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POSTAGE & FEES
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INDIANAPOLIS, IN
PERMIT NO. 1547

Training Conference

May 14-15, 2019

Corpus Christi, Texas

Course Name	Seminar ID #	Start	End	Fee
Managing the Property and Evidence Room	16135	May 14	May 15	\$350
Dark Web Investigations	16136	May 14	May 15	\$350
Advanced Internal Investigations: Legal and Practical Issues	16137	May 14	May 15	\$350
Stress Management in Law Enforcement	16138	May 14	May 15	\$350
Response to Active Shooter and Terrorism Readiness	16139	May 14	May 15	\$350

~ 2 WAYS TO REGISTER ~

Online: www.patc.com

Phone: 1-800-365-0119 - Our representatives will gladly assist you



Public Agency Training Council

5235 Decatur Blvd
Indianapolis, Indiana 46241

Phone: 1-800-365-0119
Fax: 317-821-5096
Email: questions@patc.com

Visit us on the Web at:
www.patc.com

May 14 & 15, 2019 • Corpus Christi, Texas

Public Agency Training Council

Mark Waterfill, President



National Criminal Justice
Public Safety Continuing Education

Training Seminar Managing the Property & Evidence Room

“For Small to Mid-Size Agencies”
“Complies with CALEA Standards”

Instructor:
Joseph Willis

Joseph Willis (retired) is a 25 year veteran of the Keene (NH) Police Department. He earned a Bachelor of Arts Degree magna cum laude from Franklin Pierce University. He is both a national instructor and an auditor in the property and evidence management field. He is a certified instructor through NHPS&T. While assigned as the department property and evidence officer, he was an integral member of the team to achieve CALEA recognition and certification for accreditation. Until his retirement he was the team leader for both the Collision Analysis and Hostage Negotiation units. Among many of his assignments, he served as a Juvenile Detective/Prosecutor, Major Crimes Detective, Platoon Case Manager, Undercover Narcotics Detective for the NH Attorney Generals Drug Task Force and finally as the Property and Evidence Manager. He is a member of the International Association for Property and Evidence, New England Association for Crisis Negotiators and President of NH Property and Evidence Room Management Professionals.

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Register online at: www.patc.com

Managing the Property & Evidence Room

“For Small to Mid-Size Agencies”
“Complies with CALEA Standards”

Course Objectives:

To provide participants with a basic understanding for the legal and ethical requirements in order to properly operate a professional evidence / property management system. Familiarize fellow law enforcement professionals with the techniques and responsibilities involved in the function of a property room environment. Encourage one another to exchange ideas to improve the understanding and functionality of the property management system within their own agency.

- **Property Room Problems and Solutions**
- **Policies and Procedures**
- **Packaging**
- **Security**
- **Management Theories**
- **Events and Trends**
- **Property Room Layout**
- **Storage Management**
- **Documentation**
- **Purging**
- **Dispositions**
- **Audits and Inventories**
- **Miscellaneous Handouts and Sample Forms**

Seminar Agenda

Managing the Property & Evidence Room

“For Small to Mid-Size Agencies”
“Complies with CALEA Standards”

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Tuesday, May 14, 2019

- 8:00 a.m. — 8:30 a.m. **Registration**
- 8:30 a.m. — 12:00 p.m. Welcome Introduction
Property Room Issues
Policies / Procedures
Packaging
- 12:00 p.m. — 1:00 p.m. **Lunch (on your own)**
- 1:00 p.m. — 5:00 p.m. Security
Management Theories
Events / Trends
Layout / Storage

Wednesday, May 15, 2019

- 8:00 a.m. — 12:00 p.m. Documentation
Found / Safekeeping
General Numbering Systems /
Bar Coding
Firearms / Narcotics / Currency
- 12:00 p.m. — 1:00 p.m. **Lunch (on your own)**
- 1:00 p.m. — 4:00 p.m. Purging / Diversion
Destruction Methods
Audits / Inventories
- 4:00 p.m. **Certificate Presentation**

Cut Along Dotted Line

3 Ways to Register for a Seminar!

1. **Register Online** at www.patc.com — Yellow link upper left corner
2. **Fax Form** to Public Agency Training Council **FAX: 1-317-821-5096**
3. **Mail Form** to

Public Agency Training Council
5235 Decatur Blvd
Indianapolis, Indiana 46241

***NEW**

Federal ID# 47-4078912

***NEW**

*** Pre-payment is not required to register ***

Upon receiving your registration we will send an invoice to the department or agency.

Checks, Claim Forms, Purchase Orders should be made payable to:

Public Agency Training Council

If you have any questions please call
317-821-5085 (Indianapolis)

800-365-0119 (Outside Indianapolis)



Seminar Title: Managing the Property & Evidence Room

Instructor: Joseph Willis

Seminar Location: Omni Bayfront Hotel
900 North Shoreline Blvd
Corpus Christi, Texas 78401

When: May 14 & 15, 2019

Registration Time: 8:00 A.M. (May 14, 2019)

Hotel Reservations: Omni Corpus Christi Hotel
900 North Shoreline Blvd
Corpus Christi, Texas 78401
1-800-843-6664
\$128.00 Single or Double (plus tax)
Plus \$6.00 Per Day Parking

Registration Fee: \$350.00 Includes Managing the Property & Evidence Room Course Material, Coffee Breaks, and Certificate of Completion.

Seminar ID #16135

NOTE: To receive special room rates, please identify yourself with **Group Code: 051019PUBLICAGE**

Names of Attendees 1. _____

2. _____

3. _____

4. _____

Agency _____

Invoice To Attn: _____
(Must Be Completed)

Address _____

City _____ **State** _____ **Zip** _____

Email _____

Phone _____

Fax _____