WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
Property & Evidence Room Management (6013)

ADDITIONAL COURSE INFORMATION	
Dates:	**April 14-18, 2014**
Location:	**Bellingham Police Department** **505 Grand Ave** **Bellingham, WA 98225**
Class Hours:	**Monday-Friday 0800-1700**
Travel/Meals & Lodging:	**Responsibility of the applicant or his/her agency.**
Costs:	**$85.00** Unfortunately, the WSCJTC is *unable* to accept *credit cards* as a form of payment. Agencies will be invoiced.
Attire:	**Casual** attire is appropriate for classroom wear.
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.
Telephone:	**EMERGENCY ONLY: 509-477-3211** Messages of a non-emergent nature will not be taken.
Firearms:	Firearms will not be used in this course.
Attendance:	Instructors must pre-approve any time out of class.
Cancellation Deadline:	**April 7, 2014** Notify the Registrar's Office via e-mail registrar@cjtc.state.wa.us . **Your agency will be billed $50 or the course fee whichever is greater, for late cancellation and no shows. 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.