Important: Only agency training managers/officers can submit the application for Independent Investigation Team Qualified Lead Investigator Certification in the WSCJTC Acadis Portal.

Requesting Certification in the WSCJTC Acadis Portal Opening Steps:

Login into the WSCJTC Acadis Portal: https://wscjtc.acadisonline.com/

Go to Personnel Tab > See a List of Personnel.

Go to the applicant's name and click the three buttons at the far right.

Choose "Request Certification".

In the drop down, select "IIT Qualified Lead Investigator". The issue date defaults to today's date, and you can leave it as the default.


Click "Continue".

You will land on the "1. Personal Information" page. There is NO need to make any changes to this page.

Click "Continue".

The next page is "2. Guidelines" that outlines the guideline/requirements for the application process. Read through it carefully in the WSCJTC Acadis Portal.
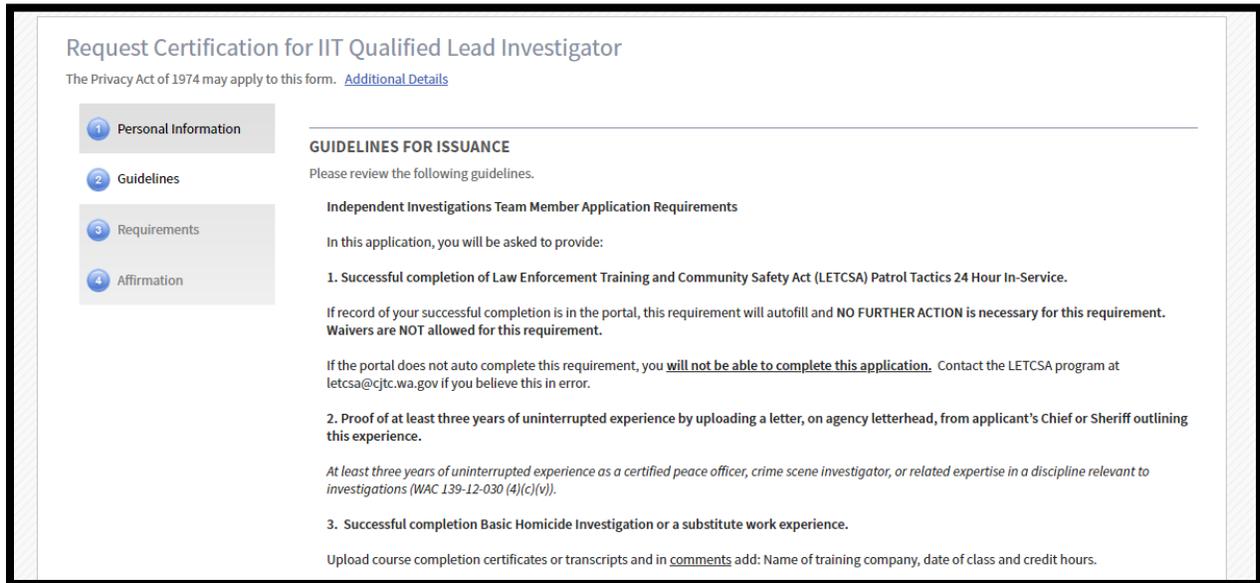
For full description of requirements download: Requirements for Obtaining Lead Investigator Certificate
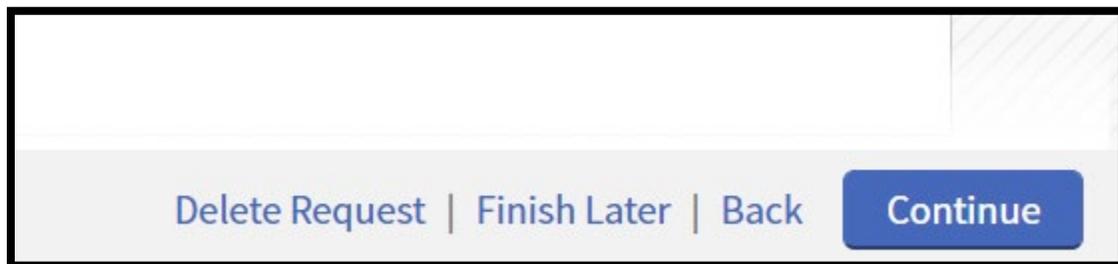
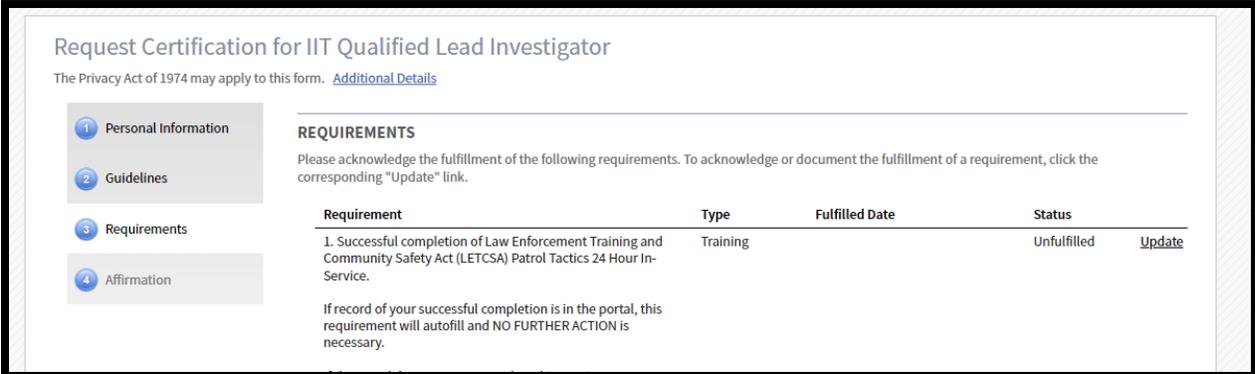<u>The Page 2: Independent Investigations Team Member Application Guidelines:</u>

1. Successful completion of Law Enforcement Training and Community Safety Act (LETCSA) Patrol Tactics 24 Hour In-Service.
    a. The WSCJTC Acadis Portal marks this as fulfilled AUTOMATICALLY.
    b. It is REQUIRED that it is fulfilled AUTOMATICALLY. If it does not, then contact the LETCSA program at letcsa@cjtc.wa.gov and save the application for later.
    c. Waivers are NOT allowed.
    d. NO EXCEPTIONS.
2. Proof of at least three years of uninterrupted experience by uploading a letter, on agency letterhead, from applicant's Chief or Sheriff outlining this experience.
    a. This will require a document upload.
3. Successful completion Basic Homicide Investigation or a substitute work experience.
    a. This will require a document upload.
    b. This will require a comment in the comment link.

      c. If you do not have this requirement, you can submit work experience as a substitute (See requirement 5) This will require a comment in the comment link and the use of the waiver request.

4. Successful completion of Interviewing and Interrogation or substitute work experience.
      a. This will require a document upload.
      b. This will require a comment in the comment link.
      c. If you do not have this requirement, you can submit work experience as a substitute (See requirement 5) This will require a comment in the comment link and the use of the waiver request.

5. (Optional) Substitute Work Experience for training requirements
      a. If you do not have this requirement, you can submit work experience as a substitute (See requirement 5) This will require a comment in the comment link and the use of the waiver request.
      b. This requires a document upload if you waived #3 and/or #4
      c. This requires a comment in the comment link, if you waived #3 and/or #4 or you are using this requirement

6. Submit the applicant's IIT Team from the list.

When you're ready to continue, click "Continue".

How to Fulfill All IIT Certification Requirements with Screenshots

The next page is "3. Requirements" page. This is where you upload the documents and fulfill all the requirements for the certification.

IMPORTANT NOTE REGARDING REQUIREMENTS:

1) Requirement #1 MUST be auto fulfilled by Acadis. (See screenshots below).
2) Requirements #2, 3 & 4 require document uploads. (See screenshots below).
      a. If you don't meet the requirement, then you MUST use Requirement #5.
      b. Then add a "Clarifying Other Comment" and Waive the requirement.
3) Requirement #5 MUST be waived, and comment is required, if you don't meet the requirements for 2, 3 & 4 OR upload your documents for consideration of Requirement #5 (See screenshots below).

Details on Updating Application Requirements with Screenshots

. If your Requirement #1 does not auto fulfill by Acadis, STOP. Email the LETCSA Program at letcsa@cjtc.wa.gov. Your application will be rejected if this is not auto fulfilled.

Requirement	Type	Fulfilled Date	Status	
1. Successful completion of Law Enforcement Training and Community Safety Act (LETCSA) Patrol Tactics 24 Hour In-Service. If record of your successful completion is in the portal, this requirement will autofill and NO FURTHER ACTION is necessary. If the portal does not auto complete this requirement, you will not be able to complete this application. Contact the LETCSA program at letcsa@cjtc.wa.gov if you believe this in error. WAIVERS are NOT allowed for this requirement.	Training	03/24/2020 by Acadis System	Auto-Fulfilled	Update

Requirements 2, 3 & 4 all require a document upload. To fulfill these requirements, click "Update" in the upper right-hand corner of each requirement and follow the prompts.

2. Proof of at least three years of uninterrupted experience in law enforcement. At least three years of uninterrupted experience as a certified peace officer, crime scene investigator, or related expertise in a discipline relevant to investigations (WAC 139-12-030 (4)(c)(v)). IMPORTANT: Waivers are not allowed for this requirement and will cause application to be rejected. Rejected applications will need to be submitted again. INSTRUCTIONS AND REQUIRED DOCUMENTS: 1. Document must be saved as one (1) file. 2. Include applicant's name in the file name. 3. Save the document as a .pdf. Do not upload a .docx format. 4. Upload a letter from applicant's employing agency on department letterhead, signed by the Chief or Sheriff outlining applicant's 3 years of uninterrupted experience.	Document	Unfulfilled	Update

Click "Attach a Document".

Document

REQUIREMENT

2. Proof of at least three years of uninterrupted experience in law enforcement. At least three years of uninterrupted experience as a certified peace officer, crime scene investigator, or related expertise in a discipline relevant to investigations (WAC 139-12-030 (4)(c)(v)). IMPORTANT: Waivers are not allowed for this requirement and will cause application to be rejected. Rejected applications will need to be submitted again. INSTRUCTIONS AND REQUIRED DOCUMENTS: 1. Document must be saved as one (1) file. 2. Include applicant's name in the file name. 3. Save the document as a .pdf. Do not upload a .docx format. 4. Upload a letter from applicant's employing agency on department letterhead, signed by the Chief or Sheriff outlining applicant's 3 years of uninterrupted experience. ❓ Instructions

DOCUMENTATION OF FULFILLMENT

Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

Attach a document | Provide other clarifying comments

Click "Choose File", search for the file and upload.

Attach document and click "Attach".

Once it is upload, you will find the file here:

Once your document is attached, you MUST choose the second choice here before you submit it. Otherwise, it will remain unfulfilled.

If Requirement #5 is not needed, you will need to waiver it to move forward. Click "Update" and choose "Provide clarifying comments" in the lower right-hand corner.

Document

REQUIREMENT

5. Substitute Work Experience for training requirements. If you cannot meet the requirements of Requirements 3 and/or 4, substitute work experience for the minimum initial training requirements applicants will be considered. All applicants need: o Two or more years of relevant criminal investigation experience To have Substitute Work Experience considered upload a letter from Chief or Sheriff on agency letterhead that includes: o Name of investigative unit o Start and end dates in investigative unit o Applicant's title in unit o Please list applicant's main responsibilities in the unit (e.g., recommend charges, write search warrants, conduct interviews and/or interrogations, process crime scenes, etc.) IMPORTANT: If you met Requirements 3 and 4, wave this requirement and in the required comments add "Meet Requirements 3 and 4". ℹ️ Instructions

DOCUMENTATION OF FULFILLMENT

Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

Attach a document | Provide other clarifying comments

Change Clarifying Comments

Clarifying Comments

Met all other requirements.

ℹ️ 27 of 2000 characters allowed.

Cancel   **Save**

Choose "Request Waiver" or this last requirement when you do not use it.

Chose "The requirement has been met or exceeded" if you need to use this requirement because you waived one or all the others.

FULFILLMENT

○ I want to **finish later**

○ **The requirement has been met or exceeded** (requires information above)

⦿ **Request waiver** (requires clarifying comments above)

Requirement #6, check the correct IIT Team from the list.

Choose "The requirement has been met or exceeded."

When all requirements are filled, choose "Continue".

The next page is the following affirmation

APPLICANT AFFIRMATION

By completing this for your officer, you affirm the above information is true and correct. You understand that falsification of information on this document is a violation under WAC 139-12 and may constitute action to revoke your and your officer's peace officer certification.

🔘 All requirements for this certification or license have been met, and the applicant attests that the above statements are true

⚪ Not all requirements for this certification or license have been met by the recipient

CRIMINAL OFFENSE DECLARATION

🔘 The recipient has NOT been charged with or convicted of a criminal offense*

⚪ The recipient has been charged with or convicted of a criminal offense*

* excluding minor traffic violations and criminal offenses expunged by a court

When you're ready to submit, click "SUBMIT".

SAVING AND/OR DELETING AN APPLICATION:

At any stage, you can save or delete the application.

<u>Delete</u> – will delete everything about the application and you will start from scratch if you change your mind.

<u>Finish Later</u> – at any point, you can save the application. To access the application again:

1) You will take the same steps to start an application.
2) Choose the person's name.
3) Choose to "Request application".
4) Choose IIT Qualified Lead Investigator
5) Click through the screens to the requirements and complete them.

<u>NOTE</u>: An application CANNOT be edited once it is submitted. There can be no portal or administrative changes once submitted.

<u>NOTE</u>: Program administrators (WSCJTC Staff) cannot see an application that is saved. They can only see it after it is submitted. They also cannot edit a submitted application.

⚠ Once submitted, this application is final and cannot be edited. ✖

Delete Request | Finish Later | Back   **Submit**

If you have questions about the application and/or requirements, please contact the LETCSA program at letcsa@cjtc.wa.gov.

If you are having technical difficulties, please contact the WSCJTC Help Desk at lms@cjtc.wa.gov.