COMMERCE CITY POLICE DEPARTMENT PROPERTY/EVIDENCE TECHNICIAN TRAINING CHECKLIST

Trainee: Trainer(s):					
			Discussed	Demonstrated	Accomplished
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<u>Orientation</u>					
	 New employee orientation @ HR (within 30 days of hire date) 				
	Welcome and introductions – tour of b	uilding			
	New hire paperwork				
	Set up computer, access to Evidence pr	ograms, log-ins,			
	phone, voice-mail, etc.				
	Explain payroll, breaks, holidays, sched etc.	ules, vacation time,			
	Dress code, work clothes guideline, gro	oming, etc.			
	Explain professional dress code for wor	k, court, meetings,			
	training.				
	Gate entry, parking				
	Access to the evidence offices, storage	rooms and vaults.			
	Set up security access. Door and Key co	de access.			
	Assign keys				
	Assign ID # and access pin code for entr	ry use			
	Computer sign on – discuss personal an	nd professional use			
	Orientation of the Evidence storage fac	ility and set-up			
	Rights vs. Responsibilities				
	Team building ethics				
	Chain-of-Command				
	Expectations for performance				
	Roles and Responsibilities				
	Priority of daily tasks				
	Housekeeping – office, book-in, and var	ult areas			
	Policy – Personnel, Police & Evidence P	olicy's – review,			
	updates, and acceptance				
	Building Tour				
	Tour Off-Site locations				
- MSC					
- Adam	ns County Court				
- DA's	Office				

	s County Sheriff's office		
- Varies	s Disposition areas, etc.		
Operations	:		
	Standard Operating Procedures (SOP's)		
	Packaging standards		
	Resources and materials from IAPE & CAPET		
	Introduction to desk area, phones and e-mail		
	Location of supplies – office & packaging		
	Emergency contact information – shared and secured		
	Phone / Cellular phone – issue, personal and professional		
	use, guidelines, common extensions, etc.		
	Fingerprints by CSI's		
	Set up membership in IAPE and CAPET, pay dues, etc.		
	New Hire photos to be taken for badges/ID's		
	Lexipol Access		
	SharePoint Access		
	Link to CCIC/NCIC Training from Records (Matt)		
	Ride Along Forms from Records - schedule appointment		
	Access to CO Courts		
	In-House Training for Tri-Tech & computer set up		
	CSI Intro		
	Arrange for Degree pay if applicable with Admin Supervisor		
	Risk Management – Ergonomic Desk & Equipment Set Up		
Security:			
	Review access to the evidence offices, storage rooms and vaults		
	Building Access: CSI lab, records, dispatch, patrol,		
	investigations, etc.		
	Sign-in logs for vault areas		
	Key assignment and logs		
	Evidence Viewing/Release Areas		
	Interview Rooms		
	Officer Assistance		
	Panic Alarms		
	Cameras		

	Evidence drop-off lockers		
	Reject lockers		
	Office area		
	Alarms – refrigerator, freezers, testing		
	Power tests, fire alarms,		
	Back-up functions for power		
	Emergency evacuations/fire drills, etc routes and point of		
	assembly		
Training Cl	asses:		
	Links for FEMA ICS Training Courses – Emergency		
	Management (Kirk) – SID#		
	100, 200, 700, 800		
	CPR Certification		
	Tri Tech		
	Victim Services – YHOP Training		
	OSN Certification Test		
Operations	<u>: Evidence Handling</u>		
	Empty lockers		
	Checking for proper packaging standards		
	Checking tape seals		
	Checking for initials		
	Checking for weights and serial numbers (if applicable)		
	Checking for vapor proof and heat seal bags (if applicable)		
	Checking for currency envelopes/bags (if applicable)		
	Depositing money to general fund & holding accounts		
	Counterfeit money - Sending it to Secret Service		
	Forfeiture money requests from Court or Drug Task Force		
	Re-grouping/packaging cases with multiple items		
	Blood kits, mailing process and locations		
	Storage locations within the evidence facility		
	Maximizing storage capacity, organization, shelf shifting,		
	etc.		
	Chain of custody in PEMS for ALL circumstances		
	Bar coding items		
	Item rejection, notification, reject lockers		
	Follow-up to Officer notifications, corrections, etc.		
	Return to Owner post cards – out and in		
	Equipment use – scales, currency and coin counters, drying		
	cabinets/room		
RMS: Reco	rds Management System		
	Log In		
	Log out		
	Searching		
	Pulling up a case		
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	Pulling up a name			
	Reviewing and printing a report			
	Verify items logged in			
	Check info for accuracy, evidence codes, consistency, etc.			
	Entering data			
	Using old data bases for – Sleuth, Full Court, Canon Files			
PEMS: Prop	perty & Evidence Management System			
	Log in, passwords			
	System screens and customization			
	Follow-up options for retention & follow-up			
	Searching			
	Pulling up a case			
	Pulling up a name			
	Pulling up property ID numbers			
	Reviewing and printing reports, chain of custody			
	Notes			
	Scanning supporting documentation			
	Notifications, letters			
	Verify items logged in			
	Check info for accuracy, evidence codes, consistency, etc.			
	Entering data			
	Returning property			
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<u>Resources</u>	for Evidence:			
	Statutes			
	Legislation			
	Case Law			
	Rules			
	IACP, NIST, NIJ, DOJ			
	RMRCFL			
	ATF – E-Trace account set up, NIBN, location and drop			
	off/collection process			
	CBI – Analysts			
	DA Contact List			
	IT Service Request			
	Building Maintenance Requests – See Click Fix			
Lab Reques	ots:			
	Process, documentation, and guidelines			
	CBI			
	NCRFL			
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Schedule for pick-up and transfers	
Submission Guidelines	
Phones and Customer Service:	
Gathering pertinent information	
Hand-off process to other Units and team members	
Using resources – RMS and PEMS	
Extensions/transferring	
Setting appointments to calendar	
Guidelines for releasing property	
Etiquette for contacting Officers/Detectives and providing info	
to customers	
Records & our relationship with us, expectations, etc.	
Pulling voice mail	
Digital Media:	
□ Storage location(s)	
 Use and care of duplicators, printers 	
Supply stock	
REFER TO RECORDS FOR ALL:	
 Copy of photos, CD's & video DVD's 	
Copies from Evidence.com	
 DA requests – photos, video, recordings, etc. 	
o E-Discovery	
o Redaction	
 CCJRA/CORA requests, forms, payment, citizen 	
notification, guidelines.	
o Redaction	
 Records requests or copy requests from various 	
sources – insurance companies, victims, witnesses,	
attorneys, etc.	
Evidence Pequests	
Evidence Requests:	
Internal – out to Officer, CSI's, etc.	
External – out to Lab, ATF, other law enforcement, etc.	
DA's Office – CD's/DVD's, photos, jump drives, SD Cards, etc.	
See RECORDS	
DA's Office – evidence reviews	
Defense Attorney – evidence reviews	
Public Defenders – evidence reviews	

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	General public			
	Documentation to support actions			
	Forms to use			
	When to involve Officer/Detective/Supervisor/City Attorney for			
	appropriate approvals			
	Fee Schedule for charges – see Records			
	Collecting payments through Records (i.e. shipping of firearms),			
-	see P/E procedure manual for the process			
	Court exhibits, preparation, delivery, collection, etc.	L		
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Using Co	<u>olorado Court's Data Base:</u>			
	Use and documentation			
	Log in			
	Searching			
	Printing			
	Browser			
Evidono	e Dispositions:			
Evidence				
	Running disposition reports			
	Research in RMS			
	Research in CO Court Database system			
	DA Case Closures			
	DA Warrants and Orders for Destruction			
	DA partial releases for evidence items			
	DNA waivers			
	Contraband - disposition			
	Muni Case closures - disposition			
	County Case closures - disposition			
	NTO – Notice to Officers; files, organization, follow-up/through			
	Disposition – Conversions – Agency/City use, training, special			
	units, authorizations, etc.			
	Disposition - Destruction – Trash, dumpster, paper, shredding,			
	etc. – firearms, drugs, paraphernalia, metal objects, electronics,			
	etc.			
	Destruction – Metal and glass objects			
	Destruction – Electronics, computers, tablets, cell phones,			
	batteries, etc.			
	Destruction – Chemicals, liquids, alcohol, etc.			
	City Attorney's Office (PD Consultant) involvement through			
	supervisor and/or manager for discussion & consultation on			
	Evidence related matters.			
-	Auction – Full process			
	Disposition - Drug destruction – Full process			
	Disposition - Paraphernalia destruction – Full process			
	Disposition - Weapons destruction – Full process			

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Handling and tracking UTL's (unable to locate items)				
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	Sealed inventory items/cases, locations, process, etc.			
Audits/	/Inspections/Inventory:			
	Frequency			
	Process			
	Reporting			
	Dual control			
	Documenting & tracking			
	Annual audit procedure			
Safety:				
	Equipment – ladders, lifts, step stools, etc.			
	Firearms			
	Biohazards			
	Sharps bins			
	Hazardous material cabinets			
	Drying cabinets			
	Overall workplace safety in Evidence storage area & PD			
	Protective gear – gloves, masks, Tyvex suits, etc.			
	Training – Blood Borne Pathogens class			
	Vehicle use			
<u>CCIC/N</u>	I <u>CIC:</u>			
	OSN (Operator Security Number)			
	Queries			
	 QW – Query warrants 			
	 QG – Query gun 			
	 QA – Query article 			
	 QV – Query vehicle 			
	 QH – Criminal history 			
	 DQ – Driver's license query 			
	 QR – Query rap sheet 			
	 Teletype messages 			
	o Insta-Check			
	 Entering weapons into CCIC as in custody @ CCPD 			
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<u>Person</u>				
	Requesting time off - out-of-office events and commitments,			
	vacations, sick time			
	Schedules and duties			
	Calendar use in Outlook			
	Shared calendars – personnel, conference rooms, pool cars, etc.			
	Officer shifts			

	FTO – Field Training Officer assignments						
	Duties for out-of-office coverage – e-mail, phone message, etc.						
	City of Commerce City - Personnel Policy Manual						
	CCPD Policy Manual						
	General Directives & Orders						
	Standard Operating Procedures - SOP						
	Password standards						
	Responsibility for content knowledge and acknowledgement to						
	all Policy/Procedure						
	Dress codes						
	Computer set-up, allowed sites and downloads, license						
	agreements, software updates, etc.						
	Performance expectations						
	Core values						
	Tracking data/incidents for self-assessments						
Admin	istration:						
	Keeping desk, work rooms, vault, storage areas clean,						
	organized and stocked						
	Desk supplies						
	Use and care of computer and work-related equipment						
	Use and care of printer, copier, scanner, fax machine, shredder						
		<u>I</u>					
							
<u>Vehicle</u>							
	Requesting a pool vehicle						
	Requesting a pool vehicle Location of keys						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling Maintenance, general housekeeping and cleaning						
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	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling Maintenance, general housekeeping and cleaning e Resources: Organizations (I.A.P.E., C.A.P.E.T.)						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling Maintenance, general housekeeping and cleaning e Resources: Organizations (I.A.P.E., C.A.P.E.T.) Working with other law enforcement agencies						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling Maintenance, general housekeeping and cleaning e Resources: Organizations (I.A.P.E., C.A.P.E.T.) Working with other law enforcement agencies Working with other investigative agencies (DA, Human						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling Maintenance, general housekeeping and cleaning e Resources: Organizations (I.A.P.E., C.A.P.E.T.) Working with other law enforcement agencies Working with other investigative agencies (DA, Human Services, CBI, ATF, etc.)						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling Maintenance, general housekeeping and cleaning e Resources: Organizations (I.A.P.E., C.A.P.E.T.) Working with other law enforcement agencies Working with other investigative agencies (DA, Human Services, CBI, ATF, etc.) Back-up for evidence storage w/long term power outages or						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling Maintenance, general housekeeping and cleaning e Resources: Organizations (I.A.P.E., C.A.P.E.T.) Working with other law enforcement agencies Working with other investigative agencies (DA, Human Services, CBI, ATF, etc.) Back-up for evidence storage w/long term power outages or emergency situations						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling Maintenance, general housekeeping and cleaning e Resources: Organizations (I.A.P.E., C.A.P.E.T.) Working with other law enforcement agencies Working with other investigative agencies (DA, Human Services, CBI, ATF, etc.) Back-up for evidence storage w/long term power outages or emergency situations City Attorney's office						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling Maintenance, general housekeeping and cleaning e Resources: Organizations (I.A.P.E., C.A.P.E.T.) Working with other law enforcement agencies Working with other investigative agencies (DA, Human Services, CBI, ATF, etc.) Back-up for evidence storage w/long term power outages or emergency situations City Attorney's office						
<u>Outsida</u>	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling Maintenance, general housekeeping and cleaning e Resources: Organizations (I.A.P.E., C.A.P.E.T.) Working with other law enforcement agencies Working with other investigative agencies (DA, Human Services, CBI, ATF, etc.) Back-up for evidence storage w/long term power outages or emergency situations City Attorney's office Resources: Front Desk/Mail Room						
	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling Maintenance, general housekeeping and cleaning e Resources: Organizations (I.A.P.E., C.A.P.E.T.) Working with other law enforcement agencies Working with other investigative agencies (DA, Human Services, CBI, ATF, etc.) Back-up for evidence storage w/long term power outages or emergency situations City Attorney's office Resources: Front Desk/Mail Room Records						
<u>Outsida</u>	Requesting a pool vehicle Location of keys Obtaining gas for vehicles Use and scheduling Maintenance, general housekeeping and cleaning e Resources: Organizations (I.A.P.E., C.A.P.E.T.) Working with other law enforcement agencies Working with other investigative agencies (DA, Human Services, CBI, ATF, etc.) Back-up for evidence storage w/long term power outages or emergency situations City Attorney's office Resources: Front Desk/Mail Room						

	Traffic			
	Investigations			
	Victim Services			
	Firearms instru			
	Administration	Assistants		
-	Drug Task Force			
	Conference roc	oms and scheduling		
<u>Training</u>	<u>7:</u>			
		Expectations		
		Sharing of information with team		
		Available classes, resources, etc.		
		Scheduling		
		Budgeting		
		Supporting documentation		
		Approval		
		Mandatory Attendance – I.A.P.E. & C.A.P.E.T.		
		Mandatory certifications – CCIC/NCIC		
		Training Requests – completion, authorization,		
		tracking, etc.		
		Travel expense reports, per diem, etc.		
		New Officer Training – packaging standards,		
		evidence entry		
		Officer – Continued training – In-Service, In-		
		House Academy, Briefings, etc.		
		Hosting training events, meetings, etc.		
		Using equipment in EOC, Court, Conference		
		rooms, etc.		