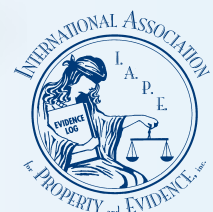


EVIDENCE MANAGEMENT: THE STANDARD WAY

IN THIS ISSUE

- PROPERTY AND EVIDENCE PACKAGING MANUAL
- IAPE PROFESSIONAL STANDARDS V4: SECTION 2 - POLICIES & PROCEDURES and SECTION 3 - PACKAGING
- FACING A DISASTER IN THE PROPERTY ROOM
 - GENERAL ORDERS: DEPARTMENT MANUAL
 - PREPARING YOUR PROPERTY ROOM FOR AN EMERGENCY OR DISASTER
 - THEN AND NOW: LOOKING BACK



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THE EVIDENCE LOG[®]

*Established to further the education, training
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Law Enforcement Property and Evidence Personnel.
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JOSEPH T. LATTA

*Executive Director
by contract with ECS, Inc.*

ROBIN LYNN TRENCH (decd.)

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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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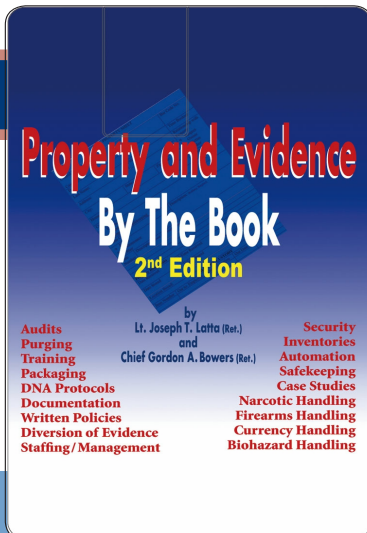
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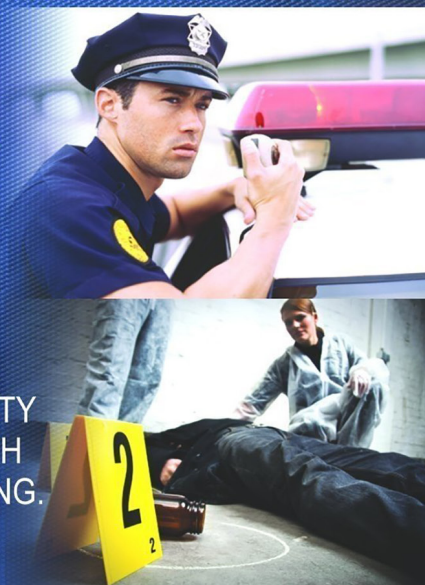
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EVIDENCE LOG

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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The Evidence Files

By: Joe Latta, Evidence Log Editor



LOOKING BACK AND PLANNING AHEAD

Whew, what a year! Indeed, 2022 was an extraordinary year for IAPE, one that saw us frequently adapting to changes. With the remnants of COVID-19 came the uncertainty of travel and having to deal with the inflationary impacts on lodging and airfare. Despite those challenges, the number of students in our classes almost doubled from 2021. We conducted over 25 classes across 20 states. Nearly 1,800 property room professionals attended our in-person training classes last year – and we were happy to see them in-person again!

Another area of improvement for IAPE last year was the release of the updated version of our 14-hour, on-demand, online video class. The update was to ensure that the video and our live class curriculum were in sync, as there is a significant amount of time, effort, and expense that goes into creating professional-level online classes. And, based on the post-class surveys, students rate these on-demand classes very highly.

As property room professionals are reassigned to other positions, get promoted, retire, etc., there is always a constant churn in our membership roster. However, IAPE continues to enjoy a membership that hovers around 5,000 – a number that has remained constant for the past few years. A major opportunity that continues to be a plus for our members is our Certified Property and Evidence Specialist (CPES) program and 2022 was another year in which many of our members applied for CPES status. We also saw an increase in the numbers of those seeking to attain the Corporate Certified Property and Evidence (CCPES) certification as well as a record number of recertification applicants.

As noted in several of my previous E-Log letters, this past year IAPE also rolled out our updated and improved Professional Standards. This was the fourth revision to our standards and is an all-new format. All of our dues-paid members should already have received their personal copy. (NOTE: If you haven't received the standards via email, please check your Spam/Junk folders in case the email was diverted. If you still don't find them, please send me a personal email at Jlatta@iape.org and I will resend it to you.)

Wide reaching news reports have covered stories about several recent fires in property and evidence facilities of law enforcement agencies. Indeed, one of the largest was a New York City Police Department evidence warehouse. It is reported that prosecutors and property room professionals will be determining whether any cases may have been jeopardized due to the loss of evidence in any of these fires.

Speaking of fires, members have been inquiring about the proper storage of electric cars they have in evidence, as well as electric bikes, electric scooters, and lithium batteries in general. So, I invite our members to send in your stories, your solutions, and/or questions about this new challenge to property and evidence rooms. You can post your feedback and questions on our Facebook Community site: <https://www.facebook.com/groups/1036008817276044>.

Perhaps I will get to see some of you when you return to a class for refresher training, at a Property Room Supervisor class, or just online. Regardless of where you receive your training, remember that adherence to professional standards and adhering to the highest integrity is essential to maintaining an efficient criminal justice system. I look forward to hearing from many of you in the coming year.

Joe Latta
Executive Director

IAPE PROFESSIONAL STANDARDS

Version 4 updated and available exclusively only to IAPE members

Coinciding with the publication of this issue of the Evidence Log, the newly revised IAPE Professional Standards will have been disseminated to all current members for their personal use. Other than the documents sent to members, and periodic updates which will be distributed electronically, the only other place you will be able to find the new standards will be in the pages of the Evidence Log. As we feature different topics throughout the year the applicable standards will be provided for your reference - beginning with this issue.

**In this issue we will be highlighting
Standard 2 - Policies & Procedures and Standard 3 - Packaging**

International Association for Property and Evidence, Inc. Professional Standards *(Revised 2022)*

Reauthored by:

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Acknowledgements

In Memory of Robert E. Giles, IAPE Board of Directors, Past President (Deceased)

The International Association for Property and Evidence, Inc. acknowledges the work of all IAPE board members past and present, who continue to review and improve these professional standards since 2010.

Joe Moralli, President, International Association for Property and Evidence, Inc.

Joseph T. Latta, IAPE Executive Director

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IAPE PROFESSIONAL STANDARDS - V4

IAPE PROFESSIONAL STANDARD 2.0 - POLICIES & PROCEDURES

2.0. POLICIES & PROCEDURES

PURPOSE: To provide direction for all processes related to the submission, handling, and decisions about property and evidence in a case.

2.1. WRITTEN DIRECTIVES

2.1.1. Policies will be documented which provide guidance for those responsible for the management of property and evidence.

2.1.2. Instructions will be documented for personnel submitting, analyzing, and making outcome decisions for the disposition of property and evidence.

2.1.3. Guidelines should be defined in General Orders, SOPs, Packaging Manual, and a Property Room Procedures Manual.

2.1.4. General Orders and Standard Operating Procedures (SOPs) should provide specific guidance to personnel.

2.1.4.1. Submission of property or evidence

2.1.4.2. Packaging of property or evidence

2.1.4.3. Storage of property or evidence

2.1.4.4. Removal of property or evidence

2.1.4.5. Decision-making authority

2.1.4.6. Packaging Manual or written packaging instructions

2.2. REVIEW & APPROVAL PROCESS

2.2.1. Specific guidelines will be developed for the dissemination and oversight of policies and procedures.

2.2.1.1. All policies will be reviewed annually and updated as necessary.

2.2.1.2. Policy will define who is responsible for the review and updating of the policies.

2.2.1.3. Policy will define the final approval process for updates to all agency policies.

STANDARD 2 – POLICIES & PROCEDURES REASONING

2.1. Written Directives

Reasoning: *Written policies are developed to clarify and standardize the procedures for property and evidence. It is important that written policies are used to guide the agency's handling of property and evidence.*

The following topics will be addressed in the manual:

- Intake procedures or receipt of evidence
- Documentation of received property and evidence
- Assignment of storage locations
- Temporary releases or movement (court, crime lab, investigations)
- Monitoring of signed out property and evidence
- Purge review protocols
- Disposition of evidence
- Destruction of evidence
- Auction protocols
- Diversion protocols (agency use)
- Release protocols
- Audits
- Inventories
- Automation
- Safety
- Maintenance of equipment
- Maintenance of facilities

These directives should clearly define the duties and responsibilities of any agency employee who takes part in the seizing, submission, handling, storage, or disposition of property and evidence.

It is also important that such orders and directives be disseminated in a systematic manner to those personnel who will be held accountable to these policies and procedures.

General Orders or Standard Operating Procedures (SOPs) should provide guidance on these topics:

Continued from Previous Page

IAPE STANDARD 2.0 - POLICIES & PROCEDURES - cont'd.

Submission of property or evidence

- Property or evidence information will be documented into agency records.
- Property or evidence will be submitted to the Property Room by the end of the shift.
- A numbered property report will describe each item of evidence being submitted.
- All personnel who release property or evidence in the field, without submitting it to Property Room, will obtain a signature and verification of identification from the recipient.
- Documentation will be required detailing the circumstances by which the property and evidence was released in the field.

Packaging of property or evidence

- Personnel submitting property and evidence to the Property Room or temporary lockers will comply with established packaging directives and the agency Packaging Manual.
- Any property or evidence not meeting packaging standards will be returned to submitting officer or isolated until corrections are made.
- Any corrective measure will be made within an established timeframe.

Storage of property and evidence

- Property and evidence will not be stored in employees' desks, file cabinets, lockers, vehicles, etc.

Removal of property and evidence

- Personnel who remove property or evidence from the Property Room will be required to sign for the item(s) and provide information on the destination of the item(s).
- Any evidence signed "Out to Court" will be returned by the end of the court day. If items are retained by the Court, the Property Room will be notified immediately by the employee and documentation will be provided.

- Property or evidence signed "Out for Investigations" purposes will be returned in a pre-established timeframe.
- Property or evidence not returned to Property Room will be documented in the case report.

Decision-Making Authority

- The case officer assigned to a case should be the authorized decision maker about the case and any property or evidence submitted.
- When a case is not assigned to an officer, policy will define who is responsible for any decisions related to the associated property and evidence.
- Employees who receive purging and review notices from the Property Room will be required to respond within a pre-established timeframe.

Packaging Manual or packaging instructions

- A Property Room Procedures Manual will be maintained with specific guidelines for the handling of property and evidence.
- A Packaging Manual or other packaging instructions will be maintained with specific guidelines for the packaging and labeling of property or evidence.
- Guidelines will meet the standards of the agency and the local crime lab.
- Packaging Manual guidelines or other packaging instructions should include a photograph of the item(s) packaged and description of the acceptable packaging methods.
- Packaging Manual guidelines or other packaging instructions will cover all major categories of property and evidence and have a method to cover exceptions as necessary.

2.2. Review and Approval Process

Reasoning: All directives and manuals should be reviewed and updated annually by the supervisor or manager to ensure that policies and procedures are up to date, necessary, and practical.

General Orders: (Department Manual, Rules & Regulations, SOPs)

By: Joe Latta, Executive Director, IAPE



The first documents that should be developed for the handling of property and evidence are General Orders for employees finding or otherwise receiving any property on behalf of the department – often personnel outside of the property function. The term “submitting employee” or “submitting officer” is often used, since their primary function related to the property is to “submit” it into the department property and evidence system. This document is “general information” in that it applies to all department employees. It presents the department’s policy statement and a set of procedures to assure that all property is accounted for responsibly from that point until its final disposition. It defines all employees’ responsibilities regarding the receipt and handling of evidence as it is submitted into the system, and on any future contact, such as checking it out for forensic testing or for court.

There is no particular need for General Orders to document what happens inside the Property Room, since they don’t apply to most employees, and that will be dealt with in the specialized Property Manual. A General Order may not need to duplicate security, audit, or inventory practices that are defined in the Property Manual, but it should discuss items that officers would be responsible for, including their responsibility to comply with all requirements of the Packaging Manual as they submit the property. Those issues may include submission of evidence, temporary storage, temporary removal, and the officers responsible in the purging process.

General Orders - Submission of Evidence

- Policy should require that all property and evidence be documented and packaged in accordance with the department Packaging Manual.

NOTE: *Some departments opt to discuss packaging in the department’s General Orders. However, most officers don’t carry around a binder of policies in their vehicles.*

It is preferable that General Orders merely require compliance with the Packaging Manual maintained in the packaging area.

- Policy should define a Property Room “Right of Refusal” requiring that all property and evidence that isn’t packaged and documented in the established manner will be returned to the submitting officer for correction.
- Policy should state that Property Room personnel shall not accept improperly packaged or documented property.
- Policy should require that all improperly packaged or documented property and evidence that is returned to the employee shall be corrected and returned to the Property Room during the employee’s next scheduled work shift. It should advise that failure to correct it in a timely manner will result in progressive discipline. Incidents of major importance

(large quantities of currency or narcotics, or hazardous item) may result in a special call-in of the employee or other process to correct the issue most expeditiously.

General Orders - Temporary Storage

- Policy should mandate that when property and evidence is seized it shall be secured in a temporary locker by the end of the submitting employee’s shift. Any exceptions must be approved by a supervisor.
- Policy should mandate that property and evidence can never be stored in an employee’s locker, vehicle, desk, file cabinet, etc., whether prior to booking into the system or when checked out for any purpose.

NOTE: *An exception for this rule may be resident troopers/deputies that only go to their headquarters periodically. In such cases, increased security should be provided in their vehicle or at their home or local office.*

- Policy should ensure that NO evidence is commingled with any other evidence, especially that from another case.
- Policy should provide guidance for a safe and otherwise appropriate location to store biohazards, bulk items, explosives, vehicles, etc.

General Orders - Temporary Removal

- Policy should require that when property and evidence is signed out for court, crime lab, other agency, investigation or other temporary purpose, that protocols are in place to insure the item is properly signed out, and returned in a prescribed time.
- In instances where evidence is taken to court and retained as an exhibit, some type of court receipt should be returned to the Property Room to document the transfer of the evidence.
- Policy should require that for any Found Property taken into custody, the finder will be given a receipt on how to claim if the owner is not located.
- Policy should require that anytime Safekeeping Property is taken into custody, the owner is given a receipt on how to claim.
- Policy should require that that if property is released in the field, a signature should be obtained.

General Orders - Purging Guidelines

- Policy should require that investigating officers fulfill their responsibilities in dealing promptly with disposition of property and evidence.
- Policy should define specific time limits on Property Room requests for review of property and evidence for disposition, and require “second requests” to be routed through supervisors for action.



DIGITAL EVIDENCE MANAGEMENT
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Property and Evidence Unit Procedures Manual

By: Joe Latta, Executive Director, IAPE



Once evidence is received in the Property and Evidence Unit, specific procedures should guide the actions of the guardians of that evidence, namely the Property Officer/Evidence Custodian. Day-to-day operational procedures for the functioning of the Property and Evidence Unit should be developed and collectively form a Property and Evidence Unit Procedures Manual.

NOTE: *In some agencies, the directive that guides the operations of the Property and Evidence Unit is referred to as the "Property and Evidence Unit Standard Operating Procedure (SOP)". Therefore, the authors' use of the term "Procedures Manual" also applies to Property and Evidence Unit SOP.*

The Property and Evidence Unit Procedures Manual is primarily intended to be a reference for Property Officers/Evidence Custodians who work in the Property and Evidence Unit. However, this manual is also an important tool for the supervisor, manager and administrator who have oversight of the Property and Evidence Unit. They can refer to the manual to learn how the property and evidence tasks are to be accomplished. Additionally, a Property and Evidence Unit Procedures Manual can be the basis for a new Property and Evidence Unit employee training program. In terms of contingency planning, should the Property Officer/Evidence Custodian suddenly leave his/her assignment due to illness and the replacement is someone who has not worked in the Property and Evidence Unit before, the Procedures Manual can be an invaluable asset as they learn what must be done and how it is to be accomplished.

The goal of this article is to assist the property and evidence officer in two specific ways:

1. Assessing the current directives related to the operation of the Property and Evidence Unit, and
2. Providing a guide to the writing and development of a Property and Evidence Unit Procedures Manual.

NOTE: *THIS IS NOT A PACKAGING MANUAL. The Procedures Manual is NOT INTENDED FOR THE SUBMITTING OFFICER, rather, it is written for the Property Officer/Evidence Custodian and his/her Supervisor and Manager.*

Writing the Property and Evidence Procedures Manual

The following will provide you with a guide to actually writing your Property and Evidence Unit Manual. For each section of the Manual you will find a list of "Essential Policy Elements" that are recommended for each topic that is covered in your Procedures Manual. Also included for each topic is a "Sample Wording" for the manual.

SECTION A: Purpose and Scope

This introductory paragraph explains the purpose of this Property and Evidence Unit Procedures Manual.

Sample "Purpose and Scope" statement for a Property and Evidence Unit Procedures Manual:

The purpose of this Property and Evidence Unit Procedures Manual is to provide direction and guidance regarding property and/or evidence that comes into the possession of the Property and Evidence Unit. The procedure addresses responsibilities of those assigned to the Property and Evidence Unit as well as their supervisor and manager. This Procedures Manual complements two other Department Directives that pertain to property and evidence, i.e. the General Order on Property and Evidence and secondly, the Department's Property and Evidence Packaging Manual.

SECTION B: Definitions

At the beginning of a Property and Evidence Unit Procedures Manual it is helpful to have a list of terms being used, along with an explanation or definition of those terms. It is important that all who are bound by the Manual have a clear and common understanding of what is meant by things such as: audit, inventory, found property, diversion, etc.

Sample "Definitions" statement for a Property and Evidence Unit Procedures Manual:

In order to ensure that there is no ambiguity or confusion as to terms utilized and referred to in this Manual, the following definitions are provided. (The word[s] and definitions should then be provided in the Property and Evidence Unit Procedures Manual).

SECTION C: Approval of Property and Evidence Procedures Manual

The finalized Property and Evidence Unit Procedures Manual, and any subsequent updates, should be approved by the supervisor/manager responsible for the property and evidence unit. A dated letter of approval should be maintained with the Property Manual. Any subsequent changes should be reviewed, approved and documented with a new letter in the preface portion of the Procedures Manual.

SECTION D: Table of Contents

The following topics and sub-topics will provide you with some essential policy elements to be included in your Procedures Manual, as well as some sample wording. NOTE: These are just suggestions and should be reviewed and modified based upon the unique statutory/time requirements and legal requirements in your state and/or county/city/municipality.

Continued from Previous Page

Property and Evidence Unit Procedures Manual - cont'd.

Section 1 - Staffing and Duties

- 1.1. Responsibilities/Duties/Tasks of the Property Officer/Evidence Custodian
- 1.2. Duties of the Property and Evidence Unit Supervisor
- 1.3. Duties of the Property Officer / Evidence Unit Manager

Section 2 - Training

- 2.1. Training of the Property Officer/Evidence Custodian
 - External Training
- 2.2. Training of the Property Officer/Evidence Custodian
 - On The Job
- 2.3. Training of the Property Officer/Evidence Custodian
 - Documentation of Training
- 2.4. Training of the Property Supervisor
- 2.5. Training of the Property Supervisor (awareness of employees requirements)
- 2.6. Training of the Property Supervisor
 - Documentation of Training
- 2.7. Training of the Property Manager
- 2.8. Training of the Property Manager (ensure requirements are in place)
- 2.9. Training of the Property Manager
 - Documentation of Training
- 2.10. Training on the Use of the Evidence Tracking and Management Computer System
- 2.11. Responsibility for Scheduling and Documenting of Training for Property/Evidence Unit Staff
- 2.12. Time Requirement for the Completion of Mandated Training
- 2.13. Professional Certification
- 2.14. Membership in Property Officer Association

Section 3 - Supplies and Maintenance

- 3.1. Ordering Supplies
- 3.2. Maintenance of Property and Evidence Unit
- 3.3. Physical Security of the Property and Evidence Unit (doors, windows, ceiling, walls, etc.)
- 3.4. Reporting Malfunction and/or Safety Issues
- 3.5. Documentation of Safety Issues
- 3.6. Temporary Locker Maintenance

Section 4 - Department Directives

- 4.1. Updating Property and Evidence Unit Procedures Manual
- 4.2. Updating Department's Packaging Manual
- 4.3. Updating Department's General Order(s) on Property and Evidence

Section 5 - Security

- 5.1. Access to Property and Evidence Unit
- 5.2. Escort of Visitors in the Property and Evidence Unit
- 5.3. Access Log
- 5.4. Retention of Access Log
- 5.5. After Hours Entry into the Property and Evidence Unit
 - Property and Evidence Unit Personnel
- 5.6. After Hours Entry – Non Property and Evidence Unit Personnel/Emergency Entry
- 5.7. Issuance of Keys
- 5.8. Personnel Authorized to Possess a Key
- 5.9. Duplication of Key or Loss of Keys
- 5.10. Change of Locks and Combinations
- 5.11. Access Control / PIN (Doors and Alarms)
- 5.12. Alarm System – Possession of Codes / Testing
- 5.13. Alarms Activation and Deactivation
- 5.14. Duress/Panic Alarms

Section 6 - Audits and Inspections

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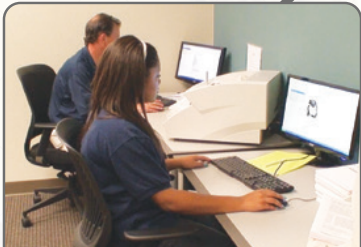
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WE GET MAIL...

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.

Barcoding Guidelines

Dear Joe,

What information does the IAPE recommend an agency include on its barcode label?

Margaret Loveall
Property and Evidence
Sapulpa Police Department, Oklahoma

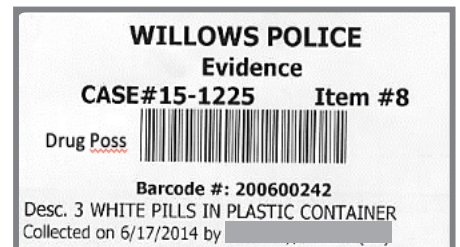
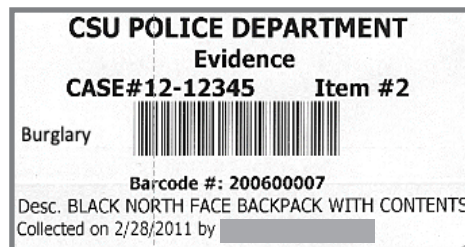
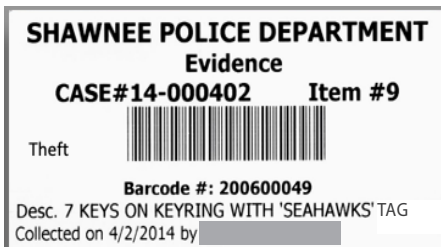
Hi Margaret,

We recommend you include the following:

Department, Category (Evidence, Found, Safekeeping, For Destruction)
Case Number
Item Number
Crime Type
Description of Item
Collector and Serial Number
Data / Time

See sample barcodes provided.

Joe



Thank you, and thank you for the visual examples.

Margaret

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WE GET MAIL...



Using Evidence Room for Storage

Mr. Latta,

Our police department is in the process of moving into a brand new building with a much bigger Long-Term Storage room. There has been some discussion by certain individuals about wanting to store items that aren't under the control of the Evidence Tech just because we have more space down there.

I don't think this is a good idea for accountability and security. I looked up IAPE Standard Section 8 and see that only authorized staff should have access to these areas. However, it does talk about having an access log for all those that need to enter the evidence rooms. The reasoning provided was for evidence processing of large items or for HVAC maintenance, and both of those reasons are understandable.

I'm trying to provide a reason that storing items which aren't related to Property/Evidence in secured areas is not a good idea.

Does IAPE have an opinion on this, or is there something in the standards that I missed which states regarding why storing items not associated to Property/Evidence in a secure area is not recommended for "reasons A, B, and C"? I would think allowing unauthorized individuals in the secured area, even if there is a log, can raise questions/concerns about chain of custody during a trial.

Any advice or assistance would be greatly appreciated.

Thank you,

Sergeant B. R. Heilman
Administrative Services Division
Records & Technical Services Supervisor
Manassas City Police Department, Virginia



Sgt. Heilman,

Do you have the latest standards that we distributed in last 30 days to members?

You can refer to the sections I have listed below:

5.2.4. Evidence Packaging Materials and Supplies

5.2.4.1. Property and Evidence supplies that are stored in the Property Room should have a designated location.

5.2.4.2. Department supplies or equipment should not be stored in the Property Room.

The reasoning is to keep unauthorized personnel out of the property room. If anyone is having to retrieve something other than evidence, the evidence tech will have to escort them each time - thereby interrupting them from performing their assigned duties.

Since there is so much space, is there any way of caging off an area and have doors from the exterior that only go into the cage? (See photo.)

Joe

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IAPE PROFESSIONAL STANDARDS - V4

IAPE PROFESSIONAL STANDARD 3.0 - PACKAGING

3.0. PACKAGING

PURPOSE: To provide guidelines for personnel on how to package property or evidence and what standards are acceptable

3.1. REQUIREMENTS

- 3.1.1. Packaging will be used to protect items of evidence from the loss of evidentiary value due to cross-contamination, loss, or degradation.
- 3.1.2. Non-evidentiary items (such as found property or safekeeping) will be packaged similarly to allow for uniform storage of envelopes, boxes, or bags.
 - 3.1.2.1. Items too large to be completely packaged will be tagged or labeled.
 - 3.1.2.1.1. Any area of the item where evidence may be collected will be protected for processing, analysis, or forensic testing.
- 3.1.3. Packaging and submission guidelines will be developed in a manner that provides the submitting personnel direction in the approved method of both documenting and packaging property and evidence.
- 3.1.4. Policy will be developed with appropriate packaging methods to meet requirements of the local crime lab and the agency's own storage requirements.
- 3.1.5. Training should be provided to all submitting personnel on proper methods for documenting and packaging property and evidence.
- 3.1.6. A Packaging Manual should be developed that uses digital photos or short videos with a brief narrative description demonstrating proper packaging standards.
- 3.1.7. Policy will have a "Right of Refusal" statement that includes a notification to the submitting employee that a correction will be made before the item will be accepted into inventory.
 - 3.1.7.1. The item requiring a correction must be secured in a manner that will not compromise its chain of custody pending the correction. The agency should document these actions.
 - 3.1.7.2. Policy will establish the deadline for corrections.
- 3.1.8. Policy will establish the information required on a package, tag, or label.
- 3.1.9. Policy will define how multiple items in a single package will be labeled/identified.
 - 3.1.9.1. Policy will require that all high liability items, such as guns, drugs, jewelry, medications, and money be packaged and documented separately to facilitate secure storage.
- 3.1.10. Policy will require appropriate warning labels be used on all items suspected of being contaminated with biological or chemical hazards.
- 3.1.11. Sealing tape, which will clearly be identified as damaged or broken if any attempt to open or tamper with packaging has occurred, will be used on all packages to ensure that the integrity of the item is maintained.
 - 3.1.11.1. Personnel sealing evidence will place their initials or mark on, across, or under the taped seal.
- 3.1.12. Color-coded adhesive labels or other color-coded tags may be used to designate specific types of evidence or to designate what year the item was submitted.

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IAPE STANDARD 3.0 - PACKAGING - cont'd.

3.2. PACKAGING STATION

- 3.2.1. A clean area with adequate lighting, counter space, and access to supplies will be designated for the packaging of property and evidence.
 - 3.2.1.1. All items of evidentiary value should be handled as if a DNA analysis is pending unless instructed otherwise.
- 3.2.2. Packaging station countertops will be constructed of a non-absorbent material that can be properly decontaminated.
- 3.2.3. Personal Protective Equipment (PPE) will be available to employees in the packaging area.
- 3.2.4. A fume hood should be provided to supplement PPE while packaging dangerous items such as fentanyl.
- 3.2.5. An emergency fentanyl exposure kit (NARCAN) will be available.

3.3. PACKAGING OF SEXUAL ASSAULT EVIDENCE

- 3.3.1. Policy will address how sexual assault kits and other related evidence are to be packaged/labeled. Policy to be consistent with local crime lab requirements.
 - 3.3.1.1. Items will be packaged separately and not commingled with other items to prevent cross contamination.
 - 3.3.1.2. Biohazard labels will be attached to all packages if biohazards may be present.
 - 3.3.1.3. Plastic bags will not be used for long-term storage of biological evidence.
 - 3.3.1.4. When transporting wet evidence to the crime lab, there may be instances where plastic bags may be necessary for short-term containment.

- 3.3.1.5. All sexual assault kits and crime scene sexual assault evidence collected should have a conspicuous identifier attached to indicate the item has been analyzed.

3.4. PACKAGING AND LABELING OF HOMICIDE EVIDENCE

- 3.4.1. Each item of homicide evidence will be individually packaged and labeled to protect the item from cross-contamination, loss, or degradation.
- 3.4.2. Labels or stickers identifying biohazards will be available and used on all items suspected of being contaminated with bodily fluids.
- 3.4.3. All homicide evidence should utilize some type of identifying or unique labeling or marking to designate its category.

3.5. OTHER SPECIALIZED HANDLING OF POTENTIAL HOMICIDE EVIDENCE

- 3.5.1. Policy will provide guidance on how evidence in cases with the potential to become a homicide investigation should be protected. Other cases may include suspicious suicide or sudden death, accidental death (overdose), attempted murder or aggravated battery with grave injuries, or wrongful death (civil case).
 - 3.5.1.1. This may be accomplished with special labeling or specific storage locations.

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IAPE STANDARD 3.0 - PACKAGING - cont'd.

STANDARD 2 – PACKAGING REASONING

3.1. Requirements

Reasoning: Guidelines will be developed in a manner that provides personnel direction in the approved method of both documenting and packaging property and evidence. The purpose of appropriate packaging is to both protect the evidentiary value of the item inside while providing a uniform size container that permits more efficient storage and retrieval.

Guidelines should also provide a mechanism for items that are not documented or packaged in the required manner to be returned to the submitting employee for correction which is referred to as the "Right of Refusal".

To ensure that all property and evidence is packaged and documented in a manner that meets local crime lab standards for submission, and storage requirements for the agency, it is important that training be provided. Training for property room personnel can be beneficial.

Information that should be recorded on the package, label, or tag includes:

- Case number
- Item number or unique identifier
- Date of submission
- A description of the item(s)
- The collector's name
- The employee ID or badge number
- Type of case

Avoid using the term "miscellaneous items" to describe multiple things. Each item should have a specific description for identification purposes.

Items that contain a known hazard should be identified by using a label that emphasizes the hazard. Examples include "biohazardous", "fentanyl", "caution", "flammable" or other warning label for personnel handling the items.

Use of color-coding (stickers, tags, labels, etc.) may be useful in identifying items of safekeeping, found property, sexual assault, homicide, officer-involved shootings, or other categories of property or evidence. Color coding can also be used to store items by year or date. This may help in locating items that can be disposed of more quickly or be retained for longer based on the color-coding system developed.

3.2. Packaging Station

Reasoning: Since all evidence is likely to contain trace DNA, all items of evidentiary value should be handled as if a DNA analysis was pending unless instructed otherwise.

Any area where packaging and documentation is occurring, such as counters, tables, or desks, must be maintained in a manner that reduces any cross-contamination from prior cases. To ensure the workspace is free from any contaminants from prior items processed, policy should ensure that there is some type of routine decontamination of the area.

Because of possible DNA cross-contamination, the packaging station(s) countertops and tables should be constructed of a non-absorbent material that can easily be cleaned with an anti-biological agent such as 10% solution of bleach and water. An agency will provide for the safety and well-being of personnel while handling and packaging of all items of property or evidence.

3.3. Packaging of Sexual Assault Evidence

Reasoning: All sexual assault evidence must be packaged and labeled in a manner that meets the needs of the local crime lab to ensure that later forensic testing and later court presentation will not be compromised.

A unique label that identifies that a sexual assault kit has been analyzed provides a quick method of visually noting whether there are items in the inventory that have not been tested.

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IAPE STANDARD 3.0 - PACKAGING - cont'd.

3.4. Packaging of Homicide Evidence

Reasoning: A large percentage of homicide evidence may contain DNA or trace evidence. Special attention will be given to ensure that all biological and trace evidence is preserved in a manner that protects it from cross-contamination, loss, or degradation.

Labeling homicide evidence with identifiable homicide labels or tags is strongly recommended

to ensure the item(s) are not inadvertently or prematurely released or destroyed.

3.4. Other Specialized Handling of Potential Homicide Evidence

Reasoning: Guidance needs to be provided that instructs property room personnel on any special requirement for items for which status could be changed in the course of time for further investigation.

Have you joined the IAPE Facebook community page yet?



Did you know that IAPE has two Facebook pages to keep you updated on what is going on in the property and evidence community?

Our **MAIN PAGE** is IAPE – International Association for Property and Evidence, Inc. On this page we post current news stories, upcoming classes, and trending topics related to property and evidence.

<https://www.facebook.com/InternationalAssociationforPropertyandEvidence>

It will have our logo and look like this:



Our **COMMUNITY PAGE** is a place for IAPE members and non-members to share information, ask questions, and network with each other. For example:

Are you looking for a form or policy to cover a specific situation? Group members can post a question to the group and see what other members have to say.

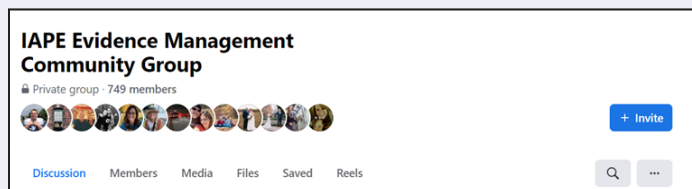
Are you looking for a place to destroy guns? Post a message to the group asking members in your area where they destroy firearms.

Do you have an interesting story that IAPE has not come across yet? Post it and create a discussion!

The main purpose of this group is to share ideas, resources, and networking. Find page at this link:

<https://www.facebook.com/groups/1036008817276044>

It will look like this:



There are two short membership questions to answer. If you answer the questions your membership will be approved. Please feel free to share this link with any non-member who works in the property and evidence field.

If you have any questions about either of the Facebook pages please contact Rick Meadows III at: rmeadows@iape.org.

Looking forward to hearing from you!



You can also find us on **LinkedIn**

https://www.linkedin.com/company/international-association-for-property-and-evidence/?viewAsMember=true&original_referer=https%3A%2F%2Fhome.iape.org%2F

Property and Evidence Unit Packaging Manual

By: Joe Latta, Executive Director, IAPE



Packaging will address safety risks, storage difficulties, and other problems created by the variety of packaging methods used by officers and others when booking property and evidence into law enforcement property rooms. More importantly, it will present the concepts of a "Property Packaging Manual"

and a single policy, the "Right of Refusal," as solutions to those issues. Also included are some examples from outstanding Packaging Manuals, and a suggested memo template for use when the Right of Refusal policy is implemented.

History / Commentary

At least one of almost everything created by modern man has at one time or another been in a police department property room. Input from over 15,000 law enforcement property and evidence professionals attending the IAPE Property and Evidence Management training courses aid in confirming this statement. Attendees are always encouraged to share in class some of the notable and/or bizarre items that have come into their custody, and it is still fairly often that we add something new to the list. We call this class exercise "I've Got Something You Don't Have!"

Among the more unusual items have been:

- whale blubber (used as barter currency in Alaska)
- casket (body missing)
- tattoos (portion of skin from an unidentified corpse retained for future ID)
- animals (live and stuffed versions)
- bombs, grenades, and dynamite (many have evacuated property rooms)
- soiled diapers and Depends (just sniff to locate)
- wooden legs (assault weapons)
- snake (live, weapon in an assault)
- bowl of chili (containing poison from attempted murder)
- rocks (doesn't everybody?)
- expended rocket launcher (found property)

One of the most difficult issues property officers deal with is the variety of methods officers use to describe and package evidence. Improperly packaged items take up excess storage space, resulting in additional time required when retrieving for investigation, temporary release, or disposition. To operate an efficient property room, management must establish uniform packaging standards that officers are mandated to follow.

It is not surprising that there is a lack of consistency in how items are packaged in so many agencies. Most officers are taught by their Field Training Officers (FTOs), who were taught by their FTOs, who were taught by their FTOs, back to before the time that we had professional property and evidence operations. With this process, you are almost certain to see changes with each new group of trainees.

A very successful fast food restaurant chain solved a similar problem. The original chef/owner knew how to make great food and was determined that all his cooks learn to prepare food exactly like him without risking that skills changed a little bit each time they were passed to a new employee. Instead of teaching a few people to train others (like FTOs), the founder teaches every cook himself via a video made for each food product. Every new cook follows the video and does it exactly the same. If a local store manager notices something different about an item being served, that cook is sent back to review the original training video, instead of to a 2nd or 3rd generation cook trainer.

Most law enforcement agencies have strict policies to use as instruction guides with officers and deputies to ensure they teach the same laws and skills to every new class of recruits, but very few follow that same sound strategy in the property and evidence function. Sound policies, operating procedures, and packaging standards are imperative for every law enforcement agency's property and evidence unit, just as they are for officers and deputies for field issues, or as we saw previously, for a cook preparing a specialty dish.

One of the elements in documenting policies and procedures of handling evidence is instruction in how to package items being submitted. What appears at this time to be the most successful technique for maintaining consistency is a Packaging Manual with detailed written instructions accompanied by photographs or video clips showing exactly how each of the primary types of evidence is packaged. If an employee has to package an item of evidence for submission to the property room and wasn't taught (or more likely doesn't remember) exactly how to do it, he or she can go directly to the Property Packaging Manual to see the step-by-step procedure illustrated for that type of item.

Fortunately, resources are available to develop those policies, procedures, and packaging standards. Utilizing the following process, you can develop a professional operation, and also help ensure that it will continue to be in compliance with those standards that have been established.

Setting the Standard: Make Your List

There are no federally mandated national standards for packaging evidence, part of the reason being that various local courts, crime labs, and other involved organizations may place mandatory requirements or standards on the law enforcement agencies in their areas. Therefore, primary considerations in the establishment of packaging standards are the protection of the evidence, specific storage needs of the property room, and any specific requirements required by the crime lab or other stakeholders with which they regularly work.

Commonly a crime lab may specify, and in some cases provide, a "Narcotics Envelope" required to be used for submission of narcotics or other drugs to be tested. Obviously, that needs

Continued from Previous Page

Property and Evidence Unit Packaging Manual - cont'd.

to be incorporated into your agency's Packaging Manual. The crime lab may even have published instructions that could be incorporated directly into your Packaging Manual.

Another consideration needs to be agreement between your agency management and property room personnel on how certain items of property and evidence need to be stored. For example: if there is a strong feeling among management that handguns are best stored in a gun box, then the standard needs to be developed around that scenario, and storage locations provided accordingly. If management also feels that the verification of serial numbers by the property officer is important, then standards need to direct the submitting officer not to secure the box, so that the property officer can confirm the serial numbers upon submission.

The next major step toward establishing a Property Packaging Manual is to identify the types of items that are routinely booked into the property room. Those that "make the list" are the ones that will be individually addressed in the manual. The list below includes items that are most typical for property room storage.

- ammunition
- bicycles
- biohazardous materials
- blades or bladed weapons
- bulk items (TVs)
- cell phones
- computers / tablets
- currency
- digital media
- documents
- electronics
- explosives/fireworks
- firearms
- flammables
- hazardous materials
- jewelry
- latent fingerprints
- narcotics
- photographs/film
- sexual assault evidence
- syringes/sharps
- trace evidence

NOTE: Each department may have some specific needs based on location or other specific factors that the list must incorporate. If you live in a beach community, the list may contain surfboards and scuba equipment; a lake community may deal with boats, trailers and fishing gear; and a rural community may have to facilitate farming equipment.

Stakeholders Input Crime Lab, Prosecutors, Evidence Custodian (Property Officer)



As a critical part of developing the Packaging Manual, it is important that any stakeholder who handles the submitted evidence be a part of the equation. For example, some crime labs

may provide their users a specific type of packaging for the submission of drugs or other evidence with printed prompts for information needed by lab technicians. If the crime lab provides the packaging, the provided package then becomes the standard and your department needs to comply. The required lab standard then may become the storage standard for the department.

Memorializing the Standard

After the packaging standard has been developed and approved, package an item and take photos at each stage of the process. The final photo should be of the packaged item and its paperwork ready to be submitted. In the approved packaging and labeling, include items and barcode placement.

The narrative should also describe each step thoroughly. The described method and photos then need to be published in a Packaging Manual and maintained in the evidence packaging area or report writing room.

Be creative! In a small agency, the concept of a Packaging Manual can be implemented as simply as posting a few photographs and instructions printed on note cards on a bulletin board in the evidence packaging area.

A few progressive agencies have chosen to take a short 30 - 45 second video with narrative instructions and post on YouTube.

If the Property Manual is on a computer, it needs to be on one that is convenient to the property and evidence packaging area, and accessible to everyone who would need to package evidence. This is especially important after hours when fewer people are available to answer questions.

REMEMBER: Even the best Property Packaging Manual is worthless if it is not immediately available to the people who need to use it, and if it is not supported by management.

A final consideration is maintaining the ease of updating the photo-based Property Packaging Manual, whether it is hard copy or digital. The keys to the manual's success are easy-to-follow instructions and something visual to let the submitting officers know what the package is supposed to look like when ready for submission.

Storage Requirement

In instances where the crime lab does not have mandatory forensic requirements, the department must select the packaging based on the most efficient method for storing the evidence considering shelving and other physical constraints.

Continued from Previous Page

Property and Evidence Unit Packaging Manual - cont'd.

Storage Requirement - cont'd.

The vast majority of submitted property and evidence can be stored in a limited number of different sizes of envelopes, pouches, bags, or boxes. Matching container size and shape to storage locations allows maximizing efficiency of storage.

Utilizing the "list" of items, a decision needs to be made by staff on how each of the typical items can be most effectively stored to best utilize space and minimize retrieval time. It is suggested that for most law enforcement agencies, an assortment of two or three different sizes of manila envelopes can facilitate storage of 50% - 75% of submitted evidence. Remember that storing unusually large and/or bulky items takes up a disproportionate amount of space. Several thousand envelopes can be stored in less than the space needed for one couch.

Packaging Manual Examples



On the following pages we are providing some examples of ways to put together a photo-based Property Packaging Manual. These have been taken with permission from the Property Packaging Manual of the Manatee County Sheriff's Office, a large and active Florida law enforcement agency with a very progressive and professional property and evidence operation.

Thanks, Manatee.

Packaging Electronics **EXAMPLE**

This includes: CD/DVD players, game systems, GPS, headsets, radios, cameras and similar items.

Most of these items have a hard-drive / memory card and should be packaged in a pink evidence bag.

If prints are being requested, place in a paper bag or box, and then in the pink bags, and use appropriate stickers.

There are several different sizes of bags you can use and they are available in every drop room.

Seal package and notate your ID #, initials, and date - 1/2 on the seals and 1/2 on the package.

The barcode label goes on the top left of the package.

You STILL need to fill out the one on the package since it has information that is not on the barcode label.



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Property and Evidence Unit Packaging Manual - cont'd.

Jewelry **EXAMPLE**

Jewelry is to be packaged in plastic.

If fingerprints are requested, package in paper envelope/bag and use appropriate stickers.

If items have blood or unknown bodily fluid, use appropriate stickers and notate on package and on property receipt.

Do not list as "miscellaneous jewelry." List each type separately. Example: If you have a "pair" of earrings, the quantity will be 2, if you have 3 bracelets, the quantity will be 3 and in additional description you can list what they look like.

Make sure your property value is listed also. If it is an expensive item, that will be determined where they are stored.

Seal package and notate your ID #, initials, and date - 1/2 on the seals and 1/2 on the package.

The barcode label goes on the top left of the package.

You STILL need to fill out the one on the package since it has information that is not on the barcode label.



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Continued from Previous Page

Property and Evidence Unit Packaging Manual - cont'd.

U.S. Currency **EXAMPLE**

**** U.S. currency must be packaged separately from all other evidence****

All U.S. currency (bills and/or change) should be packaged in a *Money plastic bag*. Fill out the front of the bag and make sure you and your verifier sign in the correct spots.

**** Two people must always count money. Also, if the money total for the case is \$5,000 or more, you must contact your supervisor. See GO 5006 for detailed instructions.**

Make sure you sign your seal before ripping off the tab to seal the top of the bag.

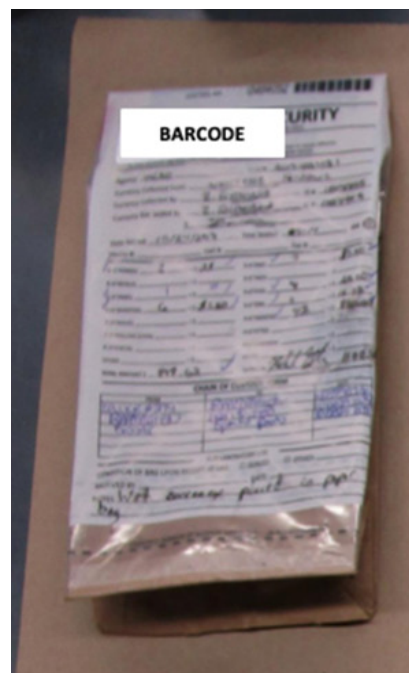
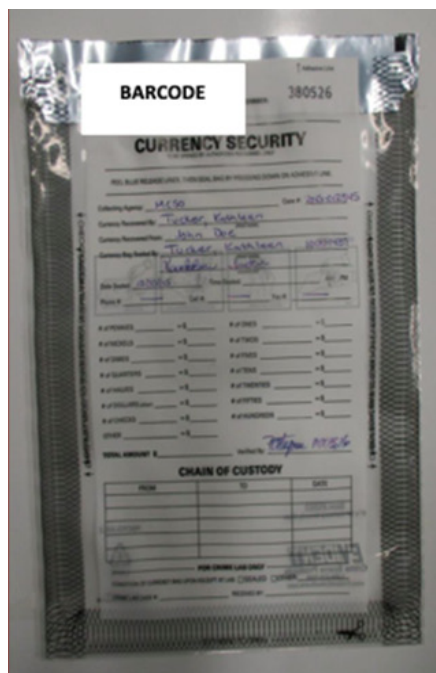
If the currency is contaminated, please use appropriate stickers indicating what it is contaminated with.

****If your money is WET, place money in a paper bag. Fill out the plastic currency bag and tape it to the front of the paper bag. Once P & E gets the money, they will lay it out to dry, and once dry, it and the paper bag will be placed in the plastic currency bag.**

*****Foreign currency and counterfeit money will be explained on the next page.*****

The barcode label goes on the top left of the package.

You **STILL** need to fill out the one on the package since it has information that is not on the barcode label.



Continued from Previous Page

Property and Evidence Unit Packaging Manual - cont'd.

Firearms **EXAMPLE**

ALL firearms should be checked through FCIC/NCIC prior to submission. Notate any information received from your findings. All firearms are to be unloaded and secured prior to submission.

When dealing with firearms, first make sure that it is unloaded, cleared, and safe. Package firearm in a paper bag, paper sleeve, or cardboard box (depending on its size). **Package the firearm and magazine in the same package.**

Remove all ammunition from firearm and magazine, and package separately. The outside of the package **MUST** indicate that a firearm is inside and is "firearm safe" or "firearm loaded."

Place a zip tie through the top of the firearm down to the magazine area. **DO NOT** place the zip tie down the barrel. FDLE does not like that as it can cause damage and alter identifying characteristics and interfere with the testing process.

***** List as much information as possible about the firearm on the package.**

This is to include caliber, color, make, model #, serial #, and action type (semi-auto, revolver, etc.)

There are several firearm stickers to use on your package. Please use them and write on your package the type of firearm inside. This will alert us to what we are about to remove from a locker, how we are to handle it, and where we are going to store it.

If the weapon has blood or unidentifiable fluids on it, mark the package with a biohazard sticker.

If fingerprints are requested, use appropriate sticker since that gets completed before sending to FDLE for NIBIN.

*If firearm is LOADED, use appropriate stickers and place in loaded firearm locker (there is a dedicated locker in every drop room). Send us an email letting us know so we are prepared and can take appropriate safety precautions.

Seal package and notate your ID #, initials, and date - 1/2 on the seals and 1/2 on the package.

*If firearm is recovered in water, keep it submerged and contact Crime Scene. DO NOT air dry or condition will deteriorate.

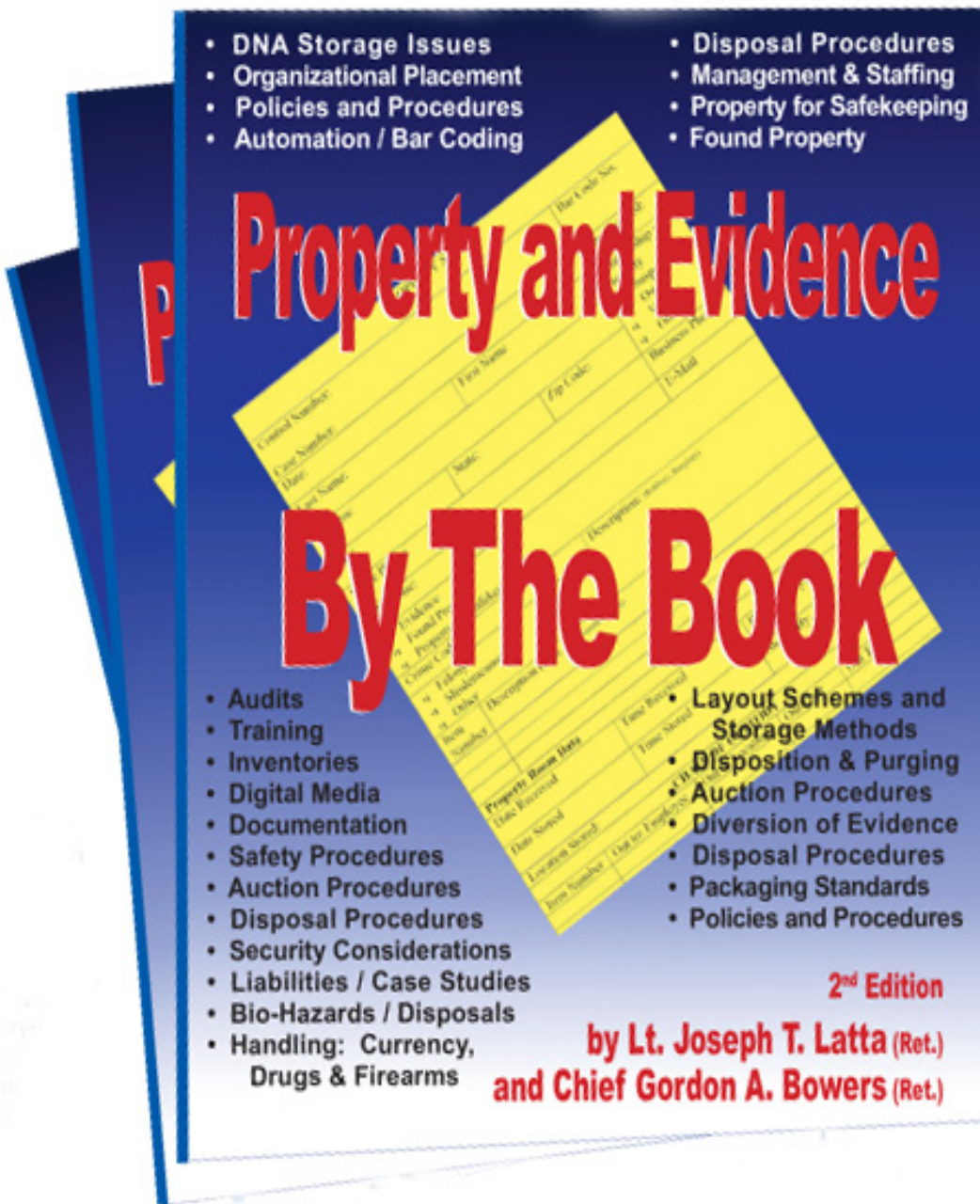
The barcode label goes on the top left of the package.

You STILL need to fill out the one on the package since it has information that is not on the barcode label.



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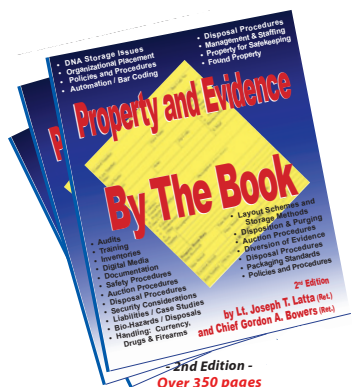
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WE GET MAIL...



Storage of Clippings

Hi Joe -

Can you recommend best practices for hair and nail clippings?

I've been told to by some people to store them in the freezer and by others to keep them in an evidence box at room temperature. What is the best?

Gina Hollingshead
Evidence Custodian
San Joaquin Sheriff's Office, CA



Gina, here you go!

*The NIST Biological Preservation Handbook * guidelines for hair - both short or long term - is temperature controlled; however they also say room temperature is acceptable.*

The same should be fine for nail clippings.

*Easy-peasy!
Joe*

* Link to NIST Handbook here:

<https://www.nist.gov/publications/biological-evidence-preservation-handbook-best-practices-evidence-handlers>



EVIDENCE LOG SEEKS SUBMISSIONS

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

*If you have information to share on a topic related to property and evidence,
or have anything of interest that you would like us to consider for publication,*

please send your submission to:

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

What Is the Difference Between a Policy and a Procedure and Why Do We Need Them?

By: Rick Meadows III, IAPE Board

During every IAPE class, we talk about policies and procedures. The instructors ask the students in the class if anyone ever looks forward to writing policies and procedures. The answer is always a resounding NO. After 10 years of teaching evidence room management classes in Ohio and with IAPE, I am no longer surprised that many departments still do not have a policy for their evidence room. Even fewer departments have a procedure manual to guide their employees assigned to the evidence room on how to do their job. Every organization needs policies and procedures to operate effectively.

What is the difference between a policy and procedure? Policies are general guidelines for decision making or actions to take when encountering a situation. Procedures are how organizational employees are supposed to carry out a policy. Think of procedures as the "how" to do something. For example, in our 2-day Evidence Room Management class we talk about having a policy about turning in evidence by the end of the shift. This topic is also covered in our newest standards, that were released last month, under 6.1.1. In most circumstances, it's possible to turn in evidence by the end of the shift, but for those situations in which this is not possible, your policy should include the ability for a supervisor approve an exception to the policy in writing. This situation is covered under standard 6.1.4. A procedure manual would cover how employees are to turn in the evidence and where it is stored.

We need policies and procedures so that all employees act in a certain way. Take for instance the situation above in which IAPE has standards for booking evidence into the evidence room by the end of the shift. Can anyone truly make an argument that is not a good idea? If evidence is not booked into the evidence room in a timely fashion, it runs the risk of being lost, forgotten, or even stolen. Take a few minutes and Google "Orange County Sheriff's Office mishandled evidence" and read the news stories about deputies being fired, placed on a Brady list, or criminally charged for not booking evidence in a timely manner.

There is an old saying about policies and procedures: "What is worse than not having a policy or procedure?" The answer is "Having a policy or procedure and not following it." Based on my experience, departments have policies and procedures for several reasons. The first is they are

trying to lessen liability in a specific area, so they are required to write a policy and/or procedure. The second is the department is trying to obtain some type of accreditation, such as CALEA, or meet a legal requirement. The third reason is someone at the department screwed something up which resulted in a policy and/or procedure being created.

When I am asked to review a department's policy, there is one area that is almost always disregarded: Many departments do not conduct inventories of their evidence rooms. Based on my experience, about half of the departments do not conduct regular inventories and many can't remember the last time an inventory was conducted. Inventories help protect the agency from theft and mishandling of evidence. IAPE Standard 16.1 covers the topics you should include in writing a policy for inventories. Inventories are a great way for your agency personnel to put "eyes" on every piece of property in the evidence room. You never know what you might find. In a recent class, one of the students told a story of how they were asked to assist a neighboring department with their evidence room inventory. While conducting the inventory they found a cooler that had been taped shut with a sign taped to the top that read, "Do not open – contains cyanide." Yikes!!!! How did that even make it into the evidence room? I guarantee that either there was a lack of policies and procedures, or policies and procedures were not followed.

As an IAPE member, we have given you the roadmap to writing successful policies and procedures. Look at the newly released standards you should have received recently and use them as a roadmap for creating what your agency needs. Writing the policies and procedures won't be the most exciting thing you have done in your career, but it beats being fired or going to prison.



CONGRATULATIONS!



to all of our most recently designated
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CERTIFICATION REQUIREMENTS & PROCEDURES

www.iape.org

CPES - CERTIFIED PROPERTY AND EVIDENCE SPECIALIST

Requirements

There are 5 requirements that must be met in order to become a Certified Property & Evidence Specialist (CPES):

1. Applicant must have attended and completed the IAPE two-day "Property & Evidence Management Class", or completed the online video class.
2. Applicant must have served in a Property and Evidence function for:
 - a. One year as a full-time assignment **OR**
 - b. A total of 2,080 hours (one year equivalent) as a part time assignment
3. Submit application and testing fee.
4. Achieve a satisfactory grade on the CPES online test.
5. Be a current dues paid member of IAPE and must remain a member during the period of certification.

Procedures - Steps to apply:

1. Complete the CPES Application.
2. Submit Application and fee by either of these options:
 - a. Fill out and submit online application at www.iape.org (certification tab). Follow prompts to pay online. **OR**
 - b. Fill out application and choose Pay by Check option at check out. Mailing address will be on the invoice.

CPES Online Test

Once your application and testing fee have been received, and your related experience verified, you will be sent an email with login information and the time frame for your Online Certification Test. You will need a computer with access to the internet for 60 minutes. Once completed, you will receive notification of the outcome immediately. Should you be unsuccessful in your first attempt, you will have one more opportunity to take another version of the test, included in your initial fee. After successful completion of your test, your official IAPE Certified Property and Evidence Specialist certificate will arrive within 2 – 3 weeks via USPS mail.

CCPES - CORPORATE CERTIFIED PROPERTY AND EVIDENCE SPECIALIST

Requirements

There are 5 requirements that must be met in order to become a CORPORATE Certified Property & Evidence Specialist (CCPES):

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2. Applicant must have served in a Property and Evidence function for:
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 - b. A total of 2,080 hours (one year equivalent) as a part time assignment
3. Submit application and testing fee.
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 - Steps to apply:

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2. Submit Application and fee by either of these options:
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RECERTIFICATION PROCESS

Recertification Requirements

These are the requirements that must be met to become RECERTIFIED (*applicable to CPES and CCPES*)

1. Renewal of IAPE annual membership dues for each of the five years of certification
2. Attendance at another IAPE two-day live or online video class during the five-year term of certification
3. Submission of a Recertification Application with payment of \$100 fee for the recertification by either of these options:
 - a. Fill out application and submit online at www.iape.org (Certification Tab) and follow prompts to pay online.
 - b. Fill out application a choose pay by check at check-out. Mailing address will be on the invoice.

Online Test - NOT REQUIRED

NOTE: Recertification is for another 5-year period.

INTERNATIONAL ASSOCIATION for PROPERTY and EVIDENCE, Inc.
RECERTIFICATION APPLICATION
www.iape.org



TYPE OF CERTIFICATION REQUESTED

- Certified Property and Evidence Specialist (CPES) (for Law Enforcement)
 Corporate Certified Property and Evidence Specialist (CCPES) (for Private Industry)

Applicant's Full Name _____
Please print legibly

Employer _____ Police Sheriff Other

Mailing Address _____
Street City State / Zip

Business Telephone (_____) _____ E-Mail _____
Required for Online Test

**Attendance at IAPE Property & Evidence Management Class (or On-Line Equivalent)
within the last 5 years**

Attended Class _____ Completed Video Course _____
Month / Year / City Month / Year

Current Dues Paid Member of IAPE Yes No If dues are not current, call 1-800-449-4273 to re-apply.

Recertification Fee

- CPES Fee: \$100 USD (Law Enforcement)
 CCPES Fee: \$100 USD (Private Industry)

Enclosed is a check or Money Order made out to IAPE

Please charge to: MasterCard Visa AmEx Discover

Card Number Expires (Month / Year) Security Code

Signature: _____ Date: _____

E-Mail for Payment Receipt: _____ **NOTE: E-mail Address Required**

Mail completed application & payment to: 7474 Figueroa Street, Suite 125 • Los Angeles, California 90041
QUESTIONS? Payment & Billing: 1-800-449-4273 Ext.3 / Re-Certification: 1-800-449-4273 Ext. 4

CPES RECERTIFICATION REQUIREMENTS

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:

- Continued dues paid membership in IAPE
- Completion of continuing education through 1 of 2 options:
 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>)
 2. Completion of On-Line Video Training (equivalent to class attendance) Found at: http://iape.org/pdfFiles/20081129_CPES_Online_Class_Registration_Form.pdf
- Submission of a Recertification Application along with payment (\$100) and proof of completion of required training.

NOTE: Recertification is for another 5 year period.

(Recertification application can be found at: <http://www.iapevideo.com/learnmore.php>)

Questions: Billing or payment for recertification or classes,
call IAPE at: 1-800-449-4273

For technical questions regarding the online classes, please contact:
Kiley Associates at 1-631-628-2823 or e-mail: bkiley@kileyassociates.com

IAPE AVAILABLE TO TALK ABOUT OUR TRAINING

We are always glad to hear from you and respond to whatever questions you may have about any of our training programs, including certification, accreditation, and even our new supervisor's training classes.

It is important to us that we address concerns and issues that affect the day-to-day operations of your property room, and to know that we are meeting your needs.

Feel free to contact us at any time:

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Property & Evidence Management Course for Law Enforcement Agencies - 2023

This two-day course provides a unique training opportunity for Law Enforcement Personnel responsible for, or actively involved in, the operation, supervision or management of a Property and Evidence Unit.

Special attention will be given to:

- DNA Storage / Handling (NIJ / NIST)
 - Accreditation Standards
 - Management Concepts
 - Policies & Procedures
 - Packaging Standards
 - Chain of Custody (Documentation)
 - Automation / Bar Coding
 - Purging and Disposition
 - Auctions / Diversion
 - Destruction Processes
 - Audits / Inventories
 - Design and Layout Criteria
 - Environmental Concerns
 - Space Standards
 - Storage / Shelving
 - Firearm Storage / Handling
 - Narcotics Storage / Handling
 - Currency Protocols
 - Bio-Hazards
 - Case Studies / Liabilities
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• 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!

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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.

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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.

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IAPE offers in-person AND online classes...

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

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BOLO

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PROPERTY & EVIDENCE

2023

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- April 26 & 27 - Parerksburg, WV
- May 2 & 3 - Lincoln, NE
- May 15 & 16 - Commerce City, CO
- May 23 & 24 - Allison Park, PA
- June 6 & 7 - Las Vega, NV
- June 7 & 8 - Auburn Hills, MI
- June 14 & 15 - Hurst, TX
- June 26 & 27 - Burbank, CA
- June 27 & 28 - Harris County, TX
- August 24 & 25 - State College, MD
- July 24 & 25 - Joplin, MO
- August 7 & 8 - South San Francisco, CA
- August 27 & 29 - Ruston, LA
- September 6 & 7 - High Point, NC
- September 11 & 12 - Massion, OH
- October 23 & 24 - Hamilton NJ
- October 26 & 27 - Manassas, VA

SUPERVISORS

2023

- March 23 - Daytona Beach, FL
- April 13 - Marysville, WA
- May 4 - Lincoln, NE
- May 17 - Commerce City, CO
- September 4 - Massion, OH

More classes are always in the planning stages, including Hutto, TX and Duluth, MN so check for updates online... **and stay tuned!**

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See Page 3 for details.

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- 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)

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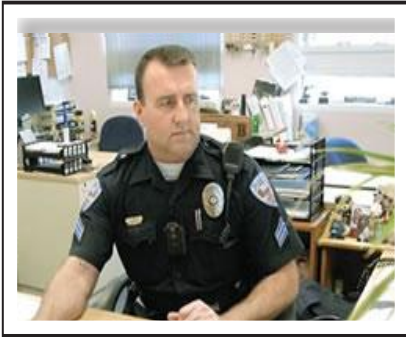
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Daytona Beach, FL

April 13
Marysville, WA

May 4
Lincoln, NE

May 17
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IAPE is committed to ensuring our accreditation practices and processes continue to be the best in the industry. The IAPE Board of Directors is excited to announce they are hard at work developing a new, user-



friendly process for law enforcement agencies to achieve accreditation. The new process will include an emphasis on our revised standards to meet industry best practices.

Look for upcoming stories in the Evidence Log from accredited agencies sharing their successes. It is the association's desire to highlight those agencies who have worked hard to demonstrate the highest standards in the field of evidence management and to share their success with all members of IAPE. We hope this will inspire your agency to pursue excellence!

Look for more information and details coming from IAPE in early 2023 – both online and in the Evidence Log. We will be making exciting opportunities available to all law enforcement agencies wishing to pursue accreditation!

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Evidence Log 2022-4

Applications submitted January 1st through October 31st will be applied for the current year.
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Title / Rank _____ E-Mail _____

Name of Agency _____ Business Phone (_____) _____

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Your local Evidence Room techs appreciate your support!

Preparing Your Property Room for an Emergency or Disaster

By: Joe Latta, Executive Director, IAPE

Many people who oversee or work in a property room have at one time or another considered it a disaster. We sometimes think we may be better off losing all our property and evidence to a flood, hurricane, tornados, earthquake, or hazmat spill. While some of us may feel that way at times, we all know we have critical evidence within our facilities that needs to be safeguarded for future prosecutions or appeals.

Many of us have evidence that may justly convict a defendant or perhaps exonerate an unjustly imprisoned inmate. For those reasons alone, we need to protect the evidence we have, and prepare for what may happen in a moment's notice. This is especially true when dealing with modern science for solving old cold cases.

Identify the Hazards In and Around Your Facilities

Property rooms notoriously are placed in basements (bowels of the building) of many public safety buildings. In most instances, this is the most hazardous place for storing valuable evidence and records. Many below-grade floors and basements have exposed natural gas lines, pressurized water lines, and waste drains running through them.

Additionally, below-ground levels are most at risk of flooding due to storm surge and seasonally rising rivers. Consider what your hazards are by doing a quick analysis of the hazards present in and around your property room and in your community. Determine how you can mitigate the effects of these hazards. Here are some questions to ask when doing a hazard analysis of your facilities:

Do you know if your facility is in a known **floodplain**? Check the United States Geological Survey (U.S.G.S.) Flood Maps by going to <WWW. USGS.gov.> If your property room is located in a floodplain, is critical property and evidence raised off the floor to minimize damage from a flood? Are computer servers and paper records also raised up off the floor? Is your data backed up to an off-site location?

Knowing the hazards under, in, and around your property room is the first step to making your

room safer. Mitigating the hazards is the next step, which may take more work and financial resources. Work with your facilities manager, the emergency manager of your community, or someone else who has the expertise to help guide you through the process on how to determine the hazards and best mitigate the effects of the hazard in your property room. Knowing what your hazards are and how you can reduce their impact will help eliminate many injuries, reduce lost or damaged property, and allow you to increase the potential for maintaining operation of your room after a disaster.

For example, some law enforcement agencies and courts in Louisiana experienced catastrophic consequences to their evidence as a result of flooding after Hurricane Katrina. Many of these evidence storage areas were in storage rooms below ground-level that were completely flooded. Knowing the local hazards for ground-level flooding may prompt agencies in these flood prone areas to store evidence and important records in attic storage areas instead.

- If you are in a **hurricane** or **tornado** prone environment, is your facility engineered to disaster-resistant construction standards? Was your building built before more stringent building codes that were instituted after recent severe hurricanes?
- If your facility is an area that is subject to **extreme winter** weather, is it built to sustain heavy snow and ice loads on the roof?
- Is your community in an **earthquake prone** area? If so, do you know where the known faults are and if you are built in a liquefaction zone? If you are in an old masonry building, have the walls been reinforced to meet the 2006 International Building Code (IBC), (this incorporates building standards from the 1933 Field Act of California).
- Is your facility in an area subject to a tsunami or a seiche (a standing wave in an enclosed or partially enclosed body of water)?

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Preparing Your Property Room... - Cont'd.

Mitigate, Mitigate, Mitigate

You may not be able to change the physical location of your property room unless you are planning a new building and location. For those who need to stay in an area with known hazards, consider mitigating against these known hazards as soon as possible.

If you are fortunate enough to have the option to relocate or are in the stages of planning a new site from your property room facilities, do your homework before the move or build to determine the safest location possible for your new facility. Knowing the hazards and presenting the facts to those who make the decisions will help in selecting the best site possible.

The following items are worthy of consideration for any site selection:

- What contingency plans are there for a disaster that renders our facilities structurally uninhabitable?
- Are you taking steps to mitigate the damage in the event of a **tornado**?
 - Is a weather radio available 24/7?
 - Are roof joists strapped to the walls?
 - Is there a "safe place" designated for personnel to shelter in place?
 - Are exterior windows tempered glass?
- Are battery operated emergency lights available?
 - Are flashlights and extra batteries immediately available?
- Is a first-aid kit available? Having the right safety equipment in the right areas, knowing how it works, and keeping it in good working condition will help keep you and your associates safer in the property room.
 - large packages of sterile bandages (or sanitary napkins) and tape available?
 - Are emergency gas and water shutoffs labeled and tools available to close them off?
 - Is an emergency generator available to supply emergency power?
 - Is each employee instructed to carry a police whistle at all times?
 - Are evidence storage records backed-up to an off-site location?
- Are you taking steps to mitigate the damage in the event of a **hurricane**?
 - Is a weather radio available 24/7?
 - Is there an evacuation plan in place?
 - Are roof joists strapped to the walls?
 - Are exterior doors secured with top and bottom pins, or a security bar?
 - Is there a method to board or shutter any exterior windows?
 - Are emergency gas and water shutoffs labeled and tools available to close them off?
 - Is emergency power available to run sump pumps?
 - Are battery operated emergency lights available?
- Are you taking steps to mitigate the damage in the event of an **earthquake**?
 - Are stationary shelves bolted to the ground and each other in known earthquake areas?
 - Do safety wires or stretch cords keep articles on the shelf in earthquake zones?
 - Are heavy objects relegated to bottom shelves?
 - Are objects hanging on the wall secured with earthquake straps?
 - Are battery operated emergency lights immediately available?
 - Is an emergency generator available to supply emergency power?
 - Are emergency gas and water shutoffs labeled and tools available to close them off?
- Does the emergency plan identify "duck and cover" areas, such as under desks, under counters, or structurally sound areas such as next to exterior walls, exterior doorways?
- Are there hazardous materials in the property room, such as batteries and chemicals, that could fall over and tumble onto the floor, or shelving that could cause personal injury, loss or damage of evidence, or start a fire or other disaster in the building?
- Are flammables in the property room or adjacent to the room where a disaster could cause them to spill, rupture, or explode?

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Preparing Your Property Room... - Cont'd.

Learn About and Use Safety Equipment in the Property Room

- Having the right safety equipment, knowing how it works, having it in the right areas, and keeping it in good working condition will help keep you and your associates safer in the property room.
- Having the appropriate safety infrastructure as well as hand-held safety devices can potentially reduce damage to the contents of your property room, and more important, enhance your safety and the safety of others in the property room. Again, knowing what is needed and where to secure the needed equipment can be easily provided by persons in the emergency management field.

Fire Life Safety Equipment

- Having the necessary fire sprinkler systems in place.
- Having smoke detectors and fire alarms systems.

- Proper signage for evacuation
- Fire extinguishers
- Eye wash or deluge shower.

Conclusion

There are many factors to consider in managing your property room, and hopefully this article brings forth issues you may not have thought about before. Perhaps knowing the hazards and mitigating them may save your life and maintain critical evidence from unnecessary destruction.

What are the odds of a disaster in your back yard?

Following you will find examples I have selected of just a few fires that have destroyed our property rooms in the last few years. As you read these, you may want to consider the state of emergency preparedness in your property rooms.

Decades of NYPD Evidence Destroyed in Brooklyn Fire

WPIX December 15, 2022

Decades-old evidence stored inside a New York City Police Department warehouse has now been completely destroyed by a fire Tuesday in Brooklyn.

NYPD officials said it will take some time to figure out exactly what was lost and the impact it will have on cold cases and cases up for appeal.

The fire at the Erie Basin Auto Pound, a low warehouse situated atop a long, curving breakwater on the Brooklyn waterfront, broke out at around 10:30 a.m. Tuesday, FDNY Chief of Department John Hodgens said. Police Chief of Department Jeffrey Maddrey, who joined Hodgens at a briefing at the fire scene, said the facility is used to store DNA evidence from crime scenes as well as e-bikes, motorbikes and cars. "It's mainly evidence but we store other things there as well," he said.

Dr. Darrin Porcher, a retired NYPD lieutenant, said the loss of evidence will tremendously impact cases where defendants are looking to appeal as well as cold cases.

Cold cases are very difficult to solve and any and all evidence can be important, he explained. "We expect the NYPD and district attorneys to provide us a full accounting of the evidence that was damaged and to immediately inform defense counsel about individual cases that may have been impacted," a spokesperson for the Legal Aid Society said. It may take days before investigators are able to get inside as the FDNY is still working on putting out hot spots. "We don't know the severity of the damage inside," Maddrey said.

The cause of the blaze was still under investigation.

LINK TO STORY HERE

<https://thehill.com/homenews/3775746-decades-of-nypd-evidence-destroyed-in-brooklyn-fire/>

.....
NOTE: According to defense attorney Chris Carrion, this same facility was flooded from Superstorm Sandy, where 5,000 55-gallon cardboard drums containing DNA evidence were destroyed.

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Preparing Your Property Room... - Cont'd.

Durham Police Property Evidence Warehouse Destroyed by Blaze

InternationalQuebec

July 18, 2022

Durham Regional Police continued to investigate on Monday after a massive fire destroyed their property bureau warehouse. Just after 6 p.m. Sunday, massive black smoke covered the skies and section of Hwy. 401 just east of Oshawa in Clarington as the blaze erupted.

On Monday, Clarington fire crews were still at it pouring water in through the collapsed roof of the warehouse with the use of a aerial ladder dousing hotspots. A ground crew could also be seen containing other areas inside the warehouse on Courtice Ct.

Sgt. Jo-Anne Bortoluss, of Durham Regional Police, said the office was closed at the time of Sunday's fire with nobody in the adjoining office area.

"The main area that seemed to be on fire housed some of our vehicles. Some of our K-9 units, our R.I.D.E. truck and some other vehicles we had," said Bortoluss.

Sources told the Sun that along with those vehicles a tactical bomb unit bomb truck, uniforms, a marine boat and potential evidence in lock up were consumed in the fire. Some nearby industrial business owners, including a big rig truck company and a metal fabricating facility – were not aware what had happened on Sunday night until they arrived at their businesses Monday morning.

Members of the Ontario Fire Marshal investigating the blaze located on Courtice Ct., south of Baseline Rd. at McKnight Rd., could be seen in the western-side parking lot beside vintage Durham police cars that were not destroyed by the fire.

[LINK TO STORY HERE](#)

<https://home.iape.org/features/headline-evidence-news/articles-evidence-news/entry/durham-police-property-warehouse-destroyed-by-blaze.html>

Evidence Lost in Minneapolis Fire Could Affect Court Cases

By: David Chanen, Star Tribune

May 19, 2015

The small, smoky fire burned only a short time in the Minneapolis Police Department's property room last month, but its path of destruction could have long-term results.

By the time the flames were out, more than 24,000 pieces of evidence secured in manila envelopes had been damaged or destroyed. But quick and creative action by firefighters and property room staffers saved shelf after shelf of additional investigative work.

The fire, discovered when nearby 911 operators smelled smoke about 1 a.m. on April 13, most likely was started by a faulty electrical connection in a fluorescent-light fixture in the property room subbasement. The damaged evidence included photo lineups, small weapons, surveillance and

police-interview CDs, sexual-assault kits, and crime-scene samples. No guns, drugs or money was harmed.

The Hennepin County attorney's office said that at least five cases have been affected by the fire and that more are likely to be in the coming months. Two weeks ago, property and evidence unit supervisor Kerstin Hammarberg testified in court about a valuable piece of damaged evidence that won't be produced at a trial.

"This is the first fire in the 15 years I've worked for the property room, and my staff was dynamite in preserving and cleaning it up," she said. "We are just lucky nobody got hurt. I recognize the evidence is important to criminal investigations. [But] in the end, it's just stuff."

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Preparing Your Property Room... - Cont'd.

Evidence Lost in Minneapolis Fire - Cont'd.

Police guarded the property room during cleanup. Hammarberg said she's confident that staffers have inventoried almost all of the damaged property and that supplemental reports are being added to affected case files.

The fire-damaged evidence is connected to investigations over a period from late 2013 to last month. Some damaged evidence linked to cases being handled by the county attorney's office – such as documents, a box cutter, a cellphone and a utility knife – could be reproduced or wasn't pivotal. But a destroyed video could cause a problem, the office said.

The fire also raised concerns for Mary Moriarty, chief public defender for Hennepin County, whose office handled more than 45,000 cases last year. She said her office contacted the property room staff about evidence damage and received little information. Her office was told to make case data requests through prosecutors – a process that Hammarberg and Hennepin County Attorney Mike Freeman said was in place before the fire.

Prosecutors are obligated to disclose information that could be favorable to the defense. Because evidence in property rooms is within the domain of the prosecution, Moriarty said it should be proactive in providing defense attorneys with information about damaged evidence.

"It's frustrating for us to have to ask for this on a case-by-case basis," she said. "I understand it's a huge nightmare for the prosecution. I could come up with scenarios about how this evidence could impact a case, but we don't know what was damaged."

The property room protects millions of pieces of evidence, Hammarberg said. Only about 1 percent of it is checked out and presented in court, while 10 percent is tested by the state Bureau of Criminal Apprehension or the Police Department's crime lab. Some of the damaged property already had backup copies or test results stored with another agency.

"The department's ability to sort through the damage and salvage as much evidence as possible is

a testament to the level of detail and professionalism that our Property and Evidence staff put forth every day," said Deputy Chief Travis Glampe.

Some damaged evidence could be critical to a person's right to a fair trial, said defense attorney Ryan Pacyga. When the prosecution has physical evidence in a case, the defense has the right to examine and run its own testing on it. He said he has seen cases where defense and prosecution lab results on the same evidence have come back differently.

Damaged evidence also could lead to pretrial suppression hearings, where attorneys argue that it should be thrown out, he said.

An Extensive Rescue Effort

When Hammarberg got the call about the fire from a police watch commander, she rushed to City Hall and waited nervously for 1½ hours until firefighters told her it was safe to enter the property room.

Sprinklers knocked down most of the fire, which burned three shelving units full of 9-by-13-inch evidence envelopes. Water damaged five other shelving units, and hundreds of guns in cases on the ground had to be swiftly moved because more than two inches of water flooded the floors.

Crime-scene precautions kicked into gear, and Hammarberg and firefighters talked at length before anything was removed.

Hammarberg already had a disaster plan in place. She alerted police precincts to hold onto and secure evidence that they had planned to bring to the property room. Several community service officers training to become licensed Minneapolis police officers were designated to help clean the property room. The Minneapolis Fire Department deployed sump pumps to get rid of the water.

All burned evidence was photographed and documented. Wet evidence was taken to a police warehouse and placed on huge sheets of paper in the order in which it was found. Fans were brought

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Preparing Your Property Room... - Cont'd.

Evidence Lost in Minneapolis Fire - Cont'd.

in to dry it. "Everybody was very careful to make sure the chain of custody wasn't compromised," Hammarberg said. "We are the best baby-sitters. The evidence sits with us. We protect it. That's our charge."

She said her unit is likely to start receiving calls in the next six to eight months seeking affected pieces of evidence for cases going to court. Meanwhile, burn marks remain on the property room wall, and the smell of smoke lingers. Temporary lights have been set up. New shelves have been ordered.

"Anything that happens to the property room is very personal to me," Hammarberg said. Part of her

pride is the fact that Minneapolis had the first police property room in the United States accredited by the International Association for Property and Evidence. Although April's fire was contained to a narrow, 20-foot space and the cleanup was as thorough as possible, it is likely to affect some cases, she said.

"You can't put a dollar value on the stuff that was lost," she said. "The value [could be in] proving a case up or down."

You can read Hammerberg's first-hand account of this incident on Page 55.

KCPD Reveals Possible Cause of Evidence Warehouse Fire Last

KMBC.com

September 17, 2019

A newly released report from the Kansas City Police Department reveals more information about an evidence storage fire in August of last year.

Defense attorney Dan Ross has had concerns for months. He expected KCPD or the prosecutor's office to have an inventory of affected cases back in March, seven months after the fire. He still doesn't know how many of his cases have damaged evidence.

"It's been a very slow process," Ross said. "I've got lots of questions. If they've got answers, again, transparency and full disclosure."

The new police report said several racks had fire damage and water damage and it mentions items floating through several inches of water from the sprinkler system. Some bins were so burned they were unreadable by officers. The cause remains undetermined. It's noted that the other damage to the entrances were caused by firefighters.

The report lists a possible cause as a cellphone battery issue or chemical reaction.

A spokesperson for the prosecutor's office said they aren't aware of any inventory list in their office. A KCPD spokesperson said they're still trying to figure

out which cases were not affected, and they may never know what all was lost in the fire.

"That should be the priority of the prosecutor and the police department to determine that and get it in the hands of the defense attorney for the public good," Ross said. He's concerned people are waiting in jail for trials or taking pleas because they aren't requesting their evidence and therefore, don't know evidence in their case is destroyed. Right now, it's being provided as cases come up or requests are made.

"The system breaks down if that is not disclosed promptly," Ross said.

Both police and the prosecutor's office say they haven't had any dismissals as a result of the fire. "I think everybody considers it a big deal," Ross said. "I'd just like everybody to get to the bottom of it." Ross said in his cases that were affected, there were copies of evidence or the prosecutor's office used similar evidence as props in a trial.

[LINK TO STORY HERE](https://www.kmbc.com/article/clarified-how-does-defamation-law-protect-against-damaging-misinformation/42191739)

<https://www.kmbc.com/article/clarified-how-does-defamation-law-protect-against-damaging-misinformation/42191739>

THEN AND NOW: LOOKING BACK AT WHAT ONCE WAS

While researching information for this issue on the topic of disaster preparedness, I came across this FBI bulletin for 1949. You may find it of interesting to

read and compare law enforcement methodologies from then and now for dealing with an issue that will always need attention. *Enjoy! - J. Latta*

• *Restricted to the Use of Law Enforcement Officials*

FBI *Law Enforcement* BULLETIN



1949
APRIL
Vol. 18 No. 4

Federal Bureau of Investigation
United States Department of Justice
J. Edgar Hoover, Director

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FBI Law Enforcement Bulletin

APRIL 1949

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THEN AND NOW - Cont'd.

Disaster Planning

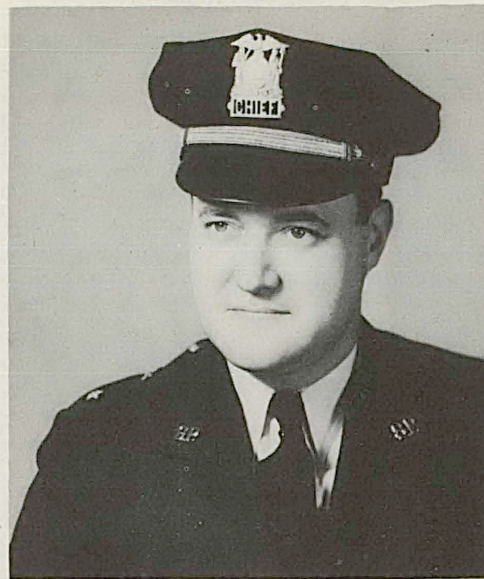
by GEORGE D. EASTMAN, *Chief of Police,
Seattle, Wash.*

Events of the past 2 years have brought sharply into focus the need for comprehensive planning on the part of municipalities to cope with the emergency situations following disasters or catastrophes. Many of our tragic civil disasters have been caused by circumstances beyond the control of men, but the disruptive aftermath of such disasters may be minimized by proper control. When the safety or well-being of our citizens may be threatened to such an extent that normal routines will be wholly or partially disrupted, it is obvious that preplanning is a requisite to avoid utter confusion.

The obligation and responsibility of government and governmental officials to the people of the municipality increase at a time of disaster or catastrophe. A disaster of any sort imposes increased demands upon branches of government which normally operate with personnel and facilities sufficient to handle normal functions. Unwise or improper expenditure of personnel or equipment at the time of disaster will have more serious consequences than in normal circumstances because the need for proper use is greater. Only adequate, tested preplanning can stretch normal services to cope with large scale emergency conditions.

Disaster planning, at the best, is a difficult operation. It consists of marshaling men and matériel against unpredictable events. The types or kinds of disasters which may occur and the extent of each occurrence are as variable as nature. It is impossible to plan for each separate disaster which may occur in any given community, so the need is for a plan comprehensive enough to cover all situations, simple enough to operate under the greatest stress, and yet capable of being performed in the most efficient manner.

It is possible to reduce any type of disaster to certain fundamentals which require positive actions on the part of official agencies. Certain functions must be performed at the time and scene of each disaster, and the extent of the performance



Chief Eastman.

depends upon the specific situation. These fundamental actions are the basis of disaster planning.

In the event of disaster, the need for centralized control and an effective organization for coordination is greater than under normal conditions. The very magnitude of a disaster and the consequent involvement of large numbers of people not ordinarily confronted with emergencies, require better direction and administration than is usually necessary. The determination of the person or office which will assume complete control and responsibility during a time of disaster is the first step. From this action, the organization can be formed and the elementary planning begun.

As has been pointed out, the obligation of governmental officials is greater in time of emergency than in normal times, so it is extremely important that the responsibilities and capabilities of the existing structure of government be incorporated into the disaster plan. This has several advantages which are readily apparent, the most important being that the existing governmental agencies are usually already concerned with the occurrence at the time it is declared to be a disaster. By the assumption of duties and responsibilities greater than those normally carried, the official is in a position to continue the previous operations without confusion or delay. If the disaster plan is

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THEN AND NOW - Cont'd.

designed in such a manner that extraordinary operations are carried on by some person who functions only in time of disaster, it necessarily follows that at some point in the operations there must be a transfer of authority and responsibility. This cannot be done without confusion, delay, and lack of completeness. It is also doubtful that responsibility placed by law can be transferred without the prior action of the legislative body concerned.

In establishing Seattle's Disaster Board, an effort was made to place responsibility for all essential functions (in the event of a disaster) upon the regularly constituted agencies of government which have a continuing interest in the problems involved. By training personnel and augmenting existing resources in their own specific fields, these agencies can best cope with the needs arising in any emergency.

The job of the disaster director lies in the field of predisaster planning of the functions and activities of the various committees within the organization, and in coordinating their efforts in time of emergency. It is desirable to have each committee operate within its functional sphere, insofar as possible, as an independent unit, both in the appraisal of possible needs and developing the means to meet them, and in organizing the essential force to effectively act when the occasion arises.

In the subordinate levels the title of "committee" has been used because these groups will comprise both official and volunteer persons. For the lack of better nomenclature, the committee titles have been designated as: "Police; Firefighting; Medical Services; Public Works; Transportation; and American Red Cross."

The functions assigned each group and the agencies composing it are listed below:

1. POLICE COMMITTEE:

A. Duties:

1. Patrol and guard duty to maintain order and prevent looting.
2. Protect devastated areas and control ingress and egress.
3. Routing and control of all essential traffic.
4. Supply officers when possible to all committees in assisting.

B. Agencies:

1. Seattle Police Department and Police Reserve.
2. Sheriff's Department and State Patrol.
3. Washington State National Guard.
4. U. S. Armed Services.

2. FIRE-FIGHTING COMMITTEE:

A. Duties:

1. Extinguish fires and control smoke and fumes.
2. Reduce fire hazards.
3. Rescue and evacuation in devastated areas.

B. Agencies:

1. Municipal Fire Department and Auxiliaries.
2. Industrial Fire-fighting Organizations.
3. U. S. Armed Services.

3. MEDICAL SERVICES COMMITTEE:

A. Duties:

1. First-aid organization.
2. Emergency medical and hospital organization.
3. Medical Supplies.
4. Ambulance services.
5. Public sanitation.
6. Coroner's functions.

B. Agencies:

1. City, County, and State Health Departments, U. S. Public Health.
2. Local doctors and nurses.
3. Coroner and local morticians.
4. Red Cross.
5. U. S. Armed Services.
6. Facilities from adjoining communities.

4. PUBLIC WORKS COMMITTEE:

A. Duties:

1. Utility services (lights, communications, water, streets).
2. Survey.
3. Emergency demolition and repair.
4. Heavy rescue work.

B. Agencies:

1. Municipal Engineering and Utility Departments.
2. State Highway Department.
3. Telephone and telegraph companies.
4. Official and private short-wave radios.
5. U. S. Armed Services.

5. TRANSPORTATION COMMITTEE:

A. Duties:

1. Evacuation.
2. Supply.
3. Transport Pool.

B. Agencies:

1. Local bus and trucking companies.
2. Industrial and commercial transportation facilities.
3. Red Cross.
4. U. S. Armed Services.

6. AMERICAN RED CROSS:

A. Duties:

1. Provide food, clothing, and shelter in devastated areas.
2. Local radio stations and newspapers.
3. Weather Bureau.
4. U. S. Armed Services.

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THEN AND NOW - Cont'd.

An important part of the planning in the entire disaster organization is the contact and arrangements with the representatives of groups or agencies who will lend their aid in time of emergency. This phase is to be carried on by the committee heads and is an *integral* part of the plan. It enables the committee heads to maintain a constant index of available matériel and personnel and through personal association, maintain the chain of command and keep the plan in a constant state of preparedness.

One of the problems faced is the incorporation of volunteer groups into the over-all plan. Certain groups will, on their own initiative, prepare plans to assist the community in times of emergency. They will encompass all the functions of each committee within their own organization and offer their services to the community. It is essential that these groups be incorporated into the over-all plan, but it is recommended that they be given functional assignments within the proper committee and that they serve as a part of that committee. This requires the submerging of their identity to that of the committee, but makes for a more flexible organization with a shortened chain of command.

Upon activation of the disaster plan, the disaster director will establish a command post and will coordinate and direct activities through the various committee heads. The command post will be located by designation of the disaster director and will be staffed by representatives of the various committees and clerical personnel. Field posts,

subordinate to the command post, will be established according to needs. Committee heads are charged with the responsibility of providing adequate resources within their own groups for forwarding information to the command post as rapidly and completely as possible. The representative of the committee head must be capable of taking immediate action within his own group upon instructions from the disaster director, or upon his own judgment, if the occasion demands. It is essential that the highest degree of cooperation between the various committees, at all levels, be effected, and it is equally important that the command post receive all pertinent information concerning activities, including cooperative features, as rapidly as possible.

It must be borne in mind that planning for disaster must stay on a proper level. The particular plan outlined above is intended for a municipality and is designed to handle disasters within the legal limits of the municipalities only. It is designed to enable the local government to discharge its responsibilities to the utmost of its abilities and resources. This plan may also be used to mobilize resources to aid another community, but is not intended to be adequate to cope with occurrences whose scope or magnitude extends beyond limits of the municipality. In the event of a hostile invasion, for example, the primary responsibility for counter measures does not rest with municipal government. In this event, the plan would be used to make available to proper authority the full resources and abilities of the local program.

MAN MISSING 36 YEARS LOCATED

A resident of West Philadelphia, Pa., wrote to the FBI in September of 1948, asking assistance in locating her father, whom she had not seen in 36 years, and his foster sister.

A fingerprint card was located for a man whose name corresponded to that of the woman's father. The latter had been fingerprinted when he applied for a position with a shipbuilding firm. His ad-

dress was given. A name-file search yielded information concerning the foster sister.

The above was forwarded to the woman on September 23, 1948.

On September 26, 1948, a letter was received indicating deep appreciation and advising that as a result of the information furnished, her father had been located.

ACCIDENT VICTIM IDENTIFIED

The fingerprints of an unknown white man, found crushed to death in a carload of pipe which had been shipped to Norfolk, Va., from Birmingham, Ala., were forwarded to the FBI's Identification Division by Norfolk police authorities.

The fingerprints were searched through the files where they were identified with those of a man who, under numerous aliases, had acquired a record of arrests for petty crimes in a number of States.

Facing a Disaster in the Property Room... and Dealing with the Aftermath

By: Kerstin Hammarberg, IAPE Board

April 13, 2015, 0050 hours the phone rang. The Watch Commander informed me that the Property and Evidence Unit had a fire. Because I only lived three miles from work, I jumped up and got dressed. I was on site before 0130 hours. Fire trucks were everywhere. I parked my car nearby and ran inside the building.

The Minneapolis Police Department Property and Evidence Unit occupied a space in the basement of City Hall. The space was a winding corridor of metal shelving filled with manilla envelopes. There were thousands of envelopes. Each one contained evidence or property from criminal investigations.

Photos of the storage location before the fire:



When I gained access to the storage space, there was standing water from the firefighter's efforts to put out the fire. Burned envelopes were everywhere. Water-soaked envelopes sagged on the shelves. I looked on in complete disbelief.

Photo of the storage location after the fire:



Cleanup started immediately with pumping out the water because there were no floor drains. Once the water was pumped out, a city cleaning crew was brought in to help with the rest of the cleanup. All evidence unit staff were called to come in earlier than scheduled.

How did we recover? What did we do? Where to even begin!

Organization of evidence

The first step was to determine the extent of the loss. Because of the semi-manual system we used at the time, we were able to determine the inventory numbers of all items in the affected area by our paper records. It was determined that over 16,000 items of property and evidence had been affected. The next step was to pull all the paperwork and determine what was checked out versus what was in our physical storage. Staff were assigned to go through the paperwork and enter a supplement into each of the 6,500 cases with a generic statement. The statement basically said that items in the case were impacted by the fire and for further details to contact the Property and Evidence Unit.

Clean up

Property and Evidence Unit staff were assigned an organized clean-up routine. Evidence was documented by location, removed from shelves,

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Facing a Disaster in the Property Room... - cont'd.

put into boxes or bins, and transported to an off-site location. At the off-site warehouse long lengths of butcher paper were laid out. The boxes and bins were kept in numerical order and their contents were laid out on the paper to dry. Fans were set up to help with the drying process. Staff did a great job



of keeping everything in order so that it could be determined what was completely destroyed, what might be salvaged, and what just needed to dry out.

Aftermath

Within 24 hours, calls were coming in from prosecuting attorneys inquiring about evidence on their cases. They were responding to inquiries from defense attorneys wanting their cases to be dismissed. Then the subpoenas started. As the unit supervisor, I was called into court at least four times to testify about the fire and if evidence had been lost related to specific cases. When I was able to describe the damage, what was able to be salvaged or reproduced, and the extent

we went through to document everything, I was no longer called to court.

Personal property lost

Due to the work of evidence management for criminal cases, every evidence unit takes in physical items – cell phones, wallets, knives, ID cards, etc. When the owners of these items came to retrieve their property, they would learn it was destroyed or heavily damaged. These owners were provided a case number and information on how to file a claim with the city for compensation.

Recovery

After all evidence was removed from the affected area, the deep cleaning began. The smell of smoke was everywhere. All metal shelving was scrubbed clean and thoroughly dried out. Walls were scrubbed and then repainted. Floors were also scrubbed and refinished with a sealant. Once everything was cleaned and repainted, the shelving was replaced, and evidence once again was filling the shelves.

Many items of evidence were paper copies of documents and CDs with audio or video evidence. Some of these items were able to be reproduced so court cases were able to proceed. There were wallets, cell phones, knives, and all sorts of other items which were not able to be reproduced.

What we learned about the fire

It was determined that the fire started because water that was leaking down a wall came into contact with an electrical outlet that was behind the storage shelves. Sparks that were created came into contact with the manilla envelopes. The corridor had a slight breeze which fanned the flames. Once the flames grew on the envelopes and continued to have airflow, the fire was alive. With the amount of paper envelopes, it was a matter of time before the fire was raging. The first sprinklers activated were at least 20 feet away from the fire, so the time it took for an alarm to sound meant lost evidence.

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Facing a Disaster in the Property Room... - cont'd.

Where we are today

There had been many years of discussion to move the Property and Evidence Unit out of the basement of City Hall. The fire caused this issue to be pushed to the forefront. In 2019 we moved into a new facility outside of City Hall. We were able to centralize our evidence storage into one warehouse instead of three locations. Our new warehouse is better designed for the storage of evidence. There are no hidden outlets! Our new computer system stores all documents as scanned items attached to the case which has reduced paper that is stored. Fire suppression and smoke indication systems are in place according to city code. Fire extinguishers are in accessible areas. Electrical outlets are up to code. Could a fire happen again? Sure. Are we better prepared to deal with it? Yes.

Disaster planning

One of many recommendations I have for any Property and Evidence Unit is to develop a disaster plan. It should include what you would do for events that are weather related. Also events that are not weather related! Consider your facility – what areas do you see that are problems? What events may cause issues? Do you have civil unrest? What is your plan if your location becomes a target? Do you have a facility that is out of compliance for building codes in your community? How are you documenting your efforts to get those things addressed? Do you have backup systems if you lose power? By having a “bigger picture” view of your facility, you may be able to recover more quickly from a disaster

IN THE NEWS

DNA, Genealogical Testing Played Key Role in Arrest

Michelle Taylor
Editor-in-Chief

Forensic Magazine
January 06, 2023

A timeline of a University of Idaho quadruple murder case, as well as key evidence used to identify Bryan Kohberger as the main suspect, has been revealed as the affidavit was unsealed January 5, 2023.

Genetic genealogy in the traditional sense – which involves the searching of publicly available databases and the construction of a family tree – was not used, although parentage testing did play a vital role.

Two victims, Madison Mogen and Kaylee Goncalves, were found stabbed to death in Goncalves’s bedroom. It was in that bedroom that Moscow Police Department officer Brett Payne found a tan leather knife sheath laying on the bed near Mogen. Once submitted for processing, Idaho State Police Forensic Services found a single source of male DNA on the button snap of the knife sheath.

Over a month later, DNA found to be that of the biological father of Kohberger – collected and analyzed from trash outside the family home – was linked to the DNA profile the forensic lab recovered from the button snap of the knife sheath left at the crime scene.

In the time between the murders and arrest, police and the FBI were also gathering cellphone data and surveillance video that overwhelmingly pointed to Kohberger as a suspect.

Timeline and surveillance footage

Initially, it was not made public that one of the two roommates also living in the house – who was not attacked at all – encountered the suspect immediately after the murders. According to the affidavit, however, the female identified only as D.M. saw a figure clad in black clothing and a mask inside the house. She described the figure as 5’ 10” or taller, male, not very muscular, but athletically built with bushy eyebrows.

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IN THE NEWS - cont'd.

The man walked past D.M. toward the back sliding glass door exit. D.M. “stood in a frozen shock state” before locking herself in her room.

It is unclear why she did not call 911 at this time, nor why the police were not called until noon the following day.

However, the sighting of the suspect gave police a narrow, concrete timeline of when the murders occurred – between 4:00 a.m. when one of the victims received a DoorDash, and 4:25 am when D.M. saw the suspect leave. Police then tracked down numerous surveillance videos in the area from both residential and business addresses, locking in on the time around the murders.

The police honed in on a white sedan, which we now know was registered to Kohberger. The car’s first pass by the victims’ home was recorded at 3:29 a.m. on November 13 – less than an hour before the murders. The vehicle then drove by twice more and was recorded a fourth time at 4:04 a.m., according to the affidavit. The next time it was seen on footage was 16 minutes later, when it was recorded speeding away. An FBI forensic examiner determined the car to likely be a 2011-13 Hyundai Elantra, though subsequently said it could be a model as late as 2016.

On November 25, the Moscow Police Department asked regional law enforcement to look for a white Elantra. Three nights later, a Washington State University police officer ran a query for any white Elantras on campus. One came back as having a Pennsylvania license plate and being registered to Kohberger. Within half an hour, the vehicle was located parked at Kohberger’s apartment complex. It came back as having Washington state tags. Five days after the killings, Kohberger had switched the registration from Pennsylvania, his home state, to Washington.

Now armed with a name, police confirmed that Kohberger’s driver’s license photo matched the suspect description given by D.M. Police also found out that Kohberger had been pulled over by a Latah County, Idaho, sheriff’s deputy in August while driving the Elantra – then still registered in Pennsylvania. He gave the deputy a cellphone number, which allowed Payne to obtain search warrants for the phone’s historical data on December 23.

The phone’s location data pinged near Kohberger’s home in Pullman until about 2:42 a.m. on the morning of the killings. Five minutes later, the phone started using cellular resources located southeast of the home – consistent with Kohberger traveling south. There was no other location data available from the phone until 4:48 a.m., suggesting Kohberger may have turned it off during the attack in an effort to avoid detection, says the affidavit. At that point, the phone began taking a roundabout route back to Pullman, traveling south to Genesee, Idaho, then west to Uniontown, Washington, and north to Pullman just before 5:30 a.m. – around the same time the white sedan showed back up on surveillance cameras in town.

Police also revealed that location data from Kohberger’s cellphone showed he had traveled to the area of the victims’ residence at least a dozen times between late June and the night of the killings. Those apparent visits to the victims’ neighborhood all occurred late in the evening or in the early morning.

DNA and a genetic link

On December 27, Pennsylvania police, at the request of the Moscow Police Department, recovered trash from the Kohberger family residence in Albrightsville. That evidence was sent to the Idaho State Police Forensic Services for testing. The next day, the lab reported that a male DNA profile obtained from the trash was 99.9998% likely to be the biological father of the DNA profile recovered on the knife sheath left at the crime scene.

This parental link was the last step to retaining an arrest warrant for Kohberger, who was taken into custody on December 30 at the Pennsylvania family home.

Thus far, no motive has been revealed.

The Associated Press contributed to this report.



LINK TO STORY HERE

<https://www.forensicmag.com/593492-DNA-Genealogical-Testing-Played-Vital-Role-in-Kohberger-Arrest/>



SAY IT AIN'T SO, JOE

Officer Admitted Flushing Suspect's Marijuana, Said He Was Angry

By: Jason Kotowski - KGET.com

August 12, 2022

When first questioned by internal affairs detectives, Bakersfield California Police Department Senior Officer Brendan Thebeau said he didn't recall finding marijuana when searching a home for a gun reportedly brandished at an officer, documents say.

A detective opened his laptop and played two portions of body camera footage. The first showed Thebeau and other officers standing in a kitchen where a baggie of what appears to be marijuana is visible on a table. The second captured Thebeau dump the contents of the baggie in a toilet, then flush it, according to the reports.

The footage refreshed Thebeau's memory

"Senior Officer Thebeau stated as soon as he saw the marijuana on the kitchen table he remembered what had happened," say BPD reports filed in Superior Court. "He stated he was aware that (the suspect) had brandished a firearm at an undercover officer.

"(Thebeau) stated the incident made him mad, so when he located marijuana inside the residence, he retrieved it, walked to the bathroom, emptied it into the toilet and flushed the toilet."

Off-duty officer walking dog struck by vehicle, tracks down suspect and allegedly beat him: BPD.

Thebeau, 34, is charged with petty theft, a misdemeanor, and has a court hearing September 1.

The marijuana was legally owned

The man who legally owned the marijuana said there had been about 2 ounces, worth roughly \$400, the reports say.

The man, whose name is redacted from the documents, said also missing was \$800 in cash from the pocket of black pants he placed on his bedroom dresser just before the search. It doesn't appear that allegation could be proved.

Nine officers participated in the search on November 20, 2021, to try to find a gun brandished at an undercover officer two days earlier, the reports say. No gun or evidence connected to the incident was located.

Thebeau told investigators none of the officers were aware of what he did. He said he tried to pour all the marijuana into the toilet but spilled some on the floor, according to the documents.

The footage was reviewed after a complaint was filed

PG&E settles lawsuit over 2015 pipeline explosion
As officers returned to their vehicles, a man is heard in the footage saying, "Going to internal affairs, how you all threw that weed all and (expletive)," the reports say.

Charged August 3, Thebeau was placed on paid leave pending the outcome of an administrative investigation.

LINK TO STORY HERE

<https://www.kget.com/news/crime-watch/bakersfield-police-department-bpd-marijuana-toilet-brendan-thebeau-search-warrant/>



PROPERTY & EVIDENCE DEPARTMENTAL OVERSIGHT

Greetings Joe,

We are a police department of about 125 commissioned officers and 40 civilian support personnel. We have a Property and Evidence Bureau (we call Evidence and ID) that is physically and structurally (organizationally) separate from the Records Bureau. We manage an average of 21,000 items of property and evidence. We attended a recent training webinar on Evidence as Records, relating to evidence that is considered a public record for retention purposes. The instructor stated that the Property and Evidence Bureau should be managed by the Records Bureau Manager. Currently, our Evidence and ID Bureau is run by two Evidence Technicians (sometimes called Property and Evidence Custodians) and one commissioned police Sergeant as the bureau supervisor. They are overseen by a police Services Lieutenant and Deputy Chief.

What are your thoughts on our current chain of command structure versus the idea of the Records Manager being in charge of the Property and Evidence Bureau? Our Records Manager is a civilian part of our department administration, equivalent to a Lieutenant, and is overseen by the same Deputy Chief of Services.

Regards,
Sgt. Ken Brown
Evidence & ID Supervisor
Bellingham Police Department, WA

Thanks for your message Sgt. Brown.

Historically, we have always suggested that the property room is under a Services or Admin Division. Are records in Services? I'm guessing yes. Sounds like they would work in either place. The biggest advantage I can see in Records is that the techs are not working under a rotating supervisor (such as a sworn officer). The problem we often run into is when the techs are working for a rotating supervisor. The property room needs consistency and sometimes the rotating sergeant is the best choice. (In and out).

Hope this helps. Exception is if the sergeant isn't continuously rotating.

Simple example, I just completed an audit for a 1,000 person department. The property folks and a civilian super worked under a sergeant. The civilian super had been there 38 years and had worked under 28 sergeants – all of whom had different theories, goals, and interests. Needless to say, the staff was confused most of the time.

*Best of luck,
Joe*

**Affiliate organizations are currently 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 & Evidence
www.azape.org

California Association for Property & Evidence
www.cape-inc.us

***Colorado Association of
Property and Evidence Technicians***
www.capet.wildapricot.org

Property & Evidence Association of Florida
www.peaf.net

***Illinois Association of
Property and Evidence Managers***
www.iapem.org

Minnesota Association for Property & Evidence
www.mapet.online

***Missouri Association of
Property and Evidence Technicians***
www.mape.wildapricot.org

***North Carolina Association
of Property and Evidence***
www.ncape.net

***Texas Association of Property,
Evidence & Identification Technicians***
www.tapeit.net

Virginia Association of Chiefs of Police
www.vachiefs.org/vapep

IAPE welcomes

**Minnesota Association of
Property and Evidence Technicians**
www.mapet.online

and

**Missouri Association for
Property and Evidence**
www.mape.wildapricot.org

as our latest affiliate organizations.

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

California Association for Property & Evidence ANNUAL CONFERENCE

When: April 3 - 7, 2023

Where: Orange Coast Hyatt Regency
Garden Grove, California

For more info. & details, visit: www.cape-inc.us

Property & Evidence Association of Florida

EDUCATIONAL CONFERENCE

When: May 22 -24, 2023

Where: The Shores Resort and Spa
Daytona Beach Shores, Florida

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

Link to all our affiliates via:
<https://home.iape.org/features/affiliates.html>

HEADLINES FROM THE POLICE BLOTTER

All Recent and All Real



January 20, 2023

Massive evidence storage facility fire sheds light on sloppy NYPD practices

Local district attorney offices have sought to review evidence in order to potentially overturn a conviction, only to be informed that the NYPD could not find the case material.

The problem briefly came to light in the wake of a large fire at the NYPD storage facility in Red Hook in December 2022. A vast trove of evidence that could prove pivotal in exoneration claims went up in flames. As of mid-January, the Legal Aid Society still had not received a full account of how many cases are involved...

January 13, 2023

Girardville council fires police officer for conduct

The Girardville, Pennsylvania Borough council took formal action to fire suspended officer-in-charge after his suspension for “conduct regarding the issue with the evidence room, which includes refusing to provide the mayor with the key when directed to do so.” Other alleged conduct includes: failing to consistently punch his time card; working when told not to work; filing citations against fellow officers when suspended; making false and misleading statements; falsely representing himself as chief of police; and failing to turn in his badge, keys and other borough property when told to do so...

January 12, 2023

Deputy accused of stealing prescription drugs from drop box in sheriff station

A veteran San Diego, California sheriff's deputy is accused of taking prescription drugs from a drop box in a sheriff's station pleaded not guilty.

The D.A. said that on several occasions the deputy accessed a drug drop box after hours and took medications. A criminal complaint outlines 11 alleged instances of burglary and alleges the deputy unlawfully possessed three prescription drugs – hydrocodone, tramadol and alprazolam...

January 4, 2023

Suspended Vermont state trooper accused of stealing Rolex from evidence room

A Vermont state trooper is accused of having stolen a Rolex watch and other valuables that had been seized during an arrest, court documents show. The trooper denies the allegations, with his attorney saying numerous other people had access to the storage area. Court records show the longtime trooper is suspected of having committed multiple crimes, including grand larceny, sale of stolen property and possession of stolen property...

Continued from Previous Page

HEADLINES FROM THE POLICE BLOTTER - Cont'd.

December 21, 2022

Tennessee police officer kept evidence, citations, sex doll for years in cruiser

The Knoxville Police Department fired Eddie Nation, a 12-year veteran after finding the following in his police vehicle: dozens of citations that were never turned in; drug evidence taken in arrests; a deflated sex doll; and 42 forms for cars that were towed that never got turned in.

Now the department is trying to figure out how to make changes that will ensure such lapses don't happen again...

December 13, 2022

Former Pennsylvania police chief admits stealing and using seized heroin

A former Elizabeth Borough Police Chief pleaded guilty in federal court to a charge of theft of government property, that had been seized in two federal drug trafficking investigations and stored in the evidence locker at the police station.

From June 2017 until December 2018, he stole hundreds of bricks and bundles of heroin from the Elizabeth Borough Police Department evidence locker for his own personal use...

December 4, 2022

New audit delivers another blow to D.C.'s embattled forensics lab

A report released from the Office of the District of Columbia Auditor has determined the D.C. Council failed to require adequate resources and staff for overseeing a fully independent scientific laboratory, and it approved regulations that made it more difficult to maintain the independence of the laboratory. Additionally, the report found that it also failed to comply with its own policies, procedures and regulations, and industry standards, to "promote transparency and public trust" in its delivery of forensic evidence...

November 27, 2022

Stolen Nebraska police evidence leads to dismissal of over 65 cases

Seized narcotics worth over \$1.2 million were stolen from Nebraska State Patrol's evidence room in Lincoln in September. A month after news broke about the theft of seized drugs from the Nebraska State Patrol's evidence room dozens of cases have been dismissed, and continued reviews could result in even more dismissals, officials say...

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

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

MEMBERSHIP DUES FOR 2023 ARE DUE

Annual membership dues invoices for The International Association for Property and Evidence, Inc. (IAPE) have been emailed to all current members. Payment needs to be received by March 31, 2022 to avoid cancellation of membership.

If you have not already submitted your dues, we encourage you to **renew today** to avoid interruption

of your membership benefits. Stay current with news, events, and developments in the field of property and evidence management during 2023 from the leader in the field of evidence management.

We sincerely appreciate your membership and continued support and look forward to another great year! *Thank you.*

MEMBERSHIP BENEFITS INCLUDE:

- Free subscription to *The Evidence Log* magazine, an industry leader, published quarterly.
 - Exclusive copy of IAPE's newly Revised and updated Professional Standards – only made available to current, dues-paid members via personalized distribution.
- Certification as a Property & Evidence Specialist (CPES) designation by exam available to any members who have taken the Property Management Training Class.
 - Membership provides professional credibility recognized throughout our industry.
- Plus: monthly newsletter, downloadable forms, discounts on additional training - and much more!

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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