

# EVIDENCE AND PROPERTY MANAGEMENT DIVISION

## WEEKLY TRAINING CURRICULUM- WEEK 1

### Monday, February 14, 2022

Classroom Set-up @ 0630	1 hr.
New Hires report to MDC @ 0700	2 hrs.
Escorted to PAB @ 0730 for Payroll documents/ ID	
Intro to EPMD/LAPD Geographical Areas/ City of Los Angeles Parking @ City Hall/ Commercial Intro to Admin Staff	2.5 hrs.
Code 7	
Distribution of EPMD Manual / Study Materials, Dress code & Grooming Standards, LAPD Core Values	3 hrs.
EOW @ 1530	
Total Training Hours = 5 hrs.	

### Tuesday, February 15, 2022

MDC Jail Tour @ 0800	1 hr.
Property Categories- Evidence, Non- Evidence, Excess/AUMA	1.5 hrs.
Report Types Overview - Investigative, Arrest, Property Report, RFC	1 hr.
Code 7	
Miscellaneous Forms- 3.14's KB Notice, 10.06, Excess Receipt, any other forms used by the Dept.	2 hrs.
Recap/ Quiz # 1	1.5 hrs.
Total Training Hours = 7.0 hrs.	

### Wednesday, February 16, 2022

Understanding Reports and types of packaging	4 hrs.
Code 7	
Hands on Activity- Report Lining and Proper packaging procedures	2 hrs.
Recap/ Quiz # 2	1.5 hrs.
Total Training hours= 7.5 hrs.	




## Thursday, February 17, 2022

Identifying and correcting discrepancies on different types of reports	4 hrs.
Code 7 @ 1130	2 hrs.
Issuing KB notices / Drafting and completing 3.14's	
Recap/ EPMD Manual/Quiz # 3	1.5 hrs.
EOW @ 1600	
Total Training Hours = 7.5 hrs.	

## Friday, February 18, 2022

Recap of 1 <sup>st</sup> Week, Q & A	4 hrs.
Tour of Communications Division @ 0830	
Code 7 @ 1130	1 hr.
Front Counter Exposure to bookings	3.5 hrs.
Test # 1	
Total Training Hours = 7.5 hrs.	





# EVIDENCE AND PROPERTY MANAGEMENT DIVISION

## WEEKLY TRAINING CURRICULUM- WEEK 2

**Monday, February 21, 2022**

**HOLIDAY- PRESIDENTS' DAY**

**Tuesday, February 22, 2022**

Booking Procedures- General Evidence, Non-Evidence, Analyzed Evidence Systems used by EPMD- APIMS, NECS, Cal- Photo	3 hrs.
Observing Booking Procedures @ Front Counter: Code 7	1 hr.
Q & A of Front Counter Booking Procedures	2 hr.
Recap /EPMD Manual /Quiz # 4	1.5 hrs.

Total Training Hours = 7.5 hrs.

**Wednesday, February 23, 2022**

Hands on Activity- Issuing KB Notice and completing 3.14's	2 hrs.
In classroom: Q & A – General Evidence, Non- Evidence, Analyzed Evidence APIMS, NECS and Cal-Photo	1 hr.
Intro: APIMS Transactions Sign Out, Sign In, Transfer out, Transfer In, Transfer Receive and Relocate Court Release, Field Release Code 7	1 hr.
Continuation of: APIMS Transaction Watch Audit, Pull List, Transfer List	2 hrs.
Quiz # 5	1.5 hrs.

Total Training Hours= 7.5 hrs.





## Thursday, February 24, 2022

Hands on Exercise: Narcotics Destruction @ SERRF (Burn)	6 – 8 hrs.
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Code 7
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Total Training Hours = 6-8 hrs.
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## Friday, February 25, 2022

SOW @ FSC Firearm Safety Training @ Forensic Science Division @ 0830	4 hrs.
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Code 7
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Tour of Serology with Criminalist Jessica Moody	3 hrs
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Total Training Hours = 7.0 hrs.
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# EVIDENCE AND PROPERTY MANAGEMENT DIVISION

## WEEKLY TRAINING CURRICULUM- WEEK 3

### Monday, February 28, 2022

Intro to Firearms- Booking, AFS Report, Supplemental and DOJ	3 hrs.
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Code 7	
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Q & A on Firearm booking and reports	1 hr.
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Announcement of Final Project - "The classroom is yours"	1 hr.
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Prep for Final Project	1 hr.
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Total Training Hours = 6 hrs.
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### Tuesday, March 1, 2022

Intro to Ghost Guns- Booking	3 hrs.
GND Ghost Gun Power Point Presentation	

Code 7	.
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Show and Tell: Ghost Guns	2 hrs.
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Prep for Final Project	1.5 hrs.
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Total Training Hours = 6.5 hrs.
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### Wednesday, March 2, 2022


Intro to Ammo- Booking and Packaging of Live Ammo, Casings, Projectiles (Coroners)	3 hrs.
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Code 7	
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Q & A	1 hr.
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Prep for Final Project	1.5 hrs.
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Total Training hours= 5.5 hrs.
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## Thursday, March 3, 2022


ATF Training @ 77 <sup>th</sup> Division	4 hrs.
Code 7	
Training with D3 Verschueren- Hold for Prints/ DNA @ Southeast	2 hrs.
Tour of CPS Disposition Room/ Live Gun Room Quiz # 10	1.5 hrs.

Total Training Hours = 7.5 hrs.

## Friday, March 4, 2022

Tour of Van Nuys Property Section	4 hrs.
Code 7	
Union Rep	1 hr.
Prep for Final Project	1.5 hrs

Total Training Hours = 6.5 hrs.





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WEEKLY TRAINING CURRICULUM- WEEK 4

## Monday, March 7, 2022

Intro to Narcotics	4 hrs.
Code 7	
Tour of Commercial Warehouse	2 hrs.
EPMD Manual Review	1 hr.

Total Training Hours = 7.0 hrs.

## Tuesday, March 8, 2022

Intro to Analyzed Evidence: Rape Kit, Sexual Assault Kit, Coroner kit.	3 hrs.
Code 7	
Analyzed Evidence continued: Climate Control, Frozen and Refrigerated Evidence	2 hrs.
Tour of ECS	1 hr.

Total Training Hours = 6.0 hrs.

## Wednesday, March 9, 2022

Prep for Written Final Test	2 hrs.
Final Written Test	2 hrs.
Code 7	
Review and Correct Final Written Test Q & A	2 hrs.
Prep for Final Project Presentation	1 hr.

Total Training hours = 7.0 hrs.



## Thursday, March 10, 2022

Prep for Final Project – 2 Property Officers	1 hr.
Presentation of Final Project- 2 Property Officers Code 7	2 hrs.
Prep for Final Project – 2 Property Officers	1 hr.
Presentation of Final Project – 2 Property Officers	2 hrs.
Front Counter/ EPMD Manual Review	1 hr.

Total Training hours=7.0 hrs.

## Friday, March 11, 2022

Last Day of In Classroom Training  
Q & A Session of 1<sup>st</sup> DP

Total Training Hours = hrs.