



# Washington State Criminal Justice Training Commission

## Basic Law Enforcement Academy Burien, Washington



### APPLICANT P.A.T. & ACADEMY INSTRUCTIONS

#### **Fitness Testing:**

Applicants, along with an agency representative, must report to the **Olympic Building**, on the date stated in the acceptance letter, for fitness testing at the Washington State Criminal Justice Training Commission (WSCJTC), 19010 1<sup>st</sup> Ave S, Burien. **There may be satellite fitness testing available in Ellensburg. The dates for Ellensburg are not enclosed; you must notify the Commander's Assistant at 206-835-7299 if choosing other than the Burien location.**

Applicants will present the following forms on the said day of the PAT:

- Form CJ 1251 – Statement of Fitness for Participation in Physical Training
  - Form CJ 1252 – Criminal Records Check
  - Form CJ 1253 – Student Liability Release
  - Form CJ 1254 – Student Master Record Input
  - Form CJ 1110 – Notice of Officer Hire/Termination (If the applicant has been hired)
- In addition, applicants must bring their **own** copy of the Student Rules and Regulations. This document can be downloaded at <http://www.cjtc.state.wa.us/classes/0100.htm>.

**Applicants without a completed Statement of Fitness Form will not be allowed to test.** Those who fail this test, or need medical attention while participating in the testing, will not be allowed to attend the Academy. *If the agency wishes to enroll the candidate again, a new application must be submitted for enrollment into a future Academy.*

#### **Fitness Uniform:**

Each applicant will be in the correct uniform for fitness testing. The fitness uniform is navy blue shorts and/or gray sweatpants, white crew neck T-shirt and/or gray sweatshirt, white socks, and Cross-training/athletic/running shoes. *Last names should be printed on T-shirts and gray sweatshirts in two-inch iron-on black lettering.* **NOTE: If applicants are in the wrong uniform, the applicant may be sent home.**

#### **Travel:**

Travel will be the responsibility of the recruit or his/her department.

#### **Housing:**

Academy students whose home agency is in excess of forty (40) miles, as computed by the Commission, from the Criminal Justice Training Center are considered noncommuting attendees. These students are therefore eligible to receive full meal service and lodging as 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 noncommuting attendees for seven days per week.”* The WSCJTC will notify students of such eligibility before Academy attendance. If an eligible student declines live-in status, or wishes to make alternative arrangements, such as residing with 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. Linen will be provided, however it is highly recommended that recruits bring their own linen/blankets. Recruits are required to provide their own towels, laundry soap, and toiletries.**

**THESE INSTRUCTIONS MUST BE KEPT FOR THE RECRUIT'S NOTEBOOK**

**Live-in recruits will receive dorm keys and meal ticket during WSCJTC Firearms Orientation/Check-in Day. If you have questions related to check in, please contact the Commander's Assistant at (206) 835-7299 by 4:00 p.m. on the Thursday prior.**

**Day One Arrival:** 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). All satellite fitness candidates need to contact the Commander's Assistant at (206) 835-7299 for designated time.

**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 and** Agencies are encouraged NOT to send firearms or ammunition with their recruits during week one in order for the firearms staff to provide the prerequisite instruction with respect to firearms

**Storage:** storage and the rules governing firearms on campus.

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 on Sunday afternoon, 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 Monday morning, 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 TOLD TO DO SO, DO NOT BRING AMMUNITION TO THE ACADEMY--**

**Smoking:** Smoking is prohibited in any building at the WSCJTC and any motel or lodging accommodation provided by the Commission to any recruit of any Commission sponsored training program.

**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 100 miles from the Training Center, and reside at Commission housing for the entire period for which meal reimbursement is claimed.*

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**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  
206-835-7300/7331/7299  
7:00 a.m. to 5:00 p.m., Monday through Friday

During the hours of 5:00 p.m. through 7:00 a.m., and ***only in the event of an actual emergency***, call the King County Sheriff's Office at 206-344-4080 (an emergency number) advising them whom the caller wishes to contact and the message the caller wishes to leave.

**Mail:**

Incoming mail, if mail is not addressed as follows it is possible the mail may be opened:

**PERSONAL & CONFIDENTIAL**

Recruits Name  
Session (Session Number), Basic Law Enforcement Academy  
C/O Criminal Justice Training Commission  
19010 1st Ave South  
Burien, WA 98148

**Supplies:**

**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 Class 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:**

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

## **Attire & Equip.:**

### **First day of class, each recruit is required to have the following:**

- (3) Navy blue, 5.11 pants (TDU RIPSTOP or TACLITE TDU)
- (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
- Ballistic vest
- Duty weapon and magazines w/ owner's manual
- Set of handcuffs
- Baton/Asp (if carried by your department)
- Flashlight
- (3) White, short-sleeve T-shirts w/ last name printed in 2-inch black letters on front and back
- (1) Gray, long-sleeve sweatshirt w/ last name printed in 2-inch black letters on front and back (no hood)
- (2) Navy blue shorts
- Foam grip exerciser to prepare for firearms training (no metal exercisers allowed)
- Combination padlock 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:**

- (2) White, long-sleeved "under armor" type rash guards
- Mouthpiece - (strapless/ Boil and bite is in sufficient)
- Wrestling Shoes
- MMA Gloves
- Patrol/duty gloves or non-padded bag gloves

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

- Athletic supporter and cup (males)
- 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
- Elbow pads
- Kneepads
- Focus mitts
- 16-oz boxing gloves (8 ounce "puffy")
- Standard white bath towel (to be used during PT/DT)
- Shin pads
- Department authorized rain gear

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- Jacket – 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

*Purchase Information:* 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

**Brodsky's Uniforms and Equipment**

1202 Pacific Ave  
Tacoma 98402  
253-272-3530  
FAX: 253-272-8003

**Kroesen's Uniform**

1918 Minor Ave  
Seattle 98101  
206-622-3853  
800-233-0629  
FAX: 206-233-0629

*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

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