

2026–27 TRAINING CATALOG

Q4–Q1 / ‘26–’27

LAW ENFORCEMENT INFORMATION MANAGEMENT TRAINING

Compliance. Performance. Modernization.

POLICERECORDSMANAGEMENT.COM

PRI

Table of Contents

About PRI Training 1

Supplemental Training Materials 2

Course Listing 3

COURSES

Public Safety Records Management

Going Paperless: Why & How 5

Conducting a Records Inventory and Purge 6

Records Retention Schedules 101 7

Records Management in Your State: Legal Requirements & Best Practices for Law Enforcement (state-specific) 8

Eliminating Risk and Liability in Records 9

Intro to Law Enforcement Records Management 10

Intro to Sealing & Expunging Records (state-specific) 11

Public/Open Records Request Compliance

Public Records Act: California 12

Florida Public Records Law for Public Safety 13

Releasing Law Enforcement Records Pursuant to CORA and the CCJRA 14

Public/Open Records for Law Enforcement Records (state-specific) 15

Public/Open Records 101 for Officers 16

Managing Records Requests After Critical Incidents 17

Drone, ALPR, and Surveillance Records: What Can Be Released (state-specific) 18

Dealing with YouTuber and 1st Amendment Auditors 19

Redacting Records

Releasing & Redacting Law Enforcement Reports (state-specific) 20

BWC/Video Records

BWC Video Release & Redaction (state-specific) 21

Property & Evidence

Intro to Property & Evidence 22

Digital Evidence Management 23

Supervising a Property and Evidence Unit 24

CJIS

Using CJIS Databases for Criminal Investigations 25

CJIS SECPOL in Plain English 26

How to Do Validations Right 27

Leadership

First-Level Leadership in Police Records 28

Middle Management Leadership in Police Records 29

Executive Leadership in Police Records 30

Command of the Records Unit: What You Need to Know 31

Crime Reporting & NIBRS

Case Management in Law Enforcement 32
Reviewing & Approving Reports: Who Should Do It and How 33
Criminal Law vs. NIBRS: Accurate Coding of Offense Reports (state-specific) 34

Government Records Management

Intro to Government Records Management 35
Government Conducting a Records Inventory & Purge 36
Public/Open Records for Government (state-specific) 37

On-Demand

Criminal Law vs. NIBRS: Accurate Coding of Offense Reports On-Demand 38
Creating an Agency-Specific Retention Schedule On-Demand 38
Requests for Records vs. Requests for Information On-Demand 38
Writing Reports NIBRS Style On-Demand 38
Calculating How Many Personnel You Need in Records On-Demand 38
Transitioning to NIBRS: What You Need to Know On-Demand 38
CAD/RMS Procurement & Project Management On-Demand 38
Hate Crimes: Reporting NIBRS Bias-based Offenses On-Demand 38
LEOKA and Cargo Theft Reporting for NIBRS On-Demand 38
Case Management Course On-Demand 38
Records Employee Performance Improvement Plans On-Demand 38
Managing Police Records On-Demand 38
Crime Stats & NIBRS for the Police Executive On-Demand 38

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 7 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

RECORDS MANAGEMENT STANDARD OPERATING PROCEDURE *Price: $9.00*

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

RECORDS UNIT OPERATIONS STANDARD OPERATING PROCEDURE *Price: $9.00*

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

PUBLIC SAFETY RECORDS MANAGEMENT – Records Management | Risk Management | Compliance

COURSE TITLE	LENGTH / COST
Going Paperless: Why & How	3 hr $195/person
Conducting a Records Inventory and Purge	4 hr $199/person
Records Retention Schedules 101	2 hr $149/person
Records Mgmt in Your State: Legal Requirements & Best Practices for Law Enforcement (state-specific)	4 hr $199/person
Eliminating Risk & Liability in Records	1 day $299/person
Intro to Law Enforcement Records Management	1 day $299/person
Intro to Sealing & Expunging Records (state-specific)	2 hr $179/person
PUBLIC/OPEN RECORDS REQUEST COMPLIANCE	
Public Records Act: California	1 day $299/person
Florida Public Records Law for Public Safety	1 day $299/person
Releasing Law Enforcement Records Pursuant to CORA and the CCJRA	1 day $299/person
Public/Open Records for Law Enforcement (state-specific)	4 hr $199/person
Public/Open Records 101 for Officers	2 hr $159/person
Managing Records Requests After Critical Incidents	3 hr $199/person
Drone, ALPR, and Surveillance Records: What Can Be Released (state-specific)	2 hr $199/person
Dealing with YouTuber and 1st Amendment Auditors	2 hr $99/person
REDACTING RECORDS	
Releasing and Redacting Law Enforcement Reports (state-specific)	2 hr $159/person
BWC/VIDEO RECORDS	
BWC Video Release and Redaction (state-specific)	3 hr $189/person
PROPERTY & EVIDENCE	
Intro to Property & Evidence	1 day $299/person
Digital Evidence Management	3 hr $195/person
Supervising a Property & Evidence Unit	4 hr $199/person
CJIS	
Using CJIS Databases for Criminal Investigations	1 day $259/person
CJIS SECPOL	4 hr $199/person
How to Do Validations Right	2.5 hr $159/person
LEADERSHIP	
First-Level Leadership in Police Records	1 day $299/person
Middle Management Leadership in Police Records	1 day $299/person
Executive Leadership in Police Records	1 day $299/person
Command of the Records Unit: What You Need to Know	4 hr $195/person
**CRIME REPORTING	NIBRS**	
Case Management in Law Enforcement	3 hr $199/person
Reviewing & Approving Reports: Who Should Do It and How	1 day $299/person
Criminal Law vs. NIBRS: Accurate Coding of Offense Reports (state-specific)	1 day $299/person
GOVERNMENT RECORDS MANAGEMENT	
Intro to Government Records Management	1 day $299/person
Government Conducting a Records Inventory and Purge	4 hr $199/person
Public/Open Records for Government (state-specific)	2 hr $199/person

ON-DEMAND

COURSE TITLE	LENGTH / COST
Criminal Law vs. NIBRS: Accurate Coding of Offense Reports On-Demand	6 hr $249/person
Creating an Agency-Specific Retention Schedule On-Demand	2 hr $129/person
Requests for Records vs. Requests for Information On-Demand	1 hr $99/person
Writing Reports NIBRS Style On-Demand	6 hr $249/person
Calculating How Many Personnel You Need in Records On-Demand	2 hr $159/person
Transitioning to NIBRS: What You Need to Know On-Demand	2 hr $99/person
CAD/RMS Procurement & Project Management On-Demand	6 hr $249/person
Hate Crimes: Reporting NIBRS Bias-based Offenses On-Demand	4 hr $189/person
LEOKA and Cargo Theft Reporting for NIBRS On-Demand	2 hr $159/person
Case Management Course On-Demand	3 hr $99/person
Records Employee Performance Improvement Plans On-Demand	1 hr $49/person
Managing Police Records On-Demand	6 hr $249/person
Crime Stats & NIBRS for the Police Executive On-Demand	6 hr $249/person
Managing FIRE/EMS Records On-Demand	2 hr $159/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. We guarantee our clients will learn what is required to achieve legal compliance and to operate at peak performance or get their money back.

GOING PAPERLESS: WHY & HOW

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

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 7 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:

- Nov. 17, 2026
- Feb. 3, 2027

CONDUCTING A RECORDS INVENTORY & PURGE

WHO SHOULD ATTEND

- Records Managers
- Records/Information 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



OVERVIEW

Many organizations retain too many records for too long. Learn procedures for conducting a records inventory and purge, including best practices and defensible disposition for both paper and electronic records. Includes tips for getting buy-in from staff and developing a standardized annual destruction process.

Topics include:

- How to inventory your records
- Appropriate destruction methods for paper and electronic records
- Creating an annual destruction process
- Advocating for executive support

DATES:

- Dec. 1, 2026
- Feb. 24, 2027

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

COST: $199
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

"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

RECORDS RETENTION SCHEDULES 101

WHO SHOULD ATTEND

Records Unit staff and others charged with records management



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

OVERVIEW

This foundational course introduces participants to the principles and practices of records retention schedules. It explains why retention schedules are essential for legal compliance, operational efficiency, and effective records management. Participants will gain a working knowledge of how to apply retention rules to various types of records, ensuring that documents are kept for the correct length of time and disposed of appropriately.

"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

COST: $149
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

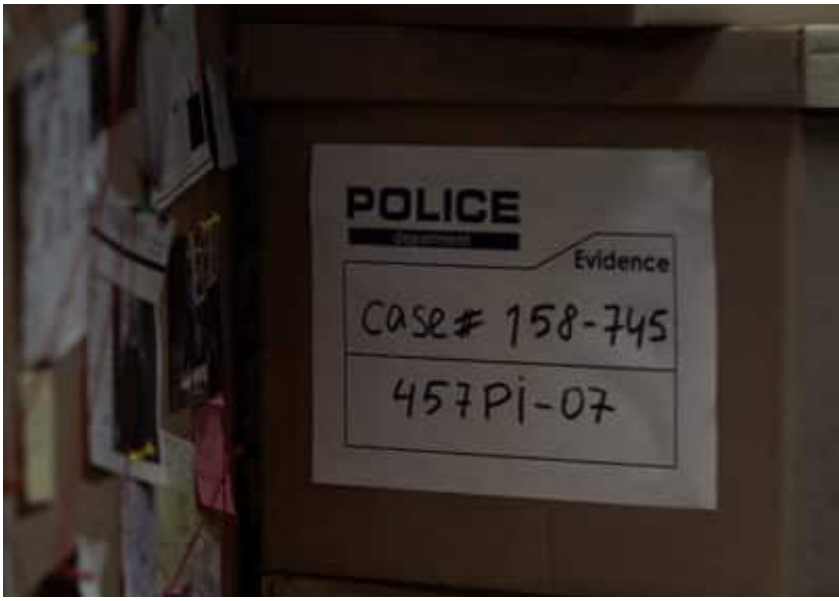
DATES:

- Oct. 29, 2026
- Jan. 26, 2027

RECORDS MANAGEMENT IN YOUR STATE: LEGAL REQUIREMENTS & BEST PRACTICES FOR LAW ENFORCEMENT (STATE-SPECIFIC)

WHO SHOULD ATTEND

Records staff. This course is recommended for attendees who have already completed our Intro to Law Enforcement Records Management course.



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

OVERVIEW

Records Management in Your State is a state-specific, practical course designed for records clerks, administrative staff, and supervisors responsible for maintaining law enforcement records. This course provides a comprehensive foundation in the principles, procedures, and best practices of police records management. Participants will learn how to accurately process, store, and retrieve records; comply with legal and regulatory requirements; and ensure records are managed securely and efficiently throughout their lifecycle.

"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

COST: $199
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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:

- CA
  Mar. 16, 2027
- CO
  Dec. 1, 2026
- CT
  Feb. 9, 2027
- IL
  Nov, 19, 2026
- KS
  Oct. 20, 2026
- MI
  Mar. 24, 2027
- MN
  Mar. 9, 2027
- MD
  Nov. 3, 2026
- MO
  Oct. 28, 2026
- OH
  Nov. 10, 2026
- PA
  Dec. 17, 2026
- TX
  Jan. 28, 2027
- WI
  Feb. 10, 2027

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

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

COST: $299
PER PERSON

BE AWARE OF TIME ZONE.

DATES:

- Oct. 6, 2026 (EST)
- Dec. 9, 2026 (PST)
- Jan. 13, 2027 (EST)
- Mar. 16, 2027 (PST)

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

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

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

OVERVIEW

In this informative course, you will learn records management procedure in law enforcement including retention, review and disposition of paper and elecrtonic 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: $299
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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:

- Oct. 13, 2026 (EST)
- Dec. 8, 2026 (PST)
- Jan. 20, 2027 (EST)
- Mar. 17, 2027 (PST)

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

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



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: $179
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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:

AR
- Jan. 5, 2027

CA
- Dec. 16, 2026

FL
- Jan. 26, 2027

GA
- Jan. 20, 2027

IL
- Jan. 14, 2027

IN
- Mar. 4, 2027

MD
- Jan. 12, 2027

NC
- Mar. 24, 2027

NM
- Aug. 20, 2026

OH
- Dec. 8, 2026

PA
- Mar. 25, 2027

TX
- Dec. 10, 2026

VA
- Dec. 3, 2026

WA
- Feb. 4, 2027

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

PUBLIC RECORDS ACT: CALIFORNIA

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

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

DATES:

- Nov. 17, 2026
- Feb. 16, 2027

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

COST: $299
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

"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

FLORIDA PUBLIC RECORDS LAW

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

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: $299
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

DATE:

- Dec. 15, 2026

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

RELEASING LAW ENFORCEMENT RECORDS PURSUANT TO CORA AND THE CCJRA

WHO SHOULD ATTEND

Any personnel with responsibility for releasing law enforcement records, including records personnel and public information officers.



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

OVERVIEW

While the Colorado Open Records Act governs most government records, it does not extend to criminal justice records, which are governed under the Colorado Criminal Justice Records Act. Sometimes navigating two different laws can be tricky. This training will help agency personnel come to a better understanding of how these two acts work together to protect law enforcement investigative information while still allowing the public to be informed.

Topics include:

- What you need to know about receiving and responding to open records requests.
- Identifying records that are confidential under CORA.
- What records and information agencies are required to release as records of official actions.
- Understanding and applying law enforcement exemptions under the CCJRA.
- Balancing the public interest in accordance with Colorado court decisions.
- Reviewing and redacting law enforcement reports. The CCJRA gives your agency discretion. Use it wisely to the benefit of your community and your agency.

COST: $299
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

DATE:

- Sept. 17, 2026

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

PUBLIC/OPEN RECORDS FOR LAW ENFORCEMENT RECORDS MANAGEMENT

WHO SHOULD ATTEND

Executives, commanders, PIOs, public records and FOIA officers, and records or other personnel responsible for releasing law enforcement records of all types.



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

OVERVIEW

This seminar is state-specific and covers statutory requirements for:

- Receiving and responding to public/open records requests;
- Response formats and timeframes;
- Fees for public records;
- Application of privacy in law enforcement records;
- Application of statutory exceptions to disclosure; and
- Balancing the public interest to increase transparency and accountability while still protecting confidential and exempt information.

This seminar will help your agency personnel better understand statutory requirements as well as the use of discretion in releasing law enforcement records.

Learn how to identify the different types of law enforcement information commonly found in both incident and investigative reports.

COST: $199
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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
- Nov. 18, 2026

AZ
- Oct. 21, 2026

CA
- Oct. 1, 2026
- Jan. 19, 2027

CO
- Feb. 17, 2027

FL
- Oct. 8, 2026

ID
- Jan. 6, 2027

IL
- Dec. 2, 2026

IN
- Feb. 3, 2027

KS
- Feb. 2, 2027

KY
- Feb. 4, 2027

MA
- Jan. 7, 2027

MO
- Feb. 24, 2027

NJ
- Jan. 5, 2027

NM
- Mar. 18, 2027

NY
- Mar. 3, 2027

OH
- Jan. 12, 2027

OK
- Oct. 6, 2026

OR
- Mar. 16, 2027

PA
- Feb. 18, 2027

TX
- Jan. 28, 2027

VA
- Feb. 23, 2027

WI
- Nov. 24, 2026

WY
- Oct. 7, 2026

PUBLIC/OPEN RECORDS 101 FOR OFFICERS

WHO SHOULD ATTEND

Sworn law enforcement (patrol officers, detectives, supervisors, new PIOs) who should have an understanding of the concepts and general requirements of public records compliance.

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



OVERVIEW

This introductory course is designed to convey the importance of public records compliance and how to avoid violating the law in this litigious area of law enforcement. The course provides sworn personnel with a practical, non-state-specific overview of public records principles and their day-to-day impact on policing. Participants learn what constitutes a public record, common law enforcement records subject to disclosure, and the officer's responsibilities in record creation and documentation.

Learning Objectives:

- Define a public record
- Recognize common law enforcement records subject to disclosure
- Identify general categories of exempt or protected information
- Support agency compliance with public records laws while protecting legitimate law enforcement interests

DATES:

- Nov. 10, 2026 (EST)
- Feb. 25, 2027 (PST)

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

COST: $159
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

MANAGING RECORDS REQUESTS AFTER CRITICAL INCIDENTS

WHO SHOULD ATTEND

Records Managers, Personnel who process records requests, Command staff, and PIOs



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

OVERVIEW

This course provides practical guidance for managing high-volume requests for sensitive records during and after an incident. Participants will learn when to consider the pre-emptive release of records, how to navigate high-volume public records requests, coordinate with command staff and investigators, and legal and policy considerations when releasing information under time-sensitive and high-profile circumstances.

The course also covers best practices for communication, documentation, and maintaining transparency while protecting the integrity of ongoing investigations. By the end of the course, attendees will be better prepared to respond efficiently and confidently to public and media requests during critical events.

Topics:

- Pre-emptive release of records: exempt vs. confidential information
- Key players and their roles
- Timeframe of records release vs. the critical incident
- Policy considerations

DATES:

- Oct. 22, 2026 (EST)
- Dec. 17, 2026 (PST)
- Feb. 18, 2027 (EST)

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

COST: $199
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

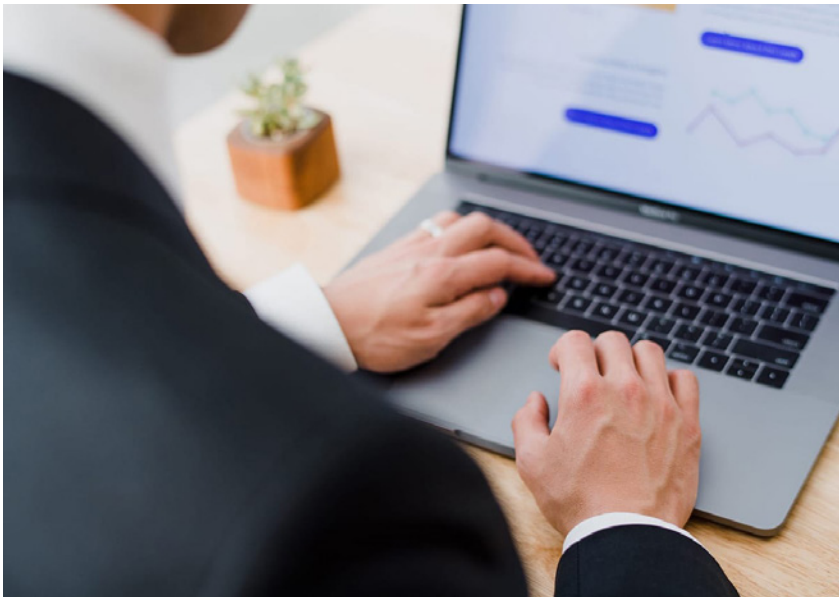
Checks should be made payable to:

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

DRONE, ALPR, & SURVEILLANCE RECORDS: WHAT CAN BE RELEASED (STATE-SPECIFIC)

WHO SHOULD ATTEND

Records Managers, Personnel who process records requests, Real-Time Crime Center Staff



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

OVERVIEW

This course provides law enforcement records professionals with guidance on reviewing, redacting, and releasing records generated by modern surveillance technologies. Participants will explore public records laws and applicable exemptions related to drones (UAS), Automatic License Plate Readers (ALPR), and other surveillance systems. The course addresses privacy considerations, protection of sensitive law enforcement information, and practical techniques for redacting video, images, and data records. Attendees will gain a clearer understanding of how to balance transparency with investigative and operational security when responding to requests for digital media-related records.

Topics:

- Public records laws and exemptions related to digital-media records
- Privacy considerations and protection of sensitive information
- Protecting investigative methods and law enforcement sensitive information
- Best practices for reviewing, redacting, and releasing surveillance records

DATES:

- CA - Feb. 25, 2027
- CO - Mar. 18, 2027
- FL - Jan. 7, 2027
- IL - Nov. 24, 2026
- MD - Jan. 26, 2027
- NC - Feb. 11, 2027
- NM - Mar. 24, 2027
- OH - Nov. 12, 2026
- TX - Oct. 28, 2026
- WA - Nov. 18, 2026

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

COST: $199
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

DEALING WITH YOUTUBER AND 1ST AMENDMENT AUDITORS

WHO SHOULD ATTEND

Records personnel, Public information officers, and Training 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

OVERVIEW

Learn how to properly handle YouTube and 1st Amendment "auditors" who request records and/or film law enforcement personnel. This course covers legal implications and risks, applicable laws, and best practices for engaging with people who test government agencies. When records personnel, PIOs, or law enforcement officers are confronted by someone with a camera, learn what to do, how to de-escalate, and stay in compliance with the law.

"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

DATES:

- Oct. 21, 2026 (EST)
- Nov. 18, 2026 (PST)
- Jan. 5, 2027 (EST)
- Mar. 10, 2027 (PST)

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

COST: $99
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

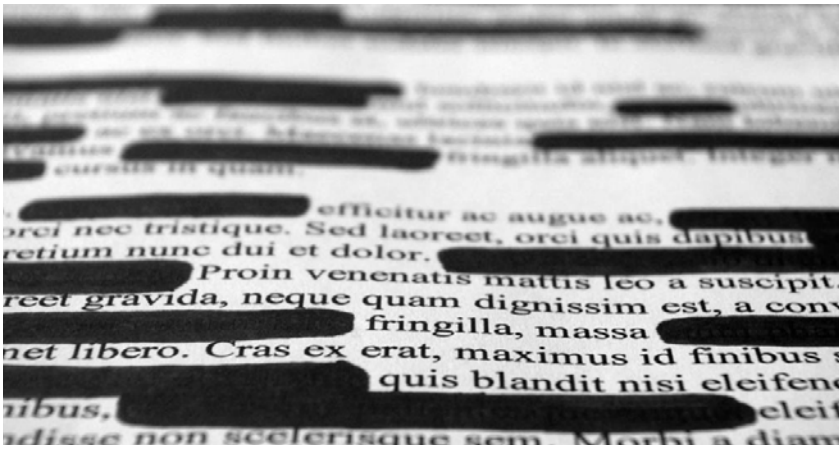
Checks should be made payable to:

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

RELEASING & REDACTING LAW ENFORCEMENT REPORTS (STATE-SPECIFIC)

WHO SHOULD ATTEND

Records personnel, PIOs administration / management personnel, and anyone responsible for releasing/redacting public 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

OVERVIEW

Learn how to identify and redact information from police reports, audio, video, juvenile, traffic records, personnel records, and internal affairs records following state law. You will also learn which exemptions may apply beyond the closure of a case, and your state's requirements for managing requests for records including time requirements, acceptable request methods, fees, and best practices for protecting the interests of both the requester and your agency.

This class includes the latest legislative changes/updates.

Topics include:

- Exempt vs. confidential records
- Balancing privacy rights and the public's interest
- Fees Investigative and intelligence information
- Employee identifying information
- 911 and call for service information
- Arrest information for both adults and juveniles
- Traffic accident information
- Law enforcement recordings (dash and BWC video)

COST: $159
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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
- Dec. 3, 2026

AZ
- Nov. 5, 2026

CA
- Oct. 20, 2026
- Jan. 28, 2027

CO
- Feb. 25, 2027

FL
- Oct. 27, 2026

ID
- Jan. 21, 2027

IL
- Dec. 16, 2026

IN
- Feb. 11, 2027

KS
- Feb. 10, 2027

KY
- Feb. 16, 2027

MA
- Jan. 19, 2027

ME
- Oct. 14, 2026

MN
- Jul. 15, 2026

MO
- Mar. 10, 2027

NJ
- Jan. 13, 2027

NM
- Mar. 25, 2027

NY
- Mar. 11, 2027

OH
- Jan. 27, 2027

OK
- Oct. 28, 2026

OR
- Mar. 23, 2027

PA
- Mar. 2, 2027

TX
- Nov. 17, 2026

VA
- Mar. 4, 2027

WI
- Dec. 9, 2026

WY
- Oct. 29, 2026

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

BWC VIDEO RELEASE & REDACTION (STATE-SPECIFIC)

WHO SHOULD ATTEND

Staff who process BWC 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

OVERVIEW

This course provides practical guidance on applying state-specific laws to public records requests involving law enforcement body-worn camera (BWC) footage. Participants will learn statutory requirements, exemptions, redaction obligations, and best practices. Real-world scenarios and case examples will illustrate how to evaluate, process, and respond to BWC requests in compliance with state law.

COST: $189
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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
- Dec. 9, 2026

AZ
- Nov. 17, 2026

CA
- Nov. 5, 2026
- Feb. 3, 2027

CO
- Mar. 3, 2027

FL
- Nov. 10, 2026

ID
- Jan. 27, 2027

IL
- Jan. 6, 2027

IN
- Feb. 17, 2027

KS
- Feb. 18, 2027

KY
- Dec. 3, 2026

MA
- Jan. 28, 2027

ME
- Oct. 28, 2026

MI
- Jan. 7, 2027

MS
- Jan. 13, 2027

MO
- Mar. 17, 2027

ND
- Mar. 10, 2027

NE
- Feb. 24, 2027

NJ
- Jan. 21, 2027

NY
- Mar. 23, 2027

OH
- Feb. 2, 2027

OK
- Nov. 12, 2026

PA
- Mar. 11, 2027

SC
- Oct. 1, 2026

TN
- Oct. 8, 2026

TX
- Dec. 2, 2026

VA
- Mar. 9, 2027

VT
- Oct 8, 2027

WI
- Dec. 17, 2026

WY
- Nov. 19, 2026

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

INTRO TO PROPERTY & EVIDENCE

WHO SHOULD ATTEND

- Property/evidence personnel
- Police Supervisors, Managers, Commanders



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

OVERVIEW

In this class you will learn about effective management of property and evidence operations, items, and systems. To help ensure compliance, and lower risk and liability, law enforcement agencies must recognize the high-liability nature of this function, and the importance of having consistent personnel, oversight, and program policy.

You will learn about best practices for inventories, auditing, and guidelines for destroying property and evidence, and the requirement for this unit, and your records unit, to closely collaborate and reconcile records and property on an ongoing basis.

This is a training that anyone who works in or oversees property/evidence, and/or records operations, should attend.

Topics include:

- Audits and inventories
- Chain of custody
- Use of technology
- Reconciling case dispositions with property/evidence operations
- Maintaining proper records
- Disposing of evidence
- Policy

COST: $299
PER PERSON

DATES:

- Oct. 27, 2026 (EST)
- Dec. 15, 2026 (PST)
- Jan. 6, 2027 (PST)
- Mar. 9, 2027 (PST)

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

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

DIGITAL EVIDENCE MANAGEMENT

WHO SHOULD ATTEND

- Records personnel
- Property/evidence personnel
- Body-worn Video/Digital Evidence 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

OVERVIEW

In this class you will learn best practices for the creation, collection, management, and destruction of digital evidence. Learn about the importance of case management and disposition in the retention of digital evidence, including auditing and mitigating against lost files. Understand the relationship between evidence and records, and how something can be both.

Topics include:

- Tagging BWC videos
- Managing law enforcement body-worn and dash-camera video
- Crime scene photos
- Documents such as evidentiary records and where they should be stored



BE AWARE OF TIME ZONE.

DATE:

- Feb. 9, 2027

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

COST: $195
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

"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

SUPERVISING A PROPERTY & EVIDENCE UNIT

WHO SHOULD ATTEND

Anyone responsible for the oversight of a property/evidence unit, including both civilian and sworn staff.



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

OVERVIEW

Property rooms are often ignored or tucked away into a dark corner with little to no supervision. Staff are sometimes assigned to oversee the operation with minimal training in property/evidence operations, risks, and compliance. Then the surprise comes when an issue arises, such as missing evidence or evidence destroyed too soon.

Learn how to supervise a property/evidence unit, including the importance of hiring the right personnel and providing ongoing training, developing policies and procedures, the difference between audits and inventories, evaluating workload, and proactive practices to prevent problems.

"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

COST: $199
PER PERSON

DATES:

- Nov. 18, 2026
- Feb. 17, 2027

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

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

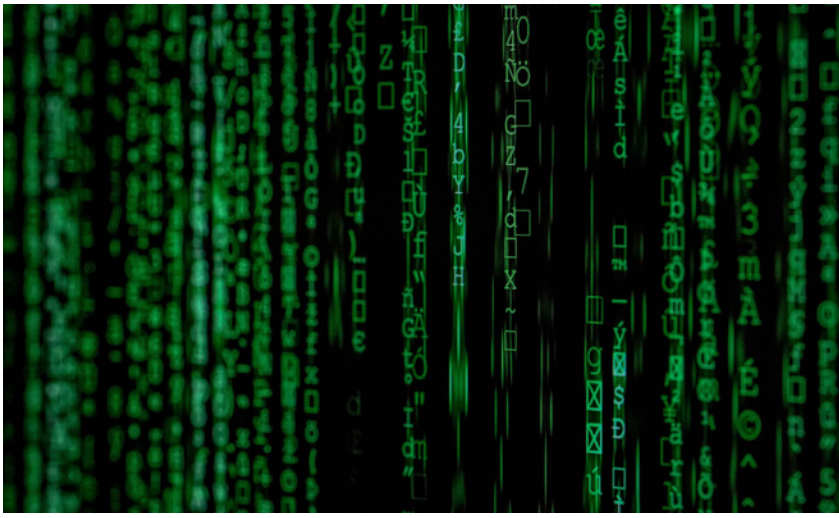
Checks should be made payable to:

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

USING CJIS DATABASES FOR CRIMINAL INVESTIGATIONS

WHO SHOULD ATTEND

All criminal justice personnel (law enforcement, prosecutors, probation, etc.) who perform investigations.



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

OVERVIEW

Have you ever wondered what types of criminal justice information databases are available to assist in making your investigations more efficient and effective? Have you ever felt the frustration of how records are incomplete or inaccurate deeming them seemingly unreliable?

This 1-day training consists of 3 parts:

- **Information Sharing** – With the rise in technology and criminal activity, the criminal justice community must increase its range and excel over its "customers" by communicating within the community and sharing information.
- **Criminal Justice Information Systems** – In the criminal justice community, we are afforded many valuable resources to complete our missions, however, most personnel do not really know what is available or how to access it.
- **Criminal History Record Information** – Criminal history is a solid source of investigatory information, however, it has its limitations as a lone data provider since it is solely reliant on the criminal justice agencies to report correct and complete information.

  This last section of the training, details how criminal history is created, how to decipher and read it, as well as completing missing, inaccurate, or incomplete records.

COST: $259
PER PERSON

DATE:

- Nov. 4, 2026 (EST)

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

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

CJIS SECPOL IN PLAIN ENGLISH

WHO SHOULD ATTEND

- Agency staff responsible for CJIS compliance, policy, and implementation, including Terminal Agency Coordinator (TAC) and Local Agency Security Officer (LASO)
- Command staff overseeing IT/Records who want to learn more about CJIS



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

OVERVIEW

The FBI recently updated the CJIS SecurityPolicy (CJIS SECPOL). For all intents and purposes, this was a re-write with extensive edits and a large number of new standards. But what does it actually mean? Join us as we dissect the tech-heavy policy into plain English. This class is geared towards non-IT personnel in roles such as Terminal Agency Coordinator (TAC or Assistant TAC) who want to learn more about how CJIS SECPOL affects their agency.

"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

COST: $199
PER PERSON

DATES:

- Nov. 24, 2026
- Feb, 16, 2027

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

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

HOW TO DO VALIDATIONS RIGHT

WHO SHOULD ATTEND

Records, Communications, and Investigative 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

OVERVIEW

While all departments are required to complete the monthly state/NCIC validation process in a standardized manner, many of them are missing key steps. This can lead to inaccurate reporting and critical leads not being followed up on by investigators.

While validations ensure accurate and timely information is maintained in criminal justice systems, they are also designed to ensure agencies have the current information needed to correctly follow-up on investigative leads.

Course Highlights:

- Does your validation process include contacting victims/reporting parties to check for updated information?
- Are supplements being written when new information comes to light?
- Are investigators advised when new information comes to light?
- Are second party checks done when modifications are made to the entry?
- Are other changes to the entry documented in your records?

COST: $159
PER PERSON

DATES:

- Nov. 3, 2026 (EST)
- Feb. 23. 2027 (PST)

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

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

FIRST-LEVEL 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

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: $299
PER PERSON

BE AWARE OF TIME ZONE.

DATES:

- Oct. 8, 2026 (EST)
- Dec. 1, 2026 (PST)
- Jan. 12, 2027 (EST)
- Mar. 4, 2027 (PST)

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

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

"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

MIDDLE MANAGEMENT LEADERSHIP IN POLICE RECORDS

WHO SHOULD ATTEND

Individuals currently in, or aspiring to transition from, front-line supervision to managerial roles overseeing supervisors within a civilian division.



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

OVERVIEW

Middle managers play a critical role in bridging executive objectives and organizational operations, ensuring the efficient execution of daily activities. This position requires ongoing performance monitoring, effective recruitment and retention strategies, and the timely reporting of both challenges and achievements to executive leadership.

Additionally, middle managers must assess existing systems and practices to enhance operational efficiency. It is essential for middle managers to develop the competencies necessary to lead and manage effectively, especially in response to community needs and organizational changes.

This class will address the evolving responsibilities of middle management and provide strategies for adaptation focusing particularly on useful interpersonal dynamics that can be successful in a paramilitary setting.

Topics include:

- Enhancing Leadership Abilities
- Fundamentals of Project Management
- Strategic Planning (6-12 months ahead)
- Leading Effectively from the Middle
- Adaptive Leadership Practices
- Advocating for Resources
- Communicating Non-Commissioned Realities to Executive Leadership

BE AWARE OF TIME ZONE.

DATES:

- Oct. 14, 2026 (EST)
- Dec. 10, 2026 (PST)
- Jan. 27, 2027 (EST)
- Mar. 11, 2027 (PST)

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

COST: $299
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

EXECUTIVE LEADERSHIP IN POLICE RECORDS

WHO SHOULD ATTEND

Individuals currently occupying, or seeking to transition into, upper managerial positions overseeing civilian divisions.



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

OVERVIEW

This development course aims to enhance the strategic knowledge, skills, and capabilities of both established and emerging leaders. It will support executive leaders, senior managers, and command level civilian staff in developing individual, team, and organizational leadership competencies. Executive leaders are tasked with guiding the overall direction of their divisions and therefore require a strategic mindset and a comprehensive suite of soft skills. They must effectively communicate strategy, negotiate adeptly, and influence team dynamics to foster desired behaviors.

Topics include:

- Budgeting and Fiscal Planning
- Practical Measures of Civilian Work
- Strategic Planning (Developing a 5-Year Plan)
- Staffing and Succession Planning
- Executive Presence and Presentation Skills
- Establishing Vision and Strategy
- Cultivating Organizational Culture

BE AWARE OF TIME ZONE.

DATES:

- Oct. 22, 2026 (EST)
- Dec. 16, 2026 (PST)
- Feb. 2, 2027 (EST)
- Mar. 25, 2027 (PST)

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

COST: $299
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

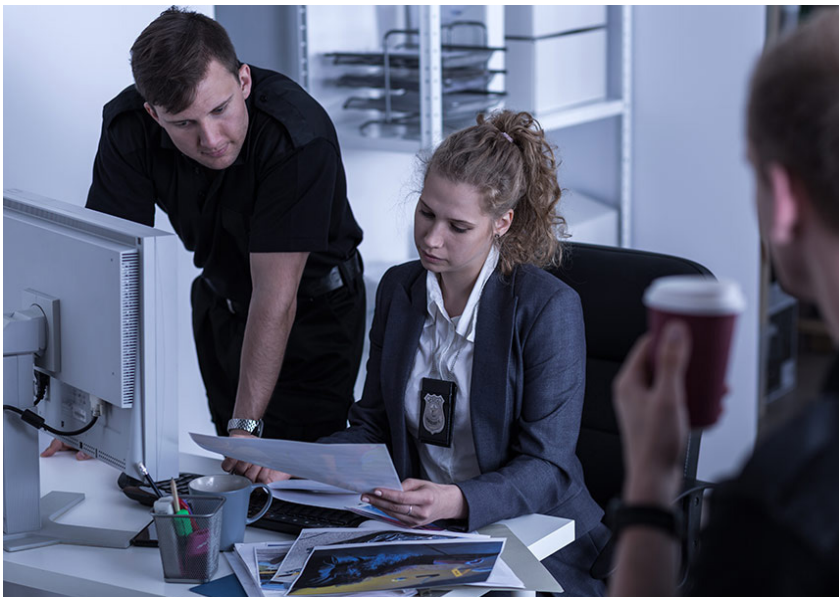
"Compared to other records seminars, this blows them out of the water! Not the same dry instruction, but actual real world conditions. The ideas for improving 'systems' and 'people' were sound and logical. Fantastic!"

– Attendee comment

COMMAND OF THE RECORDS UNIT: WHAT YOU NEED TO KNOW

WHO SHOULD ATTEND

Sergeants, Lieutenants, Commanders, and New Records Managers



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

OVERVIEW

Newly promoted or transferred to oversee Records? Congratulations...here's what you need to know.

As a manager or commander you may not need to be an expert in all things records. You do however need to be well informed about the operation, what to look for, risks in records, and what a well run records unit looks like.

In this perfect class for you, learn what the responsibilites of a records unit are, and how to ensure it protects your agency by doing things right. This is a great class to learn where to start in your new position, and how the records unit should be managed.

Course Highlights:

- Understand and implement the 4 pillars of a successful records unit: compliance, technology, business process, and performance;
- Learn how to use data to measure compliance and performance through key performance indicators (KPI);
- Learn to create an operation and culture of accountability through KPI;
- Learn how to reduce the workload in records through operational improvements;
- Learn the principles of records retention, NIBRS, public records, and CJIS
- What will change in your report writing processes

COST: $195
PER PERSON

DATES:

- Nov. 4, 2026
- Feb. 9, 2027

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

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

CASE MANAGEMENT IN LAW ENFORCEMENT

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

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.

COST: $199
PER PERSON

DATES:

- Nov. 5, 2026 (EST)
- Feb, 10, 2027 (PST)

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

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to:

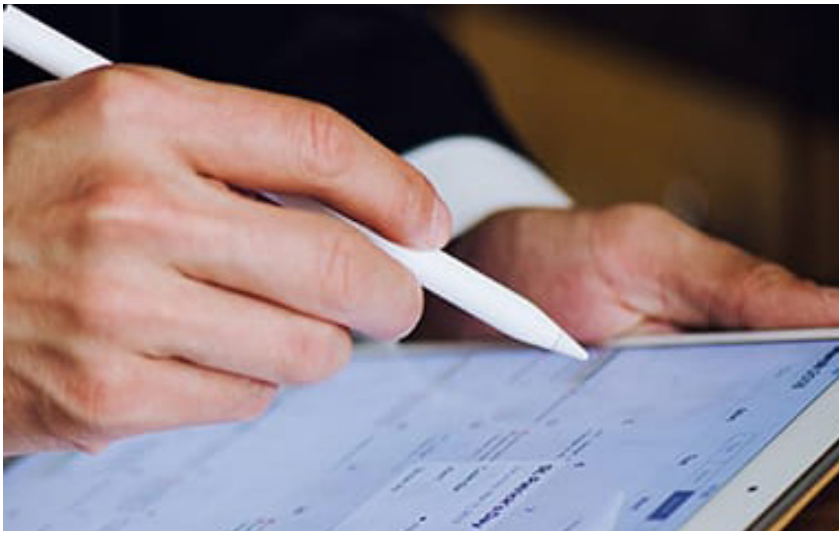
PRI Management Group
150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134

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



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:

- Oct. 15, 2026 (PST)
- Jan. 19, 2027 (EST)

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

COST: $299
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

CRIMINAL LAW VS. NIBRS ACCURATE CODING OF OFFENSE REPORTS (STATE-SPECIFIC)

WHO SHOULD ATTEND

Records personnel, crime analysts who do NIBRS reporting, anyone who approves, reviews, or codes reports, crime analysts who use NIBRS stats for data-driven analysis, and law enforcement and support personnel who do NIBRS reporting



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

OVERVIEW

The difference between criminal law definitions and NIBRS offense definitions requires understanding the importance of reconciling state statutes/codes and NIBRS offenses to ensure accurate classification of crimes. Assuming your RMS automatically assigns the correct code for every offense will lead to inaccurate crime data. Learn how state criminal laws are counted for NIBRS purposes and how they should be coded. This training includes practical scenarios commonly found in offense reports.

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

COST: $299
PER PERSON

Topics include:

- Statutory definitions of common NIBRS-reportable crimes
- Reconciling state law with NIBRS offenses
- NIBRS coding

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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
- Mar. 2, 2027

CO
- Dec. 8, 2026

FL
- Dec. 10, 2026

GA
- Feb. 4, 2027

NM
- Mar. 4, 2027

OH
- Feb. 11, 2027

TX
- Oct. 15, 2026

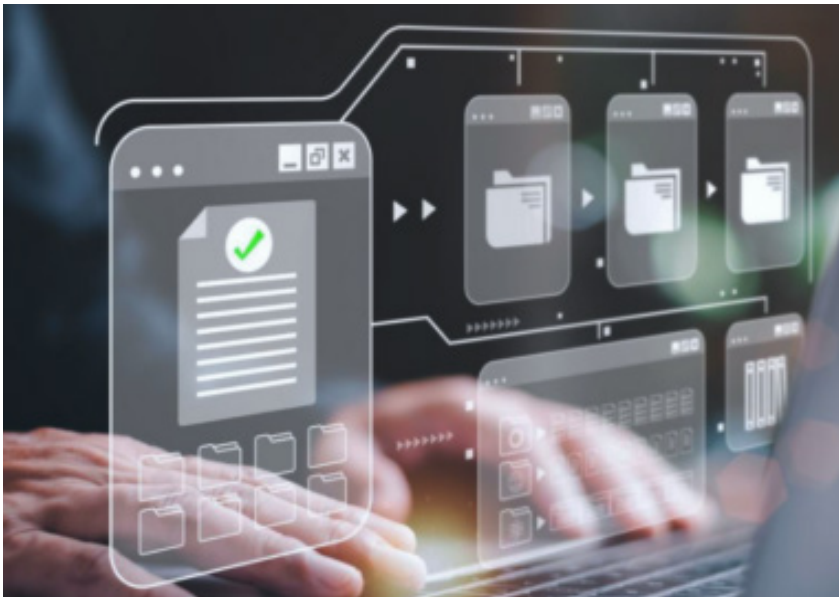
If you would like your state added to our programs, please contact us via our website.

INTRO TO GOVERNMENT RECORDS MANAGEMENT

WHO SHOULD ATTEND

- New employees
- Employees newly assigned to records management positions
- Other personnel who need an understanding of the basics of records management

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



OVERVIEW

In this informative course, you will learn records management procedure 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 records should be purged (are they still active somehow?)
- Managing electronic records
- Basics of releasing public records

Approved Course Certifications:

- Approved by IIMC for 1.75 CMC Credits
- NAGARA Study Hours Available: 7 – Core competencies: #1 Program Establishment & Admin (4 hours); #4 Retention & Disposition (3 hours)

DATES:

- Oct. 27, 2026 (EST)
- Jan. 21, 2027 (PST)

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

COST: $299
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to:

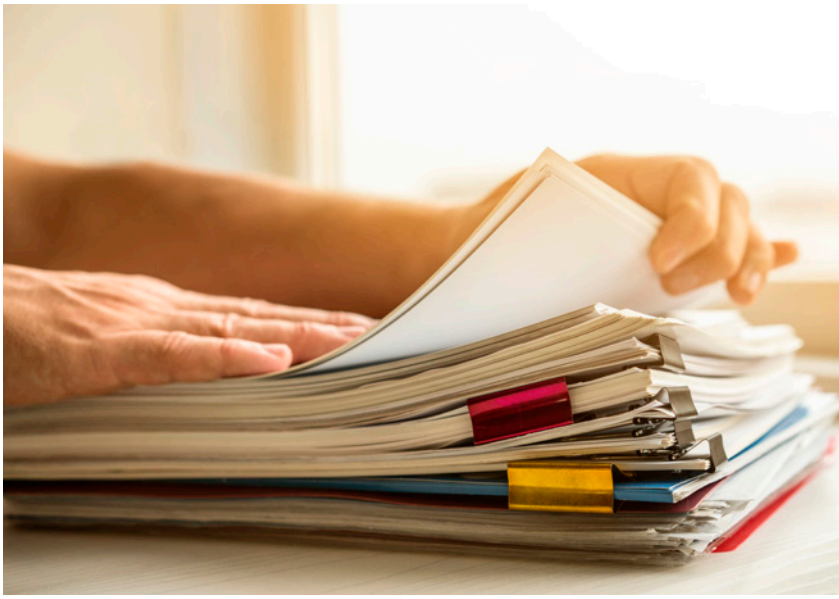
PRI Management Group
150 Alhambra Circle, Ste. 1270
Coral Gables, FL 33134

GOVERNMENT CONDUCTING A RECORDS INVENTORY PURGE

WHO SHOULD ATTEND

- Records Managers
- City/County Clerks
- Records/Information 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



OVERVIEW

Many organizations retain too many records for too long. Learn procedures for conducting a records inventory and purge, including best practices and defensible disposition for both paper and electronic records. Includes tips for getting buy-in from staff and developing a standardized annual destruction process.

Approved Course Certifications:

- Approved by IIMC for 1.00 CMC and 1.00 MMC Credits
- NAGARA Study Hours Available: 4 in Core Competency #4 – Retention and Disposition

DATES:

- Dec. 2, 2026
- Feb. 23. 2027

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

"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

COST: $199
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

PUBLIC/OPEN RECORDS FOR GOVERNMENT (STATE-SPECIFIC)

WHO SHOULD ATTEND

- Public Records Officers
- City/county clerks
- Staff that process records requests
- Supervisors/Managers

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



OVERVIEW

This course provides government records officers with a foundational understanding of public/open records laws and the responsibilities of agencies in responding to records requests. Participants will learn the full lifecycle of a records request—from identifying and submitting a valid request through reviewing, processing, and closing the request in compliance with applicable laws. Designed for those new to public records or seeking a refresher, this course equips participants with the knowledge needed to manage requests accurately, efficiently, and in accordance with legal requirements.

Topics:

- Submitting a request
- Timeframe for response
- Fees
- Tracking requests
- Closing/denying a request
- Relevant state statutes

DATES:

- CO - Mar. 2, 2027
- IL - Oct. 29, 2026
- OH - Nov. 19, 2026
- WA - Dec. 15, 2026
- WI - Jan. 20, 2027

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

COST: $199
PER PERSON

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 7 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

CRIMINAL LAW VS. NIBRS: ACCURATE CODING OF OFFENSE REPORTS

Learn how criminal law definitions of crimes differ from NIBRS offense definitions, and how to ensure offenses are coded correctly. 6-hours

STATES: AL,CT, IN, IA, KS, MA, MN, MO, NH, NY, OH, PA, SC, WI

CREATING AN AGENCY-SPECIFIC RETENTION SCHEDULE

Using statutory requirements, the value of the record, and the criminal investigative value of the record, learn how to appraise your records for retention and create an agency-specific retention schedule. This is a recording of a previous live presentation. 2-hours

REQUESTS FOR RECORDS VS. REQUESTS FOR INFORMATION

Sometimes requesters ask for information contained within records, and not existing records. Learn about the difference between requests for information and requests for records, and what you are required to do when someone requests information such as statistics or lists of incidents. Also learn about Discovery and Subpoena requests for records. 1-hour

WRITING REPORTS NIBRS STYLE

Compliance with NIBRS requires a new approach to report writing. Learn the nuances of writing reports according to this standard. 6-hours

CALCULATING HOW MANY PERSONNEL YOU NEED IN RECORDS

Learn how to calculate how many personnel are required in your records unit. 2-hours

TRANSITIONING TO NIBRS: WHAT YOU NEED TO KNOW

Learn a 4-step plan for transitioning to NIBRS successfully. This is a 2-hour recording of a previous live presentation.

CAD/RMS PROCUREMENT & PROJECT MANAGEMENT

This advanced, executive-level course provides the knowledge needed to draft an RFP, select a vendor, and manage the project. 6 hours

HATE CRIMES: REPORTING NIBRS BIAS-BASED OFFENSES

This is a recording of a previous live presentation of this webinar. It is approximately 4-hours

LEOKA AND CARGO THEFT REPORTING FOR NIBRS

This training is intended to assist with reporting incidents of cargo theft and LEOKA to the NIBRS program correctly. 2-hours

CASE MANAGEMENT

Learn what case management really is and how it affects your NIBRS data, clearance rates, records retention periods, and the procedures needed to keep case status and dispositions correct throughout the course of an investigation and prosecution. 3-hours

RECORDS EMPLOYEE PERFORMANCE IMPROVEMENT PLANS

Improving employee performance and resolving “issues” comes down to having quantifiable accountability measures. Learn how to develop and implement an employee performance improvement plan (PIP) in this interactive, self-paced course. 1-hour

MANAGING POLICE RECORDS

Learn records management principles and legal requirements, including determining how long records must be kept, when they should be destroyed, records formats and storage mediums, imaging records, and developing a records management program for your agency. 6-hours

STATES: AK, IA, LA, ME, MA, MS, MO, MT, NE, NV, NH, ND, OK, OR, SC, SD, TN, UT, WV, WY

CRIME STATS & NIBRS FOR THE POLICE EXECUTIVE

This is a recording of a previous live presentation of the webinar. Learn what you need to know to understand, explain, review, and report your crime statistics correctly. 6-hours

MANAGING FIRE/EMS RECORDS

An introductory course to learn about the requirements and best practices of managing fire/EMS records to ensure compliance and less risk stemming from improper management of agency information. 2-hours