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| **APPLICANT INFORMATION** | | |
| Name: | | Date: |
| Current Employer: | | Email: |
| Date assigned to Independent Investigation Team: | | Cell phone: Desk phone: |
| Name of Independent Investigation Team: | | Your title and responsibilities on IIT: |
| Is there any history of dishonorable behavior? Reference **(**[**WAC 139-12-030 (4)(c)(vi)**](https://apps.leg.wa.gov/wac/default.aspx?cite=139-12-030) | | |
| **IIT QUALIFIED LEAD INVESTIGATOR CERTIFICATE REQUIREMENTS** | | |
| *To apply for an IIT Qualified Lead Investigator Certificate, please provide proof of the following:* | | |
| **Requirement 1:**  **Required Documents:** | 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](https://apps.leg.wa.gov/wac/default.aspx?cite=139-12-030) [(4)(c)(v)](https://apps.leg.wa.gov/wac/default.aspx?cite=139-12-030)).  Letter from applicant’s employing agency on department letterhead, signed by the Chief or Sheriff. | |
| **Requirement 2:**  **Required Documents:** | Successful completion of the following training classes:   * Basic Homicide Investigation * Interviewing and Interrogation * Law Enforcement Training and Community Safety Act (LETCSA) [Patrol Tactics 24 Hour In-Service](https://cjtc.wa.gov/training-education/patrol-tactics-24-hour-in-service)   Course completion certificates or transcripts  **-OR-** | |
| **If requesting a waiver for training:**  **Required Documents:** | Applicants with two years or more of relevant, full-time criminal investigative work experience may substitute their work experience for the Basic Homicide Investigation and/or Interviewing and Interrogation classes. Applicants are still required to successfully complete the LETCSA  Patrol Tactics 24 Hour In-Service.  Letter from applicant’s employing agency on department letterhead, signed by the Chief or Sheriff, attesting to work experience, number of investigations and role, and any additional training records. | |
| **APPLICATION MATERIALS ATTACHED** | | |
| Proof of at least three years of uninterrupted experience  **Date of hire:**  Basic Homicide Investigation  Name of company or agency that provided training: Dates of class:  Credit hours: | | |

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| Substitute work experience (**See option below**)  Interviewing and Interrogation  Name of company or agency that provided training: Dates of class:  Credit hours:  Substitute work experience (**See option below**)  LETCSA Patrol Tactics 24 Hour In-Service | |
| **To substitute work experience for training:**  Two or more years of relevant, full time criminal investigative work experience.  Name of investigative unit:  Start and end dates in investigative unit:  Your title in unit:  Please list your main responsibilities in the unit, (e.g. recommend charges, write search warrants, conduct interviews and/or interrogations, process crime scenes, etc.):  Further information may be requested if relevancy of experience is not clear. | |
| **WSCJTC PROGRAM MANAGER ONLY** | |
| **Proof of at least three years of uninterrupted experience:**  Letter from Chief or Sheriff Other: | |
| **Proof of Basic Homicide Investigation:**  Course completion certificate Outline of course curriculum Chose to substitute work experience: | |
| **Proof of Interviewing and Interrogation:**  Course completion certificate Outline of course curriculum Chose to substitute work experience: | |
| **Proof of LETCSA Patrol Tactics 24 Hour In-Service:**  LETCSA Patrol Tactics 24 Hour In-Service course completion certificate | |
| **Recommendation:**  Award the named applicant an IIT Qualified Lead Investigator Certificate  Do not award the named applicant an IIT Qualified Lead Investigator Certificate Reason for denial:  Action taken to notify applicant: | |
| Program Manager signature: | Date: |

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| **DIVISON Manager ONLY** |
| I agree with the above recommendation:  Award IIT Qualified Lead Investigator Certificate  I disagree with the above recommendation:  Not awarded an IIT Qualified Lead Investigator Certificate  Reason for denial:  Action taken to notify applicant: |
| Division Manager signature: Date: |