

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



## TRAINING ANNOUNCEMENT

**COURSE:** Managing Police Records

**HOST:** Hollister Police Department

**DATE:** February 22, 2019 8am-3pm

**WHERE:** Hollister Police Department  
395 Apollo Way  
Hollister, California 95023

## 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

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:**

[vreyne@police.hollister.ca.us](mailto:vreyne@police.hollister.ca.us)

## INSTRUCTOR

Joseph Surges is a public records and UCR instructor and subject matter expert. Joseph served with the Concord Police Department from July of 2000 until April of 2016 as the Records Manager and began his law enforcement career in 1991 with the Contra Costa County Sheriff's. Joe has served twice as State President CLEARs and as the CLEARs State Legislative Chair from 2001 to 2009. Joe also served on the POST State Records Manual Revision project and on curriculum development of the POST Basic Records and Records Supervisor courses.

### 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 for the Police Executive  
Evidence & Records: Retention & Destruction  
Body-Worn Camera Records: Law, Policy, Practice  
California Public Records Act  
Law Enforcement Records Management Cohort

**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."*