



*A comprehensive program with ongoing peer-based collaborative learning and skills development.*

### FOR WHO

- + Police records personnel
- + Supervisors and mid-level managers

### REGISTER ONLINE

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

### COST

\$395/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

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

For directions or onsite questions:  
Cady Richards  
[CRichards@ci.pittsburg.ca.us](mailto:CRichards@ci.pittsburg.ca.us)

## Law Enforcement Records Management Cohort Program

**HOST:** Pittsburg Police Department

**DATE:** February 27-28, 2019 8am-4pm

**WHERE:** 65 Civic Avenue, Pittsburg, California 94565

**Who should attend:** records personnel, administrative staff

**Required:** laptop computer

While at its core is a two-day workshop, this is an ongoing program where attending scholars will become part of a peer group who will serve to support, mentor and advise each other on an ongoing basis in the development and implementation of a customized model police records management plan for your agency.

During the workshop, moderated by PRI, you and your group will develop an actionable plan to bring back to your agency and the skills needed to get it approved and implemented, guided by the 4 pillars of a model police records operation: 1) sound business process 2) people's performance 3) legal compliance and 4) modern technology.

Utilizing an online system, your groups will maintain contact, share ideas, provide feedback, network and develop career-long relationships. In addition to the practical education this program provides, the connections you make will be even more valuable.

**The plan you'll develop will include the strategies, risks, policy & training requirements for:**

- + Developing and tracking real-time key performance indicators (KPI)
- + Annual compliance with retention schedules across the agency
- + Effective policy governing report writing, public records, report corrections
- + Selecting the right systems for managing records and data
- + Standardizing and maximizing the use of CAD/RMS
- + Developing performance expectations and standards

**You will learn the skills to:**

- + Obtain buy-in and effectively communicate your vision clearly and concisely
- + Deal effectively with difficult employees *and* supervisors
- + Demonstrate leadership skills for cross-generational staff
- + Draft professional, management-level plans and staff reports

## INSTRUCTOR

Lt. Ed Cloughton (ret.) 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 University New Orleans.

### Attendees receive e-course material:

- + Access to an online planning and peer collaboration program
- + Course program
- + Certificate of completion

### MORE TRAINING

#### Sign Up Today For Our Other Courses

- Managing Police Records
- Crime Stats & UCR for the Police Executive
- Building a Model Police Records Unit
- Body-Worn Camera Records: Law, Policy, Practice

**Space is often limited so courses fill quickly!**

### 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."*