



# 2023

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# TRAINING CATALOG

Q3– Q4 '23

**LAW ENFORCEMENT INFORMATION  
MANAGEMENT TRAINING**

*Compliance. Performance. Modernization.*

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[POLICERECORDSMANAGEMENT.COM](https://POLICERECORDSMANAGEMENT.COM)



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# About PRI Training

THE KNOWLEDGE YOU NEED, THE WAY YOU NEED IT, FROM THOSE WHO KNOW IT.

## Live Online Training

PRI training programs are conducted live, online as if you were in the classroom. Interact with the instructor and your fellow students in an interactive environment.

## State-Specific Training

PRI is a national training provider which conducts courses in over 40 states. Our state-specific courses include information regarding individual state's legal requirements. Learn from our team of law enforcement instructors, all of whom are experts in police records management, crime reporting and technology.

## Course Material

Each course includes downloadable reference material and course content to ensure you are able to take your new knowledge with you.

## Certificates

All attendees receive a customized course certificate with your name, date and course title.

## Cancellation Policy

Cancellations must be received more than 5 days in advance to receive a refund. Otherwise, a credit will be given to a future class.

## Pricing

The price for each class is listed herein. PRI accepts checks and credit cards. If you select to pay by check, an invoice will be emailed to the billing contact provided. Our W-9 can be obtained during the online registration process.

## Our Guarantee

We guarantee our clients will learn what is required to achieve legal compliance and to operate at peak performance or get their money back.

## Register Online

Upon registering on our website attendees will receive an email with instructions and the link to join the training on the date of the class. The billing contact will receive an email with the receipt for purchase.

## Supplemental Training Materials

WHEN YOU REGISTER, YOU WILL HAVE THE OPTION TO PURCHASE ADDITIONAL RESOURCES THAT CAN BE USED BY ALL OF YOUR PERSONNEL.

### **NIBRS REPORT WRITING MANUAL** *Price: \$195 for seminar attendees. Regularly \$479*

An off-the-shelf, yet customizable NIBRS Report Writing Manual. Written with officers, supervisors and records personnel in mind, it includes guidance and agency standards for writing reports. The manual will be emailed as a MS Word document and is designed to be customized to align with agency policy.

#### **What's Inside**

- NIBRS offense list and definitions
- NIBRS data elements and definitions
- Report writing standards
- Scenarios for officers
- Supervisor responsibilities
- Report review and correction policy
- Situations requiring a report
- By the end of shift policy
- How many reports do I write? (Time and Place Rule, Acting in Concert, Hotel Rule)
- How crimes are counted
- Clearing cases by exception
- Unfounding cases
- Error-tracking and performance metrics

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### **RECORDS MANAGEMENT STANDARD OPERATING PROCEDURE** *Price: \$9.99*

Written for today's modern operations, our policies actually represent how business is done today. This is a customizable policy that can be edited further to align with your departmental procedures.

#### **What's Inside**

- Definitions
- Retention and destruction policy
- Report review and correction policy
- Release policy
- Duties and responsibilities
- Security of records

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### **RECORDS UNIT OPERATIONS STANDARD OPERATING PROCEDURE** *Price: \$9.99*

Written for today's modern operations, our policies actually represent how business is done today. This is a customizable policy that can be edited further to align with your departmental procedures.

#### **What's Inside**

- Definitions
- Report review and correction policy
- Duties and responsibilities
- Security of records
- Systems info

## Course Listing

Ask around and you will hear. PRI training is really good. We have built our courses around real-world experience combined with legal compliance and best practices founded upon extensive work in criminal justice records operations. We provide our courses around the country according to each state's most recent legal requirements.

### TRAINING SEMINARS | Live Online | Extensive Course Material

| COURSE TITLE   | LENGTH / COST      |
|--|--------------------|
| Eliminating Risk & Liability in Records                                    | 1 day \$279/person |
| California Public Records Act  | 1 day \$279/person |
| Crime Stats & NIBRS for the Police Executive                               | 1 day \$279/person |
| Criminal Law for Records Personnel (state-specific)                        | 1 day \$279/person |
| Records as Evidence: Management, Retention, & Disposition (state-specific) | 1 day \$279/person |
| Florida Sunshine Law for Law Enforcement                                   | 1 day \$279/person |
| Managing Police Records (state-specific)                                   | 1 day \$279/person |
| Writing Reports NIBRS Style  | 1 day \$279/person |
| CAD/RMS Procurement & Project Management                                   | 1 day \$359/person |
| Leadership in Police Records   | 1 day \$279/person |
| Intro to Law Enforcement Records Management                                | 1 day \$279/person |
| Report Writing 102: What the Academy Doesn't Teach                         | 1 day \$279/person |
| Reviewing & Approving Reports: Who Should Do It and How                    | 1 day \$279/person |

### 2 OR 4-HOUR WEBINARS | Live Online | Includes Course Material

| COURSE TITLE   | LENGTH / COST       |
|--|---------------------|
| Redacting Records – What Can & Cannot Be Released (state-specific)     | 2 hr \$159/person   |
| Hate Crimes: Reporting NIBRS Bias-Based Offenses                       | 4 hr \$179/person   |
| Staffing Analysis – Calculating How Many Personnel You Need in Records | 2 hr \$99/person    |
| Transitioning to NIBRS – What You Need to Know                         | 2 hr \$159/person   |
| Case Management  | 3 hr \$179/person   |
| Intro to Sealing & Expunging Records (state-specific)                  | 2.5 hr \$159/person |
| Going Paperless: Why & How (state-specific)                            | 3 hr \$195/person   |

*Register online. Checks and credit cards accepted. 5-day cancellation policy.*

## REDUCED PRICING IS NOW IN PLACE.

### How it works:

- Register the first attendee at a regular price
- Second attendee receives **25% discount**
- Third attendee receives **35% discount**
- Fourth attendee and beyond will receive **50% discount each**

*Discount pricing is automatically applied in the cart. No coupon codes are necessary.*



# COURSE: MANAGING POLICE RECORDS (STATE-SPECIFIC)

## WHO SHOULD ATTEND

Anyone who manages criminal and administrative records.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](https://policerecordsmanagement.com)

**COST: \$279**  
PER PERSON

## REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
150 Alhambra Circle, Ste. 1270  
Coral Gables, FL 33134

## OVERVIEW

In this class you will learn how to determine how long records must be kept, in what format, when they can be destroyed and what the legal requirements are for releasing or withholding records from the public. You will also learn a modernized approach to managing agency files both electronically and those which are still on paper.

## Topics include:

- The latest public records law for police, traffic and admin records
- What can/cannot be released to the public
- Dealing with media requests
- Developing records retention schedules and procedures
- Keeping track of what was destroyed and when
- Procedures for ensuring retention schedule compliance
- What records are permanent?
- Police reports, email, financial records, supporting documentation, and more.

## DATES BY

*Note: please check our website for the latest course  
If you would like your state added to our programs, please contact us via our website.*

|   |  |   |   |  |
|---|--|---|---|--|
| <b>AL</b> <ul style="list-style-type: none"><li>• Oct. 5, 2023</li></ul>                          | <b>GA</b> <ul style="list-style-type: none"><li>• Nov. 2, 2023</li></ul>                           | <b>MD</b> <ul style="list-style-type: none"><li>• July 11, 2023</li></ul> | <b>NJ</b> <ul style="list-style-type: none"><li>• Oct. 10, 2023</li></ul> | <b>TN</b> <ul style="list-style-type: none"><li>• Dec. 7, 2023</li></ul>   |
| <b>AZ</b> <ul style="list-style-type: none"><li>• Oct. 13, 2023</li></ul>                         | <b>IL</b> <ul style="list-style-type: none"><li>• Sept. 21, 2023</li><li>• Nov. 14, 2023</li></ul> | <b>MI</b> <ul style="list-style-type: none"><li>• July 27, 2023</li></ul> | <b>NY</b> <ul style="list-style-type: none"><li>• Aug. 8, 2023</li></ul>  | <b>TX</b> <ul style="list-style-type: none"><li>• Sept. 12, 2023</li></ul> |
| <b>CA</b> <ul style="list-style-type: none"><li>• Aug. 15, 2023</li><li>• Oct. 5, 2023</li></ul>  | <b>IN</b> <ul style="list-style-type: none"><li>• Oct. 26, 2023</li></ul>                          | <b>MN</b> <ul style="list-style-type: none"><li>• July 5, 2023</li></ul>  | <b>ND</b> <ul style="list-style-type: none"><li>• Sept. 6, 2023</li></ul> | <ul style="list-style-type: none"><li>• Dec. 5, 2023</li></ul>             |
| <b>CO</b> <ul style="list-style-type: none"><li>• Oct. 3, 2023</li></ul>                          | <b>KS</b> <ul style="list-style-type: none"><li>• Oct. 27, 2023</li></ul>                          | <b>MO</b> <ul style="list-style-type: none"><li>• Aug. 24, 2023</li></ul> | <b>OH</b> <ul style="list-style-type: none"><li>• Nov. 9, 2023</li></ul>  | <b>WA</b> <ul style="list-style-type: none"><li>• July 28, 2023</li></ul>  |
| <b>FL</b> <ul style="list-style-type: none"><li>• Aug. 29, 2023</li><li>• Nov. 29, 2023</li></ul> | <b>KY</b> <ul style="list-style-type: none"><li>• July 13, 2023</li></ul>                          | <b>NH</b> <ul style="list-style-type: none"><li>• Oct. 12, 2023</li></ul> | <b>SD</b> <ul style="list-style-type: none"><li>• Nov. 16, 2023</li></ul> | <b>WI</b> <ul style="list-style-type: none"><li>• Dec. 14, 2023</li></ul>  |





# COURSE: INTRO TO LAW ENFORCEMENT RECORDS MANAGEMENT

## WHO SHOULD ATTEND

New employees, employees newly assigned to records management positions, records personnel

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](http://policerecordsmanagement.com)



## OVERVIEW

In this informative course, you will learn records management procedure in law enforcement including retention, review and disposition of paper and electronic records. This training is specifically designed to orient you to basic procedures and best practice and can be attended by personnel from any state.

### Topics include:

- The lifecycle of information and how it should be managed
- How to create and use retention schedules
- How to determine if cases should be purged (are they still active somehow?)
- Managing electronic records

**COST: \$279  
PER PERSON**

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
150 Alhambra Circle, Ste. 1270  
Coral Gables, FL 33134

*BE AWARE OF TIME ZONE.*

### DATES

- Aug. 2, 2023 (EST)
- Sept. 14, 2023 (PST)
- Oct. 24, 2023 (EST)
- Dec. 12, 2023 (PST)

*Note: please check our website for the latest course dates.*



# COURSE: GOING PAPERLESS: WHY & HOW (STATE-SPECIFIC)

## WHO SHOULD ATTEND

Any personnel interested in modernizing operations that follow today's standards for digitally-enabled productivity

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](http://policerecordsmanagement.com)

## OVERVIEW

Does your department still print and file reports, case files, and forms? Do you still have a fax machine? Do you have to walk or drive records to the court? Do you sign documents with a pen?

These legacy approaches to managing records, and the prevalence of manual, paper-driven business process are indications of a real need for digital transformation... modernizing how you create, share, store, and access information, and how you provide service to both employees and external stakeholders.

### Specific Learning Objectives:

- Procedures for implementing digital transformation
- Managing information and business processes electronically
- Managing public records requests electronically
- Sharing records with the Court and D.A. electronically
- Learn the laws that allow for completely digital records and signatures
- Inventorying and digitizing information touchpoints
- Developing defensible digital records procedures and policy

**COST: \$195**  
**PER PERSON**

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

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Coral Gables, FL 33134



## DATES BY STATE

### CALIFORNIA

- Sept. 21, 2023

### TEXAS

- Oct. 31, 2023

### INDIANA

- Nov. 2, 2023

### WASHINGTON

- Nov. 29, 2023

*If you would like your state added to our programs, please contact us via our website.*





# COURSE: ELIMINATING RISK & LIABILITY IN RECORDS

## WHO SHOULD ATTEND

Personnel who work in or oversee records operations.

**Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](http://policerecordsmanagement.com)**

## OVERVIEW

Information management is a function in law enforcement with increasing levels of risk and liability. Lawsuits stemming from mismanagement of records and data are on the rise and usually result from a lack of quality control and planning, backlogs of pending requests for records, insufficient policy and training, and faulty crime data. Learn the inherent risks and liability that exist in Records and how to eliminate it. Attendees will participate in strategic risk analysis and prevention, and learn how to implement the approaches needed to protect the agency. You'll receive various resources/tools for agency- and self-assessment risk analysis, measuring key performance indicators and keeping track of productivity.

### Topics include:

- Common reasons for lawsuits
- Quality control in records, the right way
- Correcting mistakes in reports. Records or the officer?
- Organizational structure in Records vs. all hands on deck
- Eliminate backlogs in Records
- Utilizing data and updated business processes

*BE AWARE OF TIME ZONE.*

## DATES

- Aug. 2, 2023 (EST)
- Sept. 6, 2023 (PST)
- Oct. 19, 2023 (EST)
- Nov. 28, 2023 (PST)

*Note: please check our website for the latest course dates.*



**COST: \$279  
PER PERSON**

## REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to:

PRI Management Group  
150 Alhambra Circle, Ste. 1270  
Coral Gables, FL 33134



# COURSE: CAD/RMS PROCUREMENT & PROJECT MANAGEMENT

## WHO SHOULD ATTEND

Any project management personnel.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](http://policerecordsmanagement.com)

## OVERVIEW

Your technology project's success or failure will have lasting impact on your agency and career. Make sure it goes right by attending this high-impact learning and networking event and leave

with the tools you need to fast-track getting the right system. This executive-level course is a money back guaranteed program that will lower the risk of project failure and help ensure a successful procurement process.

### Specific Learning Objectives:

- Developing the right project team
- Project planning: risk, communications, and governance
- Managing the 5 phases of the project
- Conducting the needs assessment
- Procurement and legal terms and conditions
- Writing the RFP
- Elements of the vendor selection process
- Scoring vendors

**COST: \$359  
PER PERSON**

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
150 Alhambra Circle, Ste. 1270  
Coral Gables, FL 33134



BE AWARE OF TIME ZONE.

### DATES:

- Sept. 28, 2023 (PST)
- Dec. 7, 2023 (EST)

*Note: please check our website for the latest*

*"Compared to other records seminars, this blows them out of the water! Not the same dry instruction, but actual real world conditions. The ideas for improving 'systems' and 'people' were sound and logical. Fantastic!"*

– Attendee comment



# COURSE: INTRO TO SEALING & EXPUNGING RECORDS (STATE-SPECIFIC)

## WHO SHOULD ATTEND

Records personnel

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](https://policerecordsmanagement.com)

## OVERVIEW

In this 2.5-hour course, learn what the law says about sealing and expunging records, as well as best practice for processing seal and expunge court orders. As each agency has different systems and policy, this course does not include step-by-step guidance for sealing or expunging records, but rather what the law says about eligibility and agency requirements. This course is state-specific.

### Topics include:

- Overview of state law
- Understanding the difference between a sealed and expunged record
- Who has access to these records
- Eligibility and agency requirements

**COST: \$159**  
**PER PERSON**

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
150 Alhambra Circle, Ste. 1270  
Coral Gables, FL 33134

## DATES BY STATE

### AL

- Aug. 15, 2023

### AZ

- July 21, 2023

### CA

- Aug. 9, 2023
- Nov. 30, 2023

### CO

- Sept. 19, 2023

### FL

- Aug. 9, 2023
- Nov. 1, 2023

### GA

- July 27, 2023

### IL

- Nov. 8, 2023

### IN

- Dec. 5, 2023

### KS

- Aug. 24, 2023

### MA

- Sept. 5, 2023

### MD

- Aug. 8, 2023

### MO

- Nov. 7, 2023

### NC

- Aug. 3, 2023

### NJ

- Oct. 17, 2023

### NM

- Oct. 26, 2023

### NY

- Dec. 21, 2023

### OH

- July 6, 2023

### OR

- Sept. 5, 2023

### PA

- Dec. 6, 2023

### TX

- Oct. 4, 2023

### VA

- Aug. 31, 2023

### WA

- Nov. 16, 2023

*Note: please check our website for the latest course dates.*



## COURSE: RECORDS AS EVIDENCE: MANAGEMENT, RETENTION, & DISPOSITION (STATE-SPECIFIC)

### WHO SHOULD ATTEND

Personnel who manage electronic/digital evidence.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [polrecordsmanagement.com](http://polrecordsmanagement.com)

### OVERVIEW

Learn what the law requires regarding maintenance, retention and disposition of public records held as evidence. How long should digital evidence be kept? What about other records associated with the case? When a court disposition has been received authorizing the disposition of evidence, is it okay to destroy it? Are there additional retention requirements? This class will address the confusion between what evidence is public record and what public records are considered evidence as well as:

- When is your evidence a public record?  
How to exempt it.
- What's the difference between evidence and a record as evidence?
- How should you best manage electronic records and evidence?
- When the court authorizes disposal of evidence, should you?

**COST: \$279  
PER PERSON**

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
150 Alhambra Circle, Ste. 1270  
Coral Gables, FL 33134



### DATES BY STATE

#### CA

- Nov. 16, 2023

#### FL

- July 25, 2023

#### IL

- June 23, 2023

#### IN

- July 20, 2023

#### MD

- Dec. 20, 2023

#### MI

- Sept. 19, 2023

#### NM

- July 19, 2023

#### OH

- Aug. 10, 2023

#### TX

- Aug. 22, 2023

#### WA

- Aug. 18, 2023

*Note: please check our website for the latest course dates.*



# COURSE: CRIMINAL LAW FOR RECORDS PERSONNEL (STATE-SPECIFIC)

## WHO SHOULD ATTEND

Personnel who work in Records.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](https://policerecordsmanagement.com)

## OVERVIEW

We find that many records management professionals have never been formally trained in the difference between a robbery and a burglary, a theft and a robbery, an assault and a battery, a forgery and an uttering and...many others. Yet, they are expected to review and approve reports!

This highly educational program will provide the legal training your Records personnel need to correctly decipher the events described in your agency's police reports. In order to reconcile what a police officer writes in a narrative with the classification of the report and how it should be counted for NIBRS purposes, understanding criminal statutes is imperative.

Gain the confidence you need to correctly understand police reports and take your expertise to the next level upon completing this criminal law course.

The training is state-specific and will cover your individual state's laws.

### Topics include:

- Statutory definitions of crimes
- Reconciling state law with NIBRS offenses
- The "elements" of a crime

**COST: \$279  
PER PERSON**

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
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Coral Gables, FL 33134



## DATES BY STATE

### CA

- Sept. 19, 2023
- Dec. 13, 2023

### CO

- Sept. 26, 2023

### FL

- Sept. 14, 2023

### MD

- Nov. 30, 2023

### MA

- Oct. 26, 2023

### MN

- Nov. 1, 2023

### MO

- Aug. 8, 2023

### NC

- Dec. 12, 2023

### TX

- Sept. 28, 2023

### WA

- Sept. 12, 2023

*If you would like your state added to our programs, please contact us via our website.*





# COURSE: FLORIDA SUNSHINE LAW FOR LAW ENFORCEMENT

## WHO SHOULD ATTEND

Records personnel or others within the agency who are responsible for reviewing, redacting, and releasing law enforcement records.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](https://policerecordsmanagement.com)

## OVERVIEW

A one day course covering the application of Florida Chapter 119 to law enforcement records. This seminar focuses on public records held specifically by law enforcement agencies and understanding what should or should not be released to the public according to Florida law and corresponding legal opinions.

### Topics include:

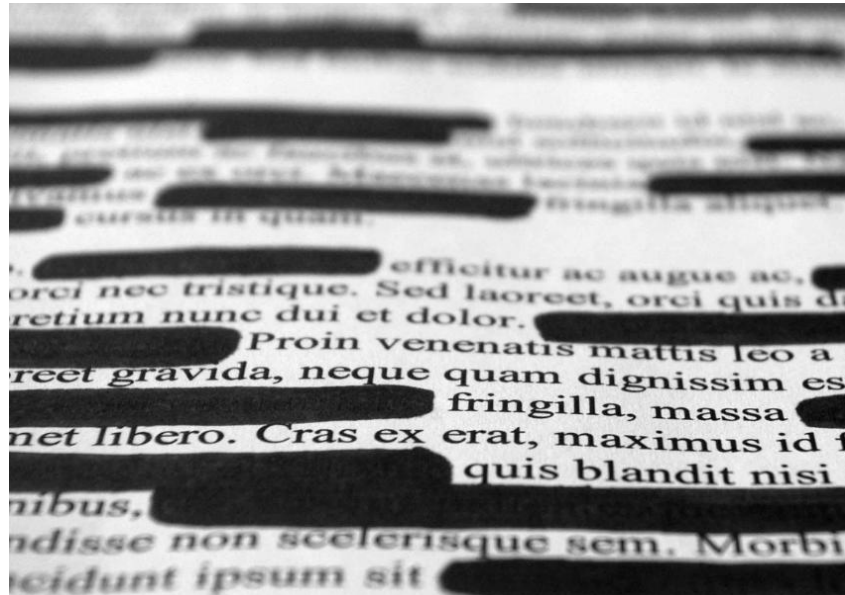
- Overview of Florida's Sunshine Law (Chapter 119)
- Exempt vs Confidential records
- Understanding and identifying criminal investigative and intelligence information
- Handling victim and witness information
- Redacting law enforcement reports
- Releasing law enforcement training and personnel file information
- Discovery vs public records requests
- Managing sealed and expunged records

**COST: \$279**  
**PER PERSON**

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
150 Alhambra Circle, Ste. 1270  
Coral Gables, FL 33134



## DATES

- Sept. 7, 2023
- Dec. 12, 2023

*Note: please check our website for the latest course dates.*





# COURSE: CALIFORNIA PUBLIC RECORDS ACT

## WHO SHOULD ATTEND

Anyone who manages government records and subpoenas for records.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](http://policerecordsmanagement.com)

## OVERVIEW

A one day in-depth course covering the California Public Records Act and how to respond to subpoenas. Learn the ins and outs of public records requests from a practitioner's perspective. Understand how to process subpoenas for records.

## Topics include:

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

**COST: \$279**  
**PER PERSON**

## REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
150 Alhambra Circle, Ste. 1270  
Coral Gables, FL 33134



## DATES

- July 13, 2023
- Sept. 13, 2023
- Nov. 15, 2023

*Note: please check our website for the latest course dates.*

*"This class exceeded my expectations!  
We have already scheduled future training  
with PRI Management Group. We are  
looking forward to the next class."*

*— Attendee Comment*



# COURSE: REDACTING RECORDS – WHAT CAN AND CANNOT BE RELEASED (STATE-SPECIFIC)

## WHO SHOULD ATTEND

Personnel who manage public records requests

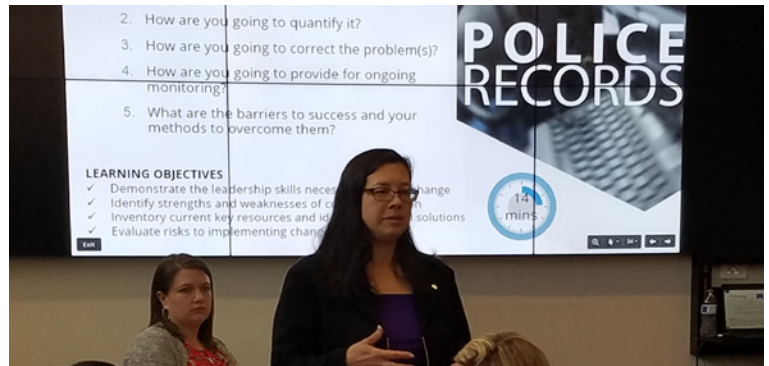
Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](https://policerecordsmanagement.com)

## OVERVIEW

Learn what should be redacted from law enforcement records including statutory exemptions for investigative information along with several other common exemptions found in police records. Learn how to identify and redact law enforcement investigative and intelligence information, private information, and audio/video content.

### Topics include:

- Law enforcement recordings such as dash camera and body worn camera video
- How long does the exemption for investigative information last? Does it ever go away?
- Victim and witness information
- What qualifies as investigative information
- Arrest information for both juveniles and adults
- Traffic crash reports
- Personnel records
- Privacy issues
- Redaction tools



**COST: \$159  
PER PERSON**

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
150 Alhambra Circle, Ste. 1270  
Coral Gables, FL 33134

## DATES BY STATE

*If you would like your state added to our programs, please contact us via our website.*

|  |   |   |  |  |
|--|---|---|--|--|
| <b>AL</b> <ul style="list-style-type: none"><li>• Oct. 11, 2023</li></ul> <b>AZ</b> <ul style="list-style-type: none"><li>• July 18, 2023</li><li>• Oct. 25, 2023</li></ul> <b>CA</b> <ul style="list-style-type: none"><li>• Aug. 23, 2023</li><li>• Oct. 18, 2023</li></ul> <b>CO</b> <ul style="list-style-type: none"><li>• Oct. 11, 2023</li></ul> <b>GA</b> <ul style="list-style-type: none"><li>• Nov. 7, 2023</li></ul> | <b>IL</b> <ul style="list-style-type: none"><li>• Sept. 27, 2023</li><li>• Nov. 30, 2023</li></ul> <b>IN</b> <ul style="list-style-type: none"><li>• Nov. 7, 2023</li></ul> <b>KS</b> <ul style="list-style-type: none"><li>• Oct. 31, 2023</li></ul> <b>KY</b> <ul style="list-style-type: none"><li>• July 26, 2023</li></ul> <b>MD</b> <ul style="list-style-type: none"><li>• July 18, 2023</li></ul> | <b>MI</b> <ul style="list-style-type: none"><li>• Aug. 1, 2023</li></ul> <b>MN</b> <ul style="list-style-type: none"><li>• July 12, 2023</li></ul> <b>MO</b> <ul style="list-style-type: none"><li>• Aug. 30, 2023</li></ul> <b>ND</b> <ul style="list-style-type: none"><li>• Sept. 13, 2023</li></ul> <b>NH</b> <ul style="list-style-type: none"><li>• Oct. 31, 2023</li></ul> <b>NJ</b> <ul style="list-style-type: none"><li>• Oct. 25, 2023</li></ul> | <b>NY</b> <ul style="list-style-type: none"><li>• Aug. 23, 2023</li></ul> <b>OH</b> <ul style="list-style-type: none"><li>• Nov. 15, 2023</li></ul> <b>PA</b> <ul style="list-style-type: none"><li>• July 6, 2023</li></ul> <b>SD</b> <ul style="list-style-type: none"><li>• Nov. 28, 2023</li></ul> <b>TN</b> <ul style="list-style-type: none"><li>• Dec. 19, 2023</li></ul> | <b>TX</b> <ul style="list-style-type: none"><li>• Sept. 20, 2023</li><li>• Dec. 13, 2023</li></ul> <b>WA</b> <ul style="list-style-type: none"><li>• Aug. 11, 2023</li></ul> <b>WI</b> <ul style="list-style-type: none"><li>• Dec. 21, 2023</li></ul> |
|--|---|---|--|--|



# COURSE: CRIME STATS & NIBRS FOR THE POLICE EXECUTIVE

## WHO SHOULD ATTEND

Executives needing a practical understanding of NIBRS.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](https://policerecordsmanagement.com)

## OVERVIEW

Reading a NIBRS report is one thing; articulating the numbers to those who ask about them is something entirely different. We teach you what you need to know to understand, explain, review, and report your crime statistics correctly. Learn the common mistakes in crime reporting that lead to questioned crime stats. Ensure your agency stays out of the headlines and free of questionable crime reporting.

### Topics include:

- Is your agency recording and reporting crime correctly?
- Dealing with the media.
- The difference between NIBRS definitions and state statute.
- Are your officers reporting multiple offense cases correctly?
- Validating and presenting NIBRS stats.
- How are crimes counted?
- How are cases cleared?
- Arrests vs. clearances.
- When can you really exceptionally clear a case?
- Learn the most common causes of erroneous stats.

*BE AWARE OF TIME ZONE.*

### REGISTRATION INFO

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Coral Gables, FL 33134

**COST: \$279**  
*PER PERSON*

### DATES

- July 13, 2023 (PST)
- Aug. 30, 2023 (EST)
- Oct. 11, 2023 (PST)
- Dec. 5, 2023 (EST)

*Note: please check our website for the latest course dates.*





# COURSE: WRITING REPORTS NIBRS STYLE

## WHO SHOULD ATTEND

Officers, supervisors, FTO's,  
Records personnel

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](https://policerecordsmanagement.com)

## OVERVIEW

Designed to get officers, supervisors, FTO's and Records personnel on the same page regarding the information that must be included in police reports following NIBRS standards, this informative training is exactly what you need to know to produce compliant reports and accurate data.

Report writing scenarios will be included to clarify common misconceptions regarding how many reports to write for complex cases with multiple offenses and offenders, exceptional clearances, and more.

### Topics include:

- Reconciling state laws with NIBRS offenses
- How many reports to write for multiple offense situations
- Clearing cases
- What info is required for NIBRS

**COST: \$279**  
**PER PERSON**

### REGISTRATION INFO

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*BE AWARE OF TIME ZONE.*

## DATES

- July 20, 2023 (PST)
- Sept. 7, 2023 (EST)
- Oct. 17, 2023 (PST)
- Nov. 29, 2023 (EST)

*Note: please check our website for the latest course dates.*



# COURSE: TRANSITIONING TO NIBRS – WHAT YOU NEED TO KNOW

## WHO SHOULD ATTEND

Records personnel, administration

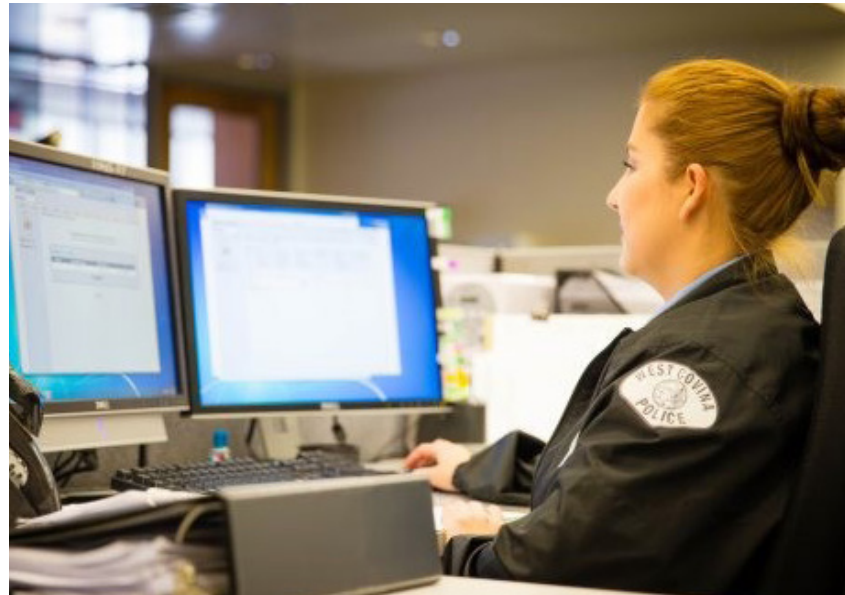
Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](https://policerecordsmanagement.com)

## OVERVIEW

This 2-hour live presentation will include a 4-step guide to ensuring your agency successfully transitions to NIBRS. There's a lot more involved than just updating your system.

### Topics include:

- Project Planning
- Having the right resources in place
- What training will be required
- The "certification" process
- Fixing statute/NIBRS table errors
- What will change in your report writing processes



## DATES

- Sept. 20, 2023
- Nov. 14, 2023

*Note: please check our website for the latest course dates.*

**COST: \$159  
PER PERSON**

### REGISTRATION INFO

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*"Any agency seeking to understand the ins and outs of what makes a capable Records Management System and/or needs help with an RMS procurement would do well to work with PRI."*

– Kirke Curtis, City of Oakland





# COURSE: HATE CRIMES: REPORTING NIBRS BIAS-BASED OFFENSES

## WHO SHOULD ATTEND

Personnel who investigate and report hate crimes

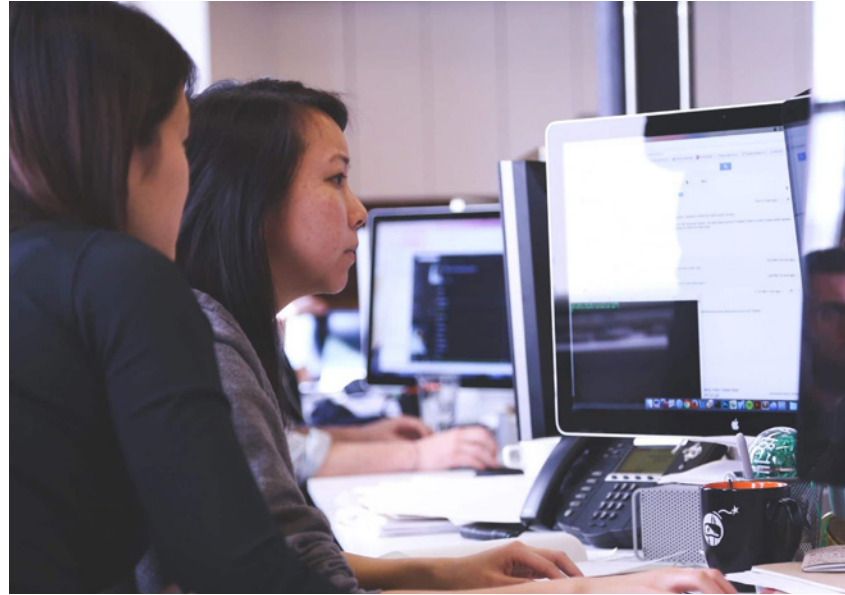
Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](http://policerecordsmanagement.com)

## OVERVIEW

With more high-profile hate crimes grabbing the national spotlight, such crimes remain underreported and undercounted. Hate crimes tend to have a "severe and profound impact" on affected communities. Reporting issues and discrepancies rest on the shoulders of law enforcement agencies, which share local data with the FBI's Uniform Crime Reporting program. This four-hour class provides guidance in the recognition, proper documentation, and reporting of bias-based offenses to NIBRS.

### Topics include:

- Current events affecting hate crimes incidents
- Differentiation between criminal intent and motivation
- Recognition of indicators related to hate crimes
- Understanding probable cause of motivation in a hate crime
- NIBRS rules for documentation of bias-based events



## DATE

- Oct. 24, 2023

*Note: please check our website for the latest course dates.*

**COST: \$179  
PER PERSON**

### REGISTRATION INFO

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*"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."*

— Attendee Comment





## COURSE: CASE MANAGEMENT

### WHO SHOULD ATTEND

Records and investigations personnel

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](https://policerecordsmanagement.com)

### OVERVIEW

Do you hear back from your local court or D.A. when a case has met disposition? How do we handle arrests made by other agencies on our cases? How do we handle multiple offense and multiple suspect cases? Can you clear a case by arrest when a warrant is obtained? When can a case be exceptionally cleared or unfounded?

We see many departments keeping closed cases forever, over- and under-reporting crime data, and misreporting their clearance rates, all due to issues in the world of case management. If the proper status and disposition of cases is not maintained throughout the course of an investigation and all the way through the judicial process, agency stats and retention of records will never be accurate or in compliance.

Learn what case management really is, how it affects your NIBRS data, records retention periods, and how to keep case status and dispositions correct throughout the course of an investigation and prosecution.

### Topics include:

- The difference between status and disposition and when should they be changed
- How and when supplements should be submitted
- Clearing cases vs. offenses
- The importance of court dispositions and case status

BE AWARE OF TIME ZONE.

### DATES

- Aug. 16, 2023 (PST)
- Nov. 14, 2023 (EST)

*Note: please check our website for the latest course dates.*



**COST: \$179**  
**PER PERSON**

### REGISTRATION INFO

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# COURSE: REPORT WRITING 102: WHAT THE ACADEMY DOESN'T TEACH

## WHO SHOULD ATTEND

Officers, FTOs, and Patrol Supervisors

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](https://policerecordsmanagement.com)

## OVERVIEW

Every report must contain the information needed to correctly document a crime, aid detectives in follow-up investigations, ensure conviction, and lessen the burden placed on reviewing supervisors and records personnel.



## Training Goals:

- Production of top quality reports to aid investigators and ensure conviction;
- Producing reports which are error-free, reducing the burden on supervisors and records personnel;
- Developing a mindset which understands the importance of report writing;
- Developing a culture which embraces accountability for the production of well-written reports.

## Specific Learning Objectives:

- Understanding what information must be gathered to write an effective report;
- How to write a report with chronological sequencing, making it easy for the reader to understand;
- Understanding the elements of a crime and how to describe them;
- Understanding how to concisely describe probable cause;
- Understanding the need to use plain language with a first-person point of view;
- Avoiding police slang/terminology/jargon;
- Understanding active vs. passive voice writing.

## REGISTRATION INFO

**COST: \$279  
PER PERSON**

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*BE AWARE OF TIME ZONE.*

## DATES:

- July 18, 2023 (PST)
- Sept. 14, 2023 (EST)
- Oct. 12, 2023 (PST)
- Dec. 13, 2023(EST)

*Note: please check our website for the latest course dates.*



# COURSE: REVIEWING & APPROVING REPORTS: WHO SHOULD DO IT & HOW

## WHO SHOULD ATTEND

Police supervisors and Records personnel

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](https://policerecordsmanagement.com)

## OVERVIEW

To this day, many police agencies take the wrong approach to ensuring police reports are accurate, error-free, and well-written. Misconceptions regarding the role records personnel and police supervisors play in the report review process are prevalent. Errors get overlooked, fingers are pointed, and officers feel frustrated.

Learn how to bring clarity, consistency, and buy-in to the importance of rejecting and correcting errors through a two-tiered review process that ensures transparency, prevents risk in court testimony, and resolves the challenge of getting everyone on the same page. Learn how to review reports, correct errors, and document changes to reports.

### Training Goals:

- Helping agencies understand the correct approach to quality control of police reports;
- Clarifying how reports should be reviewed, rejected, corrected, and by who;
- Clarifying what types of mistakes should be rejected, and who should correct them;
- Developing agency policy and procedure for quality control.

### Specific Learning Objectives:

- Understanding what constitutes a mistake, and whether it can be corrected by records personnel, a supervisor, or only by the officer;
- How to systematically review a report, identify errors, and develop consistent and transparent correction procedures;
- How to track errors and build accountability for quality reporting with officers, supervisors, and records personnel.



**BE AWARE OF TIME ZONE.**

### DATES:

- July 26, 2023 (EST)
- Sept. 26, 2023 (PST)
- Nov. 9, 2023 (EST)
- Dec. 19, 2023 (PST)

*Note: please check our website for the latest course dates.*

**COST: \$279  
PER PERSON**

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## COURSE: STAFFING ANALYSIS – CALCULATING HOW MANY PERSONNEL YOU NEED IN RECORDS

### WHO SHOULD ATTEND

Records managers and supervisors.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](http://policerecordsmanagement.com)

### OVERVIEW

In this 2-hour live presentation you will learn how to correctly calculate how many personnel are needed in your Records Unit. Using a detailed staffing model based on quantity and time measurements of work tasks, this data driven approach reveals true staffing needs.

#### Topics include:

- Organizational structure (priority vs. function)
- Work schedules
- Cross-training
- Inventorying all work tasks
- Calculating staffing levels

*"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 PD



### DATES

- Sept. 22, 2023
- Dec. 14, 2023

*Note: please check our website for the latest course dates.*

**COST: \$99  
PER PERSON**

### REGISTRATION INFO

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Coral Gables, FL 33134





# COURSE: LEADERSHIP IN POLICE RECORDS

## WHO SHOULD ATTEND

Any personnel interested in developing leadership, team building, and conflict resolution skills

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at [policerecordsmanagement.com](https://policerecordsmanagement.com)

## OVERVIEW

Building a successful records unit begins with leadership. The PRI Leadership in Records course

is a one-day program designed for enhancing leadership awareness and competencies. The course focuses on the mindset and skills required to successfully lead and work as part of a records team.

You will learn how to contribute to the motivation of staff and develop effective teams to meet your agency's objectives. Learn about the different personality types, how to better manage conflict, increase communication, and help others embrace change more effectively.

### Topics include:

- Your leadership style
- Employee engagement
- Leading with intention
- Emotional intelligence
- Building a team

**COST: \$279  
PER PERSON**

### REGISTRATION INFO

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**BE AWARE OF TIME ZONE.**

## DATES

- July 14, 2023 (EST)
- Sept. 8, 2023 (PST)
- Oct. 11, 2023 (EST)
- Dec. 7, 2023 (PST)

*Note: please check our website for the latest course dates.*

*"Compared to other records seminars, this blows them out of the water! Not the same dry instruction, but actual real world conditions. The ideas for improving 'systems' and 'people' were sound and logical. Fantastic!"*

— Attendee comment