



WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

Independent Investigation Team Qualified Lead Investigator Requirements for Obtaining IIT Lead Investigator Certificate

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| Purpose: | The Independent Investigation Team (IIT) Qualified Lead Investigator Certificate was created after WAC 139-12 went into effect on January 5, 2020. The goal is to ensure those assigned to a lead investigator role for an IIT meet all training and experience requirements. |
| Process: | <ul style="list-style-type: none"> <input type="checkbox"/> Provide proof of at least three years of uninterrupted experience as a certified peace officer, crime scene investigator, or related expertise in a discipline relevant to investigations. The applicant must also be employed at a member agency of an IIT. <input type="checkbox"/> Provide proof of successful completion of: <ul style="list-style-type: none"> • Basic Homicide Investigation • Interviewing and Interrogation (Preferably a trauma-informed interview class) • LETCSA 24-hour Patrol Tactics In-Service Course <input type="checkbox"/> The applicant’s employing agency will submit the application and required materials for review in Acadis. <input type="checkbox"/> If approved, a certificate will be emailed to the applicant. |
| Proof: | <ul style="list-style-type: none"> <input type="checkbox"/> Provide proof of at least three years of uninterrupted experience as a certified peace officer, crime scene investigator, or related expertise in a discipline relevant to investigations: <ul style="list-style-type: none"> • A letter of recommendation/approval from the applicant’s Chief or Sheriff on department letterhead. <input type="checkbox"/> Provide proof of successful completion of basic homicide investigation, interviewing and interrogation, and LETCSA 24-hour Patrol Tactics In-Service Course <ul style="list-style-type: none"> • Either a certificate of course completion or equivalent proof. Patrol Tactics must autopopulate in Acadis. |
| Optional: | IIT Members with two or more years of relevant, full-time criminal investigative work experience may substitute their work experience for the required basic (investigation) training classes. The LETCSA 24-hour Patrol Tactics In-Service training may not be substituted. |
| Application: | <ul style="list-style-type: none"> <input type="checkbox"/> Complete the IIT Qualified Lead Investigator Application on Acadis. <input type="checkbox"/> Attach proof of at least three years of uninterrupted experience as a certified peace officer, crime scene investigator, or related expertise in a discipline relevant to investigation. <input type="checkbox"/> Attach proof of successful completion of courses. <input type="checkbox"/> -OR- If submitting proof of work experience instead of the training, the applicant must detail the number of investigations they have been involved in and to what level their involvement was. Additionally, if they have any certificates or proof of completion for training on a relevant topic that must be submitted as well. <input type="checkbox"/> Submit the application and supporting materials in Acadis. |
| Review: | <ol style="list-style-type: none"> 1. The LETCSA Administrative Assistant will perform an initial review of the application and make sure all sections of the application are completed correctly. If part of the application is missing or incorrect, the application will be rejected and the applicant will need to resubmit. 2. The LETCSA Program Manager will review the application and determine if the supporting documentation meets the certification criteria and will make a recommendation if the applicant shall be awarded an IIT Qualified Lead Investigator certification. 3. The Advanced Training Division Manager will complete a final review and make a determination to award the certificate. |
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