

Modernizing American law enforcement information management operations.

# CA Public Records Act

*"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."*

## WHO SHOULD ATTEND

- + Police records personnel
- + Police administration



## TRAINING ANNOUNCEMENT

**COURSE:** Public Records Act: California

**HOST:** Livermore Police Department

**DATE:** April 4, 2019 8am-3pm

**WHERE:** Livermore Police Department

1110 S Livermore Avenue  
Livermore, CA 94550

## 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

## OVERVIEW

A one day in-depth course covering the California Public Records Act and how to respond to subpoenas. Taught by California's resident expert, Joseph Surges, learn the ins and outs of public records requests from a practitioner's perspective.

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

*"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:**

[lprado@cityoflivermore.net](mailto:lprado@cityoflivermore.net)

PRESENTED BY:

**PRI**  
MANAGEMENT GROUP

## INSTRUCTOR

Joseph Surges is a California public records instructor with over 27 years of experience in law enforcement records operations. Joseph served with the Concord Police Department from 2000-2016 as the Records Manager and began his career in 1991 with Contra Costa Sheriff's Office. He has served twice as President of CLEARs, and as the CLEARs Legislative Chair from 2001-2009. He also served on the POST State Records Manual revision project and on curriculum development for 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/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."*