



# MOBILE TEAM TRAINING UNIT IV



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A Statewide System of Inservice Training Program  
Illinois Law Enforcement Training and Standards Board

## PRESENTS

### **LAW ENFORCEMENT RECORDS MANAGEMENT LAW ANALYSIS BY DON HAYS (4-HOURS ZOOM)**

This presentation will feature a discussion on the evolution of Law Enforcement Records Management law. The mandates and procedures of the Local and State Records Commissions and the Local and State Records Acts will be discussed and analyzed along with various guidelines created and provided by the Illinois Records Archivist, The Illinois Secretary of State. The appropriate administrative rules governing the Local and State Records commission will be provided and analyzed.

The accepted methods of creating, maintaining and disposing of Public Records will be illustrated and discussed. Various recent Legislative Enactments concerning creating, securing, sealing and expunging various Law Enforcement records concerning both adult and juvenile, including the new mandatory expungement requirements concerning juvenile records in Illinois, will be provided, and discussed. Finally, various forms and guides produced by the Officer of the Illinois Appellate Defender will be provided and analyzed.

**DATE:** October 17, 2024

**REGISTRATIONS ENDS: October 10, 2024**

**TIME:** 8 AM - 12:00 PM

**LOCATION:** Zoom

**INSTRUCTOR:** Don Hays, Illinois Prosecutor Services, LLC

Maximum Enrollment: 100

Cost: MTTU IV MEMBERS: \$ 0.00 - NON MTTU IV MEMBERS: \$ 25.00

Visit [www.mttuiv.org](http://www.mttuiv.org) to register. Registrations are only accepted from department training officers. Upon registration, training officer will receive Zoom invitation and course handout to distribute to students.

Per Board approval, this Class Meets the following Mandatory Training Key Guidelines.

Civil Rights (1 hour), Law Updates (2 hours), Procedural Justice (1 hour)

### Instructor BIO

Don Hays has 28 years experience as a Lawyer and Trainer with the State of Illinois. Don has taught and continues to teach at most of the MTU's in the State. In 2008, Don retired from the State's Attorney Appellate Prosecutors Office. Don held the title of Senior Staff Counsel. In his retirement he is devoting most of his time to his training website and continues to teach Police Officers and State's Attorneys throughout the State of Illinois.