



## WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

### FBI CRIME SCENE PROCESSING & INTRODUCTION TO FORENSIC TECHNIQUES (5501-1)

October 3-7, 2011  
Burien, WA

#### **INSTRUCTIONS FOR ATTENDEES**

- ARRIVAL:** Attendees are requested to report on **Monday, October 3, 2011**, at **8:00 AM** to the **WA State Criminal Justice Training Commission, 19010 1<sup>st</sup> Ave S, Burien, WA.98148**. Classroom hours are from **8:00 AM to 5:00 PM**. This course will be held in the **Cascade Building, Room C-151**.
- MEALS/ LODGING:** **Are the responsibility of the attendee and/or their agency.**
- COSTS:** **\$50, agencies will be billed at the completion of the course.**
- ATTIRE:** **Business casual**, neat attire is appropriate for classroom wear.
- TELEPHONE:** Attendees should advise their families and departments of how to reach them at the training facility in the event of an emergency. Please inform your family members to identify **by name** the class you are participating in.
- EMERGENCY ONLY: (206)835-7302 Bob Graham**
- CELL PHONES:** Must be either turned off or on vibrate in the classroom.
- EQUIPMENT:** Students **must bring** a camera, preferably digital one utilized by the police department for crime scene photography and ideally with flash and variable setting options (digital or film), which will be used throughout the week.
- FIREARMS:** Firearms will not be used in this course.
- ATTENDANCE:** Certificates of completion will be awarded to those attendees who successfully complete the class in its entirety. Instructors must pre-approve **any** time out of class.
- CANCELLATION GUIDELINES:** **If for any reason it becomes necessary to cancel this application, please advise the Registrar's office via email [registrar@cjtc.state.wa.us](mailto:registrar@cjtc.state.wa.us) no later than September 26, 2011, in order to avoid late cancellation/no show fees. Your agency will be billed \$50 for those not in attendance, without proper cancellation notification. No exceptions will be made.**
- RESPONSIBILITY:** Although instructors will at all times maintain a high degree of care for the safety of all persons attending the school, it must, of course, 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.