



# Property Supervisors Class

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

IAPE is the Largest Property Officer Association in the World

**PROPERTY ROOM MANAGEMENT  
-TRAINING SEMINAR FOR SUPERVISORS-**

***Sponsor: Kenosha Joint Services  
August 22, 2018***

## **IAPE Class For Supervisors (Itinerary)**

### **Procedure Manual Development**

Learning how to create a procedures manual for your Property and Evidence Room.

### **Crisis Management**

This module will focus on how to handle a crisis that may occur in a supervisor's property operation.

### **Organizing your Property Room**

Hands on experience with individuals and groups to reorganize their property/evidence operation.

### **Leadership**

In this module we will discover the leadership characteristics of each supervisor. The instructor will then go over the personality types and discuss how knowing your personality type can help make you a better supervisor.

### **Investigative Process**

Property investigative processes when dealing with missing guns, drugs and money (criminal? vs administrative clearing of UTL).

## **MEETING LOCATION**

Kenosha Joint Services  
1000 55th St.  
Kenosha, WI 53142

Time: 8:00AM - 4:30PM

## **LODGING LOCATION**

Hampton Inn & Suites  
7300 125th Ave.  
Kenosha, WI 53140  
Reservation Line: 262-358-9800  
IAPE Rate: \$ 109.00 (Plus tax )  
Rate good till 08/01/2018

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**IAPE Supervisor Class For New Members \$245**  
**IAPE Supervisor Class For New Members \$195**

**Register On-Line at [www.iape.org](http://www.iape.org)**  
**Or**

Mail completed form with payment to:

International Association for Property & Evidence, Inc.  
Attention: Training Division  
P.O. Box 652  
Hot Springs, SD 57747-0652

Classes also available Online  
Most Major Credit Cards Accepted  
Accounting: our Tax ID number is 88-0296739