



Southern Illinois Criminal Justice Training Program

Mobile Team Unit 15

Training Announcement

Name of Training			Class ID#	Course ID#
Basics of Property and Evidence Room Management			132548	74260
Date(s) of Training	Time	Hours	Location	
April 14, 2023	0830 – 1630 Hrs.	8	Effingham Police Department 110 S. 3 rd Street Effingham, IL	
Course Description				
<p>This course provides basic knowledge for newly assigned property room managers or custodians, as well as their supervisors, accreditation managers and policy makers. This class will teach students how to properly handle, store and purge property within the perimeters of the law. Applicable laws, as well as common policies and standards will be reviewed, which will serve as a backbone for organizing a well-functioning property room.</p>				
Course Objectives				
<i>Students will gain an understanding of:</i>				
<ul style="list-style-type: none">✓ Importance of systematic property management✓ Policies and standards of well-maintained property management✓ Issues and difficulties faced by agencies✓ Importance of proper documentation✓ Importance of proper inventory and audit procedures✓ How to identify and fix problems in agency's property room				
Instructors				
<p>Hiroshi Witt has over 30 years of law enforcement experience. He is the Administration Division Manager for Schaumburg Police Department. He retired as a Lieutenant from Glencoe Public Safety, serving as the property manager for over 10 years.</p>				
Mandates Met by This Training				
<ul style="list-style-type: none">➤ Legal Updates➤ Procedural Justice				
<i>This class is partially funded and certified by the Illinois Law Enforcement Training and Standards Board</i>				