

# ***FAIRFAX—INTRODUCTION CLASS***

## **GENERAL INFORMATION**

The Virginia Criminal Sentencing Commission is pleased that you will be attending the *Introduction to Guidelines* workshop at the **Fairfax County Government Center** in Fairfax. Below you will find some general information about what to expect from your training experience.

### Course Design

All Sentencing Guidelines Training classes are based on one fundamental educational principle: "Students learn by doing." With this approach to learning, much of the course involves active student participation in individual and group exercises. The course instructors will lecture on various topics, and then, students will be given an opportunity to do hands-on exercises, utilizing the assistance of fellow classmates and course instructors.

### Breaks, Food, Dress Code

Dress is business casual. Light snacks and beverages will be offered. Breaks will be taken during the class, and there will be a one-hour lunch break.

### One-on-One Assistance

Course leaders will be available during the break and after class to discuss any questions you may have concerning cases on which you are working. Also, course leaders and other Commission staff are available to answer your questions by contacting the Commission's hotline at (804) 225-4398 during normal business hours Monday through Friday. In addition, if you do not understand something, the course leaders encourage you to ask questions at any time during the class.

### Bring Your Guidelines Manual

The course is designed around the Sentencing Guidelines Manual. Throughout the seminar you will use the manual to complete exercises and to identify important rules and policies. By the end of the seminar, your manual will be transformed into a practical working document. If you are a state employee and need an update or a complete manual, please contact the Commission. If you are a non-state employee, and you have submitted an order form with payment, your manual/update will be shipped via UPS. Please contact the Commission at (804) 225-4398 to request an order form, or you may download a copy from the Commission's website at [www.vcsc.state.va.us/training.htm](http://www.vcsc.state.va.us/training.htm). **Please bring your own copy of the Guidelines Manual to class.**

### Directions, Parking, & Hotel Accommodations

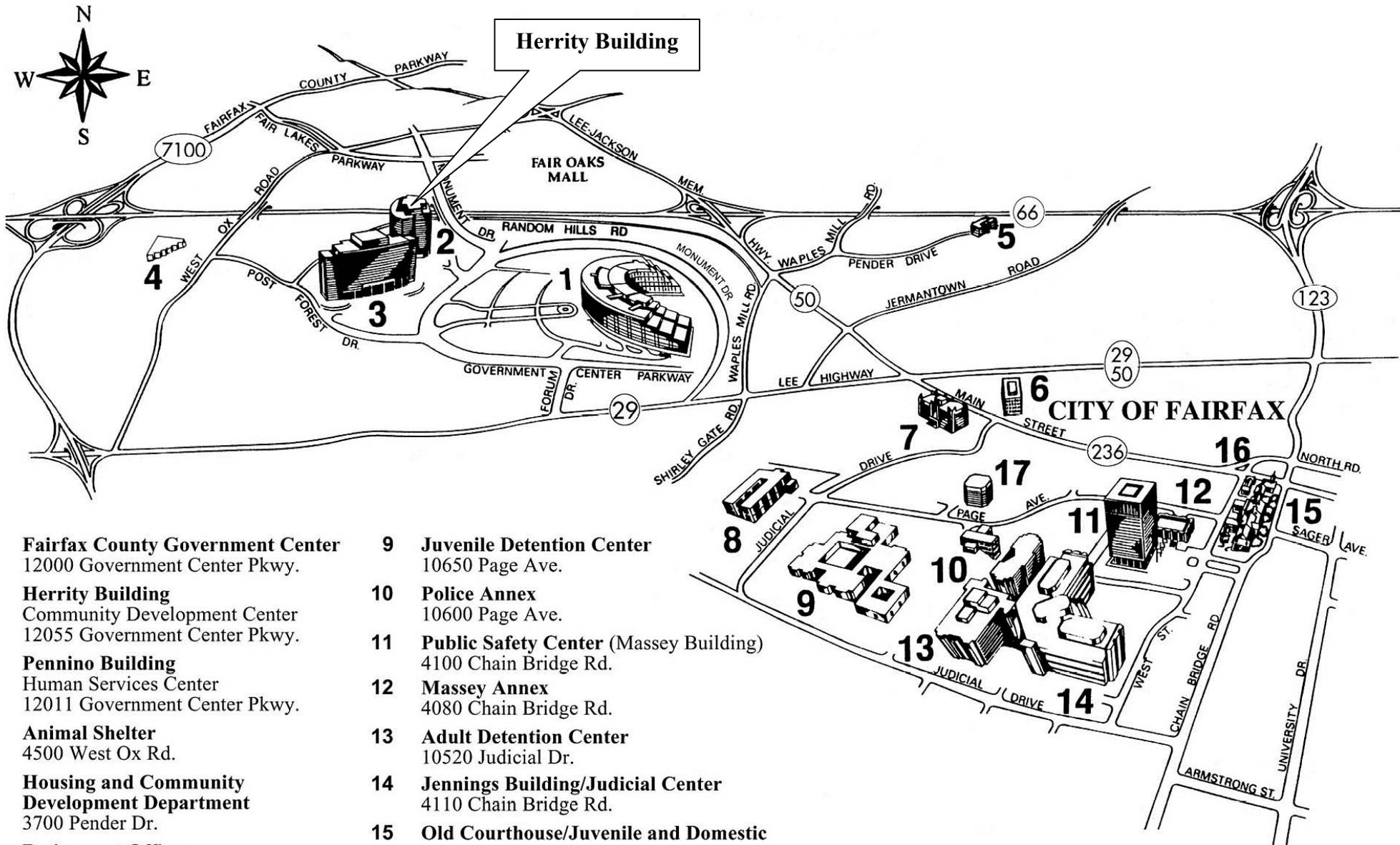
Directions to the Government Center are attached. If you need additional information, you may contact the Sentencing Commission at (804) 225-4398. Ample free parking is available on-site. If you have special needs, please contact the Sentencing Commission for information on parking and entrance to the facility. If you need hotel accommodations, please feel free to call the Commission, and we can provide you with a list of area hotels and their phone numbers.

### Cancellation Policy

The Commission has a liberal cancellation policy: If you cannot make it to a training class, please call as soon as possible. We ask that you phone us to cancel rather than be a "No Show"; many of our courses fill up quickly, and we may have a waiting list. If you are unable to reschedule, you may request a refund in writing. Your money will be refunded minus a \$10 service charge.

**If you have any questions or concerns, please call Jody Fridley or Angela Kepus at (804) 225-4398.  
Inclement Weather? Call (804) 225-4567 to see if the class has been cancelled.  
We look forward to seeing you in training!**

# Fairfax County Government Offices



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| 1 <b>Fairfax County Government Center</b><br>12000 Government Center Pkwy.                 | 9 <b>Juvenile Detention Center</b><br>10650 Page Ave.  |
| 2 <b>Herrity Building</b><br>Community Development Center<br>12055 Government Center Pkwy. | 10 <b>Police Annex</b><br>10600 Page Ave.  |
| 3 <b>Pennino Building</b><br>Human Services Center<br>12011 Government Center Pkwy.        | 11 <b>Public Safety Center (Massey Building)</b><br>4100 Chain Bridge Rd.                        |
| 4 <b>Animal Shelter</b><br>4500 West Ox Rd.  | 12 <b>Massey Annex</b><br>4080 Chain Bridge Rd.  |
| 5 <b>Housing and Community Development Department</b><br>3700 Pender Dr.                   | 13 <b>Adult Detention Center</b><br>10520 Judicial Dr.   |
| 6 <b>Retirement Office</b><br>10680 Main St.   | 14 <b>Jennings Building/Judicial Center</b><br>4110 Chain Bridge Rd.                             |
| 7 <b>Health Department</b><br>10777 Main St.   | 15 <b>Old Courthouse/Juvenile and Domestic Relations District Court</b><br>4000 Chain Bridge Rd. |
| 8 <b>Burkholder Center/School Admin.</b><br>10700 Page Ave.                                | 16 <b>Old Jail</b><br>10459 Main St.   |
|  | 17 <b>City Square Building</b><br>10640 Page Ave.  |

**FAIRFAX**  
***HERRITY BUILDING***  
**12055 Government Center Parkway**  
**Fairfax, VA 22035**  
**(703) 324-5033**  
[www.co.fairfax.va.us](http://www.co.fairfax.va.us)

**From I-66 West (Driving West from Capital Beltway, I-495)**

Take Exit 55B (formerly Exit 15), onto Fairfax County Parkway (route 7100) North; turn right onto Fair Lakes Parkway (east); turn right at light onto Monument Drive; turn right onto Government Center Parkway. The Herrity Building is on your right.

**From I-66 East (Driving East from Manassas)**

Take exit 55B (formerly exit 15), onto Fairfax County Parkway (route 7100) North; turn right at light onto Fair Lakes Parkway (east); turn right at light onto Monument Drive; turn right onto Government Center Parkway. The Herrity Building is on your right.

**From Route 29 (Driving west from Fairfax City)**

Turn right at light onto Forum Drive; turn left onto Government Center Parkway. The Herrity Building is on your left.

**From Route 29 (Driving east from Centreville)**

Turn left at light onto Forum Drive; turn left onto Government Center Parkway. The Herrity Building is on your left.

**From Route 50 West (Driving West from Fairfax City)**

Take the exit for West Ox Road (Route 608) South; turn left at light onto Monument Dr. (east); turn right onto Government Center Parkway. The Herrity Building is on your right.

**From Route 50 East (Driving East from Chantilly)**

Turn right at West Ox Road (Route 608) South; turn left at light onto Monument Drive (east); turn right onto Government Center Parkway. The Herrity Building is on your right.

**From Fairfax County Parkway (Rt. 7100) North (Driving north from Springfield)**

Turn right at light onto Fair Lakes Parkway; turn right at light onto Monument Drive; turn right onto Government Center Parkway. The Herrity Building is on your right. Or: Exit at Route 29 northbound; turn left onto Forum Drive; turn left onto Government Center Parkway. The Herrity Building is on your left.

**From Fairfax County Parkway (Rt. 7100) South (Driving South from Herndon)**

Turn left at light onto Fair Lakes Parkway (east); turn right at light onto Monument Drive; turn right onto Government Center Parkway. The Herrity Building is on your right.

**From 123 North (Driving north from Fredericksburg/Woodbridge, etc.)**

Take I-95 North to the Occoquan/Route 123 North exit. Travel 123 North to Fairfax County Parkway North. Exit at West Ox Road. Pass Costco and Mobil Gas Station. Take a right onto Post Forest Drive. Go to the light at the intersection of Post Forest Dr. & Government Center Pkwy. Take a left onto Government Center Parkway. The Herrity Building is on your left.