



Washington State  
Criminal Justice Training Commission  
Corrections Officers Academy 1000-3  
January 23, 2015 - February 20, 2015



## STUDENT INSTRUCTIONS

### CHECK-IN FOR LODGING

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Students on live-in status will receive Commission-provided meals and lodging. You are requested to report to the Cascade Center at the front desk on **Thursday, January 22, 2015, at 2:00 PM.**

**IF YOU FAIL TO CHECK-IN AT THE DESIGNATED TIME YOU WILL NEED TO SECURE LODGING AT YOUR OWN EXPENSE. ALLOW AMPLE TRAVEL TIME TO ARRIVE DURING THE CHECK-IN TIME.**

Students who work at least 40 miles from the Training Commission are eligible to live in the dorms. Notify the Registrar immediately if you choose to commute or make other lodging arrangements. Academy students are not permitted to bring any type of mobile living unit to the Training Commission without prior written permission from the WSCJTC Corrections Training Administrator.

### ARRIVAL (Day 1)

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You are requested to report on **Monday, January 23, 2015 at 0730 AM** to the Criminal Justice Training Commission, 19010 1st Ave S, Burien. Classroom hours are from 7:30 AM to 4:30 PM Monday through Friday.

**ALL STUDENTS ARE TO BRING A COPY OF THEIR AGENCY'S CURRENT INMATE RULES AND REGULATIONS (INMATE HANDBOOK) ON THE FIRST DAY OF CLASS.**

### CHECK-OUT FOR LODGING

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Students residing in the dorms on campus must check out by 9:00 AM on the last day of the academy.

### MEALS

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Full food service is provided to eligible live-in attendees at the Criminal Justice Training Commission. This service includes breakfast (\$5.68), lunch (\$7.57) and dinner (\$10.42), Monday through Thursday, and breakfast and lunch on Friday, for each academy week. You need to sign the meal roster provided by the cafeteria cashier prior to 8:00 AM on the first day of the Academy.

Reimbursement will be provided with receipts for student expenditures incurred for eligible dates during an academy. The amount reimbursed requires the submission of original unaltered receipts. The Commission will not reimburse for alcohol purchased with a meal or individually. The following amounts cannot be exceeded for meals per Washington State per diem rates as specified by Office of Financial for King County: Breakfast \$18; Lunch \$21; Dinner \$32.

**PLEASE NOTE:** This meal reimbursement is available to Academy students who may find it inconvenient or impossible to return home on weekends or holidays due to substantial community distance. Claims must be made within five working days of the date claimed.

### FOOD / BEVERAGE

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Beverages are permitted in classrooms; the container should be covered to reduce/prevent spills. **NO FOOD IS PERMITTED IN CLASSROOMS.** All food items are to be consumed in the cafeteria or outdoors.

### SMOKING / ALCOHOL

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Alcohol and controlled substances are not permitted anywhere within Commission dormitories or on the Commission premises. Smoking is prohibited in Commission housing. Smoking is permitted outside Commission housing in designated areas. Participants are required to use the available ashcan to extinguish and dispose of cigarettes. Smokeless tobacco is also prohibited in dormitory housing.

### TELEPHONE

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You should advise your family and agency of how to reach you at the Training Commission in the event of an emergency. Telephone messages will be delivered to the Training Coordinator who will then deliver the message to the student. Staff office phones are available for student use to communicate with their agencies.

**EMERGENCY ONLY:** Front Desk (206) 835-7300

## MAIL

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### Incoming mail must be addressed as follows:

Jane/John Doe  
c/o WSCJTC / *write academy name*  
19010 First Avenue South  
Burien, WA 98148-2055  
Confidential

## FIREARMS

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Firearms, ammunition and O.C. Spray are **not** permitted anywhere on WSCJTC premises.

## LOCKERS

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In order to secure your gymnasium locker, you must bring your own padlock to secure the locker provided in the training building. However, we do provide secured lockers near the classrooms. Locks left on lockers after attendees complete training and return to their agencies will be cut off and discarded.

## EQUIPMENT (updated 03.01.10)

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Please bring:

- One (1) set of handcuffs
- Signed Statement of Fitness Form
- Suitable gym attire (for defensive tactics training)
- Towels
- Students are encouraged to bring laptops; however, the WSCJTC will not be responsible for any lost, damaged, or stolen laptops/equipment.

## ATTIRE

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For classroom wear, you are required to wear the uniform issued by your agency. In the event uniforms are not issued, you are to wear clean, well-kept slacks/skirts, sport shirts/blouses, and appropriate footwear. Jeans of any color, shorts, sweatshirts and T-shirts are not appropriate attire for Academy classroom attendance.

Dark blue (navy) colored sweat shirt and pants, dark blue (navy) colored gym shorts and two (at least) white crew neck T-shirts with 2.5" black blockletters with students last name on front chest and between the back shoulder blades are required attire for Defensive Tactics and Physical Fitness Training (including the Physical Ability Test).

Hygiene and cleanliness are important individual choices. If you prefer to have more of your body covered when you train in Defensive Tactics, you can choose to bring two long sleeved rash guards and wear them when you train on the mats in the gym. This is not an academy uniform requirement. Also bring appropriate gym shoes and 3-4 towels with you the first day of the Academy.

## PARKING

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There is adequate parking space available in the student parking area.

## COST

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There is no instructional cost for the student or his/her department.

## TRAVEL

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Travel will be your and/or your agency's responsibility.

## RESPONSIBILITY FOR INJURIES

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Although instructors will at all times maintain a high degree of care for the safety of all persons who attend the academy, it must, of course, be understood that neither the 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 student must understand that you participate at your own risk, and that a signed "Statement of Fitness" may be required for certain purposes.