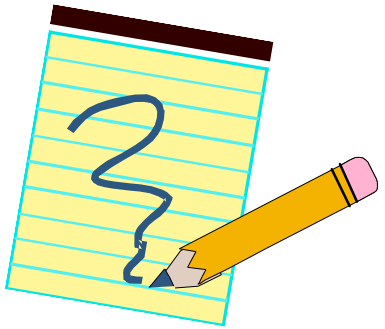
Property and Evidence

INVENTORIES
MODULE 14

LET'S LOOK AT:

- Definitions and Standards
- Reasons for inventories
- Who conducts the inventory?
- Priority areas
- Frequency of inventory
- How to do inventories
- Snapshot In Time
- Missing & UTL Evidence



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POLICE
Inventories
DEFINITION
AND
STANDARDS

Inventory - Definition

An *Inve* d as
indivi r a
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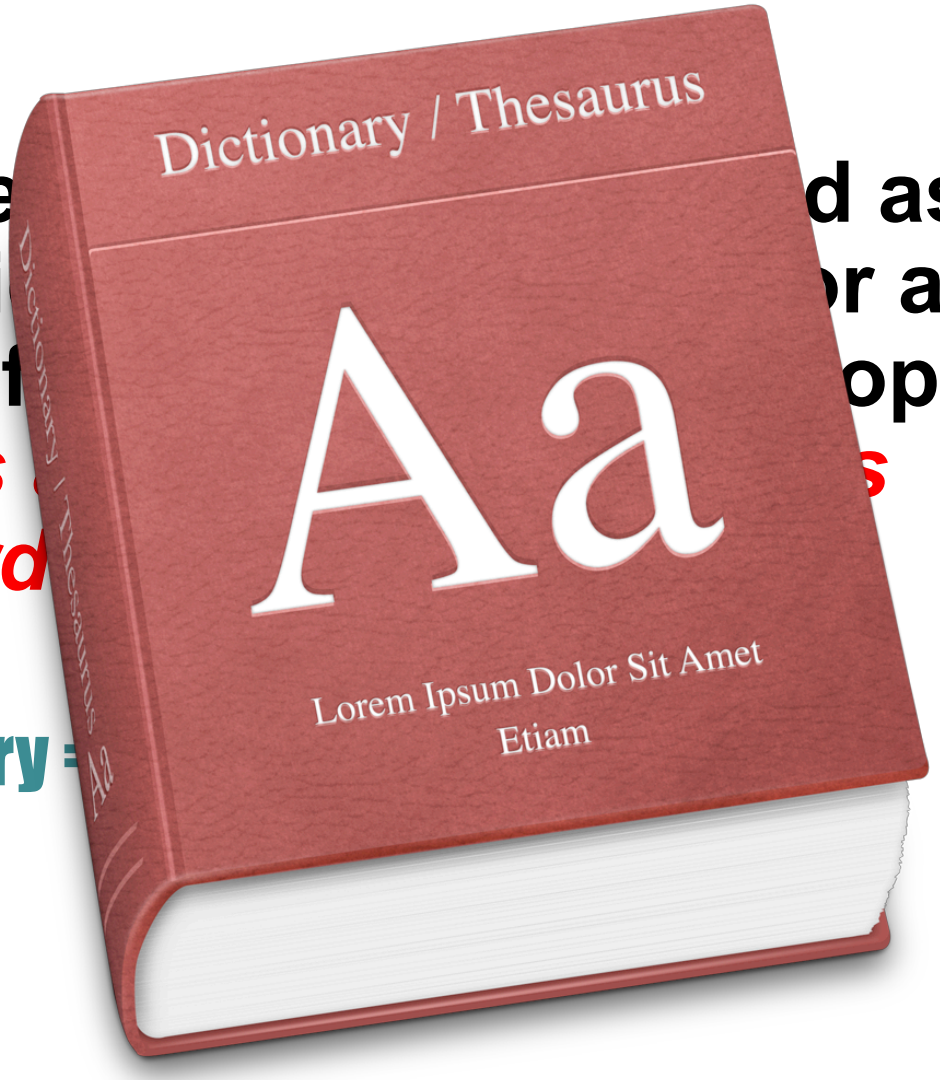
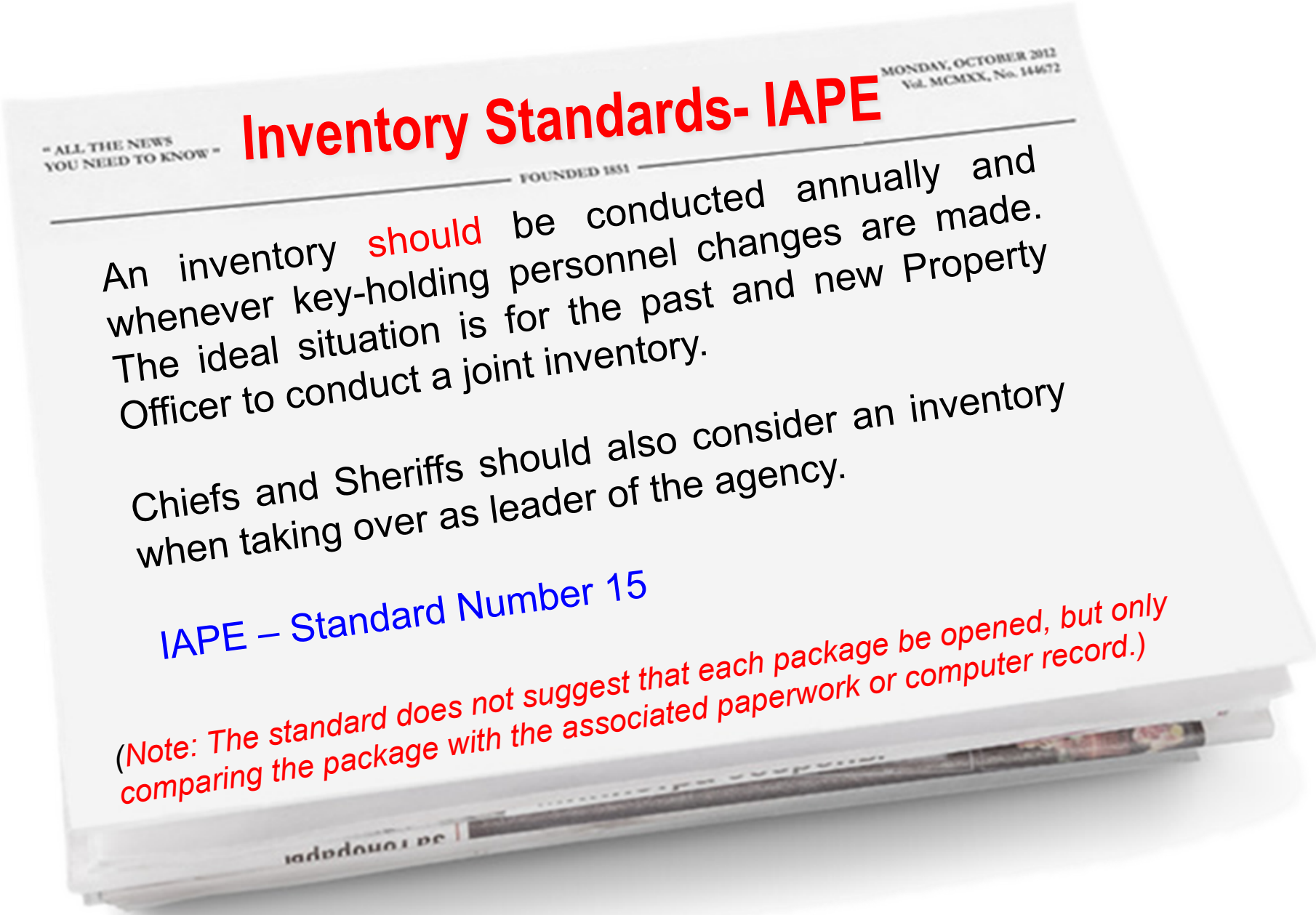
items s
record



Inventory =


- ALL THE NEWS YOU NEED TO KNOW -
Inventory Standards- IAPE
MONDAY, OCTOBER 2012
Vol. MCMXX, No. 14672
FOUNDED 1851
An inventory should be conducted annually and whenever key-holding personnel changes are made. The ideal situation is for the past and new Property Officer to conduct a joint inventory.
Chiefs and Sheriffs should also consider an inventory when taking over as leader of the agency.
IAPE – Standard Number 15
(Note: The standard does not suggest that each package be opened, but only comparing the package with the associated paperwork or computer record.)

Inventory Standards

IACP Says

"An annual inventory of evidence held by the agency shall be conducted by a commanding officer" (1991 Concept Paper)

CALEA Says

"An inventory of property occurs whenever the property and evidence custodian is assigned to and /or transferred from the position" - High Risk Items (gun, money, drugs, jewelry)

FACTS

- ✓ CALEA Accredited
- ✓ CALEA suggest inventories be done with change of personnel
- ✓ 1 person operation in property room for 20 years
- ✓ No history of any full inventories

Former APD evidence room manager sentenced to 10 months; audit finally will be released Thursday

Written by David Forbes on June 17, 2014 in APD Evidence-Room Audit, Buncombe, Crime and Justice, Documents, Information, Open Government, Region, Top News 1 Comment

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June 2014

ASHEVILLE — One chapter in a tangled story that rocked the local criminal justice system finally came to a close today as a federal judge sentenced former Asheville Police Department evidence room manager **Lee Smith** to 10 months in prison followed by a year's probation for stealing drugs from the evidence room.

And on Thursday, the evidence room audit, which Carolina Public Press and other news media outlets sued for, should finally be released.

Handing down the sentence — at the harsher end of the recommended federal guidelines — District Judge **Martin Reidinger** said Smith's actions had "undermined the integrity of the criminal justice system" and that "the gravity of this crime" called for a sentence that would serve as a deterrent and help restore the public's trust.

"Justice has been denied," Reidinger said, referring to the cases thrown into doubt by the missing evidence.

Smith, who had worked in the evidence room for 20 years, resigned in February 2011 shortly after he was suspended by the APD after testing positive on a drug test.

Lee Smith, the Asheville Police Department's longtime former evidence manager, was sentenced today for stealing drugs from the evidence room. The extensive audit of the evidence room's holdings finally will be released Thursday. Photo courtesy city of Asheville.

POLICE
REASONS FOR
INVENTORY

What is Reason for doing inventories?

To ensure that all items of property and evidence are accounted for.

A complete inventory involves matching each property record or computerized property record with its corresponding item of property or evidence.

Reason

Another good reason for inventories is that they

protect **you** and your agency

Reason

POLICE
WHO DOES
THE INVENTORY?

Basic Concept: Who Conducts The Inventory

It is recommended that two (2) people verify the inventory findings.

- **Some suggestions:**
  - Property officer and a s
  - Outgoing pro coming property officer
    and an independent representative
- **E tion to 2 people**
  - New property officer with no prior access to room
  - Snap shot in time

Joint Inventory - Protects Both

WHO?

POLICE
PRIORITY
AREAS

PRIORITY AREAS

Inventory the "Big 3"

The Big 3:

Money, guns, drugs are the most vulnerable areas and, therefore, should be a high priority for inventory.

Yeah, but I'm from a large department, do you think we can do a annual inventory?

In large agencies, if you don't have the staff, resources, tracking systems to do a complete annual inventory, then what are your options?

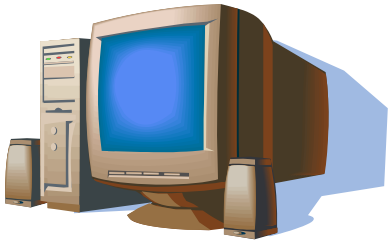
How about guns, money and drugs?

POLICE
Types Of
Inventories

What type of property & evidence tracking system do you use?

Barcode & Scanner

Every item has a unique barcode label, you can scan the barcode and upload to your computer.



Automated but NO SCANNER capability

Your system may have the ability to print out a list of all items in a particular location in the Property Room.

Manual System

All accountability for items in the Property Room are based upon logbooks and/or property records.

And One More

Snapshot In Time

POLICE
FREQUENCY OF
THE INVENTORY?

When To Do An Inventory…

Frequency

1. **Annually**
2. **New Chief or Sheriff**

If you are the new Chief, Sheriff or new Property Officer, how do you know what was there when you took over? What if six months from now something is missing?

3. **A Property Room Staff change**

(pertains to staff who are key holders and size of dept.)

Do I have to inventory everything?

“I have too many items to inventory!”

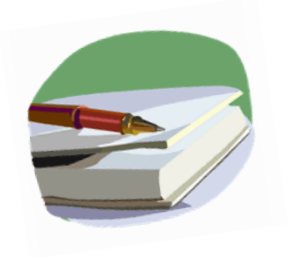
Nothing says we have to do all at one time!

….So how do we do it!?

Just Like Eating An Elephant

Frequency

POLICE
UTL's and
MISSING
EVIDENCE



Policy & Procedure for handling missing property or evidence

Develop a written policy that outlines the responsibility of the property officer, supervisor, manager on how to handle **MISSING ITEMS**.

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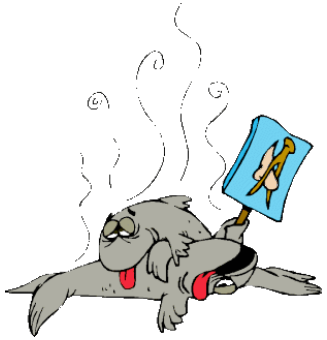
Advice to the Property Officer/Custodian

- **Don't sit on bad news - It's like old fish, it doesn't get better with age..**
- **Get the monkey off your back**



How many of you have a UTL File?

- Unable to
- How many
- May be a s

rvisors – periodically check

d include in your

ervisory inspection.

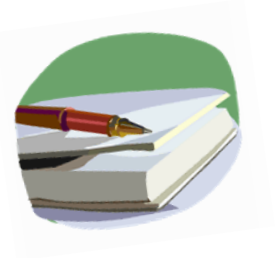
Note: If there are a lot of items, ask to be reassigned!.

Note: If you are the new Property Officer or Supervisor, ask to see the UTL file.

What do you do if you are unable to locate an item?

1. Document that it is missing
2. Notify your supervisor (in writing!)
3. Move the record from the Active File to the UTL File (Unable to Locate)

4. Update computer record from the documented location to UTL



Department Actions Regarding A Missing Item(s)

What Should I Do?

- Item has evidentiary or monetary value
  - –Internal Investigation
  - –Criminal investigation
- Item has no evidentiary or monetary value
  - –Administrative closure process
    - Develop written policy
    - Report or memo to CEO
    - Close out the record with a command level approval

A new training module produced by

THE INTERNATIONAL ASSOCIATION FOR PROPERTY & EVIDENCE, INC.

especially for Police Managers, Supervisors & Auditors

(Also suitable for all Evidence Room Audiences)

90 Minutes

www.iape.org

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