Bureau of Indian Affairs—Office of Justice Services

Training Announcement

MANAGING THE PROPERTY AND EVIDENCE ROOM

August 19-20, 2014

Hopi Veterans Center
Mile Marker 375.5, State Route 264
Kykotsmovi, Arizona 86039

Course Description: "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 ." - Public Agency Training Council

Course Topics defined by Public Agency Training Council:

- 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

Who Should Attend: BIA and Tribal Law Enforcement Personnel who are Evidence Custodians

Application Deadline: August 11, 2014

Instructor: Joseph Willis—Public Agency Training Council

How to Register: All applicants must submit a U.S. Indian Police Academy Training Application. All applications must be signed by an approving official. Applications can be sent via fax (505) 563-3090 or email to: veronica.toersbijns@bia.gov
*Applicants will receive a selection letter to confirm the applicant is registered to attend the training program. Please do not make travel arrangements until a confirmation letter has been received.

1300 West Richey Avenue, Artesia, NM 88210 Telephone: 575.746.5769 Facsimile: 575.748.8162

Bureau of Indian Affairs
Office of Justice Services
Professional Standards Directorate

Bureau of Indian Affairs

Office of Justice Services

"The Honor is to Serve"

The mission is to provide justice services and technical assistance to Federally recognized Indian tribes and communities.

Professional Standards Directorate

Steven Juneau
Associate Director

Dr. John Chavers
Deputy Associate Director
Indian Police Academy

Cost:

Tuition is FREE

Participant is responsible for:

- Travel
- Lodging
- Per-Diem

For assistance or more information contact:

Veronica ToersBijns,

Training Technician

505-563-3157

Veronica.toersbijns@bia.gov

For more information or to follow us online please visit our Website, Facebook, and Twitter.

Bureau of Indian Affairs – Office of Justice Services
Division of Professional Standards
U.S. Indian Police Academy

ADVANCED/SPECIALIZED TRAINING APPLICATION

Telephone (505) 563-3157 Fax: (505) 563-3090

Name of Training Course: Managing the Property and Evidence Room Training **Date of Course:** Aug. 19-20, 2014

Location of Training: City Kykotsmovi **State** Arizona

Name of Applicant: _____ **Rank/Title:** _____

Mailing Address: _____

E-Mail Address: _____ **Telephone Number:** _____

Total Years of Law Enforcement Experience: _____

Emergency Contact: _____ **Telephone Number:** _____

Description of Law Enforcement/Detention Duties:

_____

_____

_____

Name of Department: _____

Address of Department: _____

Name of Supervisor: _____ **Telephone Number:** _____

Affidavit

By affixing my signature Hereto, I affirm that all prerequisites have been met for the application to attend the Indian Police academy, Federal Law Enforcement Training Center and approve their attendance in the requested training program. I understand that failure to meet the prerequisites will result in non-selection or dismissal from training.

_____	_____	_____
Applicant Signature	**Title**	**Date**
_____	_____	_____
Authorizing Official Signature	**Title**	**Date**

"The Honor is to Serve"