



**WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
27th Annual Northwest Law Enforcement Command College**

ADDITIONAL COURSE INFORMATION – Student Instructions

Dates:	March 2-6, 2014
Location:	<p>The Davenport Hotel 10 South Post Street Spokane, WA 99201</p> <p>Please see link below for directions to the hotel: http://www.davenporthotelcollection.com/directions-en.html</p> <p>Please Note: The Davenport Hotel does charge for parking, this cost has been negotiated at a lower rate and included in your registration fee. Please park in the self-park garage on the corner of Post and 1st Street – take your parking ticket with you to the front desk and give it to them when you check in. They will give you a parking pass for the week and put your parking cost on the event bill.</p>
Class Hours:	<p>Sunday: Registration and Lunch 1130 AM to 1 PM Training from 1 PM to 7 PM (Dinner Included)</p> <p>Monday- Wednesday: Breakfast 800 – 830 AM Training from 830 AM – 5:00 PM (Lunch Included)</p> <p>Thursday: Breakfast 800-830 AM Training 830 AM – 5:00 PM (Lunch Included) Graduation Dinner 6:00 -7:00 PM Graduation Ceremony 7:00 – 8:00 PM (must attend to receive certificate)</p> <p>*See the attached agenda for more detailed information</p> <p><i>Please Note – if you would like to bring a guest to the graduation ceremony please contact Leanna Bidinger at CJTC by February 18th.</i></p>
Travel/Meals & Lodging:	<p>Travel:</p> <ul style="list-style-type: none">• Travel to and from the hotel is the responsibility of the applicant or his/her agency. <p>If you are lodging:</p> <ul style="list-style-type: none">• Hotel reservations have been made by WSCJTC in the applicant’s name. Nothing is required from the applicant or agency. <u>Please do not contact the hotel directly.</u> If you have questions please contact Leanna Bidinger at lbidinger@cjtc.state.wa.us .<ul style="list-style-type: none">○ Check in time: Saturday, March 1st after 4:00 PM<ul style="list-style-type: none">▪ Class registration/lunch is from 11:30 AM to 1:00 PM on Sunday, March 2nd at the Early Bird Room○ Check out: Friday March 7th before Noon

	<p>If you are not lodging:</p> <ul style="list-style-type: none"> • Check in Sunday, March 2nd between 11:30 AM and 1:00 PM at the Early Bird Room – lunch is being provided until 1:00 PM <p>Meals:</p> <ul style="list-style-type: none"> • Meals specified on the agenda are being provided in our training room – The Early Bird Room (graduation and graduation dinner on Thursday will be held in the Isabella Ballroom). Meals not specified on the agenda are on your own at your own expense.
<p>Pre-Course Reading:</p>	<p>Prior to Sunday afternoons Blue Courage presentation it is recommended that you visit their website http://www.bluecourage.com/ for information about Blue Courage.</p> <p>Prior to Sunday and Wendnesdays presentations by Spokane Police Chief Frank Straub it is recommended that you read the book <i>“Quick and Nimble”</i> by Adam Bryant.</p>
<p>Costs:</p>	<p>For this course we will be billing in advance. Invoices will be generated and mailed out prior to class with payment due upon receipt.</p>
<p>Attire:</p>	<p>Business Casual attire is appropriate for classroom wear, Sunday-Thursday.</p> <p>Dress uniform or Suit and Tie is expected for graduation night (Thursday).</p>
<p>Cancellation Deadline:</p>	<p>February 14, 2014 Notify the Brandon Li at bli@cjtc.state.wa.us or Leanna Bidinger at lbidinger@cjtc.state.wa.us . <u>Your agency will be billed the entire course fee for late cancellations and no shows. No exceptions will be made.</u></p>
<p>Responsibility for Injuries:</p>	<p>Although instructors will at all times maintain a high degree of care for the safety of all persons attending this event, 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.</p>
<p>Questions:</p>	<p>If you have any questions about these instructions or the event please contact Leadership Program Manager, Leanna Bidinger at lbidinger@cjtc.state.wa.us .</p>