Washington State
Criminal Justice Training Commission
Case Management Academy ICCA/CCOA
Burien, WA
Student Instructions

ARRIVAL

You are requested to report to Room C214 on **the Monday of class at 7:30 a.m.** at the WA ST Criminal Justice Training Commission, 19010 1st Ave S, Burien (see enclosed map). Classroom hours are from 7:30 a.m. to 4:30 p.m. Monday through Friday.

If you have been registered as a live-in student, you should report to the lodging site as specified in the separate lodging instructions below.

LODGING

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.

Students on live-in status will receive Commission provided meals and lodging. **You are requested to report to the Cascade Building reception desk on the Sunday, before class, from 2-4 p.m.** (See instructions and map for directions to the lodging site, and to the Training Center from the lodging site.)

Breakfast is served here at 7:00 a.m. in the cafeteria. The Food Service Manager will provide you with your meal ticket.
Report to Room C214 by 7:30 a.m. on the first day of class

NOTE: IF YOU MISS CHECK-IN, YOU ARE RESPONSIBLE FOR YOUR OWN LODGING.

If lodging at a local hotel is set up, due to space availability issues at the WSCJTC, information will come to affected students as soon as it is made available.

MOBILE LIVING UNITS

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 Manager.

MEALS

The Training Commission will provide full food service to eligible live-in attendees at the Criminal Justice Training Commission. This service includes breakfast, lunch and dinner, Monday through Thursday, and breakfast and lunch on Friday, for each academy week. You need to sign the meal roster provided by the cafeteria cashier prior to 8:00 a.m. on the first day of the Academy. Meals start with breakfast at 7:00 - 8:00 a.m. Class begins at 7:30 a.m. Those eligible for weekend residency (see below) will receive meal allowance for the weekend residence in the amount of $51.95, based upon $9.45 for the evening meal on Friday and $21.25/day for meals on Saturday and Sunday.

PLEASE NOTE: Weekend meal reimbursement is available to academy students who may find it inconvenient or impossible to return home on weekends or holidays due to substantial commuting distance. Eligibility requires:

(1) Student must live and work in excess of 100 miles from the Training Commission, and
(2) Actual residence at Commission housing for the entire period for which meal reimbursement is claimed (i.e., no reimbursement will be made for partial weekend).

Weekend meal reimbursement will be paid approximately three (3) weeks after the Academy is completed.

FOOD & BEVERAGE

Beverage items are allowed in the classroom, but shall be in a **closed top container** (e.g., athletic bottle) - Soda cans are not considered a closed top container. Food is allowed in designated areas (e.g., cafeteria, common area of dorms), not in classrooms

TELEPHONE

You should advise your family and agency of how to reach you at the Training Commission in the event of an emergency.

EMERGENCY ONLY: Training Commission (206) 835-7300.

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.

SCAN CALLS: There is a phone located in the hallway next to the training coordinators office for scan calls.

MAIL

Incoming mail must be addressed as follows:

Jane/John Doe – ASA Personal/Confidential
c/o WSCJTC
19010 First Avenue South
Burien, WA 98148-2055

FIREARMS

Firearms and/or ammunition are not permitted anywhere on Commission Premises, including vehicles and student housing.

LOCKERS

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.

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.

ATTIRE

Classroom activities:

Students will maintain a professional appearance, which promotes a healthy and safe environment. Professional appearance and demeanor shall not detract from the learning environment and professional decorum maintained at the Criminal Justice Training Center.

Hats/Caps - Students shall wear hats issued by their department and bearing the department insignia or patch. Hats/caps shall be worn outside Training Center buildings only.

All clothing will be buttoned/ fastened. Belts will be worn on trousers.

Hair must be neatly groomed.

Students will maintain a high standard of appearance, and personal hygiene, at all times during the Academy.

Wear clean, well kept casual business attire ~ slacks/skirts, sport shirts/blouses and appropriate footwear. (WSCJTC is a professional training facility. Jeans, shorts, sweatshirts, sweats, mini skirts and T-shirts are not appropriate for classroom activities)

Graduation Ceremonies: Semi-formal apparel ~ Suits, slacks/skirts/dresses, sport shirts/blouses and appropriate footwear.

ATTENDANCE

Diplomas will be awarded for successfully completing the course in its entirety.

PARKING

There is adequate parking space available in the student parking area.

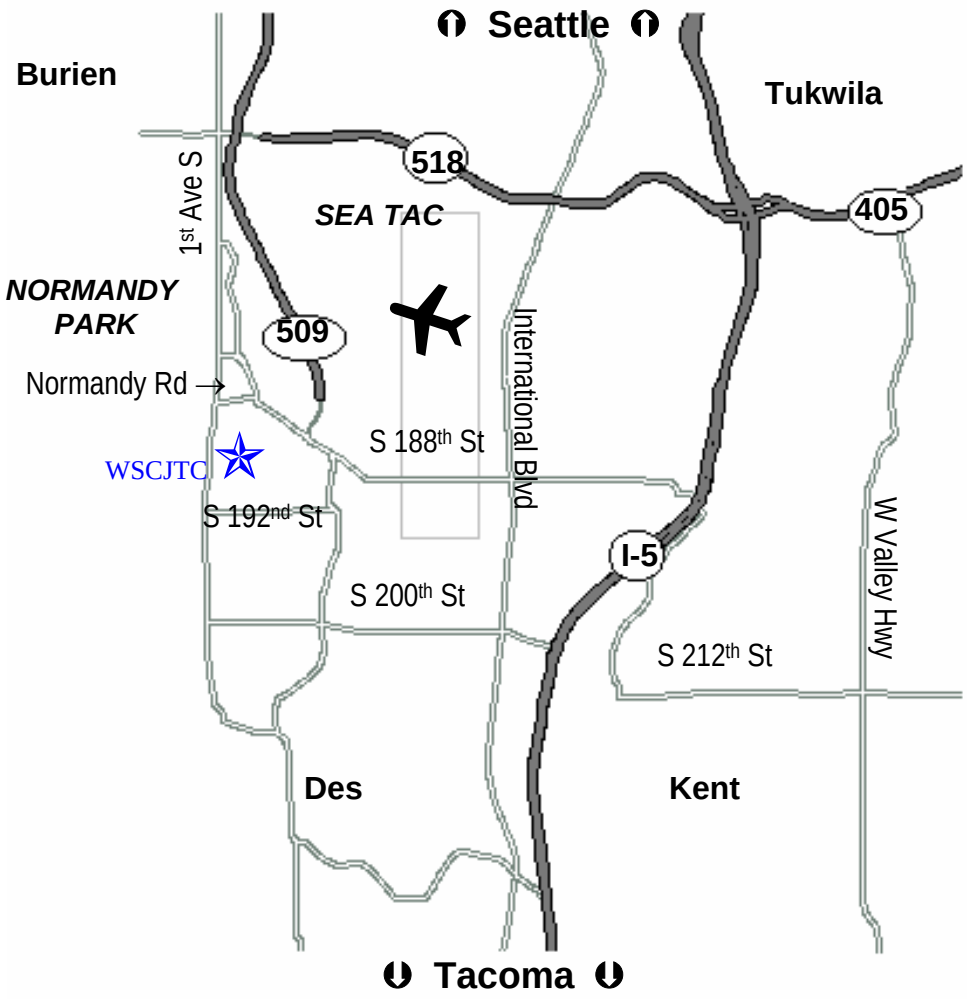
COST

There is no instructional cost for the student.

TRAVEL

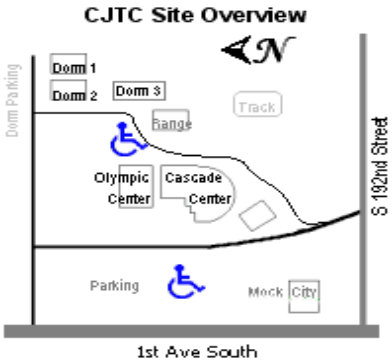
Travel will be you and/or your agency's responsibility.

Washington State Criminal Justice Training Commission
19010 1st Ave S, Burien
(206) 835-7300



DRIVING DIRECTIONS:

Traveling I-5 from Seattle (southbound)
Take 188th Street exit (#152) and travel west (right) for nearly 3.5 miles on 188th Street until it ends at 1st Avenue South. Turn left (south) on 1st Avenue and go nearly one mile through one traffic light to CJTC on left (east) side of street. The campus is the first left turn lane past the Normandy Street traffic light. Take the immediate right into the parking lot.



Traveling I-5 from Tacoma (northbound)
Take 188th Street exit (#152) and travel west (left) for nearly 3.5 miles on 188th Street until it ends at 1st Avenue South. Turn left (south) on 1st Avenue and go nearly one mile through one traffic light to CJTC on left (east) side of street. The campus is the first left turn lane past the Normandy Street traffic light. Take the immediate right into the parking lot.