



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

## Law Enforcement Records Management Cohort Program

**HOST:** Thornton Police Department

**DATE:** May 13-14, 2019 8am-4pm

**WHERE:** 9551 Civic Center Drive, Thornton, CO 80229

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

**Required:** laptop computer

STATE SPECIFIC

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

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

For directions or onsite questions:  
Selina Nau  
[selina.nau@cityofthornton.net](mailto:selina.nau@cityofthornton.net)

## INSTRUCTOR

Julie Ubert is currently the Administrative Manager with the Lake Stevens Police Department in Washington State. Julie began her career in 2004 and her expertise includes police records management, accreditation, policy and procedure, budget planning, hiring/recruitment and public records disclosure. Through her experience, Julie can help your agency develop an organizational culture that fosters leadership and teamwork to meet agency performance goals. Julie has served as the Treasurer for the Washington State Law Enforcement Information and Records Association (LEIRA) since 2008, and is an instructor for LEIRA in "Beginning Police Public Records". Julie received a Bachelor's Degree in Hospitality Management from Washington State University and brings a unique perspective on balancing internal and external customer service.

### 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
  - Evidence & Records : retention & destruction
- 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."*