



**WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION**
First Level Supervision #4127-5

ADDITIONAL COURSE INFORMATION

Dates:	March 25-29, 2013
Location:	Spokane County Sherrifs Office Training Unit 10319 E. Appleway Spokane, WA 99206
Class Hours:	Monday-Friday 0800-1700
Travel/Meals & Lodging:	Mandated attendees working at least 40 miles from the training site will be reimbursed for lodging and meals. Lodging reimbursement will be up to \$500 (max) and meal reimbursement will be at Per-Diem. Obtaining lodging is the responsibility of the agency or attendee. *Agencies must submit an A-19 with the original hotel receipt and a request for per diem (receipts for meals is not required).
Costs:	\$0 Mandated / 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:	Read "Coach?Mentor?Leader?Manager" Requirement: Laptop, battery, and extension cord 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: 509-477-3290 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:	March 18th, 2013 Notify the Registrar's Office via e-mail registrar@cjtc.state.wa.us . Your agency will be billed \$50 or the course fee whichever is greater, for late cancellations 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.