



Washington State Criminal Justice Training Commission
Pre-Supervisors (4124-2)
April 30-May 4, 2012

ADDITIONAL COURSE INFORMATION

- Arrival:** Monday, April 30, 2012
- Location:** April , 19010 1st Ave S, Burien, WA, 98148
- Class Time:** 8:00 AM to 5:00 PM
- Costs:** \$250, agency will be invoiced upon completion.
- Attire:** Business Casual attire is appropriate for classroom wear. *Please no jeans, t-shirts, shorts, sweatshirts, or tennis shoes.*
- Telephone:** You should advise your family and agency of how to reach you at the training facility in the event of an emergency. Please have caller identify the class, **by name**, that you are attending. They will **not** take personal messages of a non-emergent nature.
- EMERGENCY ONLY: 206-835-7300**
- Note-Taking:** Note-taking items such as notebook paper, pens, and pencils, will **not** be made available at the training site, and are the responsibility of each attendee.
- Smoking/Alcohol:** 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.
- Firearms:** Firearms will not be used in this course.
- Attendance:** Certificates of completion will be awarded to those attendees who successfully complete the course in its entirety. Instructors must pre-approve **any** time out of class.
- Pre course assignment:** The pre-course assignments will take significant research and preparation. To ensure a high grade on the pre-course assignments, please begin working on them as soon as you receive this letter. **All precourse documents are available at [Pre-Supervisors, Course #4124](#).**
- Cancellation Guidelines:** Notify the Registrar's Office at registrar@cjtc.state.wa.us, **no later than April 20, 2012**, to avoid late cancellation/no show fees. **Your agency will be billed \$200.00, for those not in attendance.** 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.