



**CO-SPONSOR: DERBY POLICE  
DEPARTMENT**

## **MANAGING THE PROPERTY AND EVIDENCE ROOM**



**OCTOBER 20-21,  
2026**

**TRAINING COST**

**\$400**

### **REGISTRATION INFORMATION**

Register at [www.PATC.com](http://www.PATC.com) or [click here](#) to view more course information and register.

### **COURSE OVERVIEW**

This course offers law enforcement professionals a foundational overview of ethical and legal standards in evidence and property management. Topics include packaging, storage, documentation, purging, audits, and security. Participants will explore best practices, current trends, and practical tools to improve their agency's property room operations.



**JOE WILLIS**  
Instructor

### **TRAINING LOCATION**

**The Venue at Madison Avenue  
Central Park**  
512 E. Madison  
Derby, KS 67037

### **HOTEL ACCOMODATIONS**

Hampton Inn & Suites  
1701 E. Cambridge  
Derby, KS 67037  
Phone: 316-425-7900  
Contact Hotel for Stat Govt. Rate

### **QUESTIONS?**

[www.PATC.com](http://www.PATC.com)  
1-800-369-0119

# Managing the Property & Evidence Room

"For Small to Mid-Size Agencies"  
"Complies with CALEA Standards"

## Instructor: Joe Willis

Joseph Willis (retired) is a 25-year veteran of the Keene (NH) Police Department. He earned a Bachelor of Arts Degree magna cum laude from Franklin Pierce University. He is both a national instructor and an auditor in the property and evidence management field. He is a certified instructor through NHPS&T. While assigned as the department property and evidence officer, he was an integral member of the team to achieve CALEA recognition and certification for accreditation. Until his retirement he was the team leader for both the Collision Analysis and Hostage Negotiation units. Among many of his assignments, 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. He is a member of the International Association for Property and Evidence, New England Association for Crisis Negotiators and President of NH Property and Evidence Room Management Professionals.

## Course Objectives:

To provide participants with a basic understanding for the legal and ethical requirements in order to properly operate a professional evidence / property management system. Familiarize fellow law enforcement professionals with the techniques and responsibilities involved in the function of a property room environment. Encourage one another to exchange ideas to improve the understanding and functionality of the property management system within their own agency.

- Property Room Problems and Solutions
- Policies and Procedures
- Packaging
- Security
- Management Theories
- Events and Trends
- Property Room Layout
- Storage Management
- Documentation
- Purging
- Dispositions
- Audits and Inventories
- Miscellaneous Handouts and Sample Forms

## Agenda

### **Day 1**

8:00 a.m. — 8:30 a.m.	Registration
8:30 a.m. — 12:00 p.m.	Welcome Introduction Property Room Issues Policies / Procedures Packaging
12:00 p.m. — 1:00 p.m.	Lunch (on your own)
1:00 p.m. — 5:00 p.m.	Security Management Theories Events / Trends Layout / Storage

### **Day 2**

8:00 a.m. — 12:00 p.m.	Documentation Found / Safekeeping General Numbering Systems/ Bar Coding Firearms / Narcotics / Currency
12:00 p.m. — 1:00 p.m.	Lunch (on your own)
1:00 p.m. — 4:00 p.m.	Purging / Diversion Destruction Methods Audits / Inventories
4:00 p.m.	Certificate Presentation