

## COMMERCE CITY POLICE DEPARTMENT PROPERTY/EVIDENCE TECHNICIAN TRAINING CHECKLIST

Trainee:	Trainer(s):
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	Discussed	Demonstrated	Accomplished
<u>Orientation:</u>			
<input type="checkbox"/> New employee orientation @ HR (within 30 days of hire date)			
<input type="checkbox"/> Welcome and introductions – tour of building			
<input type="checkbox"/> New hire paperwork			
<input type="checkbox"/> Set up computer, access to Evidence programs, log-ins, phone, voice-mail, etc.			
<input type="checkbox"/> Explain payroll, breaks, holidays, schedules, vacation time, etc.			
<input type="checkbox"/> Dress code, work clothes guideline, grooming, etc.			
<input type="checkbox"/> Explain professional dress code for work, court, meetings, training.			
<input type="checkbox"/> Gate entry, parking			
<input type="checkbox"/> Access to the evidence offices, storage rooms and vaults. Set up security access. Door and Key code access.			
<input type="checkbox"/> Assign keys			
<input type="checkbox"/> Assign ID # and access pin code for entry use			
<input type="checkbox"/> Computer sign on – discuss personal and professional use			
<input type="checkbox"/> Orientation of the Evidence storage facility and set-up			
<input type="checkbox"/> Rights vs. Responsibilities			
<input type="checkbox"/> Team building ethics			
<input type="checkbox"/> Chain-of-Command			
<input type="checkbox"/> Expectations for performance			
<input type="checkbox"/> Roles and Responsibilities			
<input type="checkbox"/> Priority of daily tasks			
<input type="checkbox"/> Housekeeping – office, book-in, and vault areas			
<input type="checkbox"/> Policy – Personnel, Police & Evidence Policy's – review, updates, and acceptance			
<input type="checkbox"/> Building Tour			
<input type="checkbox"/> Tour Off-Site locations - MSC - Adams County Court - DA's Office			

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

<input type="checkbox"/> Evidence drop-off lockers			
<input type="checkbox"/> Reject lockers			
<input type="checkbox"/> Office area			
<input type="checkbox"/> Alarms – refrigerator, freezers, testing			
<input type="checkbox"/> Power tests, fire alarms,			
<input type="checkbox"/> Back-up functions for power			
<input type="checkbox"/> Emergency evacuations/fire drills, etc. - routes and point of assembly			
<i>Training Classes:</i>			
<input type="checkbox"/> Links for FEMA ICS Training Courses – Emergency Management (Kirk) – SID# 100, 200, 700, 800 <input type="checkbox"/> CPR Certification <input type="checkbox"/> Tri Tech <input type="checkbox"/> Victim Services – YHOP Training <input type="checkbox"/> OSN Certification Test			
<i>Operations: Evidence Handling</i>			
<input type="checkbox"/> Empty lockers			
<input type="checkbox"/> Checking for proper packaging standards			
<input type="checkbox"/> Checking tape seals			
<input type="checkbox"/> Checking for initials			
<input type="checkbox"/> Checking for weights and serial numbers (if applicable)			
<input type="checkbox"/> Checking for vapor proof and heat seal bags (if applicable)			
<input type="checkbox"/> Checking for currency envelopes/bags (if applicable)			
<input type="checkbox"/> Depositing money to general fund & holding accounts			
<input type="checkbox"/> Counterfeit money - Sending it to Secret Service			
<input type="checkbox"/> Forfeiture money requests from Court or Drug Task Force			
<input type="checkbox"/> Re-grouping/packaging cases with multiple items			
<input type="checkbox"/> Blood kits, mailing process and locations			
<input type="checkbox"/> Storage locations within the evidence facility			
<input type="checkbox"/> Maximizing storage capacity, organization, shelf shifting, etc.			
<input type="checkbox"/> Chain of custody in PEMS for ALL circumstances			
<input type="checkbox"/> Bar coding items			
<input type="checkbox"/> Item rejection, notification, reject lockers			
<input type="checkbox"/> Follow-up to Officer notifications, corrections, etc.			
<input type="checkbox"/> Return to Owner post cards – out and in			
<input type="checkbox"/> Equipment use – scales, currency and coin counters, drying cabinets/room			
<i>RMS: Records Management System</i>			
<input type="checkbox"/> Log In			
<input type="checkbox"/> Log out			
<input type="checkbox"/> Searching			
<input type="checkbox"/> Pulling up a case			

<input type="checkbox"/> Pulling up a name			
<input type="checkbox"/> Reviewing and printing a report			
<input type="checkbox"/> Verify items logged in			
<input type="checkbox"/> Check info for accuracy, evidence codes, consistency, etc.			
<input type="checkbox"/> Entering data			
<input type="checkbox"/> Using old data bases for – Sleuth, Full Court, Canon Files			
<i><u>PEMS: Property &amp; Evidence Management System</u></i>			
<input type="checkbox"/> Log in, passwords			
<input type="checkbox"/> System screens and customization			
<input type="checkbox"/> Follow-up options for retention & follow-up			
<input type="checkbox"/> Searching			
<input type="checkbox"/> Pulling up a case			
<input type="checkbox"/> Pulling up a name			
<input type="checkbox"/> Pulling up property ID numbers			
<input type="checkbox"/> Reviewing and printing reports, chain of custody			
<input type="checkbox"/> Notes			
<input type="checkbox"/> Scanning supporting documentation			
<input type="checkbox"/> Notifications, letters			
<input type="checkbox"/> Verify items logged in			
<input type="checkbox"/> Check info for accuracy, evidence codes, consistency, etc.			
<input type="checkbox"/> Entering data			
<input type="checkbox"/> Returning property			
<i><u>Resources for Evidence:</u></i>			
<input type="checkbox"/> Statutes			
<input type="checkbox"/> Legislation			
<input type="checkbox"/> Case Law			
<input type="checkbox"/> Rules			
<input type="checkbox"/> IACP, NIST, NIJ, DOJ			
<input type="checkbox"/> RMRCFL			
<input type="checkbox"/> ATF – E-Trace account set up, NIBN, location and drop off/collection process			
<input type="checkbox"/> CBI – Analysts			
<input type="checkbox"/> DA Contact List			
<input type="checkbox"/> IT Service Request			
<input type="checkbox"/> Building Maintenance Requests – See Click Fix			
<i><u>Lab Requests:</u></i>			
<input type="checkbox"/> Process, documentation, and guidelines			
<input type="checkbox"/> CBI			
<input type="checkbox"/> NCRFL			

<input type="checkbox"/> Schedule for pick-up and transfers			
<input type="checkbox"/> Rejects			
<input type="checkbox"/> Submission Guidelines			
<u>Phones and Customer Service:</u>			
<input type="checkbox"/> Answering			
<input type="checkbox"/> Gathering pertinent information			
<input type="checkbox"/> Hand-off process to other Units and team members			
<input type="checkbox"/> Using resources – RMS and PEMS			
<input type="checkbox"/> Extensions/transferring			
<input type="checkbox"/> Setting appointments to calendar			
<input type="checkbox"/> Guidelines for releasing property			
<input type="checkbox"/> Etiquette for contacting Officers/Detectives and providing info to customers			
<input type="checkbox"/> Records & our relationship with us, expectations, etc.			
<input type="checkbox"/> Pulling voice mail			
<u>Digital Media:</u>			
<input type="checkbox"/> Storage location(s)			
<input type="checkbox"/> Use and care of duplicators, printers			
<input type="checkbox"/> Supply stock			
<input type="checkbox"/> REFER TO RECORDS FOR ALL:			
<input type="checkbox"/> Copy of photos, CD's & video DVD's			
<input type="checkbox"/> Copies from Evidence.com			
<input type="checkbox"/> DA requests – photos, video, recordings, etc.			
<input type="checkbox"/> E-Discovery			
<input type="checkbox"/> Redaction			
<input type="checkbox"/> CCJRA/CORA requests, forms, payment, citizen notification, guidelines.			
<input type="checkbox"/> Redaction			
<input type="checkbox"/> Records requests or copy requests from various sources – insurance companies, victims, witnesses, attorneys, etc.			
<u>Evidence Requests:</u>			
<input type="checkbox"/> Internal – out to Officer, CSI's, etc.			
<input type="checkbox"/> External – out to Lab, ATF, other law enforcement, etc.			
<input type="checkbox"/> DA's Office – CD's/DVD's, photos, jump drives, SD Cards, etc. See RECORDS			
<input type="checkbox"/> DA's Office – evidence reviews			
<input type="checkbox"/> Defense Attorney – evidence reviews			
<input type="checkbox"/> Public Defenders – evidence reviews			

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

<input type="checkbox"/> Disposition – Money to Finance			
<input type="checkbox"/> Disposition – Counterfeit money to Secret Service			
<input type="checkbox"/> Biohazard, blood and sharps disposal (on demand contractor) – Full process			
<input type="checkbox"/> License plates – Full process			
<input type="checkbox"/> Firearms release, procedure – CCIC, Insta-Check, criminal background checks, exceptions, supporting documentation, check sheet, using an FFL, safety disclosures to requesting party, etc.			
<input type="checkbox"/> CD/DVD Shredding – Full process			
<input type="checkbox"/> DNA – Disposition, retention, DA Office requirements, etc.			
<input type="checkbox"/> Disposition - Ammunition			
<input type="checkbox"/> Disposition – Hazardous materials, fireworks, etc.			
<input type="checkbox"/> Disposition – Gift Cards			
<input type="checkbox"/> Disposition – Collector items, jewelry, coins, etc.			
<u>Evidence Check Out/In:</u>			
<input type="checkbox"/> Internal			
<input type="checkbox"/> Other Agencies or Law Enforcement entity			
<input type="checkbox"/> Court			
<input type="checkbox"/> CBI – forms, cover letters, returned items, old evidence, etc.			
<input type="checkbox"/> RTO – return to owner/family/other, etc. When to send notification letter(s) to last known address and jail as needed and when to send a certified letter			
<u>Reports (monthly/year-end):</u>			
<input type="checkbox"/> Collecting data for report			
<input type="checkbox"/> Tracking statistics, forms, etc.			
<input type="checkbox"/> Completion			
<input type="checkbox"/> Distribution			
<u>Long-Term Cases:</u>			
<input type="checkbox"/> Sealed Inventory			
<input type="checkbox"/> Retention			
<input type="checkbox"/> Major Case			
<input type="checkbox"/> Cold Cases			
<u>Inventories:</u>			
<input type="checkbox"/> Using PEMS			
<input type="checkbox"/> Schedule and responsibilities			
<input type="checkbox"/> Completing the report, saving to the shared drive			
<input type="checkbox"/> Print-outs from PEMS			
<input type="checkbox"/> Handling and tracking UTL's (unable to locate items)			

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



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

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