

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:** Boerne Police Department

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

**WHERE:** Boerne Police Department

124 Old San Antonio  
Boerne, Texas 78006

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:**  
[MGuerrero@ci.boerne.tx.us](mailto:MGuerrero@ci.boerne.tx.us)

PRESENTED BY:

**PRI**  
MANAGEMENT GROUP

## INSTRUCTOR

Ed Cloughton from PRI Management Group is a foremost expert on police records and information management. His 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 modernized operations presented in this course which have been implemented by numerous agencies, resulting in significantly improved performance, 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:

- + 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
- 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."*