

NORTHERN ILLINOIS TRAINING ADVISORY BOARD

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BASICS OF PROPERTY AND EVIDENCE ROOM MANAGEMENT

Date: January 12, 2026

Registration Deadline: December 15, 2025

Times: 0800-1600 hours

Location: Dixon Police Department
220 S. Hennepin Avenue
Dixon, IL

Instructor: Hiroshi Witt

Member Fee: \$0

Non-Member & Member Non-Sworn Fee: \$150

This course has been approved by ILETSB for the following mandates:

Legal Updates – 1.0 hour
Procedural Justice – 3.0 hours

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 persons 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:

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

COURSE PREREQUISITES:

This course will be offered to sworn and non-sworn personnel of law enforcement, sheriffs and public safety agencies. There are two sets of prerequisites for this course, the first affecting the sponsoring agency, the second affecting the student participant:

1. Agency: Only Chiefs, Sheriffs, and Public Safety Directors, or their designated representatives, may enroll student officers. Officers will NOT be allowed to enroll themselves.
2. Student Participants: Only personnel who are currently employed by a unit of local government in a sworn or civilian capacity will be permitted to attend this program. Full-time personnel from member railroad, state or federal agencies not under the jurisdiction of the ILETSB may make application to attend this program.

METHODS OF EVALUATION:

Students will be required to demonstrate knowledge of all course materials. Additionally, the instructor will evaluate students' comprehension and retention of course topics based on their participation in practical exercises/scenarios and discussions conducted during the course. Evaluation forms completed by each student will provide feedback to NITAB on the quality of the course content and the instructor's effectiveness in delivering this content.

METHODS OF INSTRUCTION:

This course is conducted using the following methods of instruction:

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- In-class review of student handout materials
- In-class lecture
- In-class general discussion

COURSE REFERENCES/BIBLIOGRAPHY:

Required Readings: All NITAB handouts

COURSE REQUIREMENTS/GRADING POLICY:

There are no specific requirements or grading policies for this course.

ATTENDANCE POLICY:

This is a state certified course. Thus, no more than 10% of class time, or approximately 45 minutes, may be missed. It is strongly suggested, however, that the student be in attendance for the entire session in order to maximize upon the knowledge and skill development associated with the training. Should a temporary absence from the class be necessary, it remains the responsibility of the student to contact the instructor and arrange to obtain any information or materials missed due to the absence.

ACADEMIC INTEGRITY:

NITAB supports a strict policy on academic integrity. Students are responsible for their own work, including the preparation of research papers, case study reports and the taking of pre and post examinations. Cheating and plagiarism will not be tolerated and will result in a failing grade.