

SOUTHWESTERN ILLINOIS LAW ENFORCEMENT COMMISSION
Mobile Team ASSIST #14

2300 West Main Street
www.silec.org

Belleville, IL. 62226
E-mail: office@silec.org

618/277-1550
Fax: 618/277-1553

Mandates: 1 Hr. Legal Updates and 3 Hrs. Procedural Justice

P R E S E N T S

8 HOUR BASICS OF PROPERTY AND EVIDENCE ROOM MANAGEMENT

Monday, May 19, 2025 – 8 AM/5 PM
O'Fallon Police Department
285 North Seven Hills Rd., O'Fallon, IL. 62269



WHO: Hiroshi Witt, Administration Division Manager for the Schaumburg PD

TO REGISTER: Visit our website www.silec.org. **Limit 50!**

Property and evidence management functions have long presented logistical and procedural challenges to police agencies. The aim of this course is to provide persons assigned to the property control function- whether sworn or civilian- with knowledge and skills needed to properly handle, store, and purge items commonly found in evidence rooms. Applicable laws, common policies, and standards that form the backbone of a well-functioning property room will be reviewed in detail.

Outline

The goals of this course are to provide students with information, materials, and resources needed to:

- Identify property management policies and best practices.
- Identify why a systematic approach to 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 other agencies.
- Review laws and regulations affecting the property control function.
- Determine how to properly document evidence and property.
- Equip students to identify problem areas within their own agencies through review of current practices.
- Identify proper inventory and auditing procedures.
- Employ an effective process for fixing a “broken” property room.

Funding made available by the Illinois Law Enforcement Training and Standards Board, Southwestern Illinois Law Enforcement Commission, ASSIST #14 Partnership and the seven counties of Bond, Clinton, Madison, Monroe, Randolph, St. Clair and Washington. MTU 14 request for certification of this course has been approved by the Illinois Law Enforcement Training and Standards Board