



## 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.

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Signature

Form CJ 1271  
Revised 12/2017



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

<b>NAME OF ACADEMY</b>	<b>LOCATION</b>	<b>DATES</b> <i>Orientation Date to Graduation Date</i>  <b>From:</b> <span style="float: right;"><b>To:</b></span>
<b>NAME &amp; RANK OF ACADEMY COMMANDER</b>	<b>AGENCY</b>	<b>WORK PHONE &amp; EMAIL ADDRESS</b>

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			
Criminal Investigation	13 Hours	Performance Objectives			
Criminal Law	18 Hours	Performance Objectives			It is <b>RECOMMENDED</b> 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 <small>Emotional Intelligence 1.5 hours Community Expectations 1 hour Diversity/Biased-based Policing 2 hours</small>	Performance Objectives			
Ethics	3 Hours	Performance Objectives			
Defensive Tactics	20 Hours	Performance Objectives			Instructor must have successfully completed Level 1 Defensive Tactics and recertified within 3 years of last certification. If your DT Instruction includes Strikes, or Baton Usage, your instructor must be at least level 2, and have additional Baton Instructor certification and or recertification within 3 years of last certification. A Master Instructor Certification is also accepted as long as the MI has recertified with 3 years of the last certification.
EVOG	12 Hours (Classroom) 8 Hours (Practical)	Performance Objectives			Instructor must have attended either a WSCJTC sponsored, or WSP sponsored (hosted) EVOG course. Proof of attendance at the WSP course may be required as some certificates do not show on records.
Firearms	6 Hours (Classroom) 24 Hours (Range & Qualification)	Performance Objectives			Instructor must have successfully completed Level 1 or Level 2 handgun instructor training and has recertified within 3 years of the last certification. If shotgun is taught during this course, your instructor must have successfully passed the CJTC Shotgun Instructor course and recertified within 3 years of the last certification. The same applies for Rifle. If Rifle is taught during the Reserve Academy, your instructor must have at least Rifle, level 1 instructor certification, and recertified within 3 years of the last certification.

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INSTRUCTIONAL BLOCK	MINIMUM HOURS	REQUIREMENT	PROJECTED NUMBER OF HOURS	INSTRUCTOR'S NAME (First and Last) RANK AND AGENCY	INSTRUCTOR QUALIFICATION
Mock Scenes	11 hours	Building Searches Traffic Stop Felony Stop Field Interview			
Patrol Procedures	34 Hours	Performance Objectives			
Radio Procedures	1 Hour	Performance Objectives			
Traffic	26 Hours (Classroom & Presentations)	Performance Objectives			
Use of Force	3 Hours	Performance Objectives			
First Aid	<b>Pre-requisite</b>	Verification of Basic First Aid Card with CPR certification			
ACCESS	As mandated by WSP	Optional Course			
<b>Minimum Mandated Total Hours</b>	<b>249.5 – Without ACCESS</b>	<b>TOTAL PROJECT AGENCY HOURS</b>			

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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:      AM/PM To:         AM/PM

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

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