



**Washington State  
Criminal Justice Training Commission  
Corrections Officers Equivalency Academy 1012-2  
February 29 – March 4, 2016  
STUDENT INSTRUCTIONS**



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#### **CHECK-IN FOR LODGING**

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 **Sunday, February 28, 2016 at 2:00 PM.**

**IF YOU FAIL TO CHECK-IN AT THE DESIGNATED TIME YOU WILL NEED TO SECURE LODGING AT YOUR OWN EXPENSE.  
PLEASE 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.

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#### **ARRIVAL (Day 1)**

You are requested to report on **Monday, February 29, 2016 at 7:15 AM** to the Criminal Justice Training Commission, 19010 1st Ave S., Burien, WA 98148. 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.**

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#### **CHECK-OUT FOR LODGING**

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

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#### **MEALS**

Full food service is provided to eligible live-in attendees at the Criminal Justice Training Commission. This service includes breakfast (\$5.85), lunch (\$7.80) and dinner (\$10.73), Monday through Thursday, and breakfast and lunch on Friday, for each academy week. You will 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. Reimbursement rates are as follows; **Breakfast \$6.00, Lunch \$8.00 and Dinner \$11.00.**

**PLEASE NOTE:** This meal reimbursement is available to Academy students who reside may find it inconvenient or impossible to return home on weekends or holidays due to substantial community distance.

**Eligibility Requirements;** 1.) Student must live and work in excess of 100 miles from the Academy, 2.) Student must reside in the Commission housing during the entire period for which meal reimbursements are claimed, 3.) Claims must be submitted within 5 working days of purchase.

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#### **FOOD / BEVERAGE**

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

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#### **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

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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: FRONT DESK (206) 835-7300**

## MAIL

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**Incoming mail must be addressed as follows:**

Jane/John Doe  
c/o WSCJTC / COEA 1012-1  
19010 1<sup>st</sup> Ave. S.  
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

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Please bring:

- One (1) set of handcuffs (hinge/chain)
- Valid 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.

## 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.