

## REGISTRATION INFORMATION

Name \_\_\_\_\_  
Agency \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Phone \_\_\_\_\_  
FAX \_\_\_\_\_ e-mail \_\_\_\_\_

**Registration fee:  
\$90.00 per person**

### Training Site:

Brooklyn Fire Department  
8400 Memphis Avenue  
Brooklyn, Ohio



### **4 WAYS TO REGISTER:**

On Line: [www.ncpi-ohio.com](http://www.ncpi-ohio.com)

Mail: Northcoast Polytechnic Institute  
Attn: William D. Healy, Director  
6688 Steinbeck Court  
North Ridgeville, Ohio 44039

Phone (440) 353-0796

e-mail: [Info@ncpi-ohio.com](mailto:Info@ncpi-ohio.com)

Fax: (440) 353-0797

*Mr. Healy will confirm all registrations*

FOR OFFICE USE ONLY

School Evidence & Property Room Management  
Date Feb 8, 2012 Brooklyn PD

**WEB:** [www.ncpi-ohio.com](http://www.ncpi-ohio.com)

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**presents**

## **Evidence and Property Room Management**



Hosted by

**Brooklyn  
Police  
Department**

**Wednesday  
February 8,  
2012**

**8:00 AM – 4:30 PM**

## About the Course:



### *"Evidence and Property Room Management"*

This 8 hour program is designed to provide the student with an understanding of the fundamental theories of evidence and property room management. The training includes purpose, role and responsibility of property and evidence controls and a review of the following management requirements: intake, storage, withdrawal, tracking, transfer and return. In addition,

bar-coding, software/hardware and special storage considerations for firearms, narcotics, currency and bio-hazards will be discussed. A review of inventory and audit procedures will be provided and methods for disposal and auctions will be discussed. Finally, a brief review of Senate Bill 77 considerations related to DNA will be provided.

## ABOUT THE TOPICS

- Introduction and Space Utilization
- Inventory and Audits
- Disposal and Auctions
- Liability concerns
- Senate Bill 77 review and DNA considerations
- Management Requirements
  - intake
  - storage & withdrawal
  - tracking, transfer & return
- Management considerations
  - bar-coding
  - software/hardware
  - special storage issues



## ABOUT THE INSTRUCTOR:



**Joy Lieb** – Ms. Lieb is a career law enforcement officer of 12 years who is currently assigned as a Tax Enforcement Agent with the Ohio Department of

Taxation Criminal Enforcement Division – Northeast Region. Her responsibilities within the department include the investigation of misdemeanor and felony tax code violations with a focus upon white collar crime and racketeering influenced corrupt organizations (RICO). She is a member of the FBI's Joint Terrorism Task Force in which she is the Enforcement Division's liaison. Agent Lieb is a certified evidence technician, field training officer and computer forensics examiner. She is currently assisting her agency in designing their own in-house evidence and property management system. Agent Lieb was recognized by the Ohio Attorney General Richard Cordray in 2010 for her role in suppressing a Northeast Ohio auto theft ring in which she assisted in securing convictions of 15 suspects indicted on 51 felony counts, including RICO. Agent Lieb attended Cuyahoga Community College where she focused her studies in the field of accounting and graduated from the school's criminal justice OPOTA Academy. She has also received numerous certifications from the National White Collar Crime Center.