



Washington State Criminal Justice Training Commission

Corrections Division Academy

Housing Information and Instructions

The following information is applicable to live-in participants only throughout the duration of their residency. A copy of the Corrections Division Academy Housing Rules is provided for your review.

LODGING ELIGIBILITY

Students residing or working at least 50 miles from the Training Center are eligible to be registered for live-in status. **Eligibility is determined by whichever (place of work or residence) is closer to the WSCJTC.** NOTE: Kitsap and Snohomish County residents are eligible for live-in status regardless of mileage to the Training Commission. Room assignments are made by Training Commission staff. Do not make any change except through Commission staff. Notify the Registrar at 206-835-7300 immediately if you choose to commute or make other lodging arrangements. Carpooling students who wish to be lodged at the same location must notify the Receptionist at 206-835-7300 a week in advance to accommodate that request.

ABOUT YOUR ROOM/OCCUPANCY

Live-in eligible students are assigned either to a room in a dormitory at the Criminal Justice Training Center, or a room in a local hotel. You may be assigned a roommate and share a multiple-fixture bath with up to five other people at the Training Center. Occasionally, Commission attendees not attending an Academy program may be assigned to empty rooms/beds in living units with Academy students.

CHECK-IN

You are requested to report to the to the Criminal Justice Training Center, 19010 1st Ave S, Burien (see enclosed map) Cascade Building reception desk on **the day before the start of the academy from 2:00 PM to 4:00 PM.** **There will be no staff available at the Commission after 4pm, for check-in. Please give yourself adequate driving time to reach the facility. If you do not arrive during the specified time, you must secure commercial lodging for the night at your own expense.** See student instructions for map and driving directions to WSCJTC. At check-in, you will be required to sign a receipt for your room key. By signing this receipt, you will agree to pay the Training Commission \$25 in the event you lose your key. You must complete a dorm room condition checklist assessing the condition of the room at the time of check-in. This will be turned in to Training Center staff at the start of your Academy.

NOTE: IF YOU FAIL TO CHECK IN OR CONTACT FACILITY STAFF AS INSTRUCTED, THE RESERVATION WILL NOT BE HELD FOR YOU AND THE COMMISSION WILL NOT REIMBURSE YOU FOR OTHER LODGING.

CONDUCT

You are expected to conduct yourself in a professional, courteous manner. Disturbing other participants by excessive noise, or other conduct unbecoming a Commission participant, shall not be tolerated. Commission housing and meal arrangements can and will be terminated should the Academy staff and Commission agree that such privileges have been abused.

CHECK-OUT

You must vacate your room first thing in the morning of your graduation date. In the event you must leave prior to the completion of your class, you will be required to vacate your room on the effective date of termination. In vacating your room, you must remove all personal belongings, make certain the door to the room is locked, turn

your key in to the receptionist in the Cascade Building, and sign the key receipt form.

If you lost your key, be prepared to present a check or money order for \$25.00 made payable to the Washington State Criminal Justice Training Commission.

Not providing either key or payment constitutes failure to adequately clear your room and necessitates contacting your agency for redress.

Your room will be inspected by Training Center staff within two hours of vacating the room. Any damage will be noted, linen will be counted, and any discrepancies reported to the responsible training coordinator. The participant will be held responsible for payment of replacement costs for any missing items or property damage.

SERVICES

The Training Commission provides blankets, pillows, and bed linens for your use. You are advised to bring your own linens, blankets, etc., for a twin size bed should you have allergies that preclude the use of what we provide. Upon your arrival, blankets, pillows, and linens will be found folded on your bed. Linens may be exchanged as needed. You must bring two sheets; one pillowcase and one mattress cover to receive clean linen. Blankets are exchanged every four weeks.

The Training Commission does not provide towels and washcloths. It is recommended that you bring your own pillow, a small iron and a small portable ironing board [if you wish to press your clothes], hangers for your clothes, and an alarm clock.

A refrigerator is available for your use in the dormitory.

Coin operated washers and dryers are available for student's convenience. You must supply your own detergent - NO BLEACH. Vacuum cleaners and other cleaning equipment and supplies are available in the dorms.

Any problems encountered with the facility can be reported, at any time, to the reception desk located in the Cascade Building at the Training Center. In case of a facility emergency there are phone numbers posted at the entrances of the dorm areas. Of course, any medical emergency should be reported immediately by dialing 911 on the phone next to the lobby office.