



**SACRAMENTO REGIONAL PUBLIC SAFETY TRAINING CENTER**  
 AMERICAN RIVER COLLEGE – LOS RIOS COMMUNITY COLLEGE DISTRICT  
 5146 Arnold Ave. McClellan, CA 95652  
 916-570-5000 (phone) 916-570-5023 (fax)  
[srcjtc@arc.losrios.edu](mailto:srcjtc@arc.losrios.edu) (e-mail) <http://www.arc.losrios.edu/safety> (web site)



# PROPERTY & EVIDENCE ROOM MANAGEMENT

**COURSE DESCRIPTION:** Evidence & Property Function Management is a 24-hour course. This course covers the legal requirements, procedures, and basic responsibilities and techniques involved in the proper operation of a property room. Topics include property room problems and solutions, packaging, security, storage management, documentation, purging, dispositions, audits, and inventories.

Upon completion of the course, all students will receive an ARC SRPSTC Certificate of Completion and a grade submitted for their college transcripts.

***Important Note:*** *Students are strongly encouraged to arrive on time in order to complete the registration process and avoid impeding instructional time. Late students who miss this process will not be allowed to attend the course.*

**PREREQUISITE:** None

**COURSE DATES & LOCATION:** Please click on link below to see current course dates and locations.  
<https://srpstc.arc.losrios.edu/reservations/calendarbymonth.asp>

**HOURS:** 8:00 a.m. – 5:00 p.m.

**CREDIT:** One and one-quarter (1.25) unit through [American River College](#)

**RESERVATIONS:** To confirm whether there are openings in a class, call 916-570-5000, fax 916-570-5023, or email [srcjtc@arc.losrios.edu](mailto:srcjtc@arc.losrios.edu)

**IMPORTANT:** ***Note:*** *We no longer accept TBA / reservations without names*

***To register in a class:*** **Everyone** must complete a [Course Reservation and Payment Form](#) (On our website on the Forms page) and fax (916.570.5023) or scan/email it to this office at [srcjtc@arc.losrios.edu](mailto:srcjtc@arc.losrios.edu)

Students are also required to complete the mandatory college enrollment process prior to the first day of class to ensure they are current in the college system.

**\*Mandatory College Enrollment procedure is outlined below:**

**2024 TOTAL FEE:** \$106.50

\$57.50 Enrollment fee  
 \$47.00 Material fee  
 \$2.00 SRF

*(No SRF fee for Summer courses)*

\* Students who have not established legal residence in CA are required to pay additional tuition and fees. Payment for non-resident tuition must be paid at the time of registration.

**All Fees Subject to Change**



**SACRAMENTO REGIONAL PUBLIC SAFETY TRAINING CENTER**  
AMERICAN RIVER COLLEGE – LOS RIOS COMMUNITY COLLEGE DISTRICT  
5146 Arnold Ave. McClellan, CA 95652  
916-570-5000 (phone) 916-570-5023 (fax)  
[srcjtc@arc.losrios.edu](mailto:srcjtc@arc.losrios.edu) (e-mail) <http://www.arc.losrios.edu/safety> (web site)



## **PROPERTY & EVIDENCE ROOM MANAGEMENT**

---

**ENROLLMENT:** \***Mandatory** College Enrollment Instructions / to obtain your college Student ID# (SID#):

- a) Please click on the following link: [http://www.losrios.edu/lrc/lrc\\_app.php](http://www.losrios.edu/lrc/lrc_app.php)
- b) Please click on "Apply to American River College"
- c) If you are new to the OpenCCC website, you will need to create an account. Please write down your username and password as you may need it in the future. If you are a returning user, please log in with your username and password
- d) Once you're done creating an account or signing in, click on "start a new application"
- e) This will take you to the application you need to complete in order to obtain your Student ID#
- f) Include SID# in the Registration and Payment form.

**IMPORTANT: Make sure to fill out the date in the box that says "When did you start your present stay in California?" If you were born in California, please enter your date of birth. Leaving it blank on the application for admissions will automatically make you an out of state resident and you will be charged out of state tuition fees**

*\*Save each page as you complete it so all of the information that you have entered will be saved in case you are timed out*

***Student Identification number is required prior to registration***

**CERTIFICATION:** POST#: 2970-32903:(Evidence & Property Function Management);