

# Training Conference

March 12-14, 2019

## Gatlinburg, Tennessee

Course Name	Seminar ID #	Start	End	Fee
Search Warrant Major Case Investigation	16013	Mar 12	Mar 13	\$325
Homicide and Questioned Death Scene	16011	Mar 12	Mar 14	\$350
Officer Involved Shooting-3 Day	16009	Mar 12	Mar 14	\$350
First Line Supervision: Leadership and Management Skills	16010	Mar 12	Mar 14	\$350
Practical Kinesic Interview, Phase I	16012	Mar 12	Mar 14	\$350

~ **2 WAYS TO REGISTER** ~

Online: [www.patc.com](http://www.patc.com)

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

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**Public Agency Training Council**

5235 Decatur Blvd  
Indianapolis, Indiana 46241

Phone: 1-800-365-0119  
Fax: 317-821-5096  
Email: [questions@patc.com](mailto:questions@patc.com)

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March 5 & 6, 2019 • Dawsonville, Georgia

# Public Agency Training Council

Mark Waterfill, President



National Criminal Justice  
Public Safety Continuing Education

Sponsored By:

**Dawson County Sheriff's Office**

Dawsonville, Georgia

This course has been recognized by the Georgia Peace Officers Standards and Training Council for 16 Hours Training Credit for Georgia Peace Officers

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.

**March 5 & 6, 2019**

Dawsonville, Georgia

Register online at: [www.patc.com](http://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”

March 5 & 6, 2019 • Dawsonville, Georgia

#### Tuesday, March 5, 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, March 6, 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](http://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:** Dawson County Law Enforcement Center  
19 Tucker Avenue  
Dawsonville, Georgia 30534

**When:** March 5 & 6, 2019

**Registration Time:** 8:00 A.M. (March 5, 2019)

**Hotel Reservations:** Quality Inn and Suites  
127 Beartooth Parkway  
Dawsonville, Georgia 30534  
1-706-216-1900  
Call Hotel For Current Rates (plus tax)

**Registration Fee:** \$325.00 Includes Managing the Property & Evidence Room Course Material, Coffee Breaks, and Certificate of Completion.

**Seminar ID #16176**

**Note:**  
To receive discount room rates, identify yourself with **Current Rates**

**Names of Attendees** 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Agency** \_\_\_\_\_

**Invoice To Attn:** \_\_\_\_\_  
(Must Be Completed)

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

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