



CLASS ITINERARY

Property and Evidence Management for Law Enforcement Agencies

Goal: To provide a frame work of legal and ethical requirements required in the operation of a law enforcement property and evidence units; to acquaint individuals with the technicalities and responsibilities involved in the daily function of a property unit; to provide a positive learning environment for property and evidence professionals to exchange ideas and concepts.

Day One

0730 - 0800 **REGISTRATION**

0800 -1200 **WELCOME / INTRODUCTIONS**
HEADLINES AND LIABILITIES
PROPERTY ROOM PROBLEMS
POLICIES / PROCEDURES / PACKAGING
DOCUMENTATION - NUMBERING
DOCUMENTTION - AUTOMATION

1200 - 1300 **LUNCH**

1300 - 1630
DOCUMENTATION - MOVEMENT
DOCUMENTATION FIREARMS
DOCUMENTATION NARCOTICS
DOCUMENTATION CURRENCY
EVENTS AND TRENDS

Day Two

0800 - 1200 **MANAGEMENT CONCEPTS**
TRAINING
AUDITS & INVENTORIES
SECURITY CONCEPTS
ELECTRONIC SECURITY SYSTEMS
PROPERTY ROOM LAYOUT

1200 - 1300 **LUNCH**

1300 - 1630
TEMPORARY STORAGE- LOCKERS
TEMPORARY STORAGE- LARGE ITEMS
PROPERTY ROOM LAYOUT
SHELVING AND STORAGE
STORAGE - GUNS, MONEY, DRUGS,
BIOHAZARDS, FLAMMABLE