



Property Officers Supervisors Managers

1-800-449-IAPE / Fax: 1-818-846-4543

IAPE is the Largest Property Officer Association in the World

PROPERTY ROOM MANAGEMENT -TRAINING SEMINAR-

**Sponsor: Volusia County Sheriff's Office
March 17 - 18, 2025**

- Liabilities / Case Studies
- Audits
- Inventories
- Documentation
- Packaging Standards
- Accreditation Standards
- Design Criteria
- Space Standards
- Bar Codes
- Automation

MEETING LOCATION

Volusia Sheriff's Office Stephen Saboda Training Facility
3901 Tiger Bay Rd.
Daytona Beach, FL 32124
Class Tuitions Subject To Increase January 1, 2025

LODGING LOCATION

Hilton Garden Inn Daytona Beach Airport
189 Midway Ave.
Daytona Beach, FL 32114
Reservation Line: 386-944-4000
IAPE Rate: \$159.00 (plus tax)
Rate good till: 02/16/2025

- Firearm Handling
- Narcotics Handling
- Currency Safeguards
- Purging Guidelines
- Auction Procedures
- Diversion Evidence
- Bio-Hazards
- Disposal Procedures
- Safety Procedures
- Future Issues / DNA

IAPE - New Member Rate (includes membership)....\$425
IAPE - Current Member.....\$360
IAPE - Member - Previous Attendance.....\$340

Register On-Line at www.iape.org
or

Mail completed form with payment to:

International Association for Property & Evidence, Inc.
Attention: Training Division
P.O. Box 80069
Canton, Ohio 44708

Classes also available On-Line

Most major Credit Cards Accepted
Accounting: Our tax ID number is 88-0296739

Name: _____

Title: _____

Agency: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Email: _____



CLASS ITINERARY 2025

Property and Evidence Management For Law Enforcement Agencies

Goal: To provide a framework of legal and ethical requirement in the operation of a law enforcement property and evidence units; to acquaint individuals with the technicalities and responsibilities involved in the daily function of a property unit; to provide a positive learning environment for property and professionals to exchange and concepts.

DAY ONE	DAY TWO
0800 – 1200	0800 – 1200
<ul style="list-style-type: none"> Welcome / Introduction 	<ul style="list-style-type: none"> Firearms Handling
<ul style="list-style-type: none"> Headlines & Liabilities 	<ul style="list-style-type: none"> Biological Evidence Handling
<ul style="list-style-type: none"> What's Your Problem? 	<ul style="list-style-type: none"> Management and Staffing
<ul style="list-style-type: none"> Policies and Prodeures 	<ul style="list-style-type: none"> Training
<ul style="list-style-type: none"> Chain of Custody 	<ul style="list-style-type: none"> Audits and Inventories
1300 – 1630	1300 – 1630
<ul style="list-style-type: none"> Automating the Property Room 	<ul style="list-style-type: none"> Temporary Storage
<ul style="list-style-type: none"> Purging & Disposition 	<ul style="list-style-type: none"> Storage Methods
<ul style="list-style-type: none"> Firearms Handling 	<ul style="list-style-type: none"> Long Term Storage
<ul style="list-style-type: none"> Narcotics Handling 	
<ul style="list-style-type: none"> Money Handling 	

IAPE

Evidence Management Training



Daytona Beach, Florida

March 17 - 18, 2025

*Sponsored by:
Volusia County Sheriff's Office*

2-Day Property & Evidence Management Class

2-Day Property & Evidence Management Class

Join us for a comprehensive two-day training program that provides a unique opportunity to learn and network with professionals responsible for property and evidence management. Our instructors are recognized experts in the field and will provide in-depth training on best-practices for managing evidence and property rooms. You will also have the chance to connect with other professionals from across the nation and receive a certificate of attendance upon completion. The fee includes tuition, membership for non-members, student workbooks and study materials, and various links for needed manuals. Don't miss this opportunity to enhance your skills and knowledge in this critical area of responsibility.

Topics

- Liabilities / Case Studies
- Audits
- Inventories
- Documentation
- Packaging Standards
- Accreditation Standards
- Design Criteria
- Space Standards
- Bar Codes
- Automation
- Firearm Handling
- Narcotics Handling
- Currency Safeguards
- Purging Guidelines
- Auction Procedures
- Diversion Evidence
- Bio-Hazards
- Disposal Procedures
- Safety Procedures
- Future Issues / DNA

Class Itinerary



0730 - 0800

Registration/Check-In

0800 -1200

Welcome / Introductions

Headlines & Liabilities

Property Room Problems

Policies / Procedures / Packaging Documenta-
tion - Numbering

Documentation - Automation

1200 - 1300 Lunch

1300 - 1630

Documentation - Movement

Documentation Firearms

Documentation Narcotics

Documentation Currency

Events & Trends



0800 -1200

Management Concepts Training

Audits & Inventories Security Concepts

Electronic Security Systems

1200 - 1300 Lunch

1300 - 1630

Temporary Storage- Lockers

Temporary Storage- Large Items

Property Room Layout

Shelving & Storage

Storage - Guns, Money, Drugs,

Biohazards & Flammable

Register Now

Seminar Location

Volusia Sheriff's Office Stephen Saboda Training Facility

3901 Tiger Bay Rd.

Daytona Beach FL 32124

Lodging Information

Hilton Garden Inn Daytona Beach Airport

189 Midway Ave.

Daytona Beach FL 32114

386-944-4000

\$159.00 (plus tax)

Rate good till: 02/16/2025

[Hotel Link](#)



Do you need of training immediately?

We offer Online Training

Are you looking for a comprehensive training program that will equip you with the skills and knowledge needed to become a certified property and evidence specialist? Look no further than the IAPE Property and Evidence Management online course!

Our online course is the perfect choice for those who want to receive the same high-quality training as our live classes, but without the need for travel or time away from their department. With approximately 14 hours of video content, our course has been carefully prepared by law enforcement personnel for law enforcement personnel, ensuring that you receive the most relevant and up-to-date training available.

Upon completion of our course, you will meet the training requirements for becoming a Certified Property and Evidence Specialist CPES. Plus, as an added bonus, tuition includes a free download of Property Evidence By The Book, a valuable resource that will help you further enhance your skills and knowledge in this important field.

Don't miss out on this incredible opportunity to become a certified property and evidence specialist from the comfort of your own home or office. Enroll in our online course today and take your career to the next level!

Start Your Training Today

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Feel free to contact us with any questions:

Joe Latta | Executive Director | 800-449-4273 | info@iape.org | www.iape.org



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