



**Washington State
Criminal Justice Training Commission
Misdemeanant Probation Academy 1052-1
August 1 - 12, 2016**

PRE-ACADEMY INSTRUCTIONS

CHECK-IN FOR LODGING

Eligible students are required to check-in on **July 31st, 2016** at the **Clarion Hotel Sea-Tac** (3000 S. 176th St. Seattle, WA 98188). Check-in hours are between **3:00pm – 5:00pm**; early check-in is not allowed without prior written permission by the WSCJTC Basic Training Commander. If you have an emergency situation that will cause a delay in your arrival, please contact the Basic Training Registrar at (206) 835-7299 or basictraining@cjtc.state.wa.us.

Please note that Academy students are not permitted to bring any type of mobile living unit to the Training Commission without prior written permission from the WSCJTC Basic Training Commander or authorized designee.

ARRIVAL (Day 1)

You are requested to report on **Monday, August 1, 2016, at 7:15 AM** to the Criminal Justice Training Commission, **19010 1st Ave S, Burien WA 98148**. Classroom hours are from 7:30 to 4:30pm Monday through Friday.

MEALS

Full food service is provided to eligible live-in attendees at the Criminal Justice Training Commission. This service includes breakfast, lunch and dinner, 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.

FOOD / BEVERAGE

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

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

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

Incoming mail must be addressed as follows:

Jane/John Doe
c/o WSCJTC / MPA #26
19010 First Avenue South
Burien, WA 98148-2055
Confidential

FIREARMS

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

LOCKERS

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

Students are encouraged to bring laptops; however, the WSCJTC will not be responsible for any lost, damaged, or stolen laptops/equipment.

ATTIRE

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.

PARKING

There is adequate parking space available in the student parking area along "Dorm Row".

TRAVEL

Travel will be your and/or your agency's responsibility. This includes meals and provisions purchased while traveling to & from the Academy.

RESPONSIBILITY FOR INJURIES

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.

How-to Instructions for BOX.com

Setting up your box.com account

- Go to www.Box.com
- Click on “Sign Up” at the top right of the page
- Click on “Personal Plans” and choose the “Free” option
- Enter the requested information and click submit
- Check your email account for the confirmation instructions
- You may choose to personalize Box.com or skip this and go to the main page
- Click through the tutorial or X out of the window
- You now have access to your account and can upload course materials, completed assignments or submit via email to your TAC Officer

Instructions for Retrieving Your Student Materials from Box.com

- Click on the link you have been given in the BLEA Recruit Pre-Academy Preparation handout that was provided to you during the PAT (Physical Ability Test)
- Download the file to your pc or thumb-drive
- You will use these files to complete your academic coursework

Resources

- For computer & internet access that’s free to the public, please visit your local library, parks & recreation center or neighborhood service center (if available). If you’re unsure of the operating hours, please call ahead for details.
- If you have issues downloading your materials through Box.com please contact the Basic Training Division Registrar, Amy Mosley at basictraining@cjtc.state.wa.us. or by phone at (206) 835-7299.
- For further assistance, you may also contact Rachael Anderson at randerson@cjtc.state.wa.us or by phone at (206) 835-7370.

