



Washington State Criminal Justice Training Commission Corrections Division Academy Housing Rules



Commission housing is provided as a service to agencies that sponsor employees who qualify for lodging while attending Commission-sponsored training. Commission housing is intended to provide a safe, clean, professional environment for participants. A primary function of the Commission housing atmosphere is to provide the opportunity for study, learning, and a successful training experience. It is the responsibility of each student to contribute to this environment by being accountable to maintain their own living environment and the cleanliness and condition of all common areas.

Commission housing facility and the conduct of the participants should reflect the professionalism and dignity of the sponsoring agency, the Training Commission, and the criminal justice profession. Each participant is expected to contribute positively to this environment by adhering fully to the Commission housing rules.

1. Only current Academy participants and authorized personnel will reside in the Commission housing.
2. No room assignment change will be permitted without prior written authorization.
3. Please do not post items on any wall, window, or door.
4. Please polish shoes and belts outside the building. Do not use spray polish on the sidewalks.
5. Due to fire code regulations, please use only electrical appliances such as coffee pots or microwaves in the kitchen area.
6. Residents are required to keep housing areas clean at all times. Clothing and personal items will be placed in the room closet or cabinets. Personal items must be arranged neatly. Beds must be made. The Commission reserves the right to enter rooms at random and conduct inspections at its discretion.
7. Students not responding to requests for improvement in maintaining expectations will be counseled and a deadline assigned for immediate improvement. If the problem behavior continues, student will be directed to document then discuss the problem with Division staff. Further problems will result in a minor or major violation to include suspension of residency privilege and notification to employer.
8. Live-in participants should report, in writing, any damage or missing items. Please include the item, damage, or reason for malfunction if known. Reports are to be turned in no later than the next training day.
9. Visitors (those not assigned to Commission housing) are permitted in the common areas only until 9:00 p.m. Sunday through Thursday, and until 11:00 p.m. on Friday and Saturday. Visitors are required to use the rest rooms located off the main lobby. Visitors are not permitted in any of the dormitory "pods"/sleeping areas.

10. Participant co-visitation is allowed until 10:00 p.m. Sunday through Thursday and until 11:00 p.m. Friday and Saturday.
11. Live-in participants are prohibited from engaging in loud or boisterous behavior that disturbs, annoys, or causes an inconvenience to any other person. "Quiet hours" will be observed between 8:00 p.m. and 6:30 a.m. Sunday through Thursday, and between 11:00 p.m. and 9:00 a.m. on Friday and Saturday.
12. Alcohol and controlled substances are not permitted anywhere within Commission dormitories or on Commission premises. Prescription medications are permitted only when kept in the original container from the pharmacy.
13. All smoking, to include smokeless tobacco, is prohibited within any building at the Criminal Justice Training Center or other training site and any motel or other lodging accommodation provided by the Training Commission to any attendee of any Commission-sponsored training program. Smoking is only permitted in the smoking hut at the Southeast corner of the campus in the back parking lot.
14. Firearms, ammunition and O.C. Spray are not permitted anywhere on WSCJTC Premises or Commission provided housing, including vehicles and student dorms.
15. Please park motor vehicles in designated parking areas. The Training Commission is not responsible for any theft or damage to vehicles.

WSCJTC Staff will be present for check-in. Individual students and/or their agency will be responsible for missing items or damage beyond normal wear and tear. Students sharing a room or living unit "pod" also share financial responsibility if investigations cannot attribute the responsibility to a specific individual or individuals.

Please maintain a clean area. Please leave any location as clean as or cleaner than when you arrived.