



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

Basics of Property & Evidence Room Management

DATE: January 12, 2026

Registration Ends: December 22, 2025

TIME: 8:00 AM—4:00 PM 8 Hours

LOCATION: Dixon Police Department, 220 S. Hennepin Ave, Dixon, IL

INSTRUCTOR: Hiroshi Witt

PURPOSE OF COURSE: This one day, 8-hour program has been designed to provide basic knowledge and skills for newly assigned property room managers or custodians.

COURSE OVERVIEW: Property and evidence management functions have long presented logistical and procedural challenges to police agencies. The aim of this course is to provide people assigned to the property control function - whether sworn or civilian - with the 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.

COURSE GOALS:

needed to:

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

- 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

This course has been certified by the ILETSB and approved to meet the following mandates:

- Legal Updates - 1.0 hour
- Procedural Justice - 3.0 hours

REGISTRATION:

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

THIS IS NOT A PUBLIC MEETING

