



# California Association for Property & Evidence

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## CAPE 2024 Annual Training Seminar

Start **Monday, March 25, 2024**

End **Friday, March 29, 2024**

Location **One DoubleTree,  
Rohnert Park, CA  
94928**

### Registration

- CAPE Member - \$400.00**  
 Unlimited access for entire event (excluding paid excursions). You must be logged in to the CAPE website to register as a CAPE Member. Rate is for early registration.
- CAPE Member Late Registration - \$450.00**  
 Unlimited access for entire event (excluding paid excursions). You must be logged in to the CAPE website to register as a CAPE Member. Rate is for member late registrations, after February 1, 2024.
- Non-CAPE Member - \$450.00**  
 Unlimited access to entire seminar (excluding paid excursions).
- One Day Only - March 26, 2024 (Tuesday) - \$150.00**  
 Includes lunch, and attend Friday's presentation for free! Bring law enforcement ID for entry. Paid excursions not included.



## CAPE 2024 Training Seminar March 25th - 29th, 2024

### FEES

PLEASE NOTE: To get the CAPE member discount, please ensure you are logged into the website with your CAPE member email before beginning the registration process.

CAPE Member Early Registration: \$400.00 if paid by February 1, 2024

• **One Day Only - March 26, 2024 (Tuesday) LATE REGISTRATION - \$170.00**

Includes lunch, and attend Friday's presentation for free! Bring law enforcement ID for entry. Paid excursions not included.

• **One Day Only - March 27, 2024 (Wednesday) - \$150.00**

Includes lunch, and attend Friday's presentation for free! Bring law enforcement ID for entry. Paid excursions not included.

• **One Day Only - March 27, 2024 (Wednesday) LATE REGISTRATION - \$170.00**

Includes lunch, and attend Friday's presentation for free! Bring law enforcement ID for entry. Paid excursions not included.

• **One Day Only - March 28, 2024 (Thursday) - \$150.00**

Includes lunch, and attend Friday's presentation for free! Bring law enforcement ID for entry. Paid excursions not included.

• **One Day Only - March 28, 2024 (Thursday) LATE REGISTRATION - \$170.00**

Includes lunch, and attend Friday's presentation for free! Bring law enforcement ID for entry. Paid excursions not included.

Register

NON-CAPE Members (or CAPE Member Late Registration): \$450.00

One-day option for CAPE Members and Non-Members (Tuesday, Wednesday or Thursday): \$150.00 if paid by February 1, 2024

One-day option Late Registration for CAPE Members and Non-Members (Tuesday, Wednesday or Thursday): \$170.00

**Seminar Registration Includes:**

- Approximately 22 Hours of Instruction Available
- Daily Luncheons (Tuesday, Wednesday, and Thursday)
- Access to new seminar app experience (includes course materials, vendor information and networking opportunities)
- Certificate of Completion

One Day Attendance Fee: Choose Tuesday, Wednesday or Thursday. This fee includes luncheon on the day of attendance and admission to the Friday half-day keynote presentation.

**PLEASE NOTE:**

- No refunds for registration after February 1, 2024.
- Registration is not confirmed until payment has been received.
- No seminar registration payments accepted at the door

**LODGING**

DoubleTree by Hilton Sonoma Wine Country  
One DoubleTree  
Rohnert Park, CA 94928  
<https://group.doubletree.com/cgddq1>

Room Est. \$158.00 per night \*

Please Note: Self-parking fees \$10.00 per night

\* Note: Final pricing will be determined by the 2024 Federal Per Diem rates (published Fall 2023), and may vary slightly.

**The DoubleTree by Hilton - Sonoma Wine Country hotel reservation block is completely full, and they have no additional rooms to extend to us.**

**If you are still in need of a hotel room, please email CAPE President Kim Carlson at [kcarlson@sbcasd.org](mailto:kcarlson@sbcasd.org) ASAP. There will be an overflow hotel discount block at one of the sister hotels, but we need to know how many rooms will be needed. This is very important so we can add you to the count. Please do not wait!**

**Registration for the seminar is still open.**

**REGISTRATION**

**If paying online:**

1. Complete the online CAPE registration form
2. Submit online payment via CAPE website

**If paying by check:**

1. Complete the online CAPE registration form
2. Mail a copy of the registration form, a copy of the invoice, and the check to:

CAPE  
PO BOX 622  
Gilroy, CA 95021

*CAPE Tax ID# 94-3107613*

Require a hard copy of this training announcement? Download it [here](#).

### **QUESTIONS?**

For registration questions, please contact CAPE State Board President Kim Carlson: [kcarlson@sbcasd.org](mailto:kcarlson@sbcasd.org) or 760-240-7400 x7430.

For all other inquiries or volunteer opportunities, please contact Seminar Director Lauren Rackley, [Lauren.Rackley@doj.ca.gov](mailto:Lauren.Rackley@doj.ca.gov), 916-628-9021.

### **CLASS SCHEDULE:**

Here are a majority of the classes being offered at this year's seminar - full class listing to follow, as it becomes available:

#### ***Monday, 03/25/2024:***

*Seminar Registration  
Evening Welcome Mixer*

#### ***Tuesday, 03/26/2024:***

*Property & Evidence 101 (Great for New Personnel)  
DOJ BFS Lab  
CA Post Guidelines/Electronic Packaging Manuals  
Luncheon, Opening Ceremonies  
Geography of a Property Room  
PMF Identification and Trends/Intelligence  
Security & Storage of Digital Devices  
Sponsor & Exhibitor Appreciation Night*

#### ***Wednesday, 03/27/2024:***

*Roundtable Discussion; Property & Evidence Dispositions  
Financial Wellness  
Mental Health & Firearms  
Luncheon  
Audits, Inventories and Purging  
Courtroom Testimony/Reports  
Wellness for First Responders  
Wednesday Evening Excursion: Evidence of a Paint Party*

#### ***Thursday, 03/28/2024:***

*Policy & Procedure Writing for Property & Evidence  
CLETS/Firearms Entries  
Luncheon, Awards & Closing Ceremonies  
Roundtable Discussion; General Property & Evidence Questions  
DOJ Bureau of Firearms; Laws and Changes  
Digital Security for Law Enforcement*

#### ***Friday, 03/29/2024:***

*Keynote (0800 hrs - 1200 hrs): Polly Klaas Case Debrief*

Seminar Registration will begin on Monday, March 25, 2024 from 1300-1700 hrs, with a welcome mixer afterwards.

Classes begin Tuesday morning and the Friday keynote debrief is from 0800-1200 hrs.

Seminar sponsors and exhibitors will be in the exhibit hall proudly displaying their products and services, which you can preview at your leisure all day on Tuesday. That evening, CAPE will host a Sponsor & Exhibitor appreciation night.

Your seminar registration includes a hosted luncheon Tuesday through Thursday.