



Law Enforcement Training Advisory Commission

840 S. Spring Street, Suite B • Springfield, IL 62704

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Bruce Liebe, Director

Property and Evidence Room Management

Funded in the Partnership with the Illinois Law Enforcement Training and Standards Board

DATE: *October 5, 2026*

TIME: *8:00am – 4:00pm*

LOCATION: *Sherman Fire Dept. 2215 E. Andrew Rd. Sherman, IL 62684*

INSTRUCTIONS: *Hiroshi Witt*

NON-MEMBER FEE: *\$100.00*

ILETSB Approved Mandates: Legal Updates (1.00hrs) + Procedural Justice (3.00hrs)

Purpose of this Course: This one-day, 8-hour introductory course is intended to provide basic knowledge for the newly assigned property room manager or custodian. It will identify the roles and responsibilities of the position, as well as current accepted practices in law enforcement. Policy makers, supervisors, and accreditation managers will also benefit from information presented in this class.

Course Overview: Property and evidence management has long presented police agencies with pitfalls and challenges. The aim of this course is to provide the basic knowledge for proper handling, storing, and purging of items to property control personnel. Applicable laws as well as common policies and standards will be reviewed, which serve as the backbone for organizing a well-functioning property room.

Who Should Attend: Persons assigned to the property control function, sworn or civilian, will benefit from attending this class. Newly assigned property custodians, managers, supervisors, as well as policy makers and accreditation managers are the intended audiences.

To Register: Email registration to register@letac.org. You may also fill out and submit our online registration form through the website at www.letac.org or call 217-726-7014 to register by phone. **MTU#10 Members will be given the preference up until two weeks prior to the scheduled course. Once the two weeks are up, all others will be taken on a first-come, first-served basis. Also, we cannot accept registrations from individual officers. All registrations must go through your Chief, Sheriff, or department training office, even if you are attending class on your own time.**

Illinois Law Enforcement Training & Standards Board Mobile Team Unit #10

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