

Modernizing American law enforcement information management operations.

# Managing Police Records Seminar

*"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."*

## WHO SHOULD ATTEND

- + Police records personnel
- + Police administration

## REGISTER ONLINE

Register online at  
[policerecordsmanagement.com](http://policerecordsmanagement.com)

## COST

\$195/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

## TRAINING ANNOUNCEMENT

**COURSE:** Managing Police Records

**HOST:** Kansas City Community College Police Department

**DATE:** January 11, 2019 8am-3pm

**WHERE:** KCKCC Technical Education Center- Multi-purpose Room  
6565 State Avenue  
Kansas City, Kansas 66102

A one day course in which you will learn all about the legal requirements governing the management of police and administrative records in law enforcement. Learn about records retention schedules, what can be released to the public, what to charge for records, and what the penalties are for non-compliance.

- + What can be released and what is confidential
- + Avert a lawsuit and gain an understanding of state records law
- + Learn the latest records retention schedules and procedure
- + Understand the proper creation, collection, processing, maintenance, dissemination and destruction of public records including criminal, traffic, and administrative records.

*"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.**

## QUESTIONS

**Registration/payment issues contact:**

Charles Main, Training Coordinator 305-460-0096  
[training@policerecordsmanagement.com](mailto:training@policerecordsmanagement.com)

**For directions or onsite questions:**

[sievers@kckcc.edu](mailto:sievers@kckcc.edu)

PRESENTED BY:

**PRI**  
MANAGEMENT GROUP

## INSTRUCTOR

Brian Cash began his law enforcement career in 1992 with the Leesburg Police Department in Florida. Over the years he has served in patrol, community services and criminal investigation. In 2007 while serving as the department's intelligence liaison he became the first sworn officer to graduate from the Florida Law Enforcement Analyst Academy. Brian is now the department's Records Manager; also overseeing property and evidence operations. Brian has extensive expertise in property and evidence as well as public records law. He will provide the knowledge you need to ensure compliance and best practices for your agency. Brian holds a Bachelor of Science degree from Troy University.

### Attendees receive e-course material:

- + Sample forms
- + Public records resources
- + Sample records unit manual
- + Records inventory worksheets
- + Digital records resources
- + Course certificate

### MORE TRAINING

#### Sign Up Today For Our Other Courses

Building a Model Police Records Unit  
Crime Stats & NIBRS/UCR for the Police Executive  
Evidence & Records: Retention & Destruction  
Body-Worn Camera Records: Law, Policy, Practice

**Classes fill up quickly. Sign up today.**

### 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."*