



WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
First Level Supervision (4127-1)
August 20-24, 2012

ADDITIONAL COURSE INFORMATION

Dates:	Monday, August 20, 2012. SUBSTITUTIONS ARE NOT ALLOWED, unless approved by Leadership Program Manager, Leanna Bidinger, lbidinger@cjtc.state.wa.us
Location:	WA State Criminal Justice Training Center 19010 1 st Ave S Burien, WA 98148 Room C-214, in the Cascade Building
Class Hours:	Monday-Friday 8:00 am-4:30 pm
Travel/Meals & Lodging:	Law Enforcement attendees and Corrections attendees working at least 40 miles from the training site are eligible to be registered as live-in participants.
Costs:	Non-mandated personnel will be charged \$200.00.
Attire:	Business Casual attire is appropriate for classroom wear. Please no jeans, t-shirts, shorts, sweatshirts, or tennis shoes.
Pre-Course Work:	Read "Coach?Mentor?Leader?Manager" Note-taking items such as notebook paper, pens, and pencils, will not be made available at the training site, and are the responsibility of each attendee.
Telephone:	EMERGENCY ONLY: 206-835-7300 Messages of a non-emergent nature will not be taken.
Firearms:	Firearms will not be used in this course.
Attendance:	Certificates of completion will be awarded to those attendees who successfully complete the course in its entirety. Instructors must pre-approve any time out of class.
Cancellation Deadline:	August 13, 2012 Notify the Registrar's Office at registrar@cjtc.state.wa.us , to avoid late cancellation/no show fees. Your agency will be billed the entire course fee of \$200.00, for those not in attendance. NO exceptions will be made.

**Responsibility
for Injuries:**

Although instructors will at all times maintain a high degree of care for the safety of all persons attending the school, it must, be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.