) with holster, magazine pouches, cuff pouch(es), pepper spray pouch, baton/Asp holder (if carried by your department), radio holster, flashlight holster

Continued from previous page...

- Ballistic vest
- Duty weapon and magazines w/ owner's manual
- Set of handcuffs
- Baton/Asp (if carried by your department)
- Flashlight
- Three (3) white, short-sleeve T-shirts w/ last name printed in 2-inch black letters on front and back
- One (1) gray, long-sleeve sweatshirt w/ last name printed in 2-inch black letters on front and back (no hood)
- Two (2) navy blue shorts
- Foam grip exerciser to prepare for firearms training (no metal exercisers allowed)
- Combination lock for gym locker

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 keep within state and federal guidelines for blood-borne pathogens:

- Two (2) white, long-sleeved "under armor" type rash guards
- Mouthpiece - (strapless/boil and bite is sufficient)
- Wrestling Shoes
- Lightweight leather gloves
- Patrol/Duty or mechanic's 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/court shoes

Highly Recommended:

- Second pair of handcuffs
- Focus mitts
- 14-oz. boxing gloves
- Standard white hand towel (for use during C/DT)
- Forearm and Shin pads
- 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

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 wireless internet, 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.

Items that have been recommended by prior students are as follows:

Bathroom:

- Shampoo/Conditioner
- Body Wash/Soap
- Towels
- Shower Shoes/Flip Flops

Clothing:

- Agency uniform with boots
- Polishing Kit
- Civilian clothing for evenings and weekends

Room:

- Bedding for a twin bed and/or a sleeping bag
(The academy offers bedding but it's very generic)
- Laundry Bag
- Laundry Soap/Dryer Sheets/Stain Remover
- Pillow with washable pillow case

Entertainment:

- Laptop
- GPS (very helpful if you don't live locally)
- DVD's
- Books/Magazines
- Gym equipment
- Gaming System (big screen tv available)
- Applicable charging cords for the above items

Other:

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

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

Blumenthal Uniforms and Equipment: (Three Locations)

8610 Aurora Ave N Seattle 98103 (206) 527-5277 800-537-5277 FAX: 206-527-6160	21621 Pacific Hwy S Des Moines 98198 (206) 878-5477 800-495-6265 FAX: 206-878-5922	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
FAX: 206-233-0629

L.N. Curtis & Sons

629 So. Industrial Way
Seattle, WA 98108-5230
206-622-2875
800-426-6633
FAX: 206-622-2723

Purchase Information for MMA gear:

www.CombatSports.com; www.TitleBoxing.com; www.Ringside.com; or similar outfitters