



# Northwest Illinois Criminal Justice Commission

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Mobile Team Unit #1 is funded in partnership with the Illinois Law Enforcement Training & Standards Board

## Managing The Property & Evidence Room

**DATE:** April 9-10, 2019

**Registration Ends:** March 26, 2019

**TIME:** 8:00 AM—5:00 PM 16 Hours

**LOCATION:** MTU4 Training room, 1033 7<sup>th</sup> Street, E. Moline, IL

**INSTRUCTOR:** Joseph Willis, Public Agency Training Council (PATC) Instructor

**Limited number of seats available for MTU1 members**

**Course Description:** The property and evidence rooms play a critical role in both the effective investigations of criminal cases and subsequent prosecution of offenders. Deficiencies in operations or documentation can lead to inadmissibility and the potential for a lost or dismissed case.

This course for small to mid-sized agencies provides a basic understanding of the legal and ethical requirements for a professional evidence/property management system. Participant will become familiar with techniques and responsibilities involved in the function of a property room environment and encouraged to exchange ideas to improve their agency's property management system. The course complies with CALEA standards.

### Upon Completion:

Participants will be able to:

- Identify common property room problems and solutions
- Develop policies and procedures
- Ensure proper packaging and security of evidence and property
- Discuss management theories, events, and trends related to property room management
- Describe ideal room layouts and management approaches
- Properly document evidence and property
- Purge systems of unneeded items and dispose of them
- Conduct audits and inventories of property rooms

Partial funding provided by Illinois Law Enforcement Training and Standards Board and MTU#1's request for certification of this course has been approved by the Illinois Law Enforcement Training and Standards Board

### **REGISTRATION:**

All registrations are received on the [MTU#1 website](#). Find Registration instructions [here](#)

**THIS IS NOT A PUBLIC MEETING**

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Mobile Team In-service Training Unit #1 (ASSIST) Program  
Illinois Law Enforcement Training and Standards Board  
SERVING THE COUNTIES OF CARROLL - JO DAVIESS - LEE - OGLE - STEPHENSON - WHITESIDE



## **Instructor Biography**

Joseph Willis (retired) is a 25 year veteran of the Keene (NH) Police Department. His most current assignment was with the Special Services Division.

He has been an instructor for Property and Evidence Management courses around the country for three years. He instructs for new recruits in the field of property collection, preservation, packaging and submission of Property/ Evidence. Until his retirement he was the team leader for the departments Collision Analysis Team, team leader for the Hostage Negotiation Team.

Joseph earned a Bachelor of Arts Degree magna cum laude from Franklin Pierce University. He is a certified PBT instructor, member of the International Associate for Property and Evidence and New England Association for Crisis Negotiators.

During his career with the Keene Police, he served as a Juvenile Detective/Prosecutor, Major Crimes Detective, Platoon Case Manager, Undercover Narcotics Detective for the NH Attorney Generals Drug Task Force and finally as the Property and Evidence Manager.

***This class has been submitted to ILETSB for approval in meeting mandatory training for:***

**Mandated Annually**

- Law Updates     Use of Force (must include scenario based or similar approved)

**Mandated once every 3 years (begin 1/1/16)**

- Civil Rights                             Constitutional and proper use of law enforcement authority  
 Cultural competency                 Procedural Justice                 Human Rights

**Mandated once every 3 years (begin 1/1/17 all/ within 2 yrs. for investigators)**

- Sexual Assault Trauma Informed Response / all sworn & T.C.'s due by 1/1/2020  
 Sexual Assault Trauma Informed Investigator / Investigators due by 1/1/2019

**Mandated once every 3 years**

- Mental Health Awareness

**Mandated**

- Psychology of Domestic Violence

**Mandated 32 hours every four years after initial training**

- Lead Homicide Investigator training