

# East Central Illinois Mobile Law Enforcement Training Team

## MTU #13

### Course Announcement



#### Property and Evidence Room Management

**October 27th, 2025**

**0830—1630 Hrs**

**Denny Stewart Training Center**

**3121 Dewitt Avenue**

**Mattoon, IL.**

Submit enrollment to:

Registration form at

[www.mtu13.com](http://www.mtu13.com)

#### **PURPOSE OF COURSE:**

This one day, 8 hour introductory course is intended to provide basic knowledge for the newly assigned property room manager or custodian. It will identify the roles and responsibilities of the position, we well as current accepted practices in law enforcement. Policy makers, supervisors, and accreditation managers will also benefit from information presented in this class.

#### **COURSE OVERVIEW:**

Property and evidence management has long presented police agencies with pitfalls and challenges. The aim of this course is to provide the basic knowledge for proper handling, storing, and purging of items to property control personnel. Applicable laws as well as common policies and standards will be reviewed, which serve as the backbone for organizing a well functioning property room.

Persons assigned the property control function, sworn or civilian, will benefit from attending this class. Newly assigned property custodians, managers, supervisors, as well as policy makers and accreditation managers are the intended audiences.

**Instructor:** Instructor Hiroshi Witt is the Administration Supervisor for the Schaumburg Police Department. He retired as a Lieutenant from Glencoe Department of Public Safety in 2013 after 25 years of service. He is a state certified Fire Officer and Fire Instructor, and is an instructor for the National Fire Academy.

#### **Observed Mandates Include:**

**Legal Updates**

**Procedural Justice**

