

Washington State Criminal Justice Training Commission
24th Annual Northwest Law Enforcement Executive Command College
Heathman Lodge
7801 NE Greenwood DR
Vancouver, WA 98662

March 5-10, 2011

- Arrival:** **Saturday, March 5, 2011**, Heathman Lodge, at 7801 Greenwood DR in Vancouver, WA.
- Classroom hours:** Saturday March 5, 2011, is 1330-1730.
March 6-10, 2011, 0830-1700. Please see the attached agenda for more details.
- Registration:** Will be set up by the **Klickitat and Cowlitz conference rooms** between the hours of **1230-1330**.
- Hotel Check-in:** **Hotel check-in will not occur until after 4:00 PM.**
*Some rooms may be available earlier based on hotel occupancy.
- Cancellations:** If it becomes necessary to cancel your attendance, please advise the registrar, Sacheie Coaxum at 206-835-7340, or registrar@cjtc.state.wa.us as soon as possible. All non-cancelled no shows, or cancellations less than **7** business days, will be charged the class fee on application.
- Travel/Meals & Lodging:** **All included meals and lodging arrangements have been made for you by Leanna Bidinger, do not contact the hotel.**
- Costs:** **\$1200** which includes **lodging, meals and training fees** OR
\$500 which includes **meals and training fees only.**
- All students will receive an invoice from the WSCJTC Fiscal Office, upon conclusion of the course.*
- Parking:** **Free parking is available at the Hotel.**
- Attire:** Business casual attire is appropriate for classroom wear.
No jeans, t-shirts, shorts, or tennis shoes.
Please dress accordingly for the first day of class, as you will not be able to check into your room until later in the afternoon on Saturday.
- Attire for Graduation:** **Coat and tie or dress uniform.**
- Telephone:** You should advise your family and agency of how to reach you at the training facility in the event of an emergency. Please advise front desk that you need to speak to someone in the NW LE Command College training class.

EMERGENCY ONLY: Heathman Lodge, 360-254-3100 or

1-888-475-3100

Attendance: Certificates of completion will be awarded **only** to those attendees who successfully complete the course in its entirety.

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.

Additional Hotel Information/Directions: Please visit the **Hotel Link** provided for additional information regarding hotel amenities.
<http://www.heathmanlodge.com/directions>