

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 successful completion of this course, all students will receive 1.25 units and a digital SRPSTC Certificate of Completion. In-service peace officers may also be eligible for CA POST/STC credit, depending on agency requirements.

2026 TOTAL FEE

\$105.50

Enrollment Fee	\$57.50
Material Fee	\$46.00
SRF Fee	\$2.00

(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

COURSE DETAILS

PREREQUISITES

None

COURSE DATES & 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

NOTES

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.

RESERVATIONS

To confirm whether there are openings in a class, please call (916) 570-5000 or email srpstc@arc.losrios.edu. We no longer accept TBA / reservations without names.

IMPORTANT

ENROLLMENT

To Register: Everyone must complete a Course Registration Form. Students are also required to complete the mandatory college enrollment process prior to enrolling in class.

Mandatory College Enrollment Instructions to obtain your Los Rios Student ID# (SID#):

1. Please click on the following link: <https://www.opencccapply.net/cccaply-welcome?cccMisCode=231>
2. If you are new to the CCCApply website, please create an account. If you are returning, please log in with your username and password.
3. Once you're done creating an account or signing in, click on "start a new application".
4. When you get to the confirmation page, please save your eight-digit CCCApply confirmation number.
5. Please list your SID # on the Course Registration Form.
<https://arc.losrios.edu/academics/sacramento-regional-public-safety-training-center-office/srpstc-course-registration-form>
6. Contact us at (916) 570-5000 or srpstc@arc.losrios.edu with any questions.

CERTIFICATION

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



SACRAMENTO REGIONAL PUBLIC SAFETY TRAINING CENTER

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