

2024-5

TRAINING CATALOG

Q4 – Q1 / '24 – '25

**LAW ENFORCEMENT INFORMATION
MANAGEMENT TRAINING**

Compliance. Performance. Modernization.

POLICERECORDSMANAGEMENT.COM



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About PRI Training

THE KNOWLEDGE YOU NEED, THE WAY YOU NEED IT, FROM THOSE WHO KNOW IT.

Live Online Training

PRI training programs are conducted live, online as if you were in the classroom. Interact with the instructor and your fellow students in an interactive environment.

State-Specific Training

PRI is a national training provider which conducts courses in over 40 states. Our state-specific courses include information regarding individual state's legal requirements. Learn from our team of law enforcement instructors, all of whom are experts in police records management, crime reporting and technology.

Course Material

Each course includes downloadable reference material and course content to ensure you are able to take your new knowledge with you.

Certificates

All attendees receive a customized course certificate with your name, date and course title.

Cancellation Policy

Cancellations must be received more than 5 days in advance to receive a refund. Otherwise, a credit will be given to a future class.

Pricing

The price for each class is listed herein. PRI accepts checks and credit cards. If you select to pay by check, an invoice will be emailed to the billing contact provided. Our W-9 can be obtained during the online registration process.

Our Guarantee

We guarantee our clients will learn what is required to achieve legal compliance and to operate at peak performance or get their money back.

Register Online

Upon registering on our website attendees will receive an email with instructions and the link to join the training on the date of the class. The billing contact will receive an email with the receipt for purchase.

Supplemental Training Materials

WHEN YOU REGISTER, YOU WILL HAVE THE OPTION TO PURCHASE ADDITIONAL RESOURCES THAT CAN BE USED BY ALL OF YOUR PERSONNEL.

NIBRS REPORT WRITING MANUAL *Price: \$195 for seminar attendees. Regularly \$479*

An off-the-shelf, yet customizable NIBRS Report Writing Manual. Written with officers, supervisors and records personnel in mind, it includes guidance and agency standards for writing reports. The manual will be emailed as a MS Word document and is designed to be customized to align with agency policy.

What's Inside

- NIBRS offense list and definitions
- NIBRS data elements and definitions
- Report writing standards
- Scenarios for officers
- Supervisor responsibilities
- Report review and correction policy
- Situations requiring a report
- By the end of shift policy
- How many reports do I write? (Time and Place Rule, Acting in Concert, Hotel Rule)
- How crimes are counted
- Clearing cases by exception
- Unfounding cases
- Error-tracking and performance metrics

RECORDS MANAGEMENT STANDARD OPERATING PROCEDURE *Price: \$9.99*

Written for today's modern operations, our policies actually represent how business is done today. This is a customizable policy that can be edited further to align with your departmental procedures.

What's Inside

- Definitions
- Retention and destruction policy
- Report review and correction policy
- Release policy
- Duties and responsibilities
- Security of records

RECORDS UNIT OPERATIONS STANDARD OPERATING PROCEDURE *Price: \$9.99*

Written for today's modern operations, our policies actually represent how business is done today. This is a customizable policy that can be edited further to align with your departmental procedures.

What's Inside

- Definitions
- Report review and correction policy
- Duties and responsibilities
- Security of records
- Systems info

Course Listing

Ask around and you will hear. PRI training is really good. We have built our courses around real-world experience combined with legal compliance and best practices founded upon extensive work in criminal justice records operations. We provide our courses around the country according to each state's most recent legal requirements.

TRAINING SEMINARS | Live Online | Extensive Course Material

COURSE TITLE	LENGTH / COST
Eliminating Risk & Liability in Records	1 day \$279/person
California Public Records Act	1 day \$279/person
Crime Stats & NIBRS for the Police Executive	1 day \$279/person
Criminal Law vs. NIBRS: Accurate Coding of Offense Reports (state-specific)	1 day \$279/person
FL Public Records Law (Previously titled FL Sunshine Law)	1 day \$279/person
Managing Police Records (state-specific)	1 day \$279/person
Writing Reports NIBRS Style	1 day \$279/person
CAD/RMS Procurement & Project Management	1 day \$359/person
Leadership in Police Records	1 day \$279/person
Intro to Law Enforcement Records Management	1 day \$279/person
Report Writing 102: What the Academy Doesn't Teach	1 day \$279/person
Reviewing & Approving Reports: Who Should Do It and How	1 day \$279/person
Property & Evidence Management	1 day \$279/person

2-4 HOUR WEBINARS | Live Online | Includes Course Material

COURSE TITLE	LENGTH / COST
Releasing and Redacting Law Enforcement Records (state-specific)	4 hr \$179/person
Hate Crimes: Reporting Biased-based NIBRS Offenses	4 hr \$179/person
Staffing Analysis – Calculating How Many Personnel You Need in Records	2 hr \$99/person
Transitioning to NIBRS – What You Need to Know	2 hr \$159/person
Case Management	4 hr \$179/person
Intro to Sealing & Expunging Records (state-specific)	2.5 hr \$159/person
Going Paperless: Why & How	3 hr \$195/person
Digital Evidence Management	3 hr \$159/person
LEOKA & Cargo Theft – Specialized NIBRS	2 hr \$159/person
Conducting a Records Inventory and Purge	2 hr \$159/person
Supervising a Property and Evidence Unit	4 hr \$199/person

Register online. Checks and credit cards accepted. 5-day cancellation policy.

REDUCED PRICING IS NOW IN PLACE.

How it works:

- Register the first attendee at a regular price
- Second attendee receives **25% discount**
- Third attendee receives **35% discount**
- Fourth attendee and beyond will receive **50% discount each**

Discount pricing is automatically applied in the cart. No coupon codes are necessary. We guarantee our clients will learn what is required to achieve legal compliance and to operate at peak performance or get their money back.



COURSE: MANAGING POLICE RECORDS (STATE-SPECIFIC)

WHO SHOULD ATTEND

Anyone who manages criminal and administrative records.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

COST: \$279 PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group
150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134

OVERVIEW

In this class you will learn how to determine how long records must be kept, in what format, when they can be destroyed and what the legal requirements are for releasing or withholding records from the public. You will also learn a modernized approach to managing agency files both electronically and those which are still on paper.

Topics include:

- The lifecycle and value of records
- Understanding records retention scheduling and procedures
- Conducting records inventories and purges
- Applying retention schedules annually
- What records are permanent
- Digital records management procedures

DATES BY STATE:

Note: please check our website for the latest course dates. If you would like your state added to our programs, please contact us via our website.

AL • Feb. 20, 2025	GA • Mar. 7, 2025	LA • Oct. 29, 2024	NH • Oct. 1, 2024	OR • Dec. 3, 2024
AR • Mar. 4, 2025	IA • Nov. 13, 2024	MA • Nov. 7, 2024	NJ • Oct. 15, 2024	SD • Dec. 10, 2024
AZ • Mar. 20, 2025	ID • Jan. 2, 2025	MD • Jan. 16, 2025	NM • Jan. 28, 2025	TN • Oct. 23, 2024
CA • Jan. 21, 2025	IL • Feb. 6, 2025	ME • Oct. 18, 2024	NV • Mar. 25, 2025	TX • Jan. 7, 2025
CO • Jan. 23, 2025	IN • Feb. 26, 2025	MI • Mar. 13, 2025	NY • Oct. 2, 2024	UT • Nov. 20, 2024
CT • Feb. 25, 2025	KS • Feb. 13, 2025	NC • Feb. 11, 2025	OH • Jan. 9, 2025	VA • Oct. 22, 2024
FL • Dec. 5, 2024				VT • Nov. 15, 2024



COURSE: INTRO TO LAW ENFORCEMENT RECORDS MANAGEMENT

WHO SHOULD ATTEND

New employees, employees newly assigned to records management positions, records personnel

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com



OVERVIEW

In this informative course, you will learn records management procedure in law enforcement including retention, review and disposition of paper and electronic records. This training is specifically designed to orient you to basic procedures and best practice and can be attended by personnel from any state.

Topics include:

- The lifecycle of information and how it should be managed
- How to create and use retention schedules
- How to determine if cases should be purged (are they still active somehow?)
- Managing electronic records

BE AWARE OF TIME ZONE.

**COST: \$279
PER PERSON**

REGISTRATION INFO

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Coral Gables, FL 33134

DATES:

- Oct. 17, 2024 (EST)
- Dec. 12, 2024 (PST)
- Jan. 14, 2025 (EST)
- Mar. 11, 2025 (PST)

Note: please check our website for the latest course dates.



COURSE: GOING PAPERLESS: WHY & HOW

WHO SHOULD ATTEND

Any personnel interested in modernizing operations that follow today's standards for digitally-enabled productivity

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

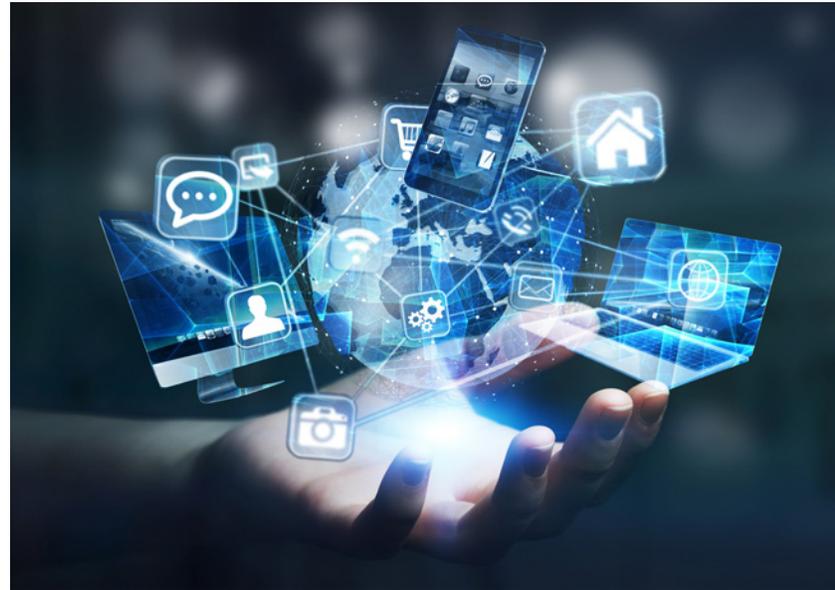
OVERVIEW

Does your department still print and file reports, case files, and forms? Do you still have a fax machine? Do you have to walk or drive records to the court? Do you sign documents with a pen?

These legacy approaches to managing records, and the prevalence of manual, paper-driven business process are indications of a real need for digital transformation... modernizing how you create, share, store, and access information, and how you provide service to both employees and external stakeholders.

Specific Learning Objectives:

- Procedures for implementing digital transformation
- Managing information and business processes electronically
- Managing public records requests electronically
- Sharing records with the Court and D.A. electronically
- Learn the laws that allow for completely digital records and signatures
- Inventorying and digitizing information touchpoints
- Developing defensible digital records procedures and policy



**COST: \$195
PER PERSON**

REGISTRATION INFO

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150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134

DATES:

- Nov. 13, 2024
- Feb. 19, 2025



COURSE: ELIMINATING RISK & LIABILITY IN RECORDS

WHO SHOULD ATTEND

Personnel who work in or oversee records operations.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

Information management is a function in law enforcement with increasing levels of risk and liability. Lawsuits stemming from mismanagement of records and data are on the rise and usually result from a lack of quality control and planning,

backlogs of pending requests for records, insufficient policy and training, and faulty crime data. Learn the inherent risks and liability that exist in Records and how to eliminate it. Attendees will participate in strategic risk analysis and prevention, and learn how to implement the approaches needed to protect the agency. You'll receive various resources/tools for agency- and self-assessment risk analysis, measuring key performance indicators and keeping track of productivity.

Topics include:

- Common reasons for lawsuits
- Quality control in records, the right way
- Correcting mistakes in reports. Records or the officer?
- Organizational structure in Records vs. all hands on deck
- Eliminate backlogs in Records
- Utilizing data and updated business processes



BE AWARE OF TIME ZONE.

DATES:

- Nov. 5, 2024 (EST)
- Dec. 4, 2024 (PST)
- Jan. 23, 2025 (EST)
- Mar. 13, 2025 (PST)

Note: please check our website for the latest course dates.

**COST: \$279
PER PERSON**

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to:	PRI Management Group 150 Alhambra Circle, Ste. 1270 Coral Gables, FL 33134
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COURSE: CAD/RMS PROCUREMENT & PROJECT MANAGEMENT

WHO SHOULD ATTEND

Any project management personnel.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

Your technology project's success or failure will have lasting impact on your agency and career. Make sure it goes right by attending this high-impact learning and networking event and leave with the tools you need to fast-track getting the right system.

This executive-level course is a money back guaranteed program that will lower the risk of project failure and help ensure a successful procurement process.



Specific Learning Objectives:

- Developing the right project team
- Project planning: risk, communications, and governance
- Managing the 5 phases of the project
- Conducting the needs assessment
- Procurement and legal terms and conditions
- Writing the RFP
- Elements of the vendor selection process
- Scoring vendors

**COST: \$359
PER PERSON**

REGISTRATION INFO

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150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134

BE AWARE OF TIME ZONE.

DATES:

- Nov. 21, 2024 (EST)
- Mar. 6, 2025 (PST)

Note: please check our website for the latest course dates.

“Compared to other records seminars, this blows them out of the water! Not the same dry instruction, but actual real world conditions. The ideas for improving ‘systems’ and ‘people’ were sound and logical. Fantastic!”

– Attendee comment



COURSE: DIGITAL EVIDENCE MANAGEMENT

WHO SHOULD ATTEND

- Records personnel
- Property/evidence personnel
- Body-worn Video/Digital Evidence personnel

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

In this class you will learn best practices for the creation, collection, management, and destruction of digital evidence. Learn about the importance of case management and disposition in the retention of digital evidence, including auditing and mitigating against lost files. Understand the relationship between evidence and records, and how something can be both.

Topics include:

- Tagging BWC videos
- Managing law enforcement body-worn and dash-camera video
- Crime scene photos
- Documents such as evidentiary records and where they should be stored

**COST: \$159
PER PERSON**

REGISTRATION INFO

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Checks should be made payable to: PRI Management Group
150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134



BE AWARE OF TIME ZONE.

DATES:

- Nov. 15, 2024 (closed)
- Jan. 14, 2025
- Feb. 20, 2025

Note: please check our website for the latest course dates.

“Compared to other records seminars, this blows them out of the water! Not the same dry instruction, but actual real world conditions. The ideas for improving ‘systems’ and ‘people’ were sound and logical. Fantastic!”

– Attendee comment



COURSE: PROPERTY & EVIDENCE MANAGEMENT

WHO SHOULD ATTEND

- Property/evidence personnel
- Police Supervisors, Managers, Commanders

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

In this class you will learn about effective management of property and evidence operations, items, and systems. To help ensure compliance, and lower risk and liability, law enforcement agencies must recognize the high-liability nature of this function, and the importance of having consistent personnel, oversight, and program policy.

You will learn about best practices for inventories, auditing, and guidelines for destroying property and evidence, and the requirement for this unit, and your records unit, to closely collaborate and reconcile records and property on an ongoing basis.

This is a training that anyone who works in or oversees property/evidence, and/or records operations, should attend.

Topics include:

- Audits and inventories
- Chain of custody
- Use of technology
- Reconciling case dispositions with property/evidence operations
- Maintaining proper records
- Disposing of evidence
- Policy



**COST: \$279
PER PERSON**

DATES:

- Oct. 29, 2024 (closed)
- Jan. 8, 2025
- Mar. 5, 2025

Note: please check our website for the latest course dates.

REGISTRATION INFO

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Checks should be made payable to: PRI Management Group
150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134



COURSE: INTRO TO SEALING & EXPUNGING RECORDS (STATE-SPECIFIC)

WHO SHOULD ATTEND

Records personnel

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

In this 2.5-hour course, learn what the law says about sealing and expunging records, as well as best practice for processing seal and expunge court orders. As each agency has different systems and policy, this course does not include step-by-step guidance for sealing or expunging records, but rather what the law says about eligibility and agency requirements. This course is state-specific.

Topics include:

- Overview of state law
- Understanding the difference between a sealed and expunged record
- Who has access to these records
- Eligibility and agency requirements

COST: \$159
PER PERSON

REGISTRATION INFO

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Coral Gables, FL 33134



DATES BY STATE:

AL • Oct. 9, 2024	IA • Feb. 13, 2025	NJ • Feb. 20, 2025
AZ • Nov. 19, 2024	IL • Dec. 11, 2024	OH • Jan. 29, 2025
CA • Dec. 18, 2024 • Mar. 4, 2025	MD • Feb. 12, 2025	OR • Oct. 18, 2024
CO • Feb. 26, 2025	MN • Mar. 26, 2025	SC • Nov. 15, 2024
CT • Oct. 31, 2024	MT • Jan. 16, 2025	UT • Dec. 17, 2024
FL • Nov. 14, 2024	NC • Mar. 5, 2025	
GA • Jan. 9, 2025	NH • Mar. 12, 2025	

Note: please check our website for the latest course dates.



COURSE: CRIMINAL LAW VS. NIBRS ACCURATE CODING OF OFFENSE REPORTS (STATE-SPECIFIC)

WHO SHOULD ATTEND

Records personnel, crime analysts who do NIBRS reporting, anyone who approves, reviews, or codes reports, crime analysts who use NIBRS stats for data-driven analysis, and law enforcement and support personnel who do NIBRS reporting

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com



OVERVIEW

The difference between criminal law definitions and NIBRS offense definitions requires understanding the importance of reconciling state statutes/codes and NIBRS offenses to ensure accurate classification of crimes. Assuming your RMS automatically assigns the correct code for every offense will lead to inaccurate crime data. Learn how state criminal laws are counted for NIBRS purposes and how they should be coded. This training includes practical scenarios commonly found in offense reports.

The training is state-specific and will cover your individual state's laws.

Topics include:

- Statutory definitions of common NIBRS-reportable crimes
- Reconciling state law with NIBRS offenses
- NIBRS coding

COST: \$279
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

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150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134

DATES BY STATE:

AZ • Feb. 6, 2025	IL • Nov. 5, 2024	MI • Feb. 27, 2025	NM • Jan. 9, 2025	TX • Feb. 18, 2025
CA • Dec. 5, 2024 • Mar. 20, 2025	KY • Dec. 12, 2024	MO • Oct. 23, 2024	OH • Oct. 8, 2024	WI • Oct. 31, 2024
FL • Feb. 4, 2025	MD • Nov. 14, 2024	NJ • Feb. 11, 2025	OR • Nov. 7, 2024	

If you would like your state added to our programs, please contact us via our website.



COURSE: FL PUBLIC RECORDS LAW (PREVIOUSLY TITLED FL SUNSHINE LAW)

WHO SHOULD ATTEND

Records personnel or others within the agency who are responsible for reviewing, redacting, and releasing law enforcement records.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com



OVERVIEW

A one day course covering the application of Florida Chapter 119 to law enforcement records. This seminar focuses on public records held specifically by law enforcement agencies and understanding what should or should not be released to the public according to Florida law and corresponding legal opinions.

Topics include:

- Overview of Florida's Sunshine Law (Chapter 119)
- Exempt vs Confidential records
- Understanding and identifying criminal investigative and intelligence information
- Handling victim and witness information
- Redacting law enforcement reports
- Releasing law enforcement training and personnel file information
- Discovery vs public records requests
- Managing sealed and expunged records

COST: \$279
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group
150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134

DATE:

- Dec. 17, 2024

Note: please check our website for the latest course dates.



COURSE: CALIFORNIA PUBLIC RECORDS ACT

WHO SHOULD ATTEND

Anyone who manages government records and subpoenas for records.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

A one day in-depth course covering the California Public Records Act and how to respond to subpoenas. Learn the ins and outs of public records requests from a practitioner's perspective. Understand how to process subpoenas for records.

Topics include:

- What can/cannot be released
- Process for managing public records requests
- Fees for records
- Handling subpoenas for records
- Recent legislative changes



DATES:

- Dec. 11, 2024
- Feb. 11, 2025

Note: please check our website for the latest course dates.

COST: \$279
PER PERSON

REGISTRATION INFO

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Checks should be made payable to: PRI Management Group
150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134

"This class exceeded my expectations! We have already scheduled future training with PRI Management Group. We are looking forward to the next class."

– Attendee Comment

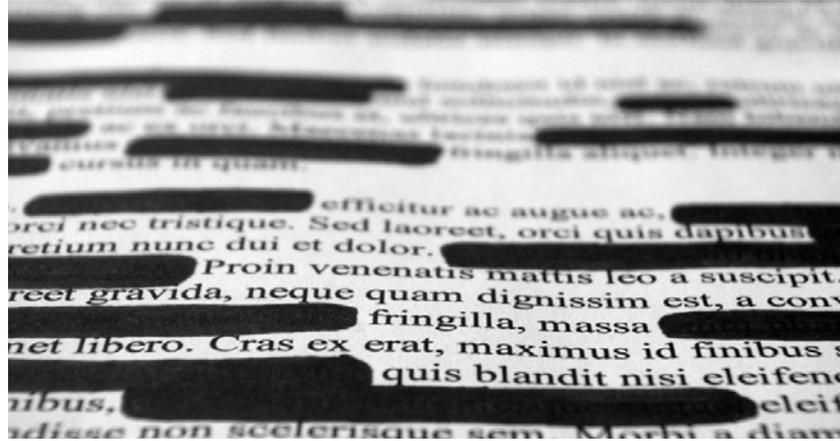


COURSE: RELEASING & REDACTING LAW ENFORCEMENT RECORDS (STATE-SPECIFIC)

WHO SHOULD ATTEND

Records personnel, PIOs administration / management personnel, and anyone responsible for releasing/redacting public records

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com



OVERVIEW

Learn how to identify and redact information from police reports, audio, video, juvenile, traffic records, personnel records, and internal affairs records following state law. You will also learn which exemptions may apply beyond the closure of a case, and your state's requirements for managing requests for records including time requirements, acceptable request methods, fees, and best practices for protecting the interests of both the requester and your agency.

This class includes the latest legislative changes/updates.

Topics include:

- Exempt vs. confidential records
- Balancing privacy rights and the public's interest
- Fees Investigative and intelligence information
- Employee identifying information
- 911 and call for service information
- Arrest information for both adults and juveniles
- Traffic accident information
- Law enforcement recordings (dash and BWC video)

COST: \$179
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

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150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134

DATES BY STATE:

If you would like your state added to our programs, please contact us via our website.

AR • Mar. 19, 2025	GA • Mar. 5, 2025	LA • Nov. 6, 2024	NJ • Oct. 24, 2024	SD • Dec. 18, 2024
AZ • Mar. 26, 2025	IA • Nov. 19, 2024	MA • Nov. 22, 2024	NM • Feb. 5, 2025	TN • Oct. 30, 2024
CA • Nov. 20, 2024 • Jan. 30, 2025	ID • Jan. 8, 2025	MD • Jan. 21, 2025	NV • Mar. 27, 2025	TX • Jan. 15, 2025
CO • Jan. 29, 2025	IL • Feb. 12, 2025	MI • Mar. 18, 2025	NY • Oct. 8, 2024	UT • Dec. 4, 2024
CT • Mar. 12, 2025	IN • Mar. 6, 2025	NC • Feb. 21, 2025	OH • Jan. 22, 2024	VA • Oct. 31, 2024
	KS • Feb. 19, 2025	NH • Oct. 9, 2024	OR • Dec. 19, 2024	VT • Nov. 21, 2024



COURSE: CONDUCTING A RECORDS INVENTORY AND PURGE

WHO SHOULD ATTEND

- Records Managers
- City/County Clerks
- Records/Information Management Personnel

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

Many organizations retain too many records for too long. Learn procedures for conducting a records inventory and purge, including best practices and defensible disposition for both paper and electronic records. Includes tips for getting buy-in from staff and developing a standardized annual destruction process.

Included materials:

- Course slides
- Articles of interest
- Course certificate

COST: \$159
PER PERSON

REGISTRATION INFO

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150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134



BE AWARE OF TIME ZONE.

DATES:

- Oct. 7, 2024 (EST) - **COURSE FULL**
- Nov. 12, 2024 (EST) - **COURSE FULL**
- Dec. 17, 2024 (EST)
- Feb. 4, 2025 (EST)

Note: please check our website for the latest course dates.

“Compared to other records seminars, this blows them out of the water! Not the same dry instruction, but actual real world conditions. The ideas for improving ‘systems’ and ‘people’ were sound and logical. Fantastic!”

– Attendee comment



COURSE: SUPERVISING A PROPERTY AND EVIDENCE UNIT

WHO SHOULD ATTEND

- Anyone responsible for the oversight of a property/evidence unit, including both civilian and sworn staff.
- Specifically designed for those new to property/evidence or those who have limited experience in this area.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmangement.com

OVERVIEW

Property rooms are often ignored or tucked away into a dark corner with little to no supervision. Staff are sometimes assigned to oversee the operation with minimal training in property/evidence operations, risks, and compliance. Then the surprise comes when an issue arises, such as missing evidence or evidence destroyed too soon.

Learn how to supervise a property/evidence unit, including the importance of hiring the right personnel and providing ongoing training, developing policies and procedures, the difference between audits and inventories, evaluating workload, and proactive practices to prevent problems.

**COST: \$199
PER PERSON**

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group
150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134



BE AWARE OF TIME ZONE.

DATES:

- Oct. 30, 2024 (EST)
- Jan. 30, 2025 (EST)

Note: please check our website for the latest course dates.

“Any agency seeking to understand the ins and outs of what makes a capable Records Management System and/or needs help with an RMS procurement would do well to work with PRI.”

– Kirke Curtis, City of Oakland



COURSE: CRIME STATS & NIBRS FOR THE POLICE EXECUTIVE

WHO SHOULD ATTEND

Executives needing a practical understanding of NIBRS.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

Reading a NIBRS report is one thing; articulating the numbers to those who ask about them is something entirely different. We teach you what you need to know to understand, explain, review, and report your crime statistics correctly. Learn the common mistakes in crime reporting that lead to questioned crime stats. Ensure your agency stays out of the headlines and free of questionable crime reporting.



Topics include:

- Is your agency recording and reporting crime correctly?
- Dealing with the media.
- The difference between NIBRS definitions and state statute.
- Are your officers reporting multiple offense cases correctly?
- Validating and presenting NIBRS stats.
- How are crimes counted?
- How are cases cleared?
- Arrests vs. clearances.
- When can you really exceptionally clear a case?
- Learn the most common causes of erroneous stats.

BE AWARE OF TIME ZONE.

COST: \$279
PER PERSON

REGISTRATION INFO

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Checks should be made payable to: PRI Management Group
150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134

DATES:

- Nov. 21, 2024 (PST)
- Jan. 30, 2025 (EST)

Note: please check our website for the latest course dates.



COURSE: WRITING REPORTS NIBRS STYLE

WHO SHOULD ATTEND

Officers, supervisors, FTO's,
Records personnel

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

Designed to get officers, supervisors, FTO's and Records personnel on the same page regarding the information that must be included in police reports following NIBRS standards, this informative training is exactly what you need to know to produce compliant reports and accurate data.

Report writing scenarios will be included to clarify common misconceptions regarding how many reports to write for complex cases with multiple offenses and offenders, exceptional clearances, and more.

Topics include:

- Reconciling state laws with NIBRS offenses
- How many reports to write for multiple offense situations
- Clearing cases
- What info is required for NIBRS



COST: \$279
PER PERSON

REGISTRATION INFO

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BE AWARE OF TIME ZONE.

DATE:

- Jan. 15, 2025 (PST)

Note: please check our website for the latest course dates.



COURSE: TRANSITIONING TO NIBRS – WHAT YOU NEED TO KNOW

WHO SHOULD ATTEND

Records personnel, administration

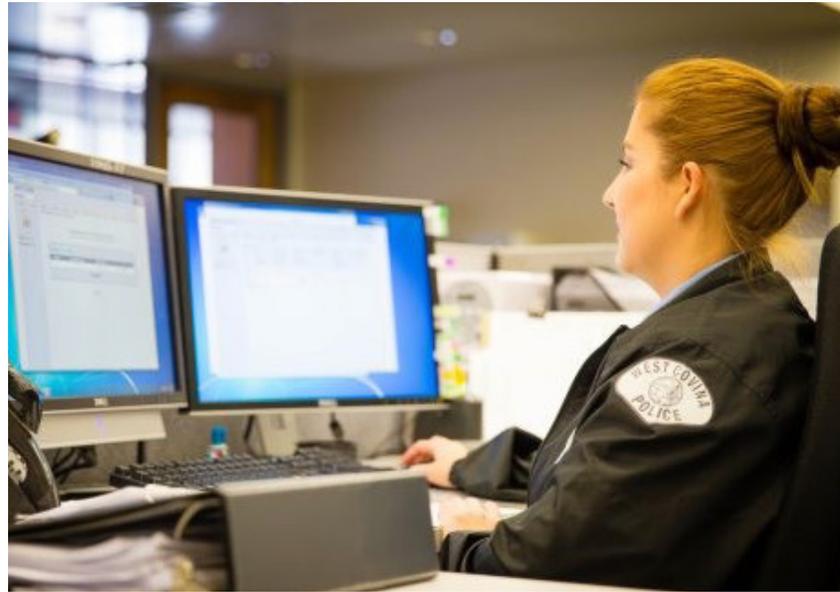
Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

This 2-hour live presentation will include a 4-step guide to ensuring your agency successfully transitions to NIBRS. There's a lot more involved than just updating your system.

Topics include:

- Project Planning
- Having the right resources in place
- What training will be required
- The "certification" process
- Fixing statute/NIBRS table errors
- What will change in your report writing processes



DATE:

- Mar. 25, 2025

Note: please check our website for the latest course dates.

**COST: \$159
PER PERSON**

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to:	PRI Management Group 150 Alhambra Circle, Ste. 1270 Coral Gables, FL 33134
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"Any agency seeking to understand the ins and outs of what makes a capable Records Management System and/or needs help with an RMS procurement would do well to work with PRI."

– Kirke Curtis, City of Oakland



COURSE: HATE CRIMES: REPORTING NIBRS BIAS-BASED OFFENSES

WHO SHOULD ATTEND

Personnel who investigate and report hate crimes

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

With more high-profile hate crimes grabbing the national spotlight, such crimes remain underreported and undercounted. Hate crimes tend to have a "severe and profound impact" on affected communities. Reporting issues and discrepancies rest on the shoulders of law enforcement agencies, which share local data with the FBI's Uniform Crime Reporting program. This four-hour class provides guidance in the recognition, proper documentation, and reporting of bias-based offenses to NIBRS.



Topics include:

- Current events affecting hate crimes incidents
- Differentiation between criminal intent and motivation
- Recognition of indicators related to hate crimes
- Understanding probable cause of motivation in a hate crime
- NIBRS rules for documentation of bias-based events

DATES:

- Oct. 16, 2024
- Feb. 18, 2025

Note: please check our website for the latest course dates.

**COST: \$179
PER PERSON**

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

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Coral Gables, FL 33134

"The seminar was outstanding, I hope to make some changes here in my department with some of what I have taken away from this class."

– Attendee Comment

WHO SHOULD ATTEND

Records and investigations personnel

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

Do you hear back from your local court or D.A. when a case has met disposition? How do we handle arrests made by other agencies on our cases? How do we handle multiple offense and multiple suspect cases? Can you clear a case by arrest when a warrant is obtained? When can a case be exceptionally cleared or unfounded?

We see many departments keeping closed cases forever, over- and under-reporting crime data, and misreporting their clearance rates, all due to issues in the world of case management. If the proper status and disposition of cases is not maintained throughout the course of an investigation and all the way through the judicial process, agency stats and retention of records will never be accurate or in compliance.

Learn what case management really is, how it affects your NIBRS data, records retention periods, and how to keep case status and dispositions correct throughout the course of an investigation and prosecution.

Topics include:

- The difference between status and disposition and when should they be changed
- How and when supplements should be submitted
- Clearing cases vs. offenses
- The importance of court dispositions and case status

BE AWARE OF TIME ZONE.

DATES:

- Nov. 7, 2024 (EST)
- Feb. 13, 2025 (PST)

Note: please check our website for the latest course dates.



**COST: \$179
PER PERSON**

REGISTRATION INFO

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Coral Gables, FL 33134



COURSE: REPORT WRITING 102: WHAT THE ACADEMY DOESN'T TEACH

WHO SHOULD ATTEND

Officers, FTOs, and Patrol Supervisors

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

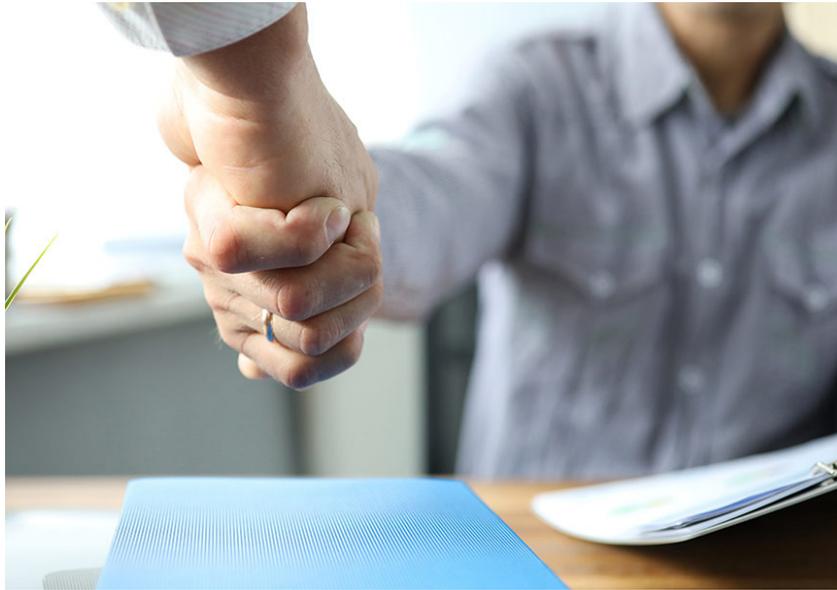
Every report must contain the information needed to correctly document a crime, aid detectives in follow-up investigations, ensure conviction, and lessen the burden placed on reviewing supervisors and records personnel.

Training Goals:

- Production of top quality reports to aid investigators and ensure conviction;
- Producing reports which are error-free, reducing the burden on supervisors and records personnel;
- Developing a mindset which understands the importance of report writing;
- Developing a culture which embraces accountability for the production of well-written reports.

Specific Learning Objectives:

- Understanding what information must be gathered to write an effective report;
- How to write a report with chronological sequencing, making it easy for the reader to understand;
- Understanding the elements of a crime and how to describe them;
- Understanding how to concisely describe probable cause;
- Understanding the need to use plain language with a first-person point of view;
- Avoiding police slang/terminology/jargon;
- Understanding active vs. passive voice writing.



REGISTRATION INFO

**COST: \$279
PER PERSON**

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Coral Gables, FL 33134

BE AWARE OF TIME ZONE.

DATES:

- Dec. 3, 2024 (PST)
- Mar. 6, 2025 (EST)

Note: please check our website for the latest course dates.



COURSE: REVIEWING & APPROVING REPORTS: WHO SHOULD DO IT & HOW

WHO SHOULD ATTEND

Police supervisors and Records personnel

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

To this day, many police agencies take the wrong approach to ensuring police reports are accurate, error-free, and well-written. Misconceptions regarding the role records personnel and police supervisors play in the report review process are prevalent. Errors get overlooked, fingers are pointed, and officers feel frustrated.

Learn how to bring clarity, consistency, and buy-in to the importance of rejecting and correcting errors through a two-tiered review process that ensures transparency, prevents risk in court testimony, and resolves the challenge of getting everyone on the same page. Learn how to review reports, correct errors, and document changes to reports.

Training Goals:

- Helping agencies understand the correct approach to quality control of police reports;
- Clarifying how reports should be reviewed, rejected, corrected, and by who;
- Clarifying what types of mistakes should be rejected, and who should correct them;
- Developing agency policy and procedure for quality control.

Specific Learning Objectives:

- Understanding what constitutes a mistake, and whether it can be corrected by records personnel, a supervisor, or only by the officer;
- How to systematically review a report, identify errors, and develop consistent and transparent correction procedures;
- How to track errors and build accountability for quality reporting with officers, supervisors, and records personnel.



BE AWARE OF TIME ZONE.

DATES:

- Nov. 19, 2024 (PST)
- Mar. 11, 2025 (EST)
- Jan. 28, 2025 (PST)

Note: please check our website for the latest course dates.

**COST: \$279
PER PERSON**

REGISTRATION INFO

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Checks should be made payable to:	PRI Management Group 150 Alhambra Circle, Ste. 1270 Coral Gables, FL 33134
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COURSE: LEOKA & CARGO THEFT – SPECIALIZED NIBRS

WHO SHOULD ATTEND

Police personnel who investigate and report data relating to law enforcement officers killed and assaulted and cargo theft cases.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

Preventing assaults and fatalities of our nation's law enforcement is the most critical use of NIBRS data. The mission of the Law Enforcement Officers Killed and Assaulted (LEOKA) program is to provide meaningful information used by law enforcement trainers to keep officers safer on our nation's streets. This part of the seminar is focused on the proper reporting requirements in NIBRS as it relates to the LEOKA program.

With cargo theft on the rise each year, proper reporting is critical. This training is intended to assist law enforcement agencies in reporting incidents of cargo theft to the NIBRS program. It addresses the types of offenses that constitute a Cargo Theft incident, how to identify cargo theft, and guidelines for reporting cargo theft.

Topics include:

- How to identify LEOKA incidents reportable to NIBRS
- Understanding who is included as a victim in the program
- How to properly apply the appropriate offense types and associated data elements
- Identification of the types of offenses that constitute a cargo theft
- NIBRS guidelines for the proper reporting of cargo theft.



**COST: \$159
PER PERSON**

REGISTRATION INFO

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Coral Gables, FL 33134

DATES:

- Dec. 19, 2024
- Mar. 27, 2025

Note: please check our website for the latest course dates.



COURSE: STAFFING ANALYSIS – CALCULATING HOW MANY PERSONNEL YOU NEED IN RECORDS

WHO SHOULD ATTEND

Records managers and supervisors.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

In this 2-hour live presentation you will learn how to correctly calculate how many personnel are needed in your Records Unit. Using a detailed staffing model based on quantity and time measurements of work tasks, this data driven approach reveals true staffing needs.

Topics include:

- Organizational structure (priority vs. function)
- Work schedules
- Cross-training
- Inventorying all work tasks
- Calculating staffing levels



DATES:

- Dec. 6, 2024
- Feb. 21, 2025

Note: please check our website for the latest course dates.

"I have attended other records management seminars in the past and this one was far above any of the others. Thanks for a great class."

– Avon Park PD

COST: \$99
PER PERSON

REGISTRATION INFO

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Checks should be made payable to: PRI Management Group
150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134



COURSE: LEADERSHIP IN POLICE RECORDS

WHO SHOULD ATTEND

Any personnel interested in developing leadership, team building, and conflict resolution skills

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

Building a successful records unit begins with leadership. The PRI Leadership in Records course is a one-day program designed for enhancing leadership awareness and competencies. The course focuses on the mindset and skills required to successfully lead and work as part of a records team.

You will learn how to contribute to the motivation of staff and develop effective teams to meet your agency's objectives. Learn about the different personality types, how to better manage conflict, increase communication, and help others embrace change more effectively.

You will learn how to contribute to the motivation of staff and develop effective teams to meet your agency's objectives. Learn about the different personality types, how to better manage conflict, increase communication, and help others embrace change more effectively.

Topics include:

- Your leadership style
- Employee engagement
- Leading with intention
- Emotional intelligence
- Building a team

**COST: \$279
PER PERSON**

REGISTRATION INFO

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Coral Gables, FL 33134



BE AWARE OF TIME ZONE.

DATES:

- Oct. 15, 2024 (EST)
- Dec. 11, 2024 (PST)
- Jan. 15, 2025 (EST)
- Mar. 18, 2025 (PST)

Note: please check our website for the latest course dates.

“Compared to other records seminars, this blows them out of the water! Not the same dry instruction, but actual real world conditions. The ideas for improving ‘systems’ and ‘people’ were sound and logical. Fantastic!”

– Attendee comment