



CLASS ITINERARY

Property and Evidence Management for Clerks of the Court

Goal: To provide education related to all aspects of the handling, storage, maintenance and disposal of evidence stored by Clerks of the Court.

Key Benefits & Topics (One day Class)

0730-0800 **REGISTRATION**

0800-1200

- Welcome
- Risks & Liabilities
- Packaging Standards
- Chain of Custody / Documentation
- DNA Storage Issues
- Firearms Handling
- Drug Handling
- Bio-Hazards

1200-1300 **LUNCH**

1300-1700

- Disposal Procedures
- Security
- Design Criteria
- Temporary Storage
- Shelving / Lockers
- Automation
- Audits and Inventories