



2021

TRAINING CATALOG

LAW ENFORCEMENT INFORMATION MANAGEMENT TRAINING

Compliance. Performance. Modernization.

POLICERECORDSMANAGEMENT.COM

PRI
MANAGEMENT GROUP

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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.

astle	I agree. All of the Officers and Supervisors should take this! Thank you!	02:22 F
Frost	Thank you! My brain hurts a little...	02:22 F
ones	Great class! Much more informative than the FBI NIBRS class. I learned so much! Also, a shoutout to LEIRA for sponsoring today's training.	02:22 F
onzales	Thank you	02:22 F
erry	Great training!	02:23 F
rtges	Awesome class! Great instruction, very informative.	02:23 F
kson-Smith	great class. Appreciate all the good info!	02:23 F
Wharton	Thank you very much. Newest member of our department, this was very helpful	02:23 F
oney	always something new to learn! Thanks!	02:23 F
Graff	Thanks	02:23 F
Norris	Which download is the rape study?	02:23 F
rockett	Thank you very much!	02:23 F
llowell	best training ever!	02:23 F
3eazizo	thank you from all of Lake Stevens	02:23 F
dina	Absolutely helpful - thanks everybody!	02:24 F

y	Thank you, learned lots, just started work at Aberdeen PD a month ago	02:2:
ell	I want all my officers to take this training!	02:2:
foore	Thanks for the great training! Well done!	02:2:
zgibbons	Thank you so much for partnering with LEIRA!	02:2:
ltz	thank you for all the great information	02:2:
haxton	VERRRRY Informative. Thank you!	02:2:
3eazizo	thank you	02:2:
Jones	Yes, thank you Ed, great class!	02:2:
	Thank you very much!!	02:2:
A BELL	Thank you!	02:2:
Navarro	Thank you so much :)	02:2:
Walters	Thank you!! Info was awesome.	02:2:
Davenport	Thank you it was a great training. As soon as we get our new PD well will be contacting you to come give a training	02:2:
scobar	Thank you, good information to know.	02:2:

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 5 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.

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: \$9.99*

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: \$9.99*

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

Course Listing

Ask around and you will hear. PRI training is really good. We have built our courses around real-world experience combined with legal compliance and best practices founded upon extensive work in criminal justice records operations. We provide our courses around the country according to each state's most recent legal requirements.

TRAINING SEMINARS | Live Online | Extensive Course Material

COURSE TITLE	LENGTH / COST
A Winning Records Unit Through Data, Process, People	1 day \$250/person
California Public Records Act	1 day \$250/person
Crime Stats and NIBRS for the Police Executive	1 day \$250/person
Criminal Law for Records Personnel (state-specific)	1 day \$250/person
Evidence and Records – Retention & Destruction (state-specific)	1 day \$250/person
Florida Sunshine Law for Law Enforcement	1 day \$250/person
Law Enforcement Records Management Cohort Program	2 days \$395/person
Managing Police Records (state-specific)	1 day \$250/person
Writing Reports NIBRS Style	1 day \$250/person

2 OR 4-HOUR WEBINARS | Live Online | Includes Course Material

COURSE TITLE	LENGTH / COST
Redacting Records – What Can and Cannot Be Released	2 hr \$149/person
Specialized NIBRS Reporting – Hate Crimes & More	4 hr \$149/person
Staffing Analysis – Calculating How Many Personnel You Need In Records	2 hr \$79/person
Transitioning To NIBRS – What You Need To Know	2 hr \$149/person
Case Management	4 hr \$149/person
California CIBRS	2 hr \$99/person

Register online. Checks and credit cards accepted. 5-day cancellation policy.

"Really enjoyed the class. We will be taking the UCR class in March and are very excited to get everything started for our own records unit."

– Attendee comment

"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

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

In this impactful program you will learn how to achieve operational excellence in the records unit, providing for the timely and accurate output of records and data by measuring and monitoring key performance indicators, improving business process and leading the team with modern approaches to leadership.

Like a well-oiled machine, today's records unit responds to public records requests quickly, proactively assesses the accuracy of the department's crime stats and unit performance, and manages information efficiently by maximizing the use of existing resources.

Topics include:

- Developing and monitoring key performance indicators (KPI)
- Over-reporting of crime data: the hidden unknown
- Operating smarter, not harder: workflows and business process
- Assessing unit performance
- Organizational structure: assigned roles vs. work by priority

"We thoroughly enjoyed the style and presentation of this class. It was easy to understand and the instructor made the class entertaining. Never a dull moment."

— Attendee Comment



COST: \$250
PER PERSON

DATES

- January 27, 2021
- February 9, 2021
- March 18, 2021
- April 6, 2021
- May 12, 2021
- July 20, 2021
- August 25, 2021
- September 14, 2021
- October 20, 2021
- November 18, 2021
- December 14, 2021

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

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

"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



COST: \$250
PER PERSON

DATES

- January 26, 2021
- February 25, 2021
- March 16, 2021
- April 8, 2021
- July 15, 2021
- November 10, 2021

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

WHO SHOULD ATTEND

Executives needing a practical understanding of NIBRS.

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 policerecordsmangement.com

OVERVIEW

Reading a NIBRS report is one thing; articulating the numbers to those who ask about them is something entirely different. We teach you what you need to know to understand, explain, review, and report your crime statistics correctly. Learn the common mistakes in crime reporting that lead to questioned crime stats. Ensure your agency stays out of the headlines and free of questionable crime reporting.

Topics include:

- Is your agency recording and reporting crime correctly?
- Dealing with the media.
- The difference between NIBRS definitions and state statute.
- Are your officers reporting multiple offense cases correctly?
- Validating and presenting NIBRS stats.
- How are crimes counted?
- How are cases cleared?
- Arrests vs. clearances.
- When can you really exceptionally clear a case?
- Learn the most common causes of erroneous stats.

COST: \$250
PER PERSON



DATES

- January 21, 2021
- February 16, 2021
- March 25, 2021
- April 21, 2021
- May 19, 2021
- July 28, 2021
- September 8, 2021
- October 12, 2021
- November 4, 2021

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

WHO SHOULD ATTEND

Personnel who work in 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

We find that many records management professionals have never been formally trained in the difference between a robbery and a burglary, a theft and a robbery, an assault and a battery, a forgery and an uttering and...many others. Yet, they are expected to review and approve reports!

This highly educational program will provide the legal training your Records personnel need to correctly decipher the events described in your agency's police reports. In order to reconcile what a police officer writes in a narrative with the classification of the report and how it should be counted for NIBRS purposes, understanding criminal statutes is imperative.

Gain the confidence you need to correctly understand police reports and take your expertise to the next level upon completing this criminal law course.

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

Topics include:

- Statutory definitions of crimes
- Reconciling state law with NIBRS offenses
- The "elements" of a crime



COST: \$250
PER PERSON

DATES

ARIZONA

- March 30, 2021

ILLINOIS

- March 10, 2021

CALIFORNIA

- January 28, 2021
- May 5, 2021
- August 26, 2021
- November 17, 2021

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

WHO SHOULD ATTEND

Records and 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

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.

Topics include:

- When does evidence become a public record?
- Is there a difference between the two?
- When the court authorizes evidence to be disposed, is it okay to destroy it?
- Are there additional retention requirements beyond the closure of a case?
- What about evidence that has met the statute of limitation?



**COST: \$250
PER PERSON**

DATES

- Dates to be determined

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

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

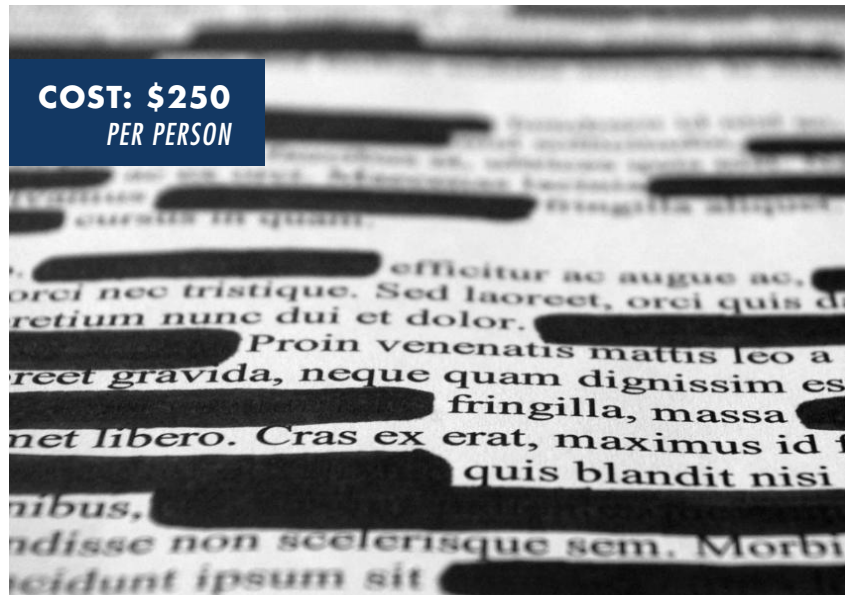
A one day course covering the application of Florida Chapter 119 to law enforcement records.

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: \$250
PER PERSON



DATES

- February 17, 2021
- June 15, 2021
- August 31, 2021
- December 2, 2021

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

WHO SHOULD ATTEND

Supervisory and management level staff. This is an advanced level course. Attendees should have some experience in policy writing.

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

Is everyone on a different page with records here and there? Does your agency have and maintain updated retention schedules, a records policy, RMS/CAD governance policy, report writing standards, and a digital transformation strategy? Are records printed out and filed unnecessarily?

Does the Records Manager take the lead in the agency's approach to information management or just supervise the records unit? Do you have an agency-wide plan detailing how, where and by who records and data will be managed?

During the workshop your group will develop an actionable plan to bring back to your agency and the skills needed to get it approved and implemented, guided by the 4 pillars of a model police records operation: 1) sound business process 2) people's performance 3) legal compliance and 4) modern technology.

The plan you will develop will include the strategies, risks, timelines, policy and training requirements for:

- Developing and tracking real-time key performance indicators
- Annual compliance with retention schedules across the agency
- Effective policy governing report writing, public records, report corrections, management process
- Selecting the right systems for managing records and data
- Standardizing and maximizing the use of CAD/RMS
- Developing performance expectations and standards

You will learn the skills needed to:

- Effectively communicate your vision clearly and concisely to obtain buy-in
- Deal effectively with difficult employees and supervisors
- Demonstrate leadership skills for cross-generational staff
- Draft professional, management-level plans and staff reports

This is a hands-on course and participants will need to bring a laptop with wireless capability.



DATES

- Dates to be determined

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

WHO SHOULD ATTEND

Anyone who manages criminal and administrative 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 policerecordsmangement.com

OVERVIEW

In this class you will learn how to determine how long records must be kept, in what format, when they can be destroyed and what the legal requirements are for releasing or withholding records from the public. You will also learn a modernized approach to managing agency files both electronically and those which are still on paper.

Topics include:

- The latest public records law for police, traffic and admin records
- What can/cannot be released to the public
- Dealing with media requests
- Developing records retention schedules and procedures
- Keeping track of what was destroyed and when
- Procedures for ensuring retention schedule compliance
- What records are permanent?
- Police reports, email, financial records, supporting documentation, and more.

DATES BY STATE

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

AZ

- May 12, 2021
- July 14, 2021
- Oct. 6, 2021

AR

- Feb. 23, 2021

CA

- April 7, 2021
- June 10, 2021
- Aug. 12, 2021
- Feb. 11, 2021
- March 2, 2021
- Dec. 7, 2021

CO

- April 27, 2021
- Aug. 5, 2021

FL

- April 20, 2021
- July 13, 2021
- Oct. 27, 2021

IL

- May 4, 2021
- Aug. 18, 2021
- Nov. 17, 2021

IN

- June 3, 2021
- Dec. 15, 2021

IA

- May 20, 2021
- Aug. 12, 2021

KS

- June 23, 2021
- Sept. 22, 2021

MD

- June 29, 2021
- Sept. 7, 2021

MI

- April 1, 2021
- Dec. 16, 2021

MO

- July 22, 2021
- Nov. 10, 2021

NC

- April 28, 2021
- Oct. 19, 2021

OH

- July 29, 2021
- Oct. 26, 2021

OR

- March 4, 2021
- April 7, 2021
- Oct. 5, 2021

TX

- June 9, 2021
- Sept. 15, 2021
- Dec. 8, 2021

UT

- March 9, 2021
- May 18, 2021

WA

- June 9, 2021
- Nov. 17, 2021

WI

- March 11, 2021
- July 27, 2021
- Dec. 7, 2021

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



COST: \$250
PER PERSON

WHO SHOULD ATTEND

Officers, Detectives 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

This 2-hour live presentation will include a 4-step guide to ensuring your agency successfully transitions to NIBRS. There's a lot more involved than just updating your system.

Topics include:

- Project planning
- Having the right resources in place
- What training will be required
- The "certification" process
- Fixing statute/NIBRS table errors
- What will change in your report writing processes

"Your experience and expertise in the area of police operations, crime data and records management was a valuable resource that I would be happy to call on again, should the need arise."

– Office of Internal Audit, Metropolitan Nashville



DATES

- January 19, 2021
- February 18, 2021
- March 23, 2021
- April 13, 2021
- May 6, 2021
- July 21, 2021
- August 24, 2021
- October 13, 2021
- November 9, 2021

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

WHO SHOULD ATTEND

Personnel who manage 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

In this 2-hour live presentation learn what state law requires when it comes to redacting records. You will also learn about the tools which are available for redacting records electronically.

Topics include:

- Criminal records
- Juvenile records
- Traffic records
- Personnel records
- Privacy issues
- Redaction tools



"I have attended many seminars and training classes over the last 20 years in law enforcement; I have to say with certainty, yours was simply amazing. You are very informed about the topic you teach. VERY informed."

– Pleasant Hill PD

DATES BY STATE

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

AZ <ul style="list-style-type: none"> • May 4, 2021 • Aug. 3, 2021 • Nov. 30, 2021 	IL <ul style="list-style-type: none"> • April 20, 2021 • July 27, 2021 • Oct. 6, 2021 	MD <ul style="list-style-type: none"> • April 29, 2021 • July 15, 2021 	NC <ul style="list-style-type: none"> • May 20, 2021 • Dec. 14, 2021 	UT <ul style="list-style-type: none"> • Feb. 11, 2021
CO <ul style="list-style-type: none"> • March 17, 2021 • Aug. 4, 2021 	IN <ul style="list-style-type: none"> • April 14, 2021 • Sept. 28, 2021 	MI <ul style="list-style-type: none"> • May 6, 2021 • Sept. 16, 2021 	OH <ul style="list-style-type: none"> • March 24, 2021 • Oct. 14, 2021 	WA <ul style="list-style-type: none"> • April 21, 2021 • Oct. 14, 2021
IA <ul style="list-style-type: none"> • Feb. 4, 2021 • Dec. 1, 2021 	KS <ul style="list-style-type: none"> • Feb. 18, 2021 • Aug. 24, 2021 	MO <ul style="list-style-type: none"> • April 22, 2021 • Dec. 9, 2021 	OR <ul style="list-style-type: none"> • Feb. 9, 2021 • Nov. 3, 2021 	WI <ul style="list-style-type: none"> • March 2, 2021 • Sept. 21, 2021

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

This 4-hour live presentation will include guidance in the requirements for reporting hate crimes, cargo theft, and LEOKA. NIBRS requires certain reporting criteria for these types of crimes. Learn how to document and report them correctly.

Topics include:

- Identifying hate crimes
- Proper reporting of hate crimes
- Cargo theft reporting
- Reporting assaults on law enforcement



COST: \$149
PER PERSON

DATES

- March 24, 2021

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

"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

WHO SHOULD ATTEND

Records managers and supervisors.
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 2-hour live presentation you will learn how to correctly calculate how many personnel are needed in your Records Unit. Using a detailed staffing model based on quantity and time measurements of work tasks, this data driven approach reveals true staffing needs.

Topics include:

- Organizational structure (priority vs. function)
- Work schedules
- Cross-training
- Inventorying all work tasks
- Calculating staffing levels

COST: \$79
PER PERSON



DATES

- February 17, 2021
- May 18, 2021
- August 11, 2021
- October 7, 2021

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

WHO SHOULD ATTEND

Records personnel, administration

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 2-hour live presentation will include a 4-step guide to ensuring your agency successfully transitions to NIBRS. There's a lot more involved than just updating your system.

Topics include:

- Project Planning
- Having the right resources in place
- What training will be required
- The "certification" process
- Fixing statute/NIBRS table errors
- What will change in your report writing processes



COST: \$149
PER PERSON

DATES

- April 8, 2021
- June 22, 2021
- August 10, 2021
- Sept. 23, 2021
- Nov. 16, 2021

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

"Any agency seeking to understand the ins and outs of what makes a capable Records Management System and/or needs help with an RMS procurement would do well to work with PRI."

– Kirke Curtis, City of Oakland

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



DATES

- Dates to be determined

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

WHO SHOULD ATTEND

Records and administrative 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

California has a number of state-specific incident-based reporting (CIBRS) requirements. These requirements include California-specific data elements which are in addition to the standard NIBRS data elements. CIBRS also does not include some of the standard NIBRS data elements which are otherwise reported. This 2-hour live presentation will walk you through these specific program requirements.

NOTE: This training only covers the California-specific IBR requirements which are different than the NIBRS program. If you are not familiar with NIBRS yet or are in need of comprehensive IBR training, we recommend taking our other NIBRS courses first.



"I really enjoyed the way every portion was explained. It wasn't overwhelming, but it put into perspective the importance of running a good police records unit."

– Attendee Comment

DATES

- March 23, 2021
- June 17, 2021
- September 16, 2021
- November 18, 2021

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