

“IF A TREE FALLS IN THE FOREST AND NO ONE IS THERE TO HEAR IT, DOES IT MAKE A SOUND?”



“If it is not documented it really didn't happen!!!!”

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- ▶ Working with people
- ▶ Enforcement
- ▶ Record keeping
- ▶ ?
- ▶ ?



CHALLENGES ASSOCIATED WITH OUR JOBS IN PRETREATMENT

- ▶ Bloody finger print not collected.
- ▶ Items not entered into the chain of custody.
- ▶ Photos taken without scales, labels or being logged.
- ▶ Cross contamination of evidence.
- ▶ Discrepancy in the quantity of blood collected vs. later.
- ▶ Actual evidence vs. planted evidence.

WHO DOES THIS REMIND US OF?

A decorative graphic consisting of several parallel white lines of varying lengths and orientations, located in the bottom right corner of the slide.

- ▶ How many CIUs, SIUs do you oversee?
- ▶ Other than CIUs and SIUs, who do you permit?
- ▶ How do you hand food processors/restaurants?
- ▶ How do you track your sampling?
- ▶ How do you track your inspections?
- ▶ How many individuals are employed?
- ▶ Are you involved with odor complaints?
- ▶ How often are you involved with enforcement of some kind?
- ▶ What interaction do you have with Treatment and Collection departments?

ASK YOURSELF.....



MY RECORD KEEPING GOALS!!

- ▶ Organization
- ▶ Ensure sampling/inspection happen at the right times
- ▶ Customer service
- ▶ Will our records stand up in court?
- ▶ Have things in order in case Jen shows up!
(really this is the only important one!!)

- ▶ Excel and Word
- ▶ CityWorks

WHAT'S AVAILABLE

Evaluate based on time, cost, and maintenance requirements.



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DISCLAIMER!!!

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REFER TO CITYWORKS PROGRAM

