"I have attended many seminars and training classes over the last 20 years in law enforcement; I have to say with certainty, yours was simply amazing. You are very informed about the topic you teach. VERY informed."

PLEASANT HILL POLICE DEPT.

FOR WHO
+ Police records personnel
+ Police administration

REGISTER ONLINE
Register online at policerecordsmanagement.com

TRAINING ANNOUNCEMENT

COURSE: Building a Model Police Records Unit

HOST: Lake County Sheriff

DATE: August 21-22, 2018 8am-4pm

WHERE: Lake County Sheriff Central Permit Facility
500 W. Winchester Road
Libertyville, IL 60048

Developed to help agencies build a top performing records division, learn how to minimize liability, improve performance, empower the records function, build professionalism and increase customer service. Designed for records managers, clerks and supervisors this two day course teaches how to run the records division as if it were a business: efficiently, legally and customer-focused. Learn practical techniques and tips and tricks that will improve the operations of this critical support component.

+ Lower report turnaround time
+ Lower reporting error-rate
+ Build a records management plan
+ How to legally correct reports after the fact
+ How to ensure accurate UCR data
+ Reviewing & approving reports
+ Develop a Records Unit manual
+ Develop a Report Writing manual
+ How to dispose of records legally & efficiently
+ Accountability & performance standards

"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 POLICE DEPT.

COST
$385/person
 Checks/Credit Cards
 5-day cancellation policy for refunds.

Checks payable to:
PRI Management Group
299 Alhambra Circle, Suite 316
Coral Gables, FL 33134

QUESTIONS
Registration/payment issues contact:
Charles Main, Training Coordinator 305-460-0096
training@policerecordsmanagement.com

For directions or onsite questions:
SBalmes@lakecountyil.gov

PRESENTEB BY:
PRI MANAGEMENT GROUP
Ed Claughton from PRI Management Group is a foremost expert on police records and information management. Ed's training has received excellent reviews and through his management of a records division and law enforcement career Ed conveys the importance of managing records correctly through real world examples. Ed is a certified Law Enforcement Auditor and Public Records Manager and a selected speaker for the International Association of Chiefs of Police. His police information management expertise includes the development of the proprietary operational model presented in this course which has been implemented by numerous agencies, resulting in significantly improved operations, higher data accuracy, legal compliance and better customer service. Ed holds a Master's degree in Criminal Justice from Boston University, and a Bachelor of Arts degree from Loyola.

Attendees receive e-course material:
- Sample forms
- Public records resources
- Sample records unit manual
- Records inventory worksheets
- Error-rate tracking tool
- Digital records resources
- Course certificate

Sign Up Today For Our Other Courses
- Managing Police Records
- Crime Stats & UCR for the Police Executive
- Evidence & Records: Retention & Destruction
- Body-Worn Camera Records: Law, Policy, Practice

Space is often limited so courses fill quickly!

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See what others have said about our training...

"Records management seminar is a must for anyone who deals with records--very informative class, and extremely knowledgeable instructor. Send your employees--it's worth every penny."
- *Sunrise Police Dept.*

"We thoroughly enjoyed the style and presentation of this class. It was easy to understand and the instructor made the class entertaining. Never a dull moment."

"The class was great. We just want to thank you for all the information. I have been to other trainings, but I can say this training has been the best I’ve ever been to."
- *University of the Pacific Police Dept.*

"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."
