



REQUEST FOR RECOGNITION OF BASIC RESERVE ACADEMY

NOTICE:

- Once your academy is approved an academy schedule is due **30 days prior to the start of the academy**. The academy hosting agency is responsible for maintaining the schedule per public disclosure law.
- Application Forms for the Basic Reserve Academy are due a minimum of **7 days before the start of your academy**. If applications are not received by our office by this time your academy ***will be cancelled***
- Proctors must be confirmed **30 days before the final comprehensive exam**.
- Notice of Hire forms for future reserve officers are due **21 days before the end of your academy**.
- The request for certificates for all recruits expected to complete the academy is due **21 days before the end of your academy**.

I acknowledge and understand the deadlines stated above.

Signature

Form CJ 1271
Revised:12/2015



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Washington State Criminal Justice
Training Commission
19010 1st Avenue South
Burien, WA 98148-2055
206-835-7300
Fax 206-835-7926

NAME OF ACADEMY	LOCATION	DATES <i>Orientation Date to Graduation Date</i> From: To:
NAME & RANK OF ACADEMY COMMANDER	AGENCY	WORK PHONE & EMAIL ADDRESS

INSTRUCTIONAL BLOCK	MINIMUM HOURS	REQUIREMENT	PROJECTED NUMBER OF HOURS	INSTRUCTOR'S RANK & NAME (first and last)	INSTRUCTOR QUALIFICATION
Academy Commander's Time	2 Hours	Performance Objectives			
Communication Skills/ Report Writing	12 Hours	Performance Objectives			
Comprehensive Final	3 Hours	Performance Objectives			Administered by WSCJTC approved proctor
Criminal Investigation	13 Hours	Performance Objectives			
Criminal Law	18 Hours	Performance Objectives			It is RECOMMENDED that this course be co-instructed by a prosecutor/deputy prosecutor and a Washington State certified peace officer with significant patrol, training, and teaching experience (i.e FTO/PTO/Former Academy Instructor)
Criminal Procedures	28 Hours	Performance Objectives			

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Crisis Intervention	21 Hours	Performance Objectives			
Cultural Diversity	4.5 Hours Emotional Intelligence 1.5 hours Community Expectations 1 hour Diversity/Biased-based Policing 2 hours	Performance Objectives			
Ethics	3 Hours	Performance Objectives			
Defensive Tactics	20 Hours	Performance Objectives			Instructor must have successfully completed WSCJTC #2071 – Control Tactics – Level One Instructor
EVOC	12 Hours (Classroom) 8 Hours (Practical)	Performance Objectives			Instructor must have successfully completed WSCJTC #2021 – EVOC Instructor Basic after July 2007 or be otherwise approved by WSCJTC
Firearms	6 Hours (Classroom) 24 Hours (Range & Qualification)	Performance Objectives			Taught by an approved WSCJTC 2011-Firearms Level 1 Instructor (Handgun) or otherwise approved by WSCJTC
Mock Scenes	11 hours	Building Searches Traffic Stop Felony Stop Field Interview			
Patrol Procedures	34 Hours	Performance Objectives			
Radio Procedures	1 Hour	Performance Objectives			

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INSTRUCTIONAL BLOCK	MINIMUM HOURS	REQUIREMENT	PROJECTED NUMBER OF HOURS	INSTRUCTOR'S RANK & NAME (first and last)	INSTRUCTOR QUALIFICATION
Traffic	26 Hours (Classroom & Presentations)	Performance Objectives			
Use of Force	3 Hours	Performance Objectives			
First Aid	Pre-requisite	Verification of Basic First Aid Card with CPR certification			Taught by a certified instructor or otherwise approved by WSCJTC
ACCESS	As mandated by WSP	Optional Course			Taught by a instructor authorized by Washington State Patrol
Total Hours	249.5 – Without ACCESS				

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In addition to those requirements set forth above, each student must successfully complete a comprehensive final examination, administered by the WSCJTC, as a pre-requisite to receiving a reserve certificate. Such examination will be based upon the student performance objectives and should be administered after all instruction has been provided.

Please complete the following to ensure timely and proper test administration. The **TEST DATE** must be at least one week prior to the **GRADUATION** date and the examination will be administered by a proctor authorized by the WSCJTC

TEST DATE	Graduation Date	NUMBER OF STUDENTS ATTENDING ACADEMY	TEST TIME ALLOW UP TO 3 HOURS
			From: To:

LOCATION (ADDRESS) OF CLASSROOM	REQUEST ACADEMY TO BE POSTED ON CJTC WEBSITE	COST TO PARTICIPATE (IF ANY)
	Yes: No:	

PRINT NAME OF REQUESTOR 	COMMISSION USE ONLY Approved: <input type="checkbox"/> Disapproved: <input type="checkbox"/> PROCTOR ASSIGNED _____ ACADEMY NOTIFIED _____ SESSION NUMBER ASSIGNED _____
SIGNATURE OF REQUESTOR 	
AGENCY OF REQUESTOR 	
DATE 	