



UPCOMING STATE-SPECIFIC ONLINE COURSES FOR CALIFORNIA

RECORDS AS EVIDENCE: MANAGEMENT, RETENTION, AND DISPOSITION

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 course helps resolve the confusion around records vs. evidence concerns.

COST: \$279/person DATE: Nov. 17, 2023

INTRO TO SEALING & EXPUNGING RECORDS

OVERVIEW

Learn what the law says about sealing and expunging records, as well as best practice for processing seal and expunge court orders. Topics Include: overview of state law, processing court orders, understanding the difference between a sealed and expunged record, and who has access to these records.

COST: \$159/person DATE: Nov. 30, 2023

MANAGING POLICE RECORDS

OVERVIEW

In this class you will 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. You will also learn a modernized approach to managing agency files both electronically and those which are still on paper.

COST: \$279/person DATE: Jan. 24, 2024

PUBLIC RECORDS ACT

OVERVIEW

A one day in-depth course covering the California Public Records Act and how to respond to subpoenas. Taught by California's resident expert, Joseph Surges, learn the ins and outs of public records requests from a practitioner's perspective.

COST: \$279/person DATE: Feb. 13, 2024

RELEASING AND REDACTING LAW ENFORCEMENT RECORDS

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.

COST: \$179/person DATE: Feb. 1, 2024

CRIMINAL LAW VS. NIBRS: ACCURATE CODING OF OFFENSE REPORTS

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.

COST: \$279/person DATE: Mar. 27, 2024

Upon registering you will receive a confirmation email with instructions. Add us to your safe sender list.