

## 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 / Indroductions Headlines and Liabilities Property Room Problems Policies / Procedures / Packaging Documentation - Numbering Documentation - Automation
- 1200 1300 Цинсн
- 1300 1630 Documentation - Movement Documentation Firearms Documentation Narcotics Documentation Currency Events and Trends

Training Audits & Inventories Security Concepts Electronic Security Systems Property Room Layout

MANAGEMENT CONCEPTS

- 1200 1300 Цилсн
- 1300 1630

0800 - 1200

Temporary Storage- Lockers Temporary Storage- Large Items Property Room Layout Shelving and Storage Storage - Guns, Money, Drugs, Biohazards, Flammable