



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 (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.

PREREQUISITES: None

SCHEDULE: Monday, March 8 – Wednesday, March 10, 2010..... Spring 2010
 Monday, November 8 – Wednesday, November 10, 2010..... Fall 2010

HOURS: 8:00 a.m. – 5:00 p.m.

LOCATION: [Sacramento Regional Public Safety Training Center](#)
 5146 Arnold Avenue
 McClellan, CA 95652

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

FEES: \$36.00*
 \$13.00 Enrollment fee
 \$23.00 Material fee

* Students who have not established legal residence in CA are required to pay tuition and fees for total of \$210/unit. 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

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. 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