



## Law Enforcement Training Advisory Commission

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

Phone (217) 726-7014 • Fax (217) 726-7833 • Email [letac@mtu10.com](mailto:letac@mtu10.com) • Website [www.letac.org](http://www.letac.org)

JT Wooldridge, Director

# Basics of Property and Evidence Room Management

**November 8, 2022**

**8:00 a.m. – 4:00 p.m.**

**LETAC Training Center**

840 S. Spring St, Suite B, Springfield, IL

***This course is ILETSB approved and certified for the following mandates:  
Legal Updates (1hr) and Procedural Justice (3hrs)***

**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. Persons assigned 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.

**Course Goals:** The goals of this program are as follows:

- To provide students with an introduction to property management
- Identify why a systematic property management is necessary
- Review model policies and standards and the theory of building a well maintained property management function
- Gain insight into best practices
- Identify issues and difficulties faced by agencies
- Review laws and regulations affecting the property control function
- Understand the importance of proper documentation

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

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- To be able to identify problem areas within their own agency by reviewing current practices
- Understand the importance of proper inventory and audit procedures
- Learn the process of fixing a “broken” property room
- Provide students with information, materials, and resources in order for them to be able to carry out their new assigned role

**Instructor: Hiroshi Witt**, is the Administration Supervisor for the Schaumburg Police Department. He is retired as a Lieutenant from Glencoe Department of Public Safety in 2013 after 25 years of service. He is a state certified Fire Officer and an instructor for the National Fire Academy.

**Non-Member Tuition:** \$80. Non-Member tuition shall apply to civilians, officers from State/Federal agencies, and officers from Local Law Enforcement agencies which are not a member of any MTU. Tuition will be invoiced to departments upon course completion. If a pre-registered student from a Non-Member agency fails to attend training, and the agency fails to provide advance notice within 7 days of the start date of that class, the agency will be invoiced the entire amount of the student's tuition.

**To Register:** Email registration to [register@letac.org](mailto:register@letac.org). You may also fill out and submit our online registration form through the website at [www.letac.org](http://www.letac.org) or call 217-726-7014 to register by phone (be sure to include all pertinent information). **MTU#10 Law Enforcement members who are under the mandate requirements will be given priority on state mandated courses and then MTU#10 local members. If it is not a mandated course, all MTU# 10 local members will be given registration preference until seven days prior to the date of class. After that date, registrations will be taken on a first-come, first-served basis, regardless of MTU status. 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.**

**Cancellation:** If a class must be canceled for any reason, every effort will be made to do so at least 2 weeks before the class is scheduled to begin. However, there are circumstances where last minute cancellation is out of our control. All officers who have been registered for training will be contacted at the email address given at registration, so please be sure to provide an email address which is checked often.

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