



# SACRAMENTO REGIONAL PUBLIC SAFETY TRAINING CENTER

AMERICAN RIVER COLLEGE – LOS RIOS COMMUNITY COLLEGE DISTRICT

5146 Arnold Ave. McClellan, CA 95652

916-570-5000 (phone) 916-570-5023 (fax)

[srcjtc@arc.losrios.edu](mailto:srcjtc@arc.losrios.edu) (e-mail) <http://www.arc.losrios.edu/~safety> (web site)



## EVIDENCE AND PROPERTY ROOM MANAGEMENT

**COURSE DESCRIPTION:** Evidence and Property Room Management is a 24-hour course designed to provide basic instruction regarding the proper management or re-design of a law enforcement property/evidence storage system. This training includes purpose, role, and responsibility of property control; the introduction of the six property management domains: intake, storage, withdrawal, tracking, transfer, and return. In addition, this course covers disposal issues and hazardous materials as well as client service and employee safety.

**PREREQUISITE** None

**SCHEDULE:** Monday, February 27 – Wednesday, Feb. 29, 2012 ..... Spring 2012  
Monday, November 05 – Wednesday, November 07, 2012..... Fall 2012

**HOURS:** 8:00 a.m. – 5:00 p.m.

**LOCATION:** [Lions Gate Hotel – Chapel Room](#)  
5726 Dudley Boulevard  
McClellan, CA 95652

**CREDIT:** One-half (.5) unit through [American River College](#)

**FEES: \$46.00\***

\$23.00 Enrollment fee  
\$23.00 Material fee

\* Students who have not established legal residence in CA are required to pay additional tuition and fees. Payment for non-resident tuition must be paid at the time of registration.

*All fees subject to change*

**RESERVATIONS:** Call 916-570-5000, fax 916-570-5023, or email [srcjtc@arc.losrios.edu](mailto:srcjtc@arc.losrios.edu)

**ENROLLMENT:** All students are required to register prior to the first day of class to ensure they are current in our system. To register, please submit an on-line application to American River College (ARC) each semester. Please go to our website: [www.arc.losrios.edu/safety](http://www.arc.losrios.edu/safety). Click on "Registration", fill out all required fields and submit the application. ARC e-Services will send out two e-mails, one will be a confirmation of the application and the second will contain your permanent student identification number. Please contact us with your Student Id Number prior to the first day of class; this can be done by phone, fax or email.

**CERTIFICATION:** P.O.S.T. Plan IV #2970-32901 and S.T.C #0218-054448