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COMPREHENSIVE AUDIT FUNDAMENTALS

WHAT'S IN AN AUDIT & INVENTORY POLICY?

SURVEY RESULTS
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Vol. 2022 No. 2

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and professional growth of
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The objective of The Evidence Log® is to provide education and training related to all aspects of the handling, storage, maintenance and disposal of law enforcement held property and evidence. As with all information of a legal nature, please confer with your agency legal advisor on the applicability of any item in relationship to your specific situation.

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We invite comments on our format and the contents within. Submitted items should be mailed to the attention of the The Evidence Log® staff, and are subject to editorial review for appropriateness of content and length.

*Please address all inquiries concerning this publication
to the mailing address below.*

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The Evidence Files

By: Joe Latta, Evidence Log Editor

TRENDING NOW IN YOUR LOCAL EVIDENCE ROOM

So, are IAPE's operations and training back to normal after the COVID pandemic? Well, I guess, as with so many other things, we now have a "new normal". During the first half of 2022, we conducted a dozen traditional, in-person classes and have another dozen scheduled for the second half. However, due to COVID, we also saw an uptick in the demand for our online video classes. If you are concerned about being in a classroom, or restrictions on traveling out of state/province, remember that the 14-hour video has exactly the same content as the in-person class.

In holding to our commitment to keep you informed of events and trends that impact property and evidence operations, we have identified some trends as reported by our members and our continuous scanning of the news. Here are a few of the trends currently impacting our members:

- Storage of stolen catalytic converters
- Increases in stored drugs due to prescription drug drop boxes at law enforcement facilities
- Handling, storing, and releasing personal property of homeless individuals
- State laws legalizing some drugs have impacted quantities coming into the property room
- Increase in evidence being booked into property room due to "smash & grab" robberies

Following are a few headlines that reflect a recent uptick in violent crime in Los Angeles County, California – which is where I live:

- In a five-hour period there were a series of robberies at several 7-Eleven stores during which two people were killed and three wounded.
- Three people were killed and two were wounded at a house party.
- The Los Angeles PD (LAPD) is searching for a suspect responsible for robbing another four convenience stores and a donut shop.
- The LAPD reports that in the first half of 2022 the number of homicides reached the highest it has been for 15 years.

However, that's just what's happening in my small corner of the world.

Major cities in the U.S. are also seeing dramatic increases in crime, especially violent crime. Homicide rates are approaching all-time highs in some cities. And, as crime increases, so too does the amount of evidence that is being booked into property rooms. Furthermore, much homicide evidence is in that "hold forever" category, thereby taking up even more storage space. So you need to ascertain the following: do you have sufficient space for that huge wave of homicide evidence? And, have your staffing levels increased to deal with the volume of incoming evidence? No?! I didn't think so. And remember that increased crime rates are but just one trend impacting property and evidence operations.

Law enforcement agencies are reporting that significant numbers of sworn personnel are either resigning or retiring as soon as they are eligible. As experienced officers/sheriffs are leaving, who is picking up and reviewing cases that have stored evidence? Is your agency's senior management aware of the increase in your workload? Remember, from our training: numbers are crucially important to making informed decisions. Keeping the data for each year enables your chief/sheriff to see the trends and thereby fight to get additional budget for staffing, storage capability, etc.

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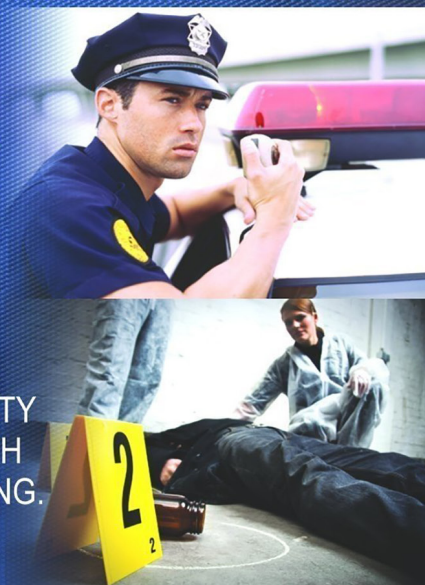
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EVIDENCE LOG

Case Number: Case Num 2: Case Num 3: User File

Item #: Offense: N/A

Victim / Complainant: Suspect:

Recovered By: Location of Recovery: Lobby

Inventory Location: Evidence Room Location: Co



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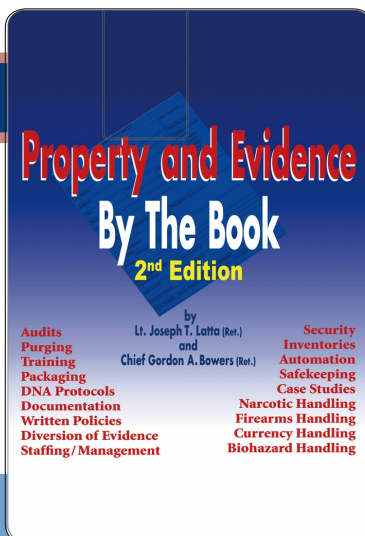
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The Evidence Files - cont'd.

NEWLY UPDATED IAPE PROFESSIONAL STANDARDS

On a positive note, our IAPE Board has completed the revisions to our Professional Standards. Advances in technology, forensic science, DNA analytics, etc., necessitated updates to our standards, and as we release the new standards there will also be a change in their availability. They will no longer be listed on our website. Rather, they will only be made available to our dues-paid members and their agencies, and sharing the standards with anyone else will require the prior approval of IAPE. You will be receiving an email from IAPE containing a PDF file of our new professional standards with your name/email watermarked on your personal copy. We believe the updated standards continue to keep IAPE and its members at the forefront of property and evidence management, and we look forward to hearing your feedback as we release them.

In the meantime, stay safe, stay healthy, keep your standards and integrity high.

Joe Latta
Executive Director

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IAPE PROFESSIONAL STANDARDS

Authored by:

Joseph T. Latta, IAPE Executive Director and
Robert E. Giles, IAPE Board of Directors, Past President (decd.)

IAPE STANDARDS SECTION 15 - INTERNAL CONTROLS

(Current Format Below - Revised Standards Forthcoming, Arriving Soon via Email)

Standard 15.1: Inventories

Standard: An inventory should be conducted annually, or whenever a change is made in key-holding personnel or in the Chief Executive Officer.

Definition: The purpose of an inventory is to ensure that all items of property/evidence are accounted for. A complete inventory involves matching each piece of property or evidence with its corresponding documentation.

Reasoning: Conducting annual inventories will identify property or evidence that is missing or misplaced from its assigned location, and it will identify items that are present in a particular location that should have been previously removed.

Routine inventories will limit the time frame for investigating missing items. Without a timely inventory the timeframe of an investigation and the total number of persons involved will expand significantly. Additionally, it is unfair to burden a new employees, supervisors, or managers with responsibility for items that may have been misplaced, lost, or stolen prior to their assignment.

Agencies that conduct regular inventories are far less likely to experience an internal loss of property or evidence.

In agencies where the size of the property unit inventory is so large as to prohibit the complete inventory of the facility at one time, a plan should be developed which requires an inventory of specific locations on a scheduled basis. For example, if 10% of the locations were inventoried each month, a complete inventory could be accomplished annually. Additionally, the inventory of guns, money, and drugs should be done more often. It is suggested that these three high-risk categories of property or evidence be accounted for several times within a calendar year.

Methodology: When conducting an inventory, the persons accounting for individual pieces may encounter sealed packages that are labeled to contain multiple items. It is

not necessary for each package to be opened, but only to compare the package label with the associated paperwork or computer record. If the package appears to have been opened or tampered with, further examination is in order.

Computerized systems with barcodes and scanners:

The most efficient method of conducting an inventory is with the use of barcodes, a barcode scanner, and appropriate inventory software. In order to conduct a thorough and accurate inventory, the barcode must represent only one specific item, and not the contents of a package containing multiple items. If there are multiple items within a package and each item has its own barcode, it is recommended that a duplicate barcode for each item be placed on the exterior of the package. This method enables the inventory of all items within the package as well as facilitating the release or transfer of just one of the items within the package.

Once all the items in a location have been scanned, the software should compare what is physically present with the computer record. Properly designed software should provide an exception report that lists items that are missing and items that are present that don't belong in that location. An archived list of the items on the shelf during the inventory should be retained for future reference.

Computerized systems, without barcodes or scanners:

In those agencies that have an automated tracking system but no ability to use barcode scanners, the property officer can print a list of all items in a specific location. A comparison of the printout against what is actually in each designated location should be conducted and the outcome as well as the list should be retained for future reference, i.e. if property or evidence is found missing in the future.

Manual, paper-based system, with separate active and inactive records:

Active records represent items that should be in the current inventory, while inactive records represent items that should have previously been removed.

Continued from Previous Page

IAPE Standards Section 15 - Internal Controls - cont'd.

In order to conduct an inventory in a manual system where all the active items are filed separately, the preferred method is to list all of the items located in a particular location. This list of items is then reconciled with the property records in the active files.

In the event that a sealed package contains numerous items under one case number, compare the tracking number (case or control number) with the property record in the file. It may not be possible to reconcile each item without opening the package for inspection.

The decision to open sealed packages should be determined by management. If it is determined that a package must be opened for inventory purposes, it is recommended that the agency have a written procedure that provides step-by-step guidance to be followed, as well as the documentation of the actions. This is important in the event of a challenge regarding the chain of custody during a trial or hearing.

Manual paper-based system, with commingled active and inactive records:

In the event that active and inactive records are commingled in one file or file drawer, the inventory process becomes arduous and labor intensive due to the need to search through all records for one specific record to be reconciled. Therefore, it is recommended that active and inactive records should be filed separately.

Any items identified as missing should be brought to the attention of a supervisor/manager in writing as soon as practical. Depending on the value (both evidentiary and monetary) and circumstances surrounding the missing item, a determination by the supervisor/manager should be made whether or not to initiate an internal investigation. In cases where the item has no significant monetary value and no evidentiary value, management should consider closing the record administratively to prevent the recurrence of the same item being identified as missing in a future inventory.

Whenever an item is located on the shelf and cannot be linked to a particular case, the item should be photographed and listed on a "found property" report, held for the statutory period, and then disposed of according to existing laws.

Standard 15.2: Audits and Inspections

Standard: Comprehensive audits should be conducted at least annually by the Chief Executive Officer or designee. Additionally, there should be inspections of the property room conducted by the supervisor, or the unit commander, who are responsible for that component of the agency.

Definition: An audit is a review of the policies, procedures, and processes of the property and evidence functions of the agency to determine whether or not they meet the recognized standards, best practices, and are in compliance with applicable statutes and codes.

An inspection is a periodic review of designated aspects of the Property and Evidence Room function by its unit commander and/or supervisor(s). In addition to audits, agencies should conduct inspections. These inspections should be both formal, i.e. scheduled inspections as well as informal, i.e. random inspections.

Inspections should cover such areas as: security, access control, tickler files, missing evidence, partial examination of records; general cleanliness and housekeeping of the area; inventory levels within the property room; safety practices; training of property officers; etc. In both cases, any findings of the inspections should be documented in writing.

Reasoning: The audit is an important internal control that provides for early identification of problems or deficiencies in the system, as well as confirming that the property and evidence functions within the agency are free from significant errors or problems.

Policy should define when audits are to be conducted, by whom, and the scope of the audit.

The entire property and evidence function within the agency should be periodically audited to ensure:

1. The integrity of the system and individuals working in it
2. That departmental policies, directives, and procedural manuals are in compliance with the legal requirements
3. that departmental personnel are complying with the agency's written policies and procedures

Continued from Previous Page

IAPE Standards Section 15 - Internal Controls - cont'd.

AUDIT COMPONENTS

Comprehensive System Audit

Policies and Procedures as they pertain to:

1. Review of any previous audits and recommendations
2. Staffing
3. Training
4. Purging - Disposition
5. Security
6. Compliance with statutory mandates, including OSHA
7. Special Handling – high profile items such as:
 - a. Firearms
 - b. Drugs
 - c. Money
8. Found Property
9. Property for Safekeeping
10. Inventories
11. Audits
12. Packaging
13. Compliance with packaging manual/policy (if any)
14. Uniform size containers
15. Labeling
16. Protection of evidence, trace, bio, tool marks, etc.
17. Right of refusal for improperly packaged items
18. Facilities
19. Construction
20. Layout
21. Storage Schemes
22. Temporary storage
23. Long-Term Storage
24. High Profile Storage
 - a. Firearms
 - b. Drugs
 - c. Money
25. Documentation (aka: "Paper Chase"), the methodology used for a complete inspection of selected property and evidence records in the following categories:
 - a. Open – Active Property Reports
 - b. Closed – Inactive Property Reports
 - c. Pending destruction
 - d. Disposed of
 - e. Chain of Custody - Movement
 - f. Out to crime lab
 - g. Out to case investigator
 - h. Out to court
 - i. Out to other agency
26. Computerized property records
 - a. Firearms
 - b. Money
 - c. Drugs
27. Safety - Environmental

Supervisory Audit (aka: Supervisory Inspection)

In addition to comprehensive system audits, first line supervisors and/or managers should conduct periodic inspections of the property room. These inspections should include the following items that can be added based upon the particular needs of the individual agency:

1. Work Schedules – Work schedules should be adequate for the needs of the agency and public.
2. Public Hours for the Property Room – This refers to the days of the week and hours that the public has access to retrieve property.
3. Security of Property Room – This includes alarms, access control, testing of alarms, etc.
4. Disposal Procedures – This area of inspection should include, at a minimum, the procedures for the disposal of firearms, drugs, and bio-hazardous materials.



DIGITAL EVIDENCE MANAGEMENT
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Continued from Page 10

IAPE Standards Section 15 - Internal Controls - cont'd.

5. Tickler Files – All tickler files should be reviewed to determine if required actions have been completed within agency's time frames (as specified in department directives), e.g. evidence out to court, evidence out to the lab, release notice sent to legal owner, etc.
6. Authorization and Release of Property – Records should be reviewed to determine if officers/investigators are providing timely authorization for the release of property. (This is dependent upon agency directives.) The documentation regarding the release of property to the legal owner should be checked to ensure that department requirements have been complied with, e.g. copy of government-issued photo ID, signature, etc.
7. Training - Firearm safety, OSHA, Property and Evidence Management Class, computer software training.
8. Safety – Working conditions, workplace hazards, use of equipment, use of personal protective equipment when necessary, etc.

Internal Audits / External Audits

Internal Audits: When practical, an internal audit should be conducted by a person who does not have responsibilities within the property unit. An Inspections Unit, Internal Affairs Unit, or a Professional Standards Unit, etc. would be appropriate for the auditing procedure. The assignment of an impartial third party from another command avoids a possible accusation that the audit team had a vested interest in covering up any irregularities.

Audits by Outside Agencies/Private Auditors: The Chief Executive Officer may choose to periodically bring in auditors from other agencies or from a private auditing company to conduct a comprehensive audit. This approach helps to avoid internal politics and provides a level of independence that can sometimes be difficult to achieve in an internal audit. An external audit performed by non-employees of the agency avoids internal politics and provides a level of independence that cannot be obtained from any internal audit.

As an additional safeguard, unannounced inspections or random audits should be held at the discretion of the agency's Chief Executive Officer. As noted above, both the unit supervisor and manager should periodically conduct inspections for adherence to policy, housekeeping, and workload.

Conducting routine audits sends a message to everyone in the organization that property and evidence is important. Failure to conduct periodic audits may lead to problems that can later result in criminal prosecutions being lost, a loss of public confidence, personnel problems, and possibly financial losses.

Standard 15.3: Other Internal Controls

Standard: In addition to audits and inventories, internal controls consisting of tickler files, due diligence inquiries, discrepancy reports, random sampling and qualitative testing of drugs for disposal, and periodic management inspections should be implemented, when applicable.

Definition:

- "tickler files" are computer file locations or physical folders where a notation or document is placed as a reminder of where an item was sent
- "due diligence" inquiries are periodic checks to ensure that an item is still where it was sent and is not ready to be returned yet
- "discrepancy reports" are needed whenever items cannot be located where they are supposed to be, and cannot be readily found
- "random sampling" is a means of checking a representative group for possible inconsistency within a margin of error for policy violations
- "qualitative testing" of drugs for disposal is a means of checking for possible substitution in drug items that are scheduled for disposal
- "periodic management inspections" are an informal form of internal audits that are designed to keep quality control consistent

Reasoning: Management participation and oversight is critical to maintaining control over the property and evidence function. Without management oversight, there is no certainty that the unit is operating under the established parameters. The need for internal controls becomes very apparent when disposing of high-profile items. What proof is there that the items that are claimed to be destroyed have actually been destroyed?

PREVIEW

IAPE PROFESSIONAL STANDARDS

Updated for 2022 and being released imminently!

In 2009, IAPE published the first set of Property and Evidence Standards written specifically for its members. Over the following 11 years, we made annual updates to some of the standards as our environment is continuously changing and we are continuously trying to keep up to date. In 2020, the IAPE board decided to completely reorganize the Professional Standards from its original narrative format into a layout that better meets the needs of our accreditation program during the actual accreditation process. In addition, the newly updated standards are available for any member (or member agency) to use in developing their property room policies and procedures.

Our goal was to write the revised Professional Standards in a manner that was more conducive to conducting the formal accreditation process. The new format will allow the Accreditation Team to assign by section an entire property room function with a pass, fail, or needs improvement evaluation.

The new format contains specifically numbered Professional Standards along with a reasoning

document to further explain the logic behind each of the standards.

In the very near future all current members will be receiving a personalized set of the IAPE Professional Standards via email for you and your department's use. Your email will be watermarked on the document as they will belong to each member and are not to be disseminated to parties outside of the member's agency without the prior written approval of IAPE.

When you receive the Professional Standards, please read the instruction page closely to better understand the navigation and sharing of the document.

It is our goal to have the Professional Standards disseminated by the Fall 2022. For your review, we have included one of the 17 Professional Standard that have been rewritten and reformatted for your review. Standard 16 – Inventory was selected since Audit and Inventories is the theme for this issue of The Evidence Log.

IAPE PROFESSIONAL STANDARD 16.0 – INVENTORY

16.0. INVENTORY

PURPOSE: To define a formal process to account for all individual items in the custody of the property room. (See Inventory Reasoning on Page 15)

16.1. POLICY

16.1.1. Policy will define when an inventory should be completed.

16.1.1.1. Policy will define how often an inventory will occur along with the scope of the inventory.

16.1.1.2. An inventory should include a full accounting of all items in the property room. An inventory of guns, money, and drugs will be conducted annually.

16.1.1.3. Inventories should be conducted when items of property or evidence are unaccounted for during performance of routine job duties.

Continued from Previous Page

PREVIEW - Cont'd.

IAPE PROFESSIONAL STANDARD 16.0 – INVENTORY

Updated for 2022

16.1. POLICY - cont'd.

16.1.1.4. An inventory should be conducted when there is a change in authorized key-holding personnel or a change of the Chief Executive Officer.

16.1.2. Policy will define who is responsible for conducting the inventory.

16.2. SCOPE AND METHODOLOGY

16.2.1. Policy will define how the inventory process occurs.

16.2.2. Policy will define what area(s) of the property room are to be inventoried.

16.2.3. Policy will define what actions are taken if a package without a label or other markings is located.

16.2.3.1. When an item is located on the shelf and cannot be linked to a particular case, the item should be photographed and listed on a "found property" report, held for the statutory period, and then disposed of according to existing laws.

16.2.4. Policy will define what actions are to be taken if a package is opened by agency personnel.

16.2.4.1. If a package must be opened for inventory purposes, policy will provide guidance to document all actions.

16.2.4.1.1. If a package appears to have been opened or tampered with at any time, policy should define what further actions and documentation are necessary.

16.3. MISSING ITEMS OF PROPERTY AND EVIDENCE

16.3.1. Any items identified as missing or unable to be located (UTL) will be brought to the attention of a supervisor or manager in writing as soon as it is practical.

16.3.2. The property record will be moved to a UTL electronic file or a UTL file folder in a manual system when items are identified as missing.

16.3.3. Depending on the evidentiary or monetary value of any missing item, a determination by the supervisor or manager will be made to initiate an informal inquiry, internal investigation, or a criminal investigation.

16.3.3.1. When an item has no monetary or evidentiary value, management may approve the closing of the record administratively after all attempts to locate the item(s) have been exhausted.

16.4. REPORT RESULTS

16.4.1. Policy will define who in the organization is to receive the results of the inventory.

16.4.1.1. Policy will define how to reconcile any discrepancies found during the inventory process.

16.4.2. Policy will define how long the completed inventory documentation must be retained.

Continued from Previous Page

PREVIEW - Cont'd.

IAPE PROFESSIONAL STANDARD 16.0 – INVENTORY

Updated for 2022

16.5. AUTOMATED SYSTEM – ITEMIZATION

16.5.1. An assigned barcode should represent only one specific item (one item, one barcode), and not the contents of a package containing multiple items.

16.5.1.1. Any exceptions will be defined in the Packaging Manual or within property packaging guidelines.

16.5.2. Software should provide the ability to generate an exception report or discrepancy report to document all inconsistencies found during the inventory process.

16.5.3. In a computerized system without barcodes or scanners, a list of all items in a specific location should be printed and a comparison conducted against the items observed in that location.

16.6. MANUAL SYSTEM

16.6.1. Policy will define that paperwork from closed (adjudicated) cases should be removed from active (open) cases.

16.6.2. Policy will define the procedure for conducting an inventory using a manual system.

16.6.3. Policy will define who is responsible to correct discrepancies discovered during the inventory process.

16.6.3.1. A list of all items observed in a storage location will be generated and compared against property reports.

16.6.3.2. Discrepancies found during the inventory and all reconciliation will be documented.

16.6.4. Policy will define that the physical property report should be removed from an “active” case file to a “closed” case file.

16.6.4.1. The documents may be scanned or attached to the case when an item has been removed from the inventory.

STANDARD 16 – INVENTORY – REASONING

16.1. POLICY

Reasoning: An inventory should be conducted annually, or whenever a change in key-holding personnel is made. Conducting annual inventories will identify property or evidence that is missing or misplaced from its assigned location, and identify items that are present in a particular location that should have been previously removed.

The purpose of an inventory is to ensure accounting for all items of property and evidence in the custody of the property room. An inventory involves matching each piece of property or evidence with its corresponding documentation. Routine inventories will limit the time frame for investigating missing items. Without regular inventories, the timeframe of an investigation and the total number of individuals involved will expand significantly.

Agencies that conduct regular inventories are far less likely to experience an internal loss of property or evidence.

Continued on Next Page

PREVIEW - Cont'd.

IAPE PROFESSIONAL STANDARD 16.0 – INVENTORY

Updated for 2022

16.1. POLICY - cont'd.

For agencies where the size of the property room inventory is so large as to prohibit the complete inventory of the facility at one time, a plan should be developed that requires an inventory of specific locations on a scheduled basis. For example, if 8%-10% of the locations were inventoried each month, a complete inventory could be accomplished annually.

An inventory of guns, money, and drugs should be done more frequently. It is suggested that these high-risk categories of property or evidence be accounted for several times within a calendar year. The inventory policy should address the agency's detailed protocols for conducting an inventory.

16.2. SCOPE AND METHODOLOGY

Reasoning: Property room personnel need to have written protocols about how to conduct an inventory. Written protocols will ensure that every time an inventory is conducted, the process is consistent.

It may not be necessary for each package to be opened if the contents are obvious when comparing the label with the associated property report. If the package appears to have been opened or tampered with, further examination is necessary. Using convenience packages (unsealed) may provide the ability to examine the inside contents easily.

If an item is located on the shelf and cannot be linked to a particular case, the item should be photographed and documented on a "Found Property" report, booked into the system as Found Property, and held for the statutory period.

It can then be disposed of according to existing laws. This process ensures that when items are located on the shelf without any markings, an arbitrary decision is not made to dispose of the item without it being properly documented.

16.3. MISSING ITEMS OF PROPERTY AND EVIDENCE

Reasoning: Missing items of property or evidence may show up during inventories, while removing items for disposal or release, when requested for testing, or needed in court. Without written protocols, employees may handle these situations differently. Written guidance will ensure that everyone is handling these situations in the same manner.

Depending on the value (both evidentiary and monetary) and the circumstances surrounding the missing item, a determination by the supervisor or manager should be made whether to initiate an investigation. When the item has no significant monetary value and no evidentiary value, management should consider closing the record administratively to prevent the same item from being identified as missing in the future.

16.4. REPORT RESULTS

Reasoning: When inventories are finalized, policy needs to define how the results are documented and distributed, along with any recommendations, how to deal with any discrepancies found, and a retention time for retaining the reports. An agency should retain all inventory reports for the length of time outlined in their records-retention schedule.

Continued from Previous Page

PREVIEW - Cont'd.

IAPE PROFESSIONAL STANDARD 16.0 – INVENTORY

Updated for 2022

16.5. AUTOMATED SYSTEMS – ITEMIZATION

Reasoning: The most efficient method of conducting an inventory is with the use of barcodes, a barcode scanner, and appropriate inventory software.

If there are multiple items in one package with only one barcode on the package, the inventory may not be accurate because the barcode may represent the container, and not the contents. When releasing, transferring, or disposing of one of the individual items (without a barcode), it is difficult to reconcile remaining items against what has been released.

For accounting purposes, if there are multiple items within a package and each item has its own barcode, a duplicate barcode can be generated and placed on the exterior of the package.

When an item is removed from the convenience package, it is important that the duplicate barcode label be removed or crossed out. During an inventory, the contents should be verified and not assumed to be present when multiple items are in one package.

Once all the items in a location have been scanned, the software should compare what is physically present with the computer record. Properly designed software should provide an exception report that lists items that are missing and items that are present that don't belong in that location.

An archived list of the items on the shelf during the inventory should be retained for future reference.

Computerized systems, without barcodes or scanners: For agencies that have an automated system but no ability to use barcode scanners, the property officer can print a list of all items in a specific location. A comparison of the printout against what is in each designated location should be conducted and the outcome as well as the list should be retained for future reference, i.e., if property or evidence is found missing in the future.

16.6. MANUAL SYSTEMS

Reasoning: In a manual or paper-based system, any paperwork from a closed case should be removed from any active case file and stored separately.

Manual or paper-based systems with commingled active and inactive records: If active and inactive records are commingled in one location, the inventory process becomes labor intensive due to the need to search through all records for one specific record to be reconciled.

Manual or paper-based systems with separate active and inactive records: If all active cases are filed separately from inactive cases, make a list of all items located in a particular location. This list of items is reconciled with the property records in the active files.

BOLO: UPDATED 2022 STANDARDS COMING SOON!

Be on the lookout for an email from IAPE that will contain a PDF of your personal copy of the latest professional standards!

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WHAT'S IN AN AUDIT/INVENTORY POLICY?

By: Joe Latta

Over the years I have conducted nearly 100 property room audits across the United States and Canada. Part of the process is always to review the department's policies and procedures for the property room.

Ideally, a property room procedural manual should be available to provide step-by-step guidelines on how to do every task, so these practices can be handed down between retiring employees and new property officers. If a task is not memorialized, incoming property officers or

supervisors will have no idea how to accomplish the task – or even know they were supposed to do it.

Following is a checklist of topics that should be defined in your property room procedural manual, relating to audits of property. You might use this to confirm that your policy has all the proper components, and then add content or other subjects to suit your department. Also included are the applicable IAPE Professional Standards and several notes as a backup philosophy on why it should be in the policy.

SECTION 1: AUDITS & INSPECTIONS

STANDARD

IAPE STANDARD 15.2 – AUDITS & INSPECTIONS

Comprehensive audits of the property and evidence function of an agency are a very important internal control that should be conducted at least annually by the Chief Executive Officer or designee. Additionally, there should be inspections of the Property and Evidence Unit conducted by the supervisor, or the unit commander, who are responsible for that component of the agency.

NOTE

AUDIT: DEFINITION

An audit is a review of the policies, procedures and processes of the property and evidence functions of the agency to determine whether or not they meet recognized standards, best practices, and are in compliance with applicable statutes and codes. Additionally, audits are not inventories.

1.1 RESPONSIBILITY FOR AUDITS OF THE PROPERTY AND EVIDENCE ROOM

Essential Policy Elements

- 1.1.1. Department General Orders need to place the responsibility to request audits on the evidence unit supervisor.
- 1.1.2. The Property Procedures Manual needs to provide guidance in how to conduct audits.

1.2. REQUIREMENT FOR AN ANNUAL AUDIT AND PERIODIC SUPERVISORY INSPECTIONS

Essential Policy Elements

- 1.2.1. Define when audits are to be conducted.
- 1.2.2. Define when supervisory inspections are to be conducted.

1.3. METHODOLOGY FOR CONDUCTING AN AUDIT AND SUBMISSION OF AUDIT REPORT

Essential Policy Elements

- 1.3.1. Guidance must be provided as to what specific areas/functions are to be audited. (See list in "Sample Wording" section.)
- 1.3.2. Direction needs to be provided defining how many items/cases are to be examined during the audit.
- 1.3.3. Guidance must be provided as to when the audit report is due from the auditor and to whom it is to be distributed.
- 1.3.4. Direction needs to be provided as to what is expected regarding the final report; for example: the format, findings and recommendations, statistical data, etc.

1.4. PREVIOUS AUDIT REVIEW

Essential Policy Elements

- 1.4.1. Direction must be given to examine previous audits to ensure that corrections have been made.
- 1.4.2. Policy needs to define who is responsible for correcting deficiencies in previous audit.

NOTE

TOPICS FOR A COMPREHENSIVE EVIDENCE AUDIT

A list of topics that an audit should consider must be established and followed. Merely looking for an item on the shelf is not an audit.

Continued from Previous Page

What's in an Audit/Inventory Policy? - Cont'd.

1.5. FREQUENCY OF AUDITS

Essential Policy Elements

- 1.5.1. Policy needs to mandate when an audit should be conducted.

1.6. DATA COLLECTION

BEST PRACTICES

STATISTICAL DATA COLLECTION

In order to properly evaluate staff and other resource needs, management must routinely monitor inventory levels along with intake numbers vs. purging numbers. The goal should be one-to-one: one item in and one item out. Data needs to be evaluated for a minimum of 5 years, and up to 10 years, to fully evaluate the state of the inventory as illustrated in the following chart.

Projected Staffing Needs Based Upon Property and Evidence Purging Trends						
Year	2018	2019	2020	2021	2022	Total
Items In	10,000	9,000	11,000	11,500	12,000	53,500
Items Out	5,000	4,500	5,000	4,000	4,000	22,500
Difference	5,000	4,500	6,000	7,500	8,000	31,000
% Retained	50%	50%	55%	65%	67%	58%*

* If the figure in this box is greater than 10%, then the following questions should be considered:

- Has the staffing level in the property and evidence unit decreased in the past five years?
- Has the property and evidence unit staff been reduced due to medical illness, military leave, etc. during the past five years?
- Have statutory changes during the past five years impacted upon the ability to purge items?
- Has there been an administrative change within the prosecutor's office, the courts, etc. that has impacted on the department's ability to purge items?
- Has there been a change in the responsiveness of departmental personnel to requests for review and approval regarding property and evidence disposals and/or releases?

- Is there any administrative capability that has contributed to your inability to purge more items; for example: an inadequate evidence tracking and management software system, or the inability to use the full capabilities of the system due to training, hardware issues, etc.?
- Are there any other contributing factors that the property officer/evidence custodian has identified?

1.7. PROPERTY AND EVIDENCE TRACKING PROCEDURES/SYSTEMS

NOTE

ASSESSING THE COMPUTERIZED EVIDENCE TRACKING & MANAGEMENT SYSTEM

The auditor must assess the department's/agency's computerized/automated evidence tracking and management system. Does this system provide the necessary tools and reports that enable the property officers/evidence custodians to review cases for disposition of evidence; send review notices to the assigned case officer/detective; and track the property/evidence throughout the disposition process?

Essential Policy Elements

- 1.7.1. Evaluate existing property and evidence tracking systems to ensure evidence is being adequately tracked with either a manual/paper-based system or a computerized/automated tracking and management system.
- 1.7.2. Determine if the current computerized evidence tracking and management system provides the necessary data/statistics that will enable a proper evaluation of the unit's efficiency.
- 1.7.3. Inventory, items in/out, etc. for the property and evidence unit.
- 1.7.4. Ensure that the current evidence tracking and management system provides tools and reports necessary to control the inventory.

Continued from Previous Page

What's in an Audit/Inventory Policy? - Cont'd.

1.8. EVIDENCE TRACKING AND MANAGEMENT SYSTEM UPDATES/MAINTENANCE

Essential Policy Elements

- 1.8.1. Ensure that all necessary software maintenance agreements are continued and updates to the system are being fulfilled.
- 1.8.2. Ensure property and evidence unit employees are aware that support is available and know how they can access the support/training.

1.9. SCANNERS OPERABILITY

Essential Policy Elements

- 1.9.1. Ensure all employees have been properly trained on the use of scanners.
- 1.9.2. Inspect bar code scanners to ensure that they are working properly.
- 1.9.3. Ensure that employees are using provided scanners for storing evidence on shelves.
- 1.9.4. Determine if scanners are actually being used to conduct inventories and move evidence.

1.10. BARCODE LABEL PRINTERS

Essential Policy Elements

- 1.10.1. Ensure barcode label printers work properly.
- 1.10.2. Ensure barcode labels are being placed on each item/package in the correct location.
- 1.10.3. Evaluate data on labels to ensure that necessary information is being printed to enable the property officers/evidence custodians to perform their duties.

1.11. SECURITY REVIEW

Essential Policy Elements

- 1.11.1. Confirm all locks are in working order.
- 1.11.2. Ensure that all keys are accounted for.

- 1.11.3. Require that locks and keys are being changed when personnel changes.
- 1.11.4. Require combination numbers to be changed with personnel changes.
- 1.11.5. Examine facility for security deficiencies.
- 1.11.6. Evaluate any alarm systems and test them.
- 1.11.7. Check operability of any video system.
- 1.11.8. Confirm that data is being retained in a safe environment.
- 1.11.9. Examine security/video equipment to ensure equipment is safe from tampering.

1.12. AUDIT REPORT

Essential Policy Elements

- 1.12.1. Items in the report should include a list of areas/functions to be examined by the auditor. The auditor will provide a written report of their findings for each of these items.
- 1.12.2. The auditor will use the department's property and evidence procedures manual for guidance on how to conduct the audit.

1.13. AUDIT FINDINGS

Essential Policy Elements

- 1.13.1. The auditor will provide a written report in which all of the areas/functions that have been examined will be identified.
- 1.13.2. Any area/function that is found not to meet recognized standards/best practices will be identified as a "Finding."

1.14. RECIPIENTS OF AUDIT REPORT

Essential Policy Elements

- 1.14.1. Identify who is to receive the audit report and the subsequent corrections report.

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What's in an Audit/Inventory Policy? - Cont'd.

1.15. PERIODIC EXTERNAL AUDIT (CITY/COUNTY AUDITOR, STATE AUDITORS, AUDIT COMPANY)

Essential Policy Elements

- 1.15.1. Define time intervals when an outside audit will be required.

1.16. SUPERVISORY INSPECTIONS OF THE PROPERTY AND EVIDENCE UNIT

Essential Policy Elements

- 1.16.1. Outline the necessity for first line supervisors to periodically inspect the property and evidence unit.
- 1.16.2. Outline the type of issues to be looked at; for example: tickler files, approvals, release documentation, package labels, etc.
- 1.16.3. Outline facility issues to be checked, such as security, housekeeping, cleanliness, safety, and temperature.

1.17. SCHEDULED/UNSCHEDULED INSPECTIONS

Essential Policy Elements

- 1.17.1. Define "scheduled inspection".
- 1.17.2. Define "unscheduled inspection".

1.18. SUBMISSION OF INSPECTION REPORTS

Essential Policy Elements

- 1.18.1. Define elements of Final Inspection Report.
- 1.18.2. Define who the report is to be submitted to and time requirements for completion.

NOTE

INVENTORY: DEFINITION

An inventory is the process of individually checking either all of, or a specified portion of, the property and evidence items on hand against the record of the department.

2.1 PERSONNEL RESPONSIBLE FOR INVENTORY

Essential Policy Elements

- 2.1.1. Identify who is responsible for conducting an inventory.

2.2 FREQUENCY FOR CONDUCTING AN INVENTORY (PHASING)

BEST PRACTICES

ANNUAL INVENTORY

The best business practice and recommended goal for every law enforcement agency is to conduct a 100% inventory of the Property and Evidence Unit on an annual basis. A 100% inventory should also be conducted if a member of the property and evidence unit staff, who holds a key for access, leaves the unit.

NOTE: Some departments, due to the magnitude of their inventory (e.g. millions of items), combined with a lack of automation (barcode labels, scanners, etc.) and insufficient staffing, may not be able to achieve the annual 100% goal. Under those circumstances – at a minimum – the guns, drugs, and currency should be inventoried on an annual basis.

NOTE

PHASING INVENTORY

Most standards discuss annual inventories; however, there is nothing that suggests an entire inventory must be conducted all at one time. Consider segmenting the room into smaller sections and identify specific areas of the room to be inventoried at different times throughout a single year. For example: January – guns; February – drugs; March – currency; etc.

SECTION 2: INVENTORIES

STANDARD

IAPE STANDARD 15.1 - INVENTORIES

An inventory is a critical internal control and should be conducted annually, or whenever a change is made in key-holding personnel or in the Chief Executive Officer.

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What's in an Audit/Inventory Policy? - Cont'd.

2.3 PERSONNEL RESPONSIBLE FOR INVENTORY

Essential Policy Elements

- 2.3.1. Identify requirement to conduct an inventory when staffing changes.
- 2.3.2. Identify requirement to conduct an inventory when the Chief or Chief Executive Officer changes.
- 2.3.3. Identify items to be inventoried.

2.4. METHODOLOGY FOR CONDUCTING AN INVENTORY

- 2.5.2. Define necessity for any employee identifying missing property or evidence to provide a written report to a supervisor immediately.
- 2.5.3. Provide guidance to supervisor on how to handle missing property/evidence.
- 2.5.4. Provide guidance to manager on how to handle missing property/evidence.
- 2.5.5. Provide guidance on the use of an Unable to Locate (UTL) file.

2.6 INVENTORY - MISSING ITEMS WITH MONETARY OR EVIDENTIARY VALUE

Essential Policy Elements

- 2.6.1. Protocols need to be established for any time property or evidence with monetary or evidentiary value is determined to be missing.
- 2.6.2. Protocols need to determine whether or not an internal investigation or a criminal investigation needs to be conducted.
- 2.6.3. Protocols need to define who will be responsible for conducting the inquiry.

2.7 INVENTORY - MISSING ITEMS WITH NO MONETARY OR EVIDENTIARY VALUE

NOTE
<p style="text-align: center;">MISSING PROPERTY: NO MONETARY VALUE</p> <p><i>If an item missing from the property and evidence unit has no monetary value, nor is it evidence in a case, the department should have a protocol enabling the loss to be handled through an administrative closure process.</i></p>

Essential Policy Elements

- 2.7.1. Provide guidance to supervisors/managers on how to handle missing property with no evidentiary or monetary value.
- 2.7.2. Provide protocols allowing management to write the missing items out of the inventory.
- 2.7.3. Document the property record as having been "Closed Administratively".

NOTE
<p style="text-align: center;">INVENTORY METHOD</p> <p><i>The method used to conduct a 100% inventory of the property and evidence unit is dependent upon the level of automation that has been implemented by the department/agency. Generally, there are three scenarios: first, some departments are completely paper-based with no computerization/automation of the property and evidence unit; second, some departments have evidence tracking and management software but they do not have the ability to use barcode scanners to conduct an inventory; and third, there are departments that have evidence tracking and management software and barcode scanners that can be used to facilitate an inventory of the property and evidence unit.</i></p>

Essential Policy Elements

- 2.4.1. Provide step-by-step directions on how the inventory is to be conducted.

2.5 INVENTORY - MISSING ITEMS – GENERAL

WARNING
<p style="text-align: center;">INVENTORY: DEFINITION</p> <p><i>Any time any item(s) of property or evidence is determined to be missing, processes must be in place to immediately address the issue. Putting this notification off can be like eating old fish – it doesn't get better with age.</i></p>

Essential Policy Elements

- 2.5.1. Provide necessary actions to be taken if property or evidence is found to be missing.

Currency: Expectations and Accountability (Policies and Audits)

By: Robert Martin, IAPE Board

If you have seen any IAPE headlines on Facebook, via email, or on our website, you've probably seen far too many articles regarding the mismanagement of money. Just in the first half of this year, articles detailing thefts and other money mismanagement issues at agencies in Australia, Louisiana, Tennessee, Indiana, Virginia, Pennsylvania, South Carolina, North Carolina, and Kentucky involved hundreds of thousands of dollars. (<https://home.iape.org/features/headline-evidence-news.html>) If you look back just five or six years, the total sum involved is well into the millions. This is happening within agencies that are charged with maintaining the public's trust and investigating others who are involved in similar activities! People who were once well-trusted, many with distinguished, long careers, have been tempted beyond their desire to resist wrong-doing, and have allegedly committed acts that completely undo decades of their good and honest work. Once that trust is violated, drastic measures are required to restore it, involving more money than is stolen in many cases, plus a lot of time and transparency.

What is most frustrating about this is that model policies and professional standards on money handling and accountability have been freely available for decades (<https://home.iape.org/evidence-resources.html>), yet many agencies have not taken the time to apply them in any form, and in fact have overtly resisted them. It is not that they have nefarious intentions; they simply resist change from old requirements, old thinking, until there is a problem. So why is this the case?

Anyone who has taken the IAPE Evidence Management Course has heard the debate on this subject, and when polled the students' answers to the "why" question are usually similar, with "it's the way we have always done it" being the prevalent response. The consequences for inaction are increased liability, and the increased likelihood of – at

minimum – something eventually being questioned, or – at worst – something going missing which is caught when it's most inconvenient (possibly election time?).

LOOKING AT THE PROCESS

Let's start at the beginning of the evidence cycle. When currency is collected, is it counted and verified? Policy should require this to take place either prior to, or as part of, the submission to the evidence unit. Is this not an audit/inventory of sorts, very early in the process? When the evidence unit takes the currency in, is the count verified, or is the item simply kept as a package? If the count is verified with evidence personnel, is this not an audit/inventory of sorts? If there are forensic examinations that need to occur on the currency, that may be the only exception to the need to verify the count, or keep the currency until examinations can occur. When the forensic exam is conducted, is the count verified as part of the process? Is this not an audit/inventory of sorts?

Next, the money is returned to evidence and is placed in a safe. Well, it should be placed into a safe that only evidence personnel have the combination and access to the place where the safe is stored. There should be enhanced security for the place where currency is stored, as it is "high-liability" evidence. What to do with it next is the biggest point of contention. Old-school thinking is to hold onto it until there is a disposition in the case in which it was seized. But why? Is there any reason those bills must be held and brought into a courtroom for prosecution? Usually, the answer is a resounding no! Seldom, if ever, has money been checked out to take to court, unless it contained forensic evidence that helped established a point disputed in the case. If this is not the case, then the money should be deposited into an agency bank account as soon as possible after seizure.

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Currency: Expectations and Accountability – Cont'd.

ROUTINELY DEPOSITING MONEY

Depositing the money as soon as possible is the best practice when it comes to currency. To have tens of thousands, or even hundreds of thousands, of dollars sitting in an evidence unit for years is simply tempting fate over time. If the money isn't there, it can't "go missing."

Money should be deposited at a certain intervals according to a written policy. It can be a measure of time, like weekly or monthly, or a measure of amount, depositing it at a certain threshold. But it should absolutely be deposited as soon as possible. As part of the deposit process, an audit by, or in conjunction with, another entity as the audit is prepared or executed is a great practice. In other words, maybe your finance section, or your bank, can act as that "other entity" to independently verify exact amounts.

The practice at this writer's agency is that every Thursday a member of the finance office comes to the evidence unit and counts all the money that was received during the prior week and a deposit is prepared. Both the finance person and the evidence person seal and sign the bag that is to be given to the bank. Is this not a form of an audit/inventory? If an error is found during the count, that case is set aside, and corrections emails are sent out immediately. If it is money seized pursuant to a search warrant, or it is being forfeited and legal paperwork is being prepared, the legal team is also notified of the discrepancy so that legal paperwork can be corrected as necessary. Once corrections are made by the submitter, that case will go to the bank with the next deposit.

If there is a determination that money must remain in the evidence unit safe for some reason, how it is maintained is crucial to minimize liability. First, has the amount been verified with evidence personnel so they know what is supposed to be on hand? Or do they simply know there are a certain number of packages in the safe? Are the packages containing the currency secured by two signatures and seals? Is the amount on hand tracked by another entity, such as professional standards or finance?

Auditing by an outside entity is one of the best deterrents to theft, but it must be certain and accurate. Any on-hand money should be audited on a regular basis. A running total of money on hand should be available at any given time, and a surprise audit once or twice a year can be a valuable additional step to help ensure that no one is borrowing in between audits. Maintaining and inspecting the integrity of the seals during those audits is another.

So, how does one catch up, if there are already "unknown" packages in the safe? First, you must count. Summon the submitter, or the supervisor of the unit that the item was impounded by, and ask them in writing if the currency can be deposited. If they say no, tell them they need to respond to the evidence unit to participate in an audit of the item. You may be surprised at how many deposits you may be able to make once you begin this process. Further explain that as long as the evidence is maintained, they may be required to return to the evidence unit at regular intervals to accomplish audit requirements. Whether you get them to count, or it is counted during the deposit process, an accurate record can be maintained.

MAINTAINING THE PUBLIC TRUST

It is an expectation of the public that a law enforcement agency conducts its business in the most professional way possible. In many of the articles we post regarding the mishandling of money, they usually involved poor record keeping, no auditing, inadequate policies, or general ineptness and outright deceitful behavior.

Writing and enforcing good policies according to best practices can minimize liability, embarrassment, and if a violation does occur, a well-maintained system should catch the offender early on, so they don't spend years reoffending before they are discovered. Establishing and adhering to these guidelines will go a long way to maintaining the public trust as well as protecting the integrity of your agency and the perceptions people have of law enforcement in general.



WE GET MAIL...

Editor's Note: We try to respond to as many letters as we can, with information that may be relevant to the broadest audience possible. We thank you for your continued participation in this process.

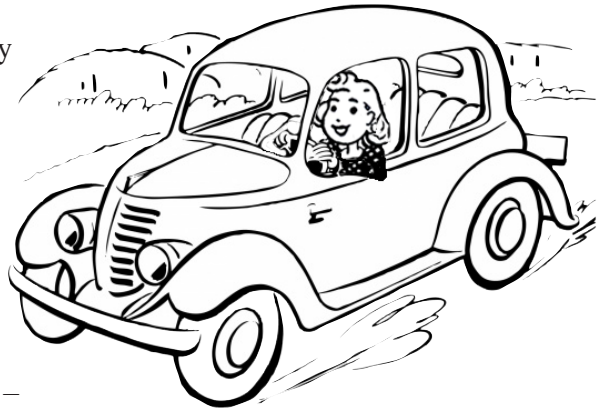
Driving Drugs to Crime Lab

Dear Joe,

I am the only person in charge of evidence for our county and I am just a civilian employee. One of my tasks is the driving of drugs to and from the Illinois State Police crime lab for testing, which is 40 minutes away.

I was wondering if it is legal for a civilian employee to be transporting large amounts of drugs like that without a sworn officer? Is there something I should be doing to protect myself, other than having my work ID on me?

Thank you for your help!
Jill Proctor
Evidence Manager/C.I.D. Secretary
McLean County Sheriff's Office
Bloomington, IL



Jill,

There is nothing that I know of that prohibits this procedure. Remember, you are not "just" a civilian – you are an employee of the sheriff's department. Civilians are a very important component of the criminal justice system.

Having said that, lots of departments will mail the drugs when there is a longer distance to drive. Will your lab accept mailed evidence?

If anyone says you can't do that – ask this question: If we have evidence that has to go to the FBI's lab in Quantico, Virginia, are you going to drive it? NO - we will mail it!!

As far as a civilian driving solo, it's not unusual. Since you work for a sheriff, it wouldn't be unusual for them to deputize on-duty employees (who have received training).

However, if you have 5 kilos of cocaine – or an amount predetermined by your department - then I would suggest taking someone with you.

Good luck and let me know if this helps,

Joe

Continued from Previous Page

WE GET MAIL...



Fire Protection Systems

Hello Joe -

I have a question about fire protection systems in property and evidence storage areas.

I was at another law enforcement agency in North Carolina and they mentioned they were looking into getting a fire suppression system for their property and evidence storage facility. They were worried about how different systems could affect evidence, especially DNA storage. We discussed water-based, Halon-based, and carbon dioxide-based systems, and I wanted to check if there were other options to explore or any industry standards for what type of system(s) to use?

I am currently checking with the NC State Crime Lab, NIST, and the NC Association for Property and Evidence for ideas, but wanted to inquire if this had been discussed or explored before.

Thank you so much.

Nick Zecher, CPES
Evidence Custodian
Henderson County Sheriff's Office, NC

Nick,

I have done 101 audits as of last week, from Denver to Miami, St. Louis to San Francisco, etc, etc. and have never seen any of the systems you described. I'm guessing the cost is so prohibitive that it is not even being considered. Typically, agencies use regular overhead water sprinklers.

How big of a room did the agency you were talking with have? Any information regarding their budget? If you have the right shelving (such as SpaceSaver High Density), when they're closed down they'd probably shed most of the water away from the evidence if the sprinklers were to go off. And it doesn't happen very often anyway.

One other thought – what percent of the evidence that you're concerned about is related to DNA? Maybe you could isolate that evidence in a bio-room and only use the costly system in there...

Thoughts?

Joe

Thank you so much for this info.

I will find out how large of any area they are looking at. I am thinking it is about 8,000 square feet for all their evidence storage, but I will find out for sure.

I think your idea of segregating the DNA evidence is great. We have been doing that at our agency since most DNA evidence will be kept for a very (very, very) long time, but I didn't think about it from a water damage and fire protection standpoint. I will check if they could make a separate DNA room with its own fire protection system. In our agency, DNA evidence (including fingerprints) is less than 10% of the total we take in, and most of it consists of very small items like fingerprint lift cards or DNA swabs.

Also, I agree with you about the high-density shelving being another "layer" of protection. We have some lateral filing cabinets and keep our sexual assault evidence collection kits in them to keep them organized, but also to protect them from any water that could find its way into our evidence room.

Again, thank you so much for your help, your time, and for IAPE making property and evidence a truly professional field.

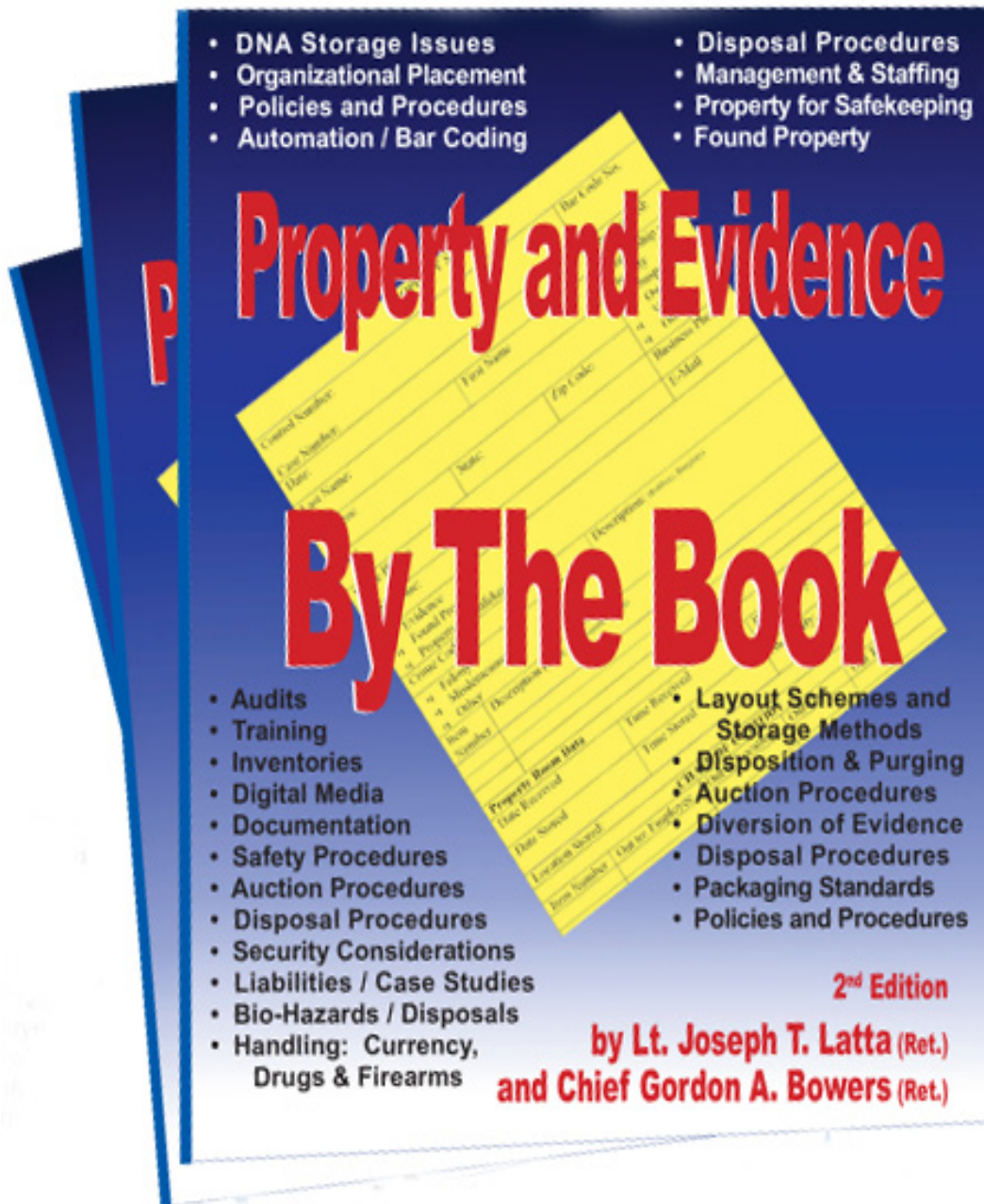
Nick

Continued on Page 30

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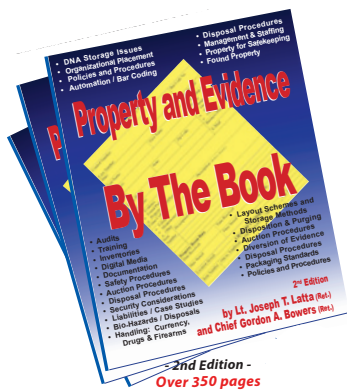
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WE GET MAIL...

Destruction of Homicide Evidence

We are looking to destroy evidence in two cases: a homicide and a murder-suicide. In the homicide, the suspect has already done their time and is released from prison. In the murder-suicide, it was caught on film and there are no outstanding suspects. I know that it's taboo to destroy/release any homicide evidence; however, the circumstances here are a bit different than your average case.

Thoughts?

Danielle Veale
Senior Crime Scene/Property & Evidence Specialist
Citrus Heights P.D., California

Danielle,

Yes, it is taboo in most cases, but not all. In California, the various codes generally do not address this. Frequently, a formal request citing all the facts is made from the chief to the district attorney asking their approval. Dependent upon the local office, the chief may have a DA in mind that is more receptive to these matters. In any case, it never hurts to ask. The worst case scenario is you get a "no!"

In your situation, since there are two cases, I would suggest making two separate requests as you may get different opinions on each.

Joe

Packing/Storing Counterfeit

Hello -

I was just wondering if you could let me know what are IAPE guidelines/best practices for the packaging/storage of counterfeit currency? We currently package counterfeit in a currency envelope that is second-signed just like regular currency. Then it is placed in the vault for storage with all the other currency until it goes to the Secret Service.

Or – is counterfeit not considered to be currency and it can therefore be packaged in a regular envelope, not second-signed, and then be placed on shelves with all the regular evidence until it goes to the SS – instead of going in the vault?

Thank you for your help on this as we are just trying to follow the IAPE guidelines.

Have a great day -
Shannon Coder
Senior Evidence Tech
Post Falls P.D., Idaho

Shannon,

What you're doing is perfect! However, since the quality of counterfeit money is so good these days, it has become a target of theft, so treating it like regular money would be the best practice. I have a couple of suggestions:

- *You may want to have some type of box or other prompt on the package to denote it is counterfeit.*
- *Consider having a separate bin or tray in the vault just for counterfeit.*

Joe

Continued from Previous Page

WE GET MAIL...

Temperature Monitoring Systems for Freezers

I am writing to you to see if you know of any companies that offer cellular monitoring of temperatures for freezers. Please let me know at your earliest convenience.

Thank you.

Nichole Irizarry Kennedy
 Certified Evidence Technician/Administrative Associate
 Forensic Analytical Crime Lab
 Hayward, California

Thanks for asking Nichole,

There are several out there. If the freezers have a building access control system, that company probably has that service available as well. I use Johnson Controls. I'm not sure how many you need, but if it is several I would use someone like Johnson Controls or Siemens Controls. If there are only one or two, then I would consider less expensive options. Below are just a few. As long as you can connect to Wi-Fi you're golden.

Ellen Spain, IAPE Board

www.controlbyweb.com/applications/freezer-monitoring.html

www.vaisala.com/en/industries-applications/life-science/refrigerator-and-freezer-temperature-monitoring

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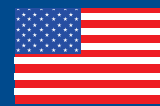
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SAY IT AIN'T SO, JOE

Officers Arrested for Destroying Evidence, Ex-Officer Arrested for Swiping Machine Gun from Evidence Room

SFist.com, San Francisco

April 20, 2022

Two separate San Francisco Police Department (SFPD) scandals hit the fan at the same time, as two current officers were arrested for destroying evidence (including meth, allegedly) and a former officer was arrested for relieving the evidence room of a machine gun.

KRON4 reports that two current SFPD officers were arrested after warrants for them were issued on charges of destroying evidence, and both voluntarily surrendered to authorities.

Meanwhile, in what appears to be a completely unrelated case, a former SFPD officer who was still doing some moonlighting with the department was arrested for embezzling a machine gun from the evidence room, according to the San Francisco Chronicle.

"The actions of these SFPD members violate the law and regrettably fall far short of our department's shared values," SFPD Chief William Scott said in a statement. "As sworn police officers, we have no higher obligation than to earn and maintain public trust, and we are disappointed that these incidents detract from the outstanding work done by our officers and non-sworn members every day."

The machine gun arrest seems straightforward, and according to D.A. Chesa Boudin's office, retired officer Mark Williams "was working, part-time, in the gun destruction unit of the Property Control Division. At that time, SFPD was in the process of preparing 22 Heckler & Koch MP5 submachine guns for destruction. On August 9, 2021, an inventory of the weapons revealed that one of the weapons was not present and all division personnel were contacted to assist in the search for the missing MP5. Four days later, Williams contacted the acting Lieutenant in the Property Control Division and confessed to having the weapon at his home in Napa. SFPD sergeants recovered the weapon without incident that day."

So, this happened eight months ago? Maybe it takes a while to prepare charges, but it sure sounds like they had a confession in August. Williams has been charged with unlawful possession of a machine gun, possession of a silencer, and embezzlement. According to the Chronicle, he "was terminated immediately," though it's unclear if that means "immediately" back in August, or "immediately" upon his arrest Tuesday.

There will probably be plenty more questions, though, about the two current officers' destruction of evidence charges. Again, according to Boudin's release: "employees at the San Francisco Marriott Marquis were looking for missing hotel property in the luggage of a guest who had been locked out

of his room for non-payment when they discovered multiple credit cards, IDs, and suspected methamphetamine."

"They called the police to report the suspected criminal activity and request that the evidence be collected. When Officers [Kevin] Lyons and [Kevin] Sien arrived at the hotel, they told hotel staff that cataloguing the evidence would take too long. Instead of collecting the items, the two disposed of the credit cards and IDs in a shred bin, and Officer Lyons flushed the drugs down a hotel toilet."

That incident happened in July, and one can see logical reasons for a several-month delay before bringing criminal charges on current officers. But were these two just cutting corners, because the department is understaffed? Is there something more sinister at play? Did the drugs actually get flushed down the toilet?

And what is also quite odd here is that according to the Chronicle, both Lyons and Sien "were transferred to assignments that don't involve contact with the public." That sounds like they are still on the job, at full pay and benefits. Boudin's office says that "All three arraignments are set for May 19, 2022."

We may learn more if there is a reason all three warrants were issued Friday, and all three suspected officers turned themselves in today. But now that Chesa Boudin is again bringing criminal charges against SFPD officers, the acrimony between him and the police is only going to get worse.

COMMENTARY

So... What did we learn from this recent news story? In very large departments it is not uncommon for assigned personnel to handle activities in high-profile areas. In other words, only the Gun Room is off limits to anyone other than assigned personnel. Part-time personnel and hire-backs should not be a part of the equation. Limited access, rigid internal controls, and close supervisory oversight are mandatory. The Gun and Drug storage room, along with destruction areas, are always candidates for video surveillance as a deterrent to theft.

Regardless of your position in the evidence process, whether you're submitting or keeping, TAKING SHORT CUTS WILL ALWAYS GET YOU IN TROUBLE...

- Joe

LINK TO STORY HERE

<https://sfist.com/2022/04/19/two-sfpd-officers-arrested-for-destroying-evidence-ex-officer-arrested-for-swiping-machine-gun-from-evidence-room/>



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Dunn, Christina	Tukwila Police Dept.	Washington
Campbell, Christopher	Manatee County Sheriff's Office	Florida
Kelley, Alexandra	Manatee County Sheriff's Office	Florida
Paffel, Adeline	Washburn County Sheriff's Office	Wisconsin
Williams, Jeffery	Maricopa County Sheriff's Office	Arizona
Brewer, Victoria	Pasco Sheriff's Office	Florida
Bryan, Brooke	Thunder Bay Police Service	Ontario, Canada
Kovacs, Tracey	Thunder Bay Police Service	Ontario, Canada
Passmore, Ashlee	Hanover County Sheriff's Office	Virginia
Hargreaves, Sarah	Colorado State Patrol	Colorado
Duncan, Kaylynn	Colorado State Patrol	Colorado
Nelson, Kellie	Colorado State Patrol	Colorado
L'Etoile, Jill	Nevada Dept of Public Safety	Nevada
Cervantes, Ruby	North Las Vegas Police Dept.	Nevada
Dalton, Jenny	Chattooga County Sheriff's Office	Georgia
Carrigan, Michael	Smyrna Police Dept.	Delaware
Daniels, Sharise	Riverdale Police Dept.	Georgia
Van Natta, Allison	Roseville Police Dept.	California
Miller, Cathy	Whatcom County Sheriff's Office	Washington
DeLaCruz, Zulema	Nova Southeastern University	Florida
Upton, Stacy	Palm Beach County Sheriff's Office	Florida
Neuser, Emily	Grafton Police Dept.	Wisconsin
Smeltz, Catherine	Middletown Township Police Dept.	Pennsylvania
Schmidt, Abby	Caledonia Police Dept.	Wisconsin
Schroetter, Jordan	Glen Carbon Police Dept.	Illinois
Lee, Brad	Lansing Police Dept.	Kansas
Linn Jr., William	Lansing Police Dept.	Kansas
Abla, Amanda	St. Paul Police Dept.	Minnesota
Elder, Andrea	Benton Police Dept.	Arkansas
Smart, Diana	Benton Police Dept.	Arkansas
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Zietz, David	Fort Bend County Fire Marshal's Office	Texas
Jensen, Alyssa	West Des Moines Police Dept.	Iowa
Thurman, Albert	Manatee County Sheriff's Office	Florida
Lopez, Delia	Ontario Police Dept.	California
Nix, Sheila Cleveland	County Sheriff's Office	Oklahoma
Ketchem, Cassidy	Billings Police Dept.	Montana
Draeger, Kali	Grand Chute Police Dept.	Wisconsin
Dietz, Ashlee	Salem Police Dept.	Oregon
Wann, Andrea	Salem Police Dept.	Oregon
French, Kelli	Great Falls Police Dept.	Montana
McDaniel, Jennifer	Great Falls Police Dept.	Montana
Morris, Jenna	U.S. Dept. of State	Colorado
Rodriguez, George	New Mexico State Univ. PD	New Mexico
Thao, Yin-Ya	Saint Paul Police Dept.	Minnesota
Jurek, Justin	Fort Bend County Fire Marshal's Office	Texas
Valencia, Nikki	Weatherford Police Dept.	Oklahoma
McLaughlin, Nancy	Hennepin County Sheriff's Office	Minnesota
Smith, Jerome	Sheridan Police Dept.	Wyoming
McLean, Tiffany	Wisner PPolice Dept.	Nebraska
Parker, Kayla	Sonora Police Dept.	California
Eisenberg, Christopher	Ruidoso Police Dept.	New Mexico

CORPORATE CPES

Knudson-Hoge, Mija	Sanford Health	North Dakota
Bradley, Tyler	Sanford Health	North Dakota
Erickson, Seth	Sanford Health	North Dakota
Lacis, Jon	Sanford Health	North Dakota
Thurman, Ernest	Sanford Health	North Dakota
Johnson, Michael	Sanford Health	North Dakota
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1. Complete the CPES Application.
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CPES Online Test Once your application and testing fee have been received, and your job experience verified, you will be sent an e-mail that will give you your login information and the time frame for your Online Certification Test. You will need a computer that has access to the Internet for sixty (60) minutes. You will be immediately notified of the outcome of your test once you complete it. Should you be unsuccessful in your first attempt, you will be given one more opportunity to take another version of the test, included in your initial fee. After successful completion of your test you will be mailed your official IAPE Certified Property and Evidence Specialist certificate within several weeks.

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4. Achieve a satisfactory grade on the CCPES online test.
5. Be a current dues paid member of IAPE and must remain a member during the period of certification.

Procedures - Here are the steps to apply:

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CPES initial certification is valid for a period of 5 years. To maintain certification, CPES designees must complete continuing training during the five year period. The IAPE Board of Directors has established the following criteria for recertification:

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 1. Attendance of another 2 day "Property & Evidence Management" course during the 5 year period (for a class schedule go to: <http://iape.org/classes/classRegistration.php>)
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IN THE NEWS

U.S. Coast Guard Offloads \$1 Billion Worth of Narcotics

AP, Joshua Goodman

February 17, 2022

The U.S. Coast Guard cutter James offloaded more than 30 metric tons of cocaine and marijuana reportedly worth over \$1 billion. It was seized at sea during a months-long deployment off the coast of South America.

The haul of illegal narcotics was one of the biggest in recent memory, a reflection of an increasingly sophisticated U.S. arsenal that includes powerful drones and special infrared cameras which can detect heat from small cocaine-laden vessels.



Members of the U.S. Coast Guard stand alongside bundles of seized cocaine and marijuana worth more than one billion dollars, aboard Coast Guard Cutter James at Port Everglades, Florida. The Coast Guard seized the haul through multiple interdictions in the Caribbean Sea and the eastern Pacific. (AP Photo/Rebecca Blackwell)

However, it also highlights a surge in narcotics coming from Colombia, a close U.S. ally and the world's top producer of cocaine. The Biden administration's top anti-narcotics officials traveled to South Florida to welcome back the vessel's crew and tout the USCG's role interdicting drugs before they reach American streets.

"We are hitting the traffickers where it hits them most: in their pocketbooks," said Dr. Rahul Gupta, head of the White House's Office of National Drug Control Policy. He also said the Biden administration is seeking to increase the U.S. government's budget to build up the nation's addiction treatment infrastructure and reduce the supply of synthetic opioids like fentanyl and other drugs.

Despite the record busts of late by the Coast Guard, federal law enforcement and partner nations also

underscore how little the flow of cocaine coming from Latin America has eased since President Richard Nixon declared a war on drugs a half century ago. Coca cultivation in Colombia in 2020 soared to 245,000 hectares (945 square miles) – enough to produce 1,010 metric tons of cocaine – according to the White House's latest report on harvesting trends in the Andean region. As recently as 2014, potential production was less than half that amount. Production in Peru and Bolivia has also steadily risen.

Admiral Karl Schultz, the U.S. Coast Guard commander, said those numbers would be even higher, as well as the destabilizing impact on the region from transnational criminal organizations even worse, if not for the U.S. interdiction efforts.

"Does it matter? It absolutely matters because it kind of keeps a lid on things," he said.

He was echoed by Ambassador Todd Robinson, who leads the State Department's bureau of International Narcotics and Law Enforcement Affairs, who said "It's not just always about seizures. It's also about building our partners' capacity."

COMMENTARY

I have just one word: contingency. Contingency is defined as "a future event or circumstance which is possible but cannot be predicted with certainty."

Here's a scenario for you: an officer makes a late night traffic stop of an 18-wheeler in a darkened business district. He follows his instincts believing there may be contraband in the truck.

Let's skip all of the time the investigative steps will take, but eventually the officer gets into the trailer and what does he find? That's right! One billion dollars worth of drugs, just like in the Coast Guard news story.

So, I have to ask you this: does your department have any contingency plans for this type of seizure?

- Editor

LINK TO STORY HERE:

<https://www.news4jax.com/news/florida/2022/02/17/us-coast-guard-offloads-1-billion-worth-of-narcotics/>



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 - Storage / Shelving
 - Firearm Storage / Handling
 - Narcotics Storage / Handling
 - Currency Protocols
 - Bio-Hazards
 - Case Studies / Liabilities
-

• Training Format

The class is an intensive 16 hour classroom-style course designed to maximize learning of sound property room concepts. Extensive PowerPoint and video collections illustrate properly designed facilities and systems.

• Keeping Up and Staying Ahead

Training has been designed to help recognize and avoid the pitfalls that can lead to court challenges, lawsuits, poor press relations, disciplinary action, termination, and indictments.

• Instructors

Instructors are recognized experts in the field, with both professional and academic credentials.

• Certification of Attendance

Students will receive a Certificate of Attendance, in addition to the class materials and valuable knowledge received in the class.

• Class Composition and Size

Limited-size classes of both sworn and civilian personnel involved in the operation, supervisors, managers, and administrators of the property function. Classes fill up quickly - Sign Up Early!

• Tuition Fee

Course fee includes tuition, membership, student workbook, CD of forms, and property manuals. Discount tuitions are available to returning members and when additional students from the same agency attend the same class.

• Transportation and Lodging

Training is usually held at hosting department's training facility or at the listed hotel. Transportation, food, and lodging are the responsibility of each participant.

• Exchange Ideas

Network with property room professionals from agencies across the United States and Canada.

IAPE is once again offering in-person classes!

We are following all CDC protocols and regularly posting class up-to-dates online.

For latest class information, check: <https://home.iape.org/classes.html#all-classes>

If you are in need of immediate training, consider two-day online courses. Visit <https://www.iapevideo.com/cart/list2.php>



BOLO

BE ON THE LOOKOUT

UPCOMING CLASSES

PROPERTY & EVIDENCE

2022

August 24 & 25 - Burlington, NC

August 30 & 31 - Columbia, MO

September 8 & 9 - Roanoke, VA

September 12 & 13 - Massillon, OH

September 20 & 21 - Inver Grove Heights, MN

September 26 & 27 - Palm Bay, FL

October 11 & 12 - Humble, TX

October 18 & 19 - Mesa, AZ

November 16 & 17 - Boston, MA

November 14 & 15 - Meridian, ID

December 6 & 7 - Burbank, CA

2023

April 18 & 19 - Salem, OR

May 15 & 16 - Commerce City, CO

SUPERVISORS

2022

September 14 - Massillon, OH

September 28 - Palm Bay, FL

November 18 - Boston, MA

2023

May 17 - Commerce City, CO

Also in the planning stages for 2023 are classes in Las Vegas, NV, Joplin, MO, Daytona Beach, FL, High Point, NC and Burbank, CA. Stay tuned!

ONLINE CLASSES

We also offer the full management course, plus four other modules online.

See Page 3 for ONLINE TRAINING and Page 6 for all VIDEO titles.

Hotel Reservation Information

- When making reservations, ask the hotel for the *International Association for Property and Evidence, Inc.* participant's special discount rate.
- To be guaranteed a room at the discount rate, make reservations 30 days in advance.
- Training sessions from 8 a.m. - 4:30 p.m. daily.
- Questions ??? Call (800) 449-IAPE (4273)

Registration Information

Complete registration form online a minimum of 2 weeks prior to the training session, and pay electronically.

If not paying online, you will be invoiced; remit a check, money order, or purchase order, payable to IAPE Training, and send to the following address:

International Assn. for Property & Evidence, Inc.

Attn: Training Division

7474 Figueroa St., Suite 125 • Los Angeles, CA 90041

- Refunds will be made with 14 days notice.
- Substitutions may be made at any time.

TUITION RATES FOR 2022 *

\$ 395 Non-Member Rate *

\$ 370 Additional Attendee *

\$ 345 IAPE Current Member Rate (1st time attending)

\$ 320 IAPE Current Member Rate (Previously attended)

\$ 320 IAPE Current Member, Addtl. Attendee

*(includes IAPE 1 year membership & Evidence Log)

\$65 Annual Membership

for new members attending classes

*** PLEASE NOTE: Due to inflation and budgetary considerations, there will be a slight increase in 2023 Tuition Rates. BOOK EARLY!**

Please click here for [IAPE Membership / Registration Form](#)

*
WAIT LIST

*
LIMITED
SEATS LEFT



STORING OF RECORDS IN EVIDENCE ROOM

Dear Joe,

Our records department wants to store reports (which need to be kept for 10 years) in our property room. Is this a good idea? They will not have access to the room and will have to ask me if and when they need the box pulled. I am not thrilled about the idea of them storing boxes in the property/evidence facility.

Does this compromise the integrity of the property/evidence? Would there be a reason not to store the records in the same location? I am working on getting myself and our property room certified and want to maintain the integrity of the evidence.

I would appreciate your input.

Thank you,
Ann Marie

Dear Ann Marie,

The evidence room should be for the storing of evidence. Bringing in supplies, equipment, and "records" (regardless what kind) would certainly not be considered as the best practice.

If it is one box on the top shelf, in the back of the room, it could be argued that is not as big of a concern. However, when there are dozens of boxes of records taking up valuable real estate and requiring you to either assist with or escort personnel needing to retrieve the records, then it may interfere with your assigned duties.

The IAPE standards discourage items other than evidence to be stored in an evidence room. A separate area outside the evidence room for the storage of records with only records personnel having access would be preferable.

I believe that the evidence room is for evidence and nothing else. One could argue that the area is compromised if records personnel are required to routinely enter the area for retrieval.

IAPE professional standards 5.4 indirectly covers your question as it deals with equipment and supplies, although not necessarily archived records. It states:

"The storage of departmental supplies and equipment, such as uniforms, vests, holsters, tactical gear, flashlights, batteries, etc. are often included with evidence storage duties. While the quartermaster or supply sergeant duties have many similarities with evidence retention, and are compatible as a related duty, the two functions are separate and should not be grouped together in one area. Supplies are not evidence and should not be commingled."

Hope this helps!

*Regards,
Joe*

Continued from Previous Page

STORING OF RECORDS

The logo for 'ASK! JOE!' features the words 'ask!' and 'JOE!' in a bold, yellow, sans-serif font. The 'ask!' is on the top line and 'JOE!' is on the bottom line. The exclamation point in 'ask!' is significantly larger than the other characters. The entire logo is set against a solid blue rectangular background.

EDITOR'S NOTE:

The following emails from another member were received in response to the previous query and continue the topic thread.

THE DISCUSSION CONTINUES...

Hi Joe -

I don't have "records' reports" in my evidence vault, but instead our administration keeps former/retired employees' files, field training manuals, and DORS (daily officer reviews), arbitration and contract negotiation paperwork and files, internal investigations, election and campaign papers, etc. in my vault because of the confidentiality concerns.

Every time the administrative secretary brings in more boxes and files I have hinted at the fact they should get their own secure area; however, space is lacking everywhere, and not just in the evidence vault.

Thoughts?

M.F.
Illinois Evidence Officer

M.F. -

*Do you have access to viewing the internal investigations files?
If so, doesn't anyone see a problem with that?*

Joe

I do... and evidently no one sees a problem with that. Not that I ever would go through those or any other files as I am way too busy trying to stay afloat in my evidence world, but if anyone else who has less integrity, no respect or value for their job, or cannot be trusted in this position, the temptation and availability are there.

I know.... Shaking my head!!!

M.F.

Our standards state that the property room should be for property. The greatest concern to me as an outsider is that the internal investigation files are not locked up in a manner where no one other than Internal Affairs has access them.

If someone made an allegation that you leaked information to the officer/employee, could you prove you didn't? Even if they insist you have to keep them in the property room, these records need to be secured so that you couldn't have any access (for your protection!)

Joe

Keep Your Job and Stay Out of Prison – Conduct Regular Inventories!

By: Rick Meadows, IAPE Board

Are you the head of a law enforcement agency? Do you like your job? If you do, you should probably have an inventory conducted of your property and evidence room. Across the country, IAPE board members talk to law enforcement employees and teach classes, and one of the things we ask is, "When was the last time your agency conducted an inventory of the evidence room?" Two of the most common answers are "never" and "I don't know". One of my follow-up questions is usually, "So if you didn't conduct an inventory of the property and evidence room when you were given the keys, how do you know everything is accounted for?" When I speak to chiefs and sheriffs, I usually ask them, "Did you conduct an inventory of the property and evidence room when you took over the agency?" Usually the answer is "No".

If your agency has not conducted an inventory of the property and evidence room, how do you know who to hold accountable if an item is missing? Transparency is one of the current law enforcement buzzwords. Yet if we were to be truly transparent with the public, we would have to admit that we really have no idea if all of the property and evidence we are supposed to have is accounted for.

IAPE has updated and revised our standards for property and evidence rooms. Under Standard 16 we cover inventories, and under 16.1 we address policy. Does your agency have a policy? Over the years probably half of the students I've had in class stated their agency didn't have a policy. What is worse than not having a policy? Having a policy and not following it.

Below are a few key topics from the IAPE standards that address what you should cover in your policy:

NEW STANDARD for 2022

- 16.1.1 – Policy will define when an inventory should be completed.
 - 16.1.1.1 – Policy will define how often an inventory will occur along with the scope of the inventory.
 - 16.1.1.2 – Inventory should include a full accounting of all items in the property room. An inventory of guns, money, and drugs will be conducted annually.
 - 16.1.1.3 – Inventories should be conducted when items of property or evidence are unaccounted for during performance of routine job duties.
 - 16.1.1.4 – An inventory should be conducted when there is a change in authorized key holding personnel or chief executive officer.

Remember that an inventory is a complete physical accounting of everything your agency is supposed to have possession of in the property and evidence room. At minimum, consider conducting an inventory at least once a year.

In 2018 I helped write a "Best Practices for Evidence Rooms" guide for the state of Ohio which can be found on the IAPE website. In the guide I recommended that agencies conduct an inventory twice a year in June or December. While I understand that may not be practical for every agency, consider the liability for not conducting an inventory. In effect, you are establishing a look-back point for any items that may end up missing. For most evidence rooms, it is not a matter of if an item will go missing, it is a matter of when. Items can be lost, mislaid, or stolen. Just because something is missing doesn't mean a crime was committed. If you don't conduct an inventory, how does your agency know the last time you had physical custody of the item in question? Do you want to look back through years and years of record or do you want to look back through six months of records? You should also consider conducting more frequent inventories of guns, drugs, and money, as these items are frequently stolen from the property and evidence room.

Who conducts the inventory? Inventories should always be conducted by two people. One of the people should not be assigned or associated with the property and evidence room. This gives the inventory more credibility.

A frequent reason for not conducting an inventory that agencies tell me is they don't have time. I would say that you can either make time now to conduct an inventory that may help save your job, or your employer may make sure that you have plenty of free time when you are no longer employed.

Keep in mind, as the head of a law enforcement agency, you are ultimately responsible for what happens to at your agency. Check out the following link to a recent article in which a police chief in Louisiana had search warrants executed on his personal residence looking for missing money from the evidence room: <https://www.wbrz.com/news/nakamoto-police-chief-denies-taking-missing-money-from-evidence-room/>.

The best way to keep your job and stay out of prison is to follow IAPE standards and best practices. Check out additional standards for inventories under Standard 16 when you receive our email containing the new standards.



GOOD NEWS !

SFPD Seizes Almost \$200K Worth of Stolen Goods

KRON4.com, By: Phil Mayer

July 14, 2022

The San Francisco Police Department seized nearly \$200,000 worth of stolen goods while serving a search warrant, police announced in a press release. SFPD arrested Sergio Manuel Puga-Tenorio, 38, of San Francisco as the primary suspect.

The department's Burglary Unit and Organized Retail Theft Taskforce launched an investigation in early 2022 based on information they received from local retailers. The stolen goods include over-the-counter medication and personal care products.

The search warrant was served at Tenorio's home on Milton Street in San Francisco's Ingleside District. SFPD determined that Tenorio's operation was in place over at least the last three years, yielding more than \$500,000 annually.

The goods were being sold online and shipped to people nationwide. Police believe there are other people in the city conducting similar operations.

Tenorio was booked into San Francisco County Jail on one count of possession of stolen property. Investigators are working with local retailers to determine where the stolen goods came from.

In May, the San Francisco District Attorney's Office recovered more than 1,000 stolen items when a DA task force served a search warrant at a boba tea shop. Many of the recovered items were phones and computers.

LINK TO STORY HERE:

<https://www.kron4.com/news/bay-area/photos-sfpd-seizes-almost-200k-worth-of-stolen-goods/>



Photo credit: San Francisco Police Department

More Good News!

MEMBERS' ACHIEVEMENTS



On May 3, Ashlee Passmore, evidence custodian for the sheriff's department of Hanover County, Virginia, was presented with her certification from the IAPE by Colonel David Hines, acting sheriff. Ms. Passmore became an IAPE Certified Property and Evidence Technician after completing her training courses while still handling her daily responsibilities at the sheriff's department.

IAPE congratulates Ashlee on her accomplishment and also commends her for her commitment to the profession of property and evidence management.

We also recently received this Thank You note...

Hi Nancy,

I just wanted to give you a heads up that I stayed home on May 5 to finish the training and I got it done. Excellent class!!! I will be taking the exam very soon. I love all of the newsletters and the information Joe puts out.

Thank you both for being amazing! Also, thank you for all your help and understanding. Wearing several hats in a small agency takes its toll sometimes and I appreciate your help.

Respectfully,

Amy Rooker
Chief Civil Deputy/Evidence
Ferry County Sheriffs Office
Republic, Washington



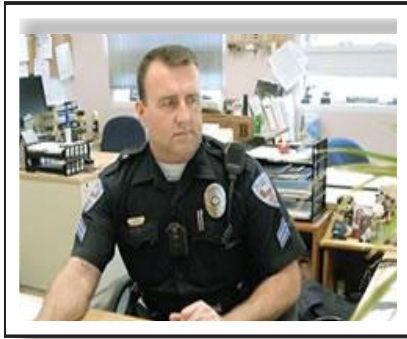
We're glad you're a part of IAPE's team, Ashlee & Amy – keep up the great work!

IAPE always appreciates hearing from our members - especially when they share positive experiences! Too often we only hear negative things about our industry, and we're grateful to our many members for their continued loyalty and support!

If you've been wanting to get certified, visit www.iape.org to start your CPES training now!



Evidence Management for Supervisors



This one-day Property and Evidence Management training class is tailored specifically for supervisors and managers in the property and evidence room. However, the course was developed for anyone assuming the responsibility of the property and evidence room. The focus is to provide guidance and best practices in order for supervisors and managers to significantly improve and enhance their expertise and overall confidence in managing and maintaining both the evidence room personnel and the overall success of their property room units processes and procedures.

2022 CLASS SCHEDULE Dates & Locations

SUPERVISORS and also
POTENTIAL SUPERVISORS!

September 24
Massillon, OH

September 28
Palm Bay, FL

November 18
Boston, MA

CHECK ONLINE
for all updates and
additional classes!

NOTE: *There is no prerequisite required to attend these classes.*

KEY BENEFITS & TOPICS (One-Day Class)

- **SUPERVISOR FOCUSED:** Find out how to a successful property room supervisor manages both people and evidence. Interact with classmates to solve problems, deal with a non-productive employees, and more.
- **CRISIS PREVENTION:** Prevent crises before they happen. Learn how to audit and evaluate your operations and systems for continued success.
- **CRISIS MANAGEMENT:** You will learn how to prevent crisis, as well as be given tools and skills to consider when you're in the middle of a crisis.
- **INVESTIGATIVE PROCESS:** Use proper investigative processes in dealing with missing guns, drugs and money (criminal vs administrative clearing of UTL).
- **STAFF MANAGEMENT AND ETHICS:** Learn about personality types, leadership traits, emotional intelligence, and how to deal with performance management issues to improve employee performance.
- **FREE** Property & Evidence by the Book - 2nd Edition (electronic version).

COST: Members: \$215 / Non-Members: \$265

ONLINE REGISTRATION:

<http://home.iape.org/classes.html#supervisor-class>

IAPE MEMBERSHIP APPLICATION

7474 Figueroa Street • Suite 125 • Los Angeles, California 90041 / Tel. 1-800-449-4273 • Fax 1-818-846-4543

www.iape.org



I am applying for IAPE membership - Fee: \$65 USD

For accounting purposes, our Federal ID # is 88-0296739

OFFICE USE

Amount _____

Date _____

Check # _____

Member # _____

Evidence Log 2022-2

*Applications submitted January 1st through October 31st will be applied for the current year.
Applications submitted in November and December will be applied to the following year.*

Name of Applicant: _____
Please print legibly first middle last

Title / Rank _____ E-Mail _____

Name of Agency _____ Business Phone (_____) _____

Business Address _____
Street City State / Zip

Residence Address _____
Street City State / Zip

Signature of Applicant: _____ *Please send mail to:*

Name of Sponsor: _____ Business Residence
Please print legibly Active IAPE Member

I don't currently know an active IAPE Member. Please accept my application.

Have you previously been a member of IAPE? No Yes If "Yes", when? Date: _____

REQUIREMENTS FOR MEMBERSHIP

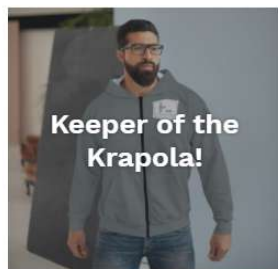
Active Members - (a) The following persons shall be eligible for active membership: (1) Property/evidence officers, technicians, specialists, clerks, or custodians directly assigned to the property/ evidence function, or supervisors having actual supervision of the property/ evidence function, and receiving salaries from any legally constituted national, state, provincial, county, municipal, or other duly constituted law enforcement agency/ jurisdiction including railroad police system, or public police or sheriffs department. Active members retain their active status upon retirement, provided there is no interruption in membership.

Associate Members - (a) Any person not eligible for active membership, but qualified by training and experience in law enforcement activity, or by professional attainments in police science or administration, shall be eligible for associate membership in the association. (b) Associate members shall have all the privileges of active

membership, except for holding office and voting. (c) The following classes of persons are eligible and qualify for associate membership: (1) Personnel employed by a public law enforcement agency. (2) Employees of city, county, state, provincial, and national agencies with technical responsibility for law enforcement related storage of property/evidence. (3) Prosecuting attorneys and their deputies of city, county, state, provincial, territorial, and national governments. (4) Employees of accredited colleges and universities engaged in teaching, research and other phases of criminal justice. (5) Staff or employees of crime institutes, governmental research bureaus, coordinating councils, law enforcement associations, and similar agencies engaged in research involving the property/ evidence storage function. (6) Persons who have made a significant contribution to the field of law enforcement property and evidence. (7) Any retired member of a law enforcement agency.

Check out our **KEEPER OF THE KRAPOLA** merchandise!

SHOP IAPE | COLLECTION LIST



Check out the new items in our online shop at: <https://shopiape.com/>

**Going on vacation
this summer?**

*Don't forget to pack
your favorite items...*

Relax and look cool in your Krapola gear!

**SUMMER
SPECIAL!**

Save 25% using the code "Krapola"
(\$25 minimum purchase)

ATTENTION IAPE MEMBERS:

If you have a custom design idea or want to see the Krapola logo on a specific item, please let us know.

We can also include your name, your agency's name, shield, etc.!

Please send photos, ideas, remarks, along with your name and agency to amanda@iape.org

Your local Evidence Room techs appreciate your support!

Comprehensive Audit Fundamentals

All too frequently, law enforcement agencies conduct internal audits without a clear focus on what the auditor should be examining. At the same time, the assignment is often given to a senior officer who has never worked in the property room and is now expected to collect worthwhile results.

An audit is a review of the policies, procedures, and processes of the property and evidence functions of an agency to determine whether they meet their own recognized standards, best practices, and are in compliance with applicable statutes and codes. Merely looking for an item on the shelf is not an audit.

The following table is provided as a reference for those topics that should be considered when doing a comprehensive audit.

Topic #	Title of Area/Function and Audit Guidance
1.	Staffing – Job Classifications <ul style="list-style-type: none"> • Is the job classification for the Evidence Custodian specific to that function, e.g., Property and Evidence Specialist, or is it a generic job classification, e.g. Public Safety Assistant?
2.	Staffing – Organizational Placement & Lines of Authority <ul style="list-style-type: none"> • Is the Property and Evidence Unit placed organizationally so as not to be under the control of any unit that collects evidence or is responsible to make decisions about the final disposition of the property?
3.	Staffing – Background Investigations & Screening <ul style="list-style-type: none"> • Are background investigations for new hires for the Property and Evidence Unit equivalent in scope to those background checks conducted for a sworn/commissioned member of the department? • Are background investigations being updated for anyone being transferred from another unit or detail within the department/agency, e.g. dispatch, records, etc.?
4.	Staffing - Levels <ul style="list-style-type: none"> • Based upon inventory levels and the need to purge property and evidence that is no longer needed, does it appear the unit has sufficient staffing?
5.	Staffing – Rotation of Assignment <ul style="list-style-type: none"> • If the department is routinely rotating personnel through the unit, does it appear that the practice is affecting the efficiency of the unit?
6.	Staffing – Duties and Responsibilities <ul style="list-style-type: none"> • Does the Property Officer / Evidence Custodian have additional duties that are preventing him/her from accomplishing necessary tasks, e.g. purging?
7.	Staffing – Promotional Opportunities <ul style="list-style-type: none"> • Are there promotional opportunities for the Property Officer / Evidence Custodian, e.g either supervisory position in the unit or a higher grade (Evidence Custodian I, II, III)?

Continued from Previous Page

Comprehensive Audit Fundamentals - Cont'd.

Topic #	Title of Area/Function and Audit Guidance
8.	<p>Staffing - Training for Property Officers / Evidence Custodians</p> <ul style="list-style-type: none"> • Have all the employees been trained in firearms safety? • Have all the employees been trained in the handling of biohazard/ bloodborne pathogens? • Have all the employees been trained in Property and Evidence Unit safety, e.g. lifting and handling heavy and bulky evidence; use of Personal Protective Equipment (PPE); etc.? • Have all the employees been given first aid training? • Have all the employees received training, on an annual basis, regarding all of the functions of the Property and Evidence Unit computer software? • Have all employees been trained in the use of all of the equipment in the unit, e.g., barcode scanners, etc.? • Are the employees funded and encouraged to attend annual Property and Evidence Association training conferences? (Note: Many state property and evidence associations now exist.) • Have newly hired personnel and staff transferred into the Property and Evidence Unit attended any type of property and evidence training classes, such as the International Association for Property and Evidence courses (www.iape.org), etc.? • Have the employees received training in courtroom testimony? (Note: Testimony by Property Custodians/Supervisors/Managers is becoming more common.)
9.	<p>Staffing – Professional Affiliations & Certifications</p> <ul style="list-style-type: none"> • Have the employees been given the opportunity and funding to become professionally certified in the area of Property and Evidence?
10.	<p>Policy & Procedures Assessment (Department Directives)</p> <ul style="list-style-type: none"> • Is there a department/agency General Order or SOP that provides direction for: submission of property and evidence; requirements for temporary release from the Property and Evidence Unit; requirements for review for possible disposition/release; requirements for approval for disposal/release; requirements for annual inventory and annual audit of the Property and Evidence Unit; etc.? • Is there a department/agency Property and Evidence Packaging Manual available to all employees? • Is there a Property and Evidence Unit Procedures Manual for the employees who work in the Property and Evidence Unit? • Does the Property and Evidence Unit Procedures Manual provide guidance on how to conduct inventories and audits of the Property and Evidence Unit? • Are all employees complying with the General Order/SOP, Packaging Manual, Property and Evidence Unit Procedures Manual?

Continued on Next Page

Comprehensive Audit Fundamentals - Cont'd.

Topic #	Title of Area/Function and Audit Guidance
11.	Internal Controls – Inventories of the Property and Evidence Unit <ul style="list-style-type: none"> • Are inventories being conducted as required by policy (General Order/SOP)? • Are the results of the last inventory available? • Was everything accounted for? • If not, what actions were taken regarding item(s) that were unaccounted for?
12.	Internal Controls – Audits <ul style="list-style-type: none"> • Is there a copy of the report/findings of the last audit available? • Were the findings/deficiencies noted in the last audit report corrected?
13.	Storage Facility – Construction <ul style="list-style-type: none"> • Is the material used for the construction of the property/evidence storage room(s) adequate to ensure that the room is secure from unauthorized intrusion? • Are the building materials sufficient to safeguard the evidence from major weather conditions, e.g. hurricane, flood, etc.? prevent unauthorized entry into the storage area? • Can the room be breeched via a false (drop) ceiling ? • Is there adequate climate control for the Property and Evidence Unit so as to prevent the degradation of biological evidence? • Are storage areas adequately ventilated? • Is lighting sufficient to read labels and tags in all of the storage areas?
14.	Storage Facility – Room/Building Layout <ul style="list-style-type: none"> • Is the room laid out in a manner that employees have to travel the shortest distances to retrieve high turnover property and evidence? • Are the storage areas laid out in an intuitive manner? • Are firearms stored in an area with enhanced security? • Are drugs stored in an area with enhanced security? • Is currency stored in an area with enhanced security? • Is Homicide evidence stored in the most remote part of the storage area? • Is Found Property stored close to the front of the storage area? • Is Property for Safekeeping stored close to the front of the storage area? • Are there designated storage areas for items awaiting destruction? • Are there designated storage areas for items awaiting auction?

Continued from Previous Page

Comprehensive Audit Fundamentals - Cont'd.

Topic #	Title of Area/Function and Audit Guidance
15.	<p>Safety Equipment – Fire Life Safety</p> <ul style="list-style-type: none"> • Are there sufficient fire extinguishers in the unit? • Is there an eyewash available for employees? • Are employees provided with appropriate personal protective equipment (PPE)? • Are there smoke detectors/alarms? • If smoke detectors/alarms are present, are they tested? • Are employees familiar with emergency procedures to get out of the building during a fire/earthquake/etc.? • Is the Property and Evidence Unit maintained in an adequate state of cleanliness and orderliness to support a safe and healthy working environment?
16.	<p>Security</p> <ul style="list-style-type: none"> • Are all locks working properly? • Are locks/keys being changed when changes in personnel are made? • Are lock combinations being changed when changes in personnel are made? • Are alarms codes being changed with personnel changes? • Are locks in any satellite locations being changed with personnel changes? • Is an Access Log being used to monitor the entry into the Property and Evidence Unit by non-Property and Evidence Unit personnel, e.g. maintenance/repair personnel? • Are visitors required to be escorted any time they are in the Property Storage area?
17.	<p>Temporary Storage Lockers</p> <ul style="list-style-type: none"> • Are all of the lockers in working order? • Do employees know how to report malfunctioning lockers? • Are there sufficient lockers for the day-to-day operations • Can padlocks be safeguarded against removal to obtain key? • Can keys be safeguarded against unauthorized duplication? • Are officers commingling evidence in lockers from different cases? • Is there a designated temporary storage area for hazardous materials? • Is there a designated temporary storage area for flammable materials? • Is there a designated storage location or temporary storage area for biological evidence, e.g. a drying locker available for wet evidence? • Are there any decontamination procedures in place for the use of drying lockers? If so, how is the compliance documented?

Continued on Next Page

Comprehensive Audit Fundamentals - Cont'd.

Topic #	Title of Area/Function and Audit Guidance
18.	<p>Packaging and Long-Term Storage</p> <ul style="list-style-type: none"> • Are property and evidence being packaged in accordance with the department/agency's Packaging Manual? • Is evidence being efficiently packaged, i.e. packaged in smallest package possible? • Is there sufficient space available for the long term property and evidence storage needs of the department? • If the overall inventory of the Property and Evidence Unit has been increasing over the past five years, is there a projected future need for increased storage capacity over the next five years?
19.	<p>Shelving - Type(s) and Efficiency</p> <ul style="list-style-type: none"> • Are the types of shelves in the Property and Evidence Unit adequate for the efficient operation of the unit? • Are there enough shelves? • Are the shelves so deep that more than one package (bag, box) can be stored behind another package?
20.	<p>Storage – Separate Locations for Designated Types of Property and/or Evidence</p> <ul style="list-style-type: none"> • Is the evidence stored by category (firearms, drugs, money, envelopes, bags, boxes, etc.?)
21.	<p>Documentation – Forms</p> <ul style="list-style-type: none"> • FORMS: The following is a list of generic types of property and evidence related forms that are commonly used by law enforcement agencies. The titles provided should enable the auditor to determine if the department is utilizing such a form. The auditor should ascertain if a form is available and if the members of the department/agency are properly utilizing the form: <ul style="list-style-type: none"> ○ Found Property Receipt ○ Property for Safekeeping Receipt ○ Court Receipt (when evidence is being retained by the court as an exhibit) ○ Crime Lab Receipt ○ Property/Evidence Receipt (Temporary) – utilized by the Property and Evidence Unit staff for the temporary release of property/evidence ○ Property/Evidence Form (aka Chain-of-Custody Form) – utilized by the Property and Evidence Unit staff to document the final release of property/evidence, e.g. released to owner, released to another law enforcement agency, etc. ○ Property Record (If the department uses a paper-based, manual

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Comprehensive Audit Fundamentals - Cont'd.

Topic #	Title of Area/Function and Audit Guidance
21.	<p>Documentation – Forms (cont'd.)</p> <ul style="list-style-type: none"> • FORMS: The following is a list of generic types of property and evidence system) <ul style="list-style-type: none"> ○ Property/Evidence Disposition Review Notice ○ Destruction List (firearms, drugs) ○ Currency Transfer Receipt • FILES: The following files should be reviewed as part of an audit of the Property and Evidence Unit: <ul style="list-style-type: none"> ○ Tickler Files – Out to Crime Lab, Out to Court, Out for Investigation ○ Unable to Locate (UTL) File
22.	<p>Documentation - Property and Evidence Unit Intake/Receipt of Property and Evidence</p> <ul style="list-style-type: none"> • Is evidence that is received in the Property and Evidence Unit being secured and stored by the end of the workday? • Are all the temporary storage lockers being cleared in a timely manner? • Is the Property Officer / Evidence Custodian exercising his/her “Right of Refusal,” i.e. refusing to accept property/evidence that is not packaged or documented in accordance with the department/agency’s Packaging Manual?
23.	<p>Documentation - Temporary Transfer of Evidence</p> <ul style="list-style-type: none"> • When evidence is <u>transferred to court</u> is there an adequate paper trail showing evidence was returned or received by the court? • Is there a process, e.g., a Tickler File, that when items go to court Property and Evidence Unit personnel are following up to ensure that the evidence is returned or a receipt from the Court is returned? • When evidence is <u>transferred to Crime Lab</u> is there an adequate paper trail demonstrating the evidence was returned or that it was retained by the Crime Lab? • Is there a process, e.g., a Tickler File, that when items go to the Crime Lab that Property and Evidence Unit personnel are following up to ensure that the evidence was returned in a timely manner? • When evidence is <u>transferred to the investigating officer’s possession</u> is there an adequate paper trail showing evidence was returned and showing its current whereabouts? • Is there documentation when items are <u>transferred to the investigating officer’s possession</u> that Property and Evidence Unit personnel are following up to ensure evidence was returned in a timely manner?

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Comprehensive Audit Fundamentals - Cont'd.

Topic #	Title of Area/Function and Audit Guidance
24.	Documentation - Purging/Release Approvals <ul style="list-style-type: none"> • When the investigating officers give an approval to the Property and Evidence Unit to release property or evidence is there an accurate paper trail showing the necessary written approvals?
25.	Documentation – Owner Notification and Release of Property and Evidence <ul style="list-style-type: none"> • When property and evidence is returned to an owner does the release paperwork contain the owner’s name, signature, date and time of release, and a copy of a government issued photo ID as well as the name of the Property and Evidence Unit member who released the property?
26.	Documentation - Firearms Intake <ul style="list-style-type: none"> • Is there a record of an NCIC check of the serial number of the firearm when it was submitted to the Property and Evidence Unit? • Are firearms made safe and packaged in accordance with the department/agency Packaging Manual? • Have two people verified the serial number of the firearm against the number run in NCIC?
27.	Documentation - Firearms Release – Prohibited Status Checks <ul style="list-style-type: none"> • When firearms are released back to an owner is there adequate documentation as to who did the prohibited status check and the results? • Is the person(s) who is responsible for conducting the Prohibited Status Checks trained and have access to the necessary databases?
28.	Documentation - Firearms – Pre-Destruction <ul style="list-style-type: none"> • When firearms are being readied for destruction are they maintained in an area with enhanced security? • Is there a running inventory of firearms awaiting destruction? • Ensure the evidence tracking and management system, or the paper Property Record is not changed to “destroyed” BEFORE the actual destruction of the firearm.
29.	Documentation - Firearms – Destruction <ul style="list-style-type: none"> • Is there a Firearms Destruction List that lists all of the firearms that were destroyed on a specific date/place? • Is the Destruction List validated by a third party who is not involved with the operations of the Property and Evidence Unit?
30.	Documentation - Drugs – Pre-Destruction <ul style="list-style-type: none"> • When drugs are being readied for destruction are they maintained in an area with enhanced security? • Is there a running inventory of drugs awaiting destruction? • Ensure the evidence tracking and management system, or the paper Property Record is not changed to “destroyed” BEFORE the actual destruction of the drugs.

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Comprehensive Audit Fundamentals - Cont'd.

Topic #	Title of Area/Function and Audit Guidance
31.	<p>Documentation - Drugs – Destruction</p> <ul style="list-style-type: none"> • Is there a Drugs Destruction List that lists all of the drugs that were destroyed on a specific date/place? • Is the Destruction List validated by a third party who is not involved with the operations of the Property and Evidence Unit?
32.	<p>Documentation - Currency</p> <ul style="list-style-type: none"> • Do all of the currency envelopes/packages contain fields for the following: <ul style="list-style-type: none"> ○ Name of suspect/arrestee/owner ○ Crime Code and Crime Title (e.g. Code 187 – Homicide) ○ Evidence, Found Property, Property for Safekeeping ○ A breakdown of the currency by denomination ○ Total amount of currency in the envelope/package ○ Name of submitting officer/deputy/detective ○ Name of a second officer/deputy/detective who validates the amount of case in the envelope/package • Does the Property Officer / Evidence Custodian have a running total of all of the currency stored in the Property and Evidence Unit? Is there a journal, ledger, or computer program in which the total is calculated and/or recorded?
33.	<p>Documentation - Currency – Removal/Release</p> <ul style="list-style-type: none"> • Did the assigned Case Officer/Detective provide written authorization for the release of the currency? • Are all required written release forms available for review?
34.	<p>Documentation - Property for Safekeeping</p> <ul style="list-style-type: none"> • When Property for Safekeeping is received by an officer, does he/she provide the owner with a receipt that includes instructions on how to claim the property? • Is a report provided by the submitting Officer to the Property and Evidence Unit, i.e. a report that contains sufficient information that will enable the Property Custodian to return the property to its lawful owner or the owner's designee?
35.	<p>Documentation - Found Property</p> <ul style="list-style-type: none"> • When property is found by a citizen, and it is received by an officer, does he/she provide the finder with a receipt that includes instructions on how to claim the property? • Is a Found Property report provided by the submitting Officer to the Property and Evidence Unit, i.e. a report that contains sufficient information that will enable the Property Custodian to return the property to its lawful owner or the owner's designee?

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Comprehensive Audit Fundamentals - Cont'd.

Topic #	Title of Area/Function and Audit Guidance
36.	Documentation - Jewelry <ul style="list-style-type: none"> • Are officers/deputies/detectives permitted to package jewelry in one container with the description "Miscellaneous Jewelry" on the Property Report/Record/Tracking Software? • Are the terms: gold, silver, diamonds, etc., i.e. as opposed to yellow metal, silver metal, clear stone, permitted when jewelry is packaged and submitted to the Property Room?
37.	Automation in the Property and Evidence function <ul style="list-style-type: none"> • Is the Property and Evidence Unit Evidence Tracking and Management system being used to its fullest potential? • Are employees able to run ad-hoc reports? • Are employees able to conduct inventories utilizing handheld barcode scanners with data being uploaded into the Evidence Tracking and Management system? • Is the Evidence Tracking and Management system being used to aid in the case review, authorization, and purging process?
38.	Purging - Statistical Data <ul style="list-style-type: none"> • Is the Evidence Tracking and Management system being used to create reports that provide statistical data on annual intake and purging? • Does the annual statistical report contain comparative data for the past five or more years? • Is this data submitted to the chain of command to enable them to evaluate staffing and resource needs? • Does the data submitted indicate a potential need for additional storage capacity/space?
39.	Purging – Authorization for Final Disposition <ul style="list-style-type: none"> • Are all necessary written approvals from the assigned Case Officer/Detective for release, destruction, or auction being properly documented and retained?
40.	Purging – Notification process to Assigned Case Officer/Investigator <ul style="list-style-type: none"> • Is there a form that is sent from the Property and Evidence Unit to the assigned Case Officer/Detective requesting a review of the case to determine if the evidence can be disposed/released? • Is there a system in place that ensures that all property and evidence stored in the Property and Evidence Unit is reviewed on an annual basis for possible disposal/release?

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Comprehensive Audit Fundamentals - Cont'd.

Topic #	Title of Area/Function and Audit Guidance for possible disposal/release?
41.	<p>Destruction Methods for Property and Evidence</p> <ul style="list-style-type: none"> • When general property is being disposed of is it being made inoperable before discarding in trash? • Is biological evidence being destroyed in a lawful manner, e.g. through a BIOHAZARD destruction company, a local hospital, etc.? • Are drugs being destroyed in accordance with federal, state, or local ordinances? • Are firearms being destroyed in a manner than ensures that they are both inoperable and that the component parts are not able to be cannibalized?
42.	<p>Currency - Tranfer to Bank, City Finance, etc. – Threshold & Witness</p> <ul style="list-style-type: none"> • Is there an established threshold, i.e. a designated currency amount or a specific time interval (each week, each month, etc.) after the case is adjudicated, that ensures that currency is removed from the Property and Evidence Unit? • Is there a witness who can validate that the transfer took place, e.g. bank/finance representative?
43.	<p>Diversion of Property & Evidence</p> <ul style="list-style-type: none"> • Is there a written policy (General Order/SOP) that authorizes the transfer of property that is not being returned to an owner to be diverted for use by the department or another branch of municipal government? • Is there a protocol for the request and approval of property to be diverted to department or other agency use? • Does the policy require approval of the Chief/Sheriff/CEO of the organization? • Does the policy require approval outside of the department, e.g. City Purchasing Manager, City Finance Director, etc.? • If property is diverted to the department or another branch of municipal government, is the property added to the Inventory Control list for that agency? • Is there a permanent written record of the diversion of the property, along with all of the approving authorities?
44.	<p>Firearms – Sale and/or Trading</p> <ul style="list-style-type: none"> • Does the department sell or trade firearms, i.e. rather than destroy them? • If firearms are sold or traded, is there a municipal code or written authorization from the city/county approving the sale or trade of firearms by the department?

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Comprehensive Audit Fundamentals - Cont'd.

Topic #	Title of Area/Function and Audit Guidance
45.	<p>Diversion of Drugs for Canine Training</p> <ul style="list-style-type: none"> • Does the department divert drugs that are to be destroyed for the purpose of training canines? • If drugs are diverted for canine training, is there a paper trail that details the type, quantity/weight, department member who received the drugs, the date/time, and signature of the receiving member? • Is there a permanent record/log of all drugs that have been diverted for canine training? • Do any of the drugs ever get returned to the Property and Evidence Unit for destruction? If so, is there documentation regarding the drug destruction?
46.	<p>Auction of Property</p> <ul style="list-style-type: none"> • When property is auctioned is each item accounted for in a receipt of transfer to the auction company or a receipt from the individual who purchased the item (if auction is done by the department)? • Does the Property Record or Evidence Tracking and Management system contain information regarding the date of transfer or sale of the item, as well as the receipt of transfer/purchase?
47.	<p>Individual Case Audits</p> <ul style="list-style-type: none"> • The CEO of the department will provide the number of individual cases, both active and closed, that are to be examined. _____ Active _____ Closed • The auditor will review all of the actions related to the property/evidence in a selected case, i.e. from the time that the item came into the possession of the department through its current storage location or, if closed, through final disposition. All of the required packaging, processes, documentation, approvals, and disposal/release actions will be examined.



EVIDENCE LOG SEEKS SUBMISSIONS

We are always looking for suggestions re: articles to publish in future issues of the Evidence Log.

If you have anything you would like us to consider, please submit to:

E-Log Editor, Joe Latta: jlatta@iape.org

Bloodborne Pathogen Exposure

By: Ellen Spain, IAPE Board

What is it?

A person is exposed to a bloodborne pathogen when their body comes into contact with bodily fluids or any contaminated or potentially contaminated material, item, or surface. The most common exposure happens when a contaminated sharp object like a needle breaks through an individual's skin. However, there are other significant exposures. This happens when there is extensive or prolonged contact with unbroken, undamaged skin or any contact with mucous membranes such as the eyes, nose, or mouth.

There are numerous infectious agents found in body fluids; however, two of important concern are Human Immunodeficiency Virus (HIV) and Hepatitis B virus (HBV). Both are usually transmitted when the skin is compromised through needle sticks, open sores, cuts, or abrasions when one comes in contact with infected blood.

Common symptoms for HIV may be flu-like symptoms or no symptoms at all after the initial exposure. HBV symptoms may include fever, fatigue, nausea, jaundice, and abdominal pain.

How to prevent exposure?

Prevention from exposure starts with having an exposure plan that reinforces awareness of workplace hazards that staff may encounter, reinforces safety measures staff must take to provide a safe and healthy workplace, and identifies the safety measures put in place by an agency for employee safety. Once there is an exposure plan in place, it is important to conduct an annual safety refresher training for staff.

Exposure plans should include the following information.

- Identify potential hazards in the workplace
- Preventative and protective measures
 - Proper engineering controls such as:
 - Ventilation systems
 - Personal Protective Equipment (PPE) such as:
 - Eye/face protection
 - Gloves
 - Masks
 - Body protection

- Administrative requirements such as:
 - Management responsibilities
- Maintenance/inspection of safety equipment
- Responsive measures
 - First aid kits
 - Narcan
 - Eyewash stations
 - Shower stations
 - Spill kits
 - Accident reports
- Where the emergency equipment is located
- Decontamination procedures
- Disposal procedures
- Good housekeeping practices

When someone has been exposed to a biohazard, staff need to act immediately. Stop the exposure!

- Remove the biological or contaminated material from contact with the body
- Remove any contaminated clothing or personal protective equipment
- Clean the exposed area thoroughly by washing the skin with soap and water
- Flush mucous membranes thoroughly with water
- Seek medical care

If there is a serious injury related to an exposure, get immediate medical attention or if there is any doubt to the severity of the injury, err on the side of caution and seek medical attention.

In summary – it is important to:

- Be aware of the potential health and safety hazards associated with items that may contain biological material while working in the property and evidence room.
- Develop an exposure plan.
- Educate staff so that exposures can be prevented.

IAPE WANTS TO KNOW...

HOW ARE YOU DOING? TOPIC: AUDITS & INVENTORIES

In the last few issues of the *Evidence Log*, IAPE has published surveys to test your department's policies and procedures against our industry's best practices and IAPE Standards. In this issue we're publishing results related to evidence room audits. We hope this data will be useful for comparison to your own agency, and potentially affect changes within specific areas that might need attention. We look forward to hearing from you and responding to your feedback!

Commentary related to results can be found on Page 71.

1. Does your agency have a policy that requires an Annual Audit?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			182	81%
No			41	18%
Total Responses			223	100%

MULTIPLE CHOICE

2. Does written policy define when an audit is to be conducted?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			156	70%
No			65	29%
Total Responses			221	100%

MULTIPLE CHOICE

3. When was the last time an audit was conducted?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Last 12 months			150	67%
Last 3 years			33	14%
Unknown			18	8%
Never			5	2%
Other			16	7%
Total Responses			222	100%

MULTIPLE CHOICE

4. Who conducted the last audit?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Property Room Supervisor			36	16%
Property Room Manager			27	12%
Internal Affairs			15	6%
Professional Standard			38	17%
Outside Consultant			24	10%
Unknown			15	6%
Other			65	29%
Total Responses			220	100%

Continued from Previous Page



HOW ARE YOU DOING?

TOPIC: AUDITS & INVENTORIES

IAPE SURVEY RESULTS CONT'D.

MULTIPLE CHOICE

5. Is there any written guidance on what the auditor is to audit?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			138	62%
No			47	21%
Don't Know			21	9%
No Policy			16	7%
Total Responses			222	100%

CHECKBOXES

6. Check methods that best applies to topics during audit when examining records

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Prints out a shelf location and compares to determine if all items are present			149	68%
Prints out a shelf location and evaluates if the item should have previously purged			37	17%
Randomly selects closed cases to ensure they were properly removed from inventory (written authorizations, proper disposals and release processes and properly documented)			63	29%
Don't know			23	10%
Other			43	19%
Total Responses			217	100%

CHECKBOXES

7. Review policies and procedures governing Property Room

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			120	54%
No			72	32%
Unknown			28	12%
Total Responses			220	100%

CHECKBOXES

8. Review of any previous audits and recommendations

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			102	46%
No			82	37%
Unknown			35	15%
Total Responses			219	100%

Continued from Previous Page



HOW ARE YOU DOING?

TOPIC: AUDITS & INVENTORIES

IAPE SURVEY RESULTS CONT'D.

CHECKBOXES

9. Staffing Levels to determine is property room is adequately staffed

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			60	27%
No			130	59%
Unknown			30	13%
Total Responses			219	100%

CHECKBOXES

10. Training Records to ensure staff is received property training

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			78	35%
No			114	51%
Unknown			28	12%
Total Responses			220	100%

CHECKBOXES

11. Purging- Disposition Processes

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			121	55%
No			85	38%
Unknown			16	7%
Total Responses			219	100%

CHECKBOXES

12. Security (locks, keys, alarms, cameras, etc)

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			153	69%
No			58	26%
Unknown			10	4%
Total Responses			220	100%

CHECKBOXES

13. Compliance with statutory mandates, including OSHA

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			104	47%
No			80	36%
Unknown			38	17%
Total Responses			219	100%

Continued from Previous Page



HOW ARE YOU DOING?

TOPIC: AUDITS & INVENTORIES

IAPE SURVEY RESULTS CONT'D.

CHECKBOXES

14. Special Handling – high profile items such as: Firearms, Drugs, Money

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			180	81%
No			30	13%
Unknown			10	4%
Total Responses			220	100%

CHECKBOXES

15. Handling of Property for Safekeeping

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			131	60%
No			72	33%
Unknown			15	6%
Total Responses			218	100%

CHECKBOXES

16. Handling of Property for Safekeeping

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			130	60%
No			71	32%
Unknown			15	6%
Total Responses			216	100%

CHECKBOXES

17. Inventory Levels

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			106	48%
No			90	41%
Unknown			22	10%
Total Responses			218	100%

CHECKBOXES

18. Purging Ratios

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			67	30%
No			122	55%
Unknown			31	14%
Total Responses			219	100%

Continued from Previous Page



HOW ARE YOU DOING?

TOPIC: AUDITS & INVENTORIES

IAPE SURVEY RESULTS CONT'D.

CHECKBOXES

19. Packaging Standards / Packaging Manual

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			133	60%
No			70	31%
Unknown			18	8%
Total Responses			219	100%

CHECKBOXES

20. Protection of evidence for cross contamination

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			123	56%
No			66	30%
Unknown			29	13%
Total Responses			218	100%

CHECKBOXES

21. Right of refusal process for improperly packaged items

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			125	57%
No			75	34%
Unknown			20	9%
Total Responses			219	100%

CHECKBOXES

22. Facilities construction / materials

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			75	34%
No			109	50%
Unknown			33	15%
Total Responses			216	100%

CHECKBOXES

23. Facilities layout related to retrieval times / ease in locating

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			97	44%
No			97	44%
Unknown			24	11%
Total Responses			218	100%

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HOW ARE YOU DOING?

TOPIC: AUDITS & INVENTORIES

IAPE SURVEY RESULTS CONT'D.

CHECKBOXES

24. Temporary storage lockers (quantity / materials)

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			118	53%
No			87	39%
Unknown			14	6%
Total Responses			219	100%

CHECKBOXES

25. Handling of Items Pending Destruction – Internal Controls (gun, drugs, money)

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			137	62%
No			63	28%
Unknown			18	8%
Total Responses			218	100%

CHECKBOXES

26. Methods of Disposal

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			126	58%
No			75	34%
Unknown			16	7%
Total Responses			217	100%

CHECKBOXES

27. Chain of Custody- Movement to Crime Lab, Court, Investigations

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			152	70%
No			47	21%
Unknown			19	8%
Total Responses			217	100%

CHECKBOXES

28. Functionality of computerized property records

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			133	61%
No			67	30%
Unknown			19	8%
Total Responses			218	100%

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HOW ARE YOU DOING?

TOPIC: AUDITS & INVENTORIES

IAPE SURVEY RESULTS CONT'D.

CHECKBOXES

29. Safety and Environment for employees

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			123	56%
No			71	32%
Unknown			26	11%
Total Responses			219	100%

MULTIPLE CHOICE

30. Policy – Inventory – Does your agency have a policy that provides a step-by-step procedure to conduct inventories?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			99	45%
No			110	50%
Unknown			11	5%
Total Responses			220	100%

MULTIPLE CHOICE

31. Does written policy define when an inventory is to be conducted?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			157	71%
No			63	28%
Total Responses			220	100%

MULTIPLE CHOICE

32. When was the last time an inventory was conducted?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Annually			113	50%
Never			6	2%
Loss			1	0%
Personnel changed			43	19%
Unknown			18	8%
Other			42	18%
Total Responses			223	100%

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HOW ARE YOU DOING?

TOPIC: AUDITS & INVENTORIES

IAPE SURVEY RESULTS CONT'D.

MULTIPLE CHOICE

33. Who conducted the last inventory?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Inventories not conducted			12	5%
Property Room Manager			98	44%
Internal Affairs			12	5%
Professional Standard			21	9%
Outside Consultant			12	5%
Outside Consultant • Unknow			2	0%
Other			64	28%
Total Responses			221	100%

MULTIPLE CHOICE

34. How is the inventory conducted?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Scanners and barcodes			95	42%
Print out list of locations and compare to items shelf			81	36%
Look for item from paper record or print out			24	10%
Unknown			11	4%
Other			12	5%
Total Responses			223	100%

CHECKBOXES

35. What is inventoried?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Everything			184	84%
Drugs only			24	11%
Guns only			25	11%
Money only			23	10%
Other			23	10%
Total Responses			218	100%

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HOW ARE YOU DOING?

TOPIC: AUDITS & INVENTORIES

IAPE SURVEY RESULTS CONT'D.

MULTIPLE CHOICE

36. Are there written protocols in place if something is missing?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			117	52%
No			62	27%
No Policy			20	8%
Unknown			24	10%
Total Responses			223	100%

MULTIPLE CHOICE

37. Does your agency have a policy that requires regular inspections of the Property Room?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			148	66%
No			63	28%
Unknown			10	4%
Total Responses			221	100%

MULTIPLE CHOICE

38 Time - When was the last time an inspection was conducted?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Last week			11	4%
Last month			53	23%
Last year			68	30%
Never			19	8%
Unknown			44	19%
Other			26	11%
Total Responses			221	100%

MULTIPLE CHOICE

39. Who conducted the last inspection?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Immediate supervisor			62	29%
Property Room Manager			36	16%
Internal Affairs			8	3%
Professional Standard			27	12%
Unknown			46	21%
Other			34	15%
Total Responses			213	100%

Continued from Previous Page

HOW ARE YOU DOING?



IAPE SURVEY COMMENTARY

IAPE has recently been emailing short surveys about the topic being highlighted in the current issue of the Evidence Log. After reviewing the collected data, we use this as an opportunity to determine what we need to emphasize in our training classes and/or our Professional Standards.

After reviewing all the results, we have opted to respond to the following survey questions that appeared to have some responses that should be addressed.

SURVEY QUESTIONS - AUDITS & INVENTORIES

Survey Question 4 – Who conducted the last audit?

ISSUE: Over 25% responded that the supervisor or manager conducted the audit. Using someone from outside the operation will always be the preferred method and be much more transparent. Having the supervisor and/or manager conduct the audit does not have the necessary transparency. Conducting regular inspections by supervisor and manager is perfectly acceptable.

Survey Question 6 – Check methods that best apply to topics during audit when examining records during the audit process, sometimes referred to as the paper chase.

ISSUE: 68% responded “Prints out a shelf location and compares to determine if all items are present.” By using this practice, it is suggested that any internal theft issue will more than likely never be identified. Historically, a high percentage of internal thefts are from cases that were adjudicated and it is unlikely anyone will ever be looking for that evidence again. Taking evidence from an active case is quite unlikely. If the auditor reviews any active items, a false sense of well-being could arise, so therefore, the auditor should review a selection of closed cases and ask the following questions:

Was the item approved for disposal?

Can the item be located on a destruction list (guns, drugs, money)?

When items are taken to court and not returned, is there a follow-up procedure?

When officers sign out evidence for investigative reasons, does any follow-up occur when evidence is not returned by a set time?

Survey Question 7 – Were department’s policies and procedures reviewed?

ISSUE: Over 30% of the respondent stated that the auditor did not review the policies and procedures. It is unclear how the auditor is evaluating the processes of the unit without first reviewing its policies. The first step of doing an audit is to be intimately familiar with the agency’s policies related to the property room. How else can the auditor do the audit properly?

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HOW ARE YOU DOING?



IAPE SURVEY COMMENTARY - cont'd.

SURVEY QUESTIONS - AUDITS & INVENTORIES

Survey Question 8 – Review of any previous audits and recommendations?

ISSUE: *Over 50% of the time the auditor isn't reviewing the previous audit findings. One of the most important parts of doing an audit is to ensure that all previous problems were identified and corrected. Without reviewing the findings of the prior audit, the whole process may have been a waste of time for all involved conducting the audit.*

Survey Question 9 – Review of staffing levels to determine if property room is adequately staffed?

ISSUE: *9% of the time the auditor is not evaluating staffing levels. How can an audit be beneficial to management when staffing deficiencies may be the biggest problem in the unit?*

Survey Question 10 – Review of training records to ensure staff has received property training?

ISSUE: *Only 35% of the time are the auditors reviewing department training records to ensure that proper training is be conducted and recorded. A comprehensive audit should define those areas that may have potential liabilities in the future.*

Survey Question 17 – Review of inventory levels.

ISSUE: *Only 48% of the respondents indicated that the auditor reviewed inventory levels. This is one of the most important elements of a properly done audit. Does the audit reflect that the property room is at 100% capacity? Budget requests are based on facts such as this.*

Survey Question 18 – Review of purging ratio.

ISSUE: *Only 35% of the audits were reviewing the purging ratio. The purging ratio is one of the most important elements of a properly done audit and it should compare received versus purged. When 10,000 items are received, and 5,000 items are purged by the end of the year, you can start projecting the need for more resources or a larger facility.*

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HOW ARE YOU DOING?



IAPE SURVEY COMMENTARY - cont'd.

SURVEY QUESTIONS - AUDITS & INVENTORIES

Survey Question 30 – Does your agency have a policy that provides a step-by-step procedure on how to conduct inventories?

ISSUE: *One of the most important internal controls we should have is the requirement to conduct inventories. 50% of the responding department say they don't have a policy on how to conduct an inventory. Policy needs to outline for the next person who will be doing the inventory what methods are to be followed. For example: how do you handle items that are missing, items without labels, frequency inventories should be conducted, etc.*

Survey Question 32 – Who conducted the last inventory?

ISSUE: *44% of the respondents stated that the property room manager conducted the inventory. The preferred process is for an independent witness to oversee the process. If the manager has access to the property room and does the inventory, there is no transparency.*

Survey Question 33 – How is the inventory conducted?

ISSUE: *Only 42% of the respondents are using barcodes and scanners, while 36% are still printing out a list and comparing it against the items on the shelf. It should be noted that using scanners can be up to 10 times faster than doing the inventory manually.*

IAPE WANTS TO KNOW WHAT'S ON YOUR MIND?

As a member, your feedback, concerns, input and questions are invaluable because you are on the front lines, every day, making decisions and solving problems.

Please feel free to submit questions for our "mailbox" which we will consider for publication in future issues of the Evidence Log.

Send your comments to E-Log Editor, Joe Latta: jlatta@iape.org

HEADLINES FROM THE POLICE BLOTTER

All Recent and All Real

July 18, 2022

Former sheriff's deputy indicted for attempting to sell a forfeited vehicle to himself

A former Tipton County, Tennessee sheriff's deputy was indicted on three charges after he allegedly attempted to sell a vehicle to himself.

Former Deputy Daniel Jacobs, an evidence custodian for the department, allegedly posted a 2010 Lincoln MKZ to a state auction site on June 10, 2021, and then arranged to have his friend purchase the vehicle 34 seconds after it was posted for \$500 using a "Buy It Now" option.....

July 1, 2022

Former Redkey police officer charged with felony

A former Redkey, Indiana police officer, Bradley Ridenour, was recently charged with a level 6 felony of obstruction of justice. He resigned from his position in November 2021 and is accused of tampering with evidence in a drug-related investigation.

In late October of 2021 Ridenour conducted two trash pulls and officers found ripped bags with a powder residue, a cigarette package with two orange syringe caps and white paper with blood spots. Two other Redkey officers said Ridenour walked into the evidence room and returned with a syringe which he placed it in the cigarette package. Ridenour's report on the incident did not list a syringe as evidence found during the trash pull....

June 20, 2022

Police chief denies taking missing money from evidence room

St. Gabriel, Louisiana police chief Kevin Ambeau is denying any wrongdoing after search warrants were executed on his home and the police department this week in conjunction with the Iberville Parish Sheriffs Office. \$3,500 in evidence that was tagged went missing from the police department's evidence room. The evidence in question is \$3,500 that was tagged and should have been in the room.

"That's puzzling to me," Ambeau said. "I'm the chief of police. I'm not the evidence officer. I've been the police chief for 20 years. When I designed this building I have a key to every room except the evidence room. Days like this, I'm glad that I did not have access to the evidence room."

Iberville Parish Sheriff Brett Stassi said that the search warrant did not locate the missing evidence, and stated that "several people had access to it, and we are looking into all of those people"...

Continued from Previous Page

HEADLINES FROM THE POLICE BLOTTER - Cont'd.

June 2, 2022

\$27K of seized cash missing from police department; other issues found

The Tennessee Comptroller's Office has reported that \$27,000 is missing from an evidence room at the Livingston Police Department. The police chief, evidence custodian, and a former captain all had access to the evidence room during the period covered by the investigation. Both the evidence custodian and the former captain stated they had, at times, "borrowed" cash for personal purchases and would later pay back the "borrowed" funds.

Investigators also cited instances of poor security, inaccurate evidence records, and improper storage of evidence. In one instance, an inmate trustee gained access to the evidence room....

June 2, 2022

Former deputy sentenced to 40 years in prison for stealing pain meds

A former deputy sheriff from Plymouth County, Iowa has been sentenced up to 40 years in prison on theft and burglary charges. Aaron Leusink was accused of stealing prescription pain medication and other property from the evidence room at the sheriff's department and from two pharmacies as well as homes in the area.

Leusink had over 1600 pills in his possession when he was arrested in the spring of 2020. Prosecutor Monty Platz had asked for the maximum penalty on most counts, saying Leusink had betrayed the public trust. "These crimes were committed almost exclusively either through or with the aide of his badge," he said...

May 12, 2022

Austin police department running out of space for seized guns in evidence room

Sergeant William Flannery with the Austin, Texas police department's firearms unit said there's a backlog when it comes to clearing seized guns out of the evidence room. The guns came from various incidents, including aggravated assaults, accidental shootings and even suicides, dating back to 2002.

"I was asked to basically restart this program of destroying the firearms, because we had thousands of firearms in our evidence room, and we were running out of space to store more based on the number of guns being seized by the department," he said.

There's an organized legal process when it comes to destroying firearms the department obtains. APD can't just get rid of them on its own. A judge has to sign off on a document indicating the guns are no longer needed for evidentiary purposes and Flannery is tasked with compiling those reports...

FOR COMPLETE BLOTTER STORIES, VISIT THIS PAGE ON OUR WEBSITE:

<http://home.iape.org/features/headline-evidence-news/articles-evidence-news.html>



Man Accidentally Texts Deputy Trying to Sell Drugs and Gun

wmbfnews.com

May 10, 2022

A South Carolina man is in jail after accidentally texting a Chesterfield County Sheriff’s Office deputy to sell drugs and a gun.

On May 9, 31-year-old Tondavian Wilson was arrested for possession with intent to deliver marijuana, PWID marijuana with proximity of a school/playground and possession of a firearm by a convicted felon.

Around 4:40 p.m., Wilson mistakenly sent a picture of marijuana and a gun to a Chesterfield County deputy, leading to a dialogue between the two. Wilson texted the prices requested and provided

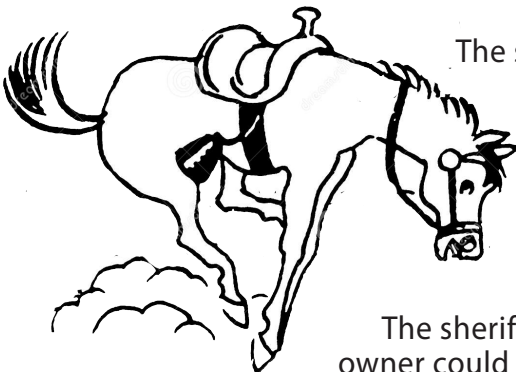
a location in the Town of Cheraw where he was working at a residence. Deputies arrived and found Wilson at the residence with a bag that contained an excess of 90 grams of marijuana and a pistol.

Wilson was arrested and “dumbfounded” by his texting mistake.

[LINK TO STORY HERE](#)

<https://www.wmbfnews.com/2022/05/10/man-accidentally-texts-chesterfield-county-deputy-trying-sell-drugs-gun/render>. – Ed.

I’VE GOT SOMETHING YOU DON’T HAVE . . .



The sheriffs in Boulder County, Colorado recently recovered 13 saddles that were dumped along the side of the road. As the saddles were all very similar, they believed them to be from the same owner (outfitter/trail riding company), and not individually stolen.

To clarify, these are not high-end show saddles, they’re all very well-used saddles with wear and tear, likely used for trail riding.

The sheriffs did not post a photo of the saddles – wanting to ensure that the owner could describe what they look like. They contacted area outfitters, guest ranches, and equestrian companies in and around Boulder County, as yet with no results.

So... if you, or someone you know, is missing 13+ saddles, please send an email with a photo to: SheriffEvidence@bouldercounty.org.

***IAPE wants to know how do you store saddles in your property room?
Especially a dozen or more at a time?!***

EDITOR’S NOTE:

The saddle shown in our image is not what these saddles look like, just in case you were wondering.

**Affiliate organizations are once again planning their training seminars.
Please check www.iape.org for scheduling updates.**



BITS and PIECES

This page is designed for members who would like to publicize upcoming property and evidence related events. Please contact us via the website if you have something to include for the future.

PROPERTY ASSOCIATION WEBSITES

International Association for Property & Evidence

www.iape.org

Arizona Association for Property and Evidence

www.azape.org

California Association for Property & Evidence

www.cape-inc.us

Colorado Association of Property & Evidence Technicians

www.capet.wildapricot.org

Property & Evidence Association of Florida

www.peaf.net

Illinois Association of Property and Evidence Managers

www.iapem.org

North Carolina Association of Property & Evidence

www.ncape.net

Texas Association of Property,
Evidence & Identification Technicians

www.tapeit.net

Virginia Association of Chiefs of Police

www.vachiefs.org/vapep

North Carolina Association of Property & Evidence

EDUCATIONAL CONFERENCE

When: September 26 - 28, 2022

Where: Harrah's Resort & Conference Center
Cherokee, North Carolina

For more info. & details, visit: www.ncape.net

Illinois Association of Property & Evidence Managers

ANNUAL CONFERENCE

When: October 5 - 7 2022

Where: Double Tree by Hilton Lisle Naperville
Lisle, Illinois

For more info. & details, visit: www.iapem.org

Texas Association for Property & Evidence

ANNUAL CONFERENCE

When: October 18 - 21, 2022

Where: Embassy Suites Conference Center
San Marcos, Texas

For more info. & details, visit: www.tapeit.net

Listed events are ones that have been confirmed. To see others in the planning stages, please visit individual websites.

**For the additional information, link to all these affiliates via:
<https://home.iape.org/features/affiliates.html>**

IAPE IS WORKING FOR YOU IN 2022

PROFESSIONAL STANDARDS: VERSION 4

The latest revisions to IAPE's professional standards have been completed and are will be e-mailed to each member imminently.

Be watching your inbox for the arrival of your personalized copy!

In addition to featuring a new format, the updated standards address advances in technology, DNA analytics, forensic science and much more...

IAPE ACCREDITATION PROGRAM

During the last 18 months that our accreditation program has been on hiatus, IAPE has been steadily working behind-the-scenes to bring it back better than ever.

Updates to be announced soon!

With the completion of our revised standards, our efforts are now focused on developing an improved accreditation program to meet the current needs of our membership.

SAVE TIME AND SAVE A TREE – RENEW ONLINE TODAY!

To renew or become an IAPE Member for only \$65 per year go to:
<http://home.iape.org/membership.html>

CONTACT US:

If you need to get in touch with IAPE or submit materials via the USPS, please the following address:
7474 Figueroa Street • Suite 125 • Los Angeles, California 90041

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