



**WASHINGTON STATE**  
**CRIMINAL JUSTICE TRAINING COMMISSION**  
**Justice Based Policing #1994-7**

**ADDITIONAL COURSE INFORMATION**

<b>Dates:</b>	March 10, 2016
<b>Location:</b>	WSCJTC 19010 1 <sup>st</sup> Ave S Burien, WA 98168
<b>Class Hours:</b>	Thursday   0800 - 1700
<b>Travel/Meals &amp; Lodging:</b>	Lunch and break meals <u>are provided</u> to the students in this training class. Lodging is <u>not</u> provided for this training and is the responsibility of the student and/or their agency.
<b>Costs:</b>	\$0
<b>Dress Code</b>	Business Casual
<b>Supplies Needed:</b>	Note-taking items such as notebook paper, pens, and pencils.
<b>Smoking/ Alcohol:</b>	Alcohol and controlled substances are not permitted anywhere within Commission dormitories or on Commission premises. Smoking is prohibited in Commission housing. Smoking is permitted outside Commission housing in designated areas. Participants are required to use the available ash can to extinguish and dispose of cigarettes. Smokeless tobacco is also prohibited in dormitory housing.
<b>Telephone:</b>	<b>EMERGENCY ONLY: 206-835-7340</b> Messages of a non-urgent nature will not be taken.
<b>Firearms:</b>	Firearms will not be used in this course.
<b>Identification/ Badges</b>	WSCJTC requests that your agency's official agency ID must be worn and visible (badges/agency ID) at all times while on campus. If you do not have an official agency ID, a student ID will be issued to you by your instructor.
<b>Attendance:</b>	Instructors must pre-approve <u>any time</u> out of class.
<b>Cancellation Deadline:</b>	<b>March 03, 2016</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 for late cancellation and no shows.

**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.