

# ADVANCED PROPERTY & EVIDENCE ROOM MANAGEMENT ✦ Friday, April 30, 2010

by Lt. Mark Riordan, Retired

Website: [www.JMarkinc.com](http://www.JMarkinc.com)

This intense and fast-paced one-day 8-hour course is designed to provide **administrators**, assigned law enforcement officers and civilian property room technicians the information they need to **effectively manage** and work in their agency's property and evidence room. Students will learn advanced property room techniques to safely and efficiently package, store, and account for evidence with its **long-term viability and integrity** in mind. Administrators, Officers and Civilians will learn **evidence room procedures and policies**, inventory and audit procedures, and temporary and long-term storage ideas. Students will receive **extensive handouts** containing sample policies, evidence procedures, court documents, and more!

## +++ DATE OF TRAINING +++

**Friday, April 30, 2010**  
**8:00 AM - 5:00 PM**

**Sponsored by the  
Pflugerville Police Department**

**Location of Training:**  
**City of Pflugerville Town Hall**  
**100 E. Main St., Pflugerville, TX 78691**  
Training is in Suite 500, a classroom located  
behind Town Hall – Parking is in the rear

For more information contact:  
Mark Riordan @ (281) 615-1112  
or email [Mark@JMarkInc.com](mailto:Mark@JMarkInc.com)

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**Save \$25.00 by registering early!**

- ★ Legal definitions, court opinions and relevant Texas laws of evidence UPDATED FOR 2010!
- ★ Court orders and their timely and correct filing and application SAMPLES PROVIDED!
- ★ Marking, documentation, collection, transport, storage, logging, and disposition
- ★ Budget-conscious packaging for safety, security and integrity
- ★ Policy creation, training, and "buy-in" TRAINING PPTS!
- ★ How to purge old evidence and entrusted property
- ★ Proper handling of the five (5) evidence items that cause the most trouble: firearms, narcotics, alcoholic beverages, currency, and now: DNA
- ★ Effective security and layout for property rooms
- ★ Easily make most storage locations a viable property room
- ★ Transporting evidence safely
- ★ DNA evidence – Ensuring its viability for years to come
- ★ Temporary and offsite storage GREAT IDEAS HERE!
- ★ Effective and timely inventories and audits
- ★ Sample agency policies, documents and court orders
- ★ Creating the proper paper trail for chain-of-custody integrity
- ★ Tips for working with the DA and the Courts regarding evidence and chain-of-custody issues
- ★ All students receive extensive handouts on CD-ROM!

AND MUCH, MUCH MORE!



- Are you properly purging **old evidence**? Are you afraid to? Do you know where to start?
- Did you inherit a mess from prior agency leaders? What do you do now? Which major issue do you handle first?
- Do you have a written evidence policy to **protect you from lawsuits**? How do you write one? Where do you start?
- Do you handle and store **DNA evidence** to ensure its integrity for the life of the suspect? Decades, not years!
- Are you properly **labeling jewelry** to protect yourself from false claims or lawsuits?
- Are electronic **swipe cards** and **security cameras** really the answer to increasing security?
- Are you as **secure from within your agency** as you are secure from the outside?
- What do you do if something is missing? If **guns, drugs or money** are **unaccounted for**?
- Are your evidence room personnel trained in the use of **self-contained breathing apparatus**?



**APPROVED FORMAT:** 8 HOURS, TCLEOSE **CERTIFICATES:** UPON COURSE COMPLETION

**ELIGIBILITY:** ALL POLICE OFFICERS, DEPUTY SHERIFFS, AND CIVILIAN EVIDENCE ROOM OR CRIME SCENE UNIT PERSONNEL.

**REGISTRATION FORM IS ON THE REVERSE PAGE OR DOWNLOAD FROM WEBSITE [WWW.JMARKINC.COM](http://WWW.JMARKINC.COM)**

**Fee: \$150.00 includes all handout materials!**

**Only \$125.00! \*\*EARLY REGISTRATION DISCOUNT!\*\* Only \$125.00**

**Save \$25.00 if payment is received by 5:00 PM, April 23, 2010**

ABOUT THE INSTRUCTOR:

Lieutenant Mark Riordan, retired after nearly 32 years with the Texas Department of Public Safety, provides dynamic, relevant, and world-class law enforcement training, having instructed from coast to coast in the United States and in Europe for Lathe Gambit, a NATO law enforcement liaison unit. Mark Riordan is active with numerous law enforcement associations, and currently serves on the Sheriffs' Association of Texas - Cold Case Review Team, a position he's held since 1994. Mark Riordan is a Master Peace Officer, is a TCLEOSE certified instructor, holds numerous other certifications, and has earned a Bachelor of Science degree in Organizational Leadership. In early 2007, Mark Riordan retired from his Department's Criminal Intelligence Service, Houston District, where he'd been stationed since 1997, leading and conducting both overt and covert organized crime and counterterrorism investigations.



www.JMarkInc.com Phone: 281-615-1112 Mark@JMarkInc.com



This class was specifically designed with up-to-date and proven answers to all the questions Lt. Mark Riordan (Retired) had over the last nine years of his career serving as his District's Entrusted Property Officer and to prevent you from making simple mistakes that may cost you in court and in civil liability both to you and your agency.



For more information, including a map to training and a list of nearby hotels, visit [www.JMarkInc.com](http://www.JMarkInc.com), Click on "Training Courses" then "Courses Scheduled."

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USE ONLY ONE FORM PER ATTENDEE - PLEASE PHOTOCOPY IF NECESSARY

I am registering for class in Pflugerville TX at the Pflugerville Town Hall on April 30, 2010

Please make check or purchase order payable to JMark Consulting Inc. and mail completed form and check to: Mark Riordan, P.O. Box 2282, Cypress, TX 77410-2282.

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Last Name First Name M.I.

\_\_\_\_\_  
Agency Address

\_\_\_\_\_  
City State Zip Code (\_\_\_\_\_) Agency Phone

\_\_\_\_\_  
Email (For Registration Confirmation, Directions and Further Information) Check #/ P.O. # Amount



If paying by credit card (Sorry, Discover not accepted), please fill out the remaining information and mail to the above address or fax toll free to Mark Riordan at 1-866-685-1805 (Fax machine is secure). Your CC receipt will be emailed to you (with the CC# redacted for your safety)

Circle One: VISA MASTER CARD AMERICAN EXPRESS

\_\_\_\_\_  
Credit Card Number Expiration Date of Card \$ Amount Charged

\_\_\_\_\_  
Complete Name on Credit Card Credit Verification Value # (C.V.V.#). Last three digits of number located on the back of the card in the signature area (4-digit # on front of Amer. Express)

\_\_\_\_\_  
Numeric Street Address of Credit Card Billing Statement City

\_\_\_\_\_  
State Zip Code of Billing Statement Cardholder Signature

By signing, the cardholder acknowledges that they are responsible for all charges incurred on this account.