



# CJTC BASIC RESERVE LAW ENFORCEMENT ACADEMY

QUICK START GUIDE

# Getting Started

- Deciding to hold a Basic Law Enforcement Reserve Academy should not be taken lightly. Your job of teaching and shaping everyday citizens into a voluntary Law Enforcement professionals is a serious endeavor.
- Give yourself AMPLE preparation Time before and after submitting the required documentation to avoid pressure and stressful situations. Take the time to put together a teaching team. Organization is key to a successful academy.

# REQUIRED DOCUMENTS and TIME-LINES

## 90 DAYS BEFORE

- FORM CJ1271 - Application for Recognition of Reserve Academy due
  - This form must be complete
    - All instructors must be assigned to their specific tasks
    - teaching hours must be included.
  - This gives ample time for the CJTC Reserve Program Manager to research assigned instructors and for the Reserve Academy Commander to resolve any issues with instructors or conflicts.

# REQUIRED DOCUMENTS and TIME-LINES

## 30 DAYS BEFORE

- **CLASS SCHEDULE due**
  - **This form must be complete**
    - **This will break down when each module will be taught, hours of teaching and who will be teaching the class.**
  - **This gives ample time for the program manager to review the proposed schedule and provide guidance or request change in placement of certain modules or testing.**

# REQUIRED DOCUMENTS and TIME-LINES

## 7 DAYS BEFORE

- FORM CJ1270 – Application for Reserve Academy
  - This form must be completed by the hiring agency and forwarded to the reserve academy commander for signature.
  - CRIMINAL HISTORY AND FINGERPRINTS MUST BE COMPLETED
- Completed forms are then scanned and emailed to CJTC Reserve Program Manager at least 7 days prior to start of academy to allow time to research each prospective reserve candidate.

# NOTE

NO OTHER FORMS ARE REQUIRED AT THIS  
TIME TO GET YOUR ACADEMY STARTED

(Continue to see when other forms are due)

# CJ1273 -TERMINATION FROM ACADEMY FORM

- This form is REQUIRED if:
  - You have submitted an Application for Reserve Academy to CJTC, and
  - A recruit leaves for ANY REASON – Even a voluntary withdrawal, and
  - A recruit leaves at ANY TIME – Even if the academy has not yet started.
- This form is to be completed by the ACADEMY COMMANDER



# CJ1903-NOTICE OF HIRE FORM

- This form is completed by the hiring agency and must be submitted to CJTC no later than 21 days before the proposed end of the academy.
- We suggest that the Academy Commander collect these forms from each agency to scan and email them to us here, but it is just an option (It does help keep the paperwork organized).
- Nothing stops individual agencies from completed this form earlier.
- NOT required prior to the start of the academy

# CJ1902-NOTICE OF SEPARATION FORM

- This form is only required if a CJ1903 form has already been submitted to CJTC.
- This form is completed by the hiring agency and must be submitted to CJTC no later than 15 after separation.
- This form is NOT completed by the Academy Coordinator
- It is required ANY time a reserve officer separates from their agency.

For a more comprehensive explanation of each topic, and to review all controlling W.A.C. and R.C.W statutes, please refer to the Basic Reserve Academy Resource Guide found in your BOX.com materials.