

# 2021-2022

---

# TRAINING CATALOG



## **LAW ENFORCEMENT INFORMATION MANAGEMENT TRAINING**

*Compliance. Performance. Modernization.*

---

[POLICERECORDSMANAGEMENT.COM](http://POLICERECORDSMANAGEMENT.COM)

**PRI**  
MANAGEMENT GROUP

# Table of Contents

About PRI Training .....	1
Supplemental Training Materials .....	2
Course Listing .....	3

## COURSES

### Training Seminars

Eliminating Risk and Liability in Records .....	4
California Public Records Act .....	5
Crime Stats and NIBRS for the Police Executive .....	6
Criminal Law for Records Personnel (state-specific) .....	7
Evidence and Records – Retention & Disposition (state-specific) .....	8
Florida Sunshine Law for Law Enforcement .....	9
Law Enforcement Records Management Cohort Program .....	10
Managing Police Records (state-specific) .....	11
Writing Reports NIBRS Style .....	12

### 2 or 4-hour Webinars

Redacting Records – What Can & Cannot Be Released (state-specific) .....	13
Specialized NIBRS Reporting – Hate Crimes & More .....	14
Staffing Analysis – Calculating How Many Personnel You Need in Records .....	15
Transitioning to NIBRS – What You Need to Know .....	16
Case Management.....	17
California CIBRS .....	18

# 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 P	y	Thank you, learned lots, just started work at Aberdeen PD a month ago	02:22
Frost	Thank you! My brain hurts a little...	02:22 P	uell	I want all my officers to take this training!	02:22
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 P	moore	Thanks for the great training! Well done!	02:22
onzales	Thank you	02:22 P	zgibbons	Thank you so much for partnering with LEIRA!	02:22
Jerry	Great training!	02:23 P	utz	thank you for all the great information	02:22
ntges	Awesome class! Great instruction, very informative.	02:23 P	Haxton	VERRRRY Informative. Thank you!	02:22
kson-Smith	great class. Appreciate all the good info!	02:23 P	Beazizo	thank you	02:22
Wharton	Thank you very much. Newest member of our department, this was very helpful	02:23 P	Jones	Yes, thank you Ed, great class!	02:22
oney	always something new to learn! Thanks!	02:23 P		Thank you very much!!	02:22
Graff	Thanks	02:23 P	A BELL	Thank you!	02:22
Norris	Which download is the rape study?	02:23 P	Navarro	Thank you so much :)	02:22
rockett	Thank you very much!	02:23 P	a Walters	Thank you!! Info was awesome.	02:22
llowell	best training ever!	02:23 P	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	02:22
Beazizo	thank you from all of Lake Stevens	02:23 P	scobar	Thank you, good information to know.	02:22
dina	Absolutely helpful - thanks everybody!	02:24 P			

## 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
Eliminating Risk and Liability in Records	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](http://policerecordsmanagement.com)

## OVERVIEW

Information management is a function in law enforcement with increasing levels of risk and liability. Lawsuits stemming from mismanagement of records and data are on the rise and usually result from a lack of quality control and planning, backlogs of pending requests for records, insufficient policy and training, and faulty crime data. Learn the inherent risks and liability that exist in Records and how to eliminate it. Attendees will participate in strategic risk analysis and prevention, and learn how to implement the approaches needed to protect the agency. You'll receive various resources/tools for agency- and self-assessment risk analysis, measuring key performance indicators and keeping track of productivity.

## Topics include:

- Common reasons for lawsuits
- Quality control in records, the right way
- Correcting mistakes in reports. Records or the officer?
- Organizational structure in Records vs. all hands on deck
- Eliminate backlogs in Records
- Utilizing data and updated business processes

## REGISTRATION INFO

**Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.**

Checks should be made payable to: **PRI Management Group**  
**299 Alhambra Circle, Ste. 316**  
**Coral Gables, FL 33134**

**COST: \$250  
PER PERSON**



## DATES

- September 22, 2021
- October 20, 2021
- July 20, 2022
- August 25, 2022
- September 14, 2022

*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](http://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



### DATES

- November 10, 2021
- February 10, 2022

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

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134

*"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*

## 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 [policerecordsmanagement.com](http://policerecordsmanagement.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.

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134

**COST: \$250  
PER PERSON**



### DATES

- September 8, 2021
- October 12, 2021
- November 4, 2021
- January 13, 2022
- February 10, 2022

*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](http://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

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134



### DATES

### ARIZONA

- February 9, 2022

### CALIFORNIA

- August 26, 2021

### FLORIDA

- January 19, 2022

### PENNSYLVANIA

- August 17, 2021

### TENNESSEE

- Sept. 21, 2021

### WASHINGTON

- Sept. 1, 2021

### WISCONSIN

February 16, 2022

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](http://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?

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134



### DATES

#### TEXAS

- Aug. 26, 2022

#### FLORIDA

- July 20, 2022

*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](http://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

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134

**COST: \$250  
PER PERSON**

### DATES

- 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](http://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.*



### **REGISTRATION INFO**

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134

## 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 [policerecordsmanagement.com](http://policerecordsmanagement.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

## DATES BY STATE

<b>AZ</b>	<b>GA</b>	<b>NC</b>	<b>UT</b>
• Jan. 13, 2022	• Jan. 4, 2022	• Oct. 19, 2021	• Jan. 6, 2022
<b>AL</b>	<b>IL</b>	<b>ND</b>	<b>NC</b>
• Sept. 30, 2021	• Aug. 18, 2021	• Oct. 21, 2021	Oct. 19, 2021
• Feb. 15, 2022	• Nov. 17, 2021	<b>NE</b>	<b>VA</b>
<b>CA</b>	<b>IN</b>	• Sept. 2, 2021	• Sept. 14, 2021
• Aug. 12, 2021	• Dec. 15, 2021	• Feb. 23, 2022	• Feb. 9, 2022
• Jan. 20, 2022	<b>KS</b>	<b>NH</b>	<b>WA</b>
<b>CO</b>	• Sept. 22, 2021	• Feb. 2, 2022	• Nov. 17, 2021
• April 27, 2021	<b>MD</b>	<b>NJ</b>	<b>WI</b>
• Aug. 5, 2021	• Sept. 7, 2021	• Oct. 14, 2021	• Dec. 7, 2021
• Dec. 7, 2021	<b>MI</b>	• Aug. 17, 2021	<b>WY</b>
<b>FL</b>	• Dec. 16, 2021	• Nov. 30, 2021	• Jan. 12, 2022
• Oct. 27, 2021	<b>MO</b>	<b>NM</b>	
• Feb. 17, 2022	• Nov. 3, 2021	• Jan. 25, 2022	



**COST: \$250  
PER PERSON**

## REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134

- 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.

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

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

## WHO SHOULD ATTEND

Officers, supervisors, FTO's, 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](http://policerecordsmanagement.com)

## OVERVIEW

Designed to get officers, supervisors, FTO's and Records personnel on the same page regarding the information that must be included in police reports following NIBRS standards, this informative training is exactly what you need to know to produce compliant reports and accurate data.

Report writing scenarios will be included to clarify common misconceptions regarding how many reports to write for complex cases with multiple offenses and offenders, exceptional clearances, and more.

### Topics include:

- Reconciling state laws with NIBRS offenses
- How many reports to write for multiple offense situations
- Clearing cases
- What info is required for NIBRS

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134



**COST: \$250  
PER PERSON**

### DATES

- August 24, 2021
- October 13, 2021
- November 9, 2021
- January 27, 2022
- February 17, 2022

*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](http://policerecordsmanagement.com)

## OVERVIEW

Learn what should be redacted from law enforcement records including statutory exemptions for investigative information along with several other common exemptions found in police records. Learn how to identify and redact law enforcement investigative and intelligence information, private information, and audio/video content.

### Topics include:

- Victim and witness information
- What qualifies as investigative information
- How long does the exemption for investigative information last? Does it ever go away?
- Arrest information for both juveniles and adults
- Traffic crash reports
- Law enforcement recordings such as dash camera and body worn camera video

## DATES BY STATE

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

<b>AL</b> • Nov. 18, 2021	<b>IL</b> • Oct. 6, 2021 • Feb. 8, 2022	<b>MI</b> • Sept. 16, 2021 • Mar. 16, 2022	<b>NV</b> • Mar. 8, 2022	<b>SC</b> • Sept. 15, 2021
<b>AZ</b> • Aug. 3, 2021 • Nov. 30, 2021 • Jan. 5, 2022	<b>IN</b> • Sept. 28, 2021 • Mar. 31, 2022	<b>MO</b> • Dec. 9, 2021	<b>OH</b> • Oct. 14, 2021	<b>TN</b> • Oct. 6, 2021
<b>CO</b> • Aug. 4, 2021	<b>KS</b> • Aug. 24, 2021 • Jan. 18, 2022	<b>NC</b> • Dec. 14, 2021	<b>OK</b> • Oct. 5, 2021 • Mar. 23, 2022	<b>VA</b> • Aug. 10, 2021
<b>GA</b> • Feb. 16, 2022	<b>MD</b> • Jan. 26, 2022	<b>NE</b> • Aug. 5, 2021	<b>OR</b> • Nov. 3, 2021	<b>WA</b> • Oct. 14, 2021 • Jan. 13, 2022
<b>IA</b> • Dec. 1, 2021		<b>NJ</b> • Dec. 1, 2021	<b>PA</b> • Sept. 9, 2021 • Feb. 24, 2022	<b>WI</b> • Sept. 21, 2021



## REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134

## 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](http://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



### DATES

- September 8, 2021
- January 25, 2022

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

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134

*"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](http://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

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134



**COST: \$79  
PER PERSON**

### DATES

- October 7, 2021
- February 2, 2022

*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](http://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

- September 23, 2021
- November 16, 2021
- January 11, 2022
- February 8, 2022

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

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134

*"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](http://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

### REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134



**COST: \$149  
PER PERSON**

### DATES

- September 15, 2021
- January 5, 2022

*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](http://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

## REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group  
299 Alhambra Circle, Ste. 316  
Coral Gables, FL 33134



## DATES

- September 16, 2021
- November 18, 2021

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