



Washington State Criminal Justice Training Commission
Basic Law Enforcement Equivalency Academy (0090-3)
Burien, Washington



APPLICANT INSTRUCTIONS FOR ON-SITE

Arrival: Attendees are to report at **8 AM** on **Tuesday, April 26, 2011** to the Washington State Criminal Justice Training Commission, 19010 1st Avenue South, Burien for the course orientation.

In addition, the applicant will also attend the final two days of the course (June 23-24, 2011) at the same location and with the same 8 AM start time.

Attire: Attendees will be required to wear their full duty "uniform of the day" throughout the on-site days, including duty belt and weapon.

Attendance: Attendees will be expected to attend all on-site sessions of the Equivalency Academy.

Travel: Travel will be the responsibility of the attendee or his/her department.

Lodging & Meals: Academy students whose home agency is in **excess** of forty (40) miles, as computed by the Commission, from the Criminal Justice Training Center are considered noncommuting attendees. These students are therefore eligible to receive full meal service and lodging as provided by the WSCJTC, as outlined in RCW 43.101.200 (2). *"Except as otherwise provided in this chapter, the commission shall provide the aforementioned training together with necessary facilities, supplies, materials, and the board and room of noncommuting attendees for seven days per week."*

Full food service will be provided to the eligible live-in recruits. These services include breakfast, lunch, and dinner, with the exception of Friday; on Friday, only breakfast and lunch will be served. If an eligible student declines live-in status, or wishes to make alternative arrangements, such as residing with family or friend, the WSCJTC must be notified as early as possible and before Academy attendance.

Linens will be provided; however, applicants are required to provide their own towels, laundry soap, and toiletries.

Live-in attendees are required to check in at the reception desk between 2:00 p.m. and 4:00 p.m. on the day before the first on-site training day. If you are unable to check in at this time, please advise the Registrar (206) 835-7299 by 4:00 p.m. on the Thursday prior.

DO NOT BRING FIREARMS OR AMMUNITION INTO COMMISSION-PROVIDED HOUSING; LIVE-IN ATTENDEESS WILL BE PROVIDED A GUN LOCKER AT OUR RANGE FACILITY.

Emergency Contact: Attendees should advise their families and departments how to reach them in the event of an emergency. Please have the caller identify the class, by name and session number, that you are attending.

Washington State Criminal Justice Training Commission
206-835-7300
8:00 a.m. to 4:00 p.m., Mon-Fri

During the hours of 4:00 p.m. through 7:00 a.m., and **only in the event of an actual emergency**, call the King County Sheriff's Office at 206-296-3311 (an emergency number) advising them whom the caller wishes to contact and the message the caller wishes to leave.

Responsibility for Injuries: Although the director and staff of the WSCJTC and instructors will at all times maintain a high degree of care for the safety of all persons attending the Academy, it must, of course, be understood that neither the WSCJTC 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 attendees as a result of damage to their property through fire, theft, or other causes. Each attendee must understand that this training is at his/her own risk.