



**WASHINGTON STATE**  
**CRIMINAL JUSTICE TRAINING COMMISSION**  
**4222-4 Leadership in Police Organization**

**ADDITIONAL COURSE INFORMATION**

<b>Dates:</b>	March 5 <sup>th</sup> , 2015 Orientation, 8:00-Noon Week 1: April 6-10 <sup>th</sup> Week 2: May 4-8 <sup>th</sup> Week 3: June 1-5 <sup>th</sup>
<b>Location:</b>	<b>WSCJTC</b> 19010 1 <sup>st</sup> Avenue South Burien, WA 98148
<b>Class Hours:</b>	Monday-Friday 0800-1700
<b>Travel/Meals &amp; Lodging:</b>	Responsibility of the applicant or his/her agency
<b>Costs:</b>	\$1,000 Due prior to orientation.
<b>Attire:</b>	Visitors attending training at WSCJTC are encouraged to wear their agency logo shirt/uniform or agency ID badge while on campus. If you are not wearing agency identification, you will be asked to check in at the front desk and will be provided with a clip-on visitor's identification card.
<b>Note-Taking:</b>	Note-taking items such as notebook paper, pens, and pencils, will <b>not</b> be made available at the training site, and are the responsibility of each attendee. A laptop is suggested.
<b>Telephone:</b>	<b>EMERGENCY ONLY: 206-835-7300</b> Messages of a non-emergent nature will not be taken.
<b>Firearms:</b>	Firearms will not be used in this course.
<b>Attendance:</b>	Instructors must pre-approve <u>any time</u> out of class.
<b>Cancellation Deadline:</b>	<b>February 29, 2015</b> Notify the Registrar's Office via e-mail <a href="mailto:registrar@cjtc.state.wa.us">registrar@cjtc.state.wa.us</a> . 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.