



WASHINGTON STATE  
CRIMINAL JUSTICE TRAINING COMMISSION  
FIELD TRAINING OFFICER ACADEMY

ADDITIONAL COURSE INFORMATION

Dates: May 14-18, 2012

Location: Battle Ground PD  
507 SW First St  
Battle Ground, WA 98604

Class Hours: Monday-Friday; 0800-1700

Travel/Meals & Lodging: Responsibility of the applicant or his/her agency.

Costs/ \$75

Payment Options: Unfortunately, at this time WSCJTC is *unable* to accept *credit cards* as a form of payment. Agencies will be invoiced.

Attire: **Business casual** attire is appropriate for classroom wear. ***Please no jeans, t-shirts, shorts, sweatshirts, or tennis shoes.***

Note-Taking: 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: 360-342-5200**  
Messages of a non-emergent nature will not be taken.

Firearms: Firearms will not be used in this course.

Attendance: Instructors must pre-approve any time out of class.

Cancellation Guidelines: Notify the Registrar's Office via e-mail [registrar@cjtc.state.wa.us](mailto:registrar@cjtc.state.wa.us) **no later than May 7, 2012 to avoid late cancellation fees. Your agency will be billed \$50 or the course fee whichever is greater, for late cancellation and no shows. 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.