

**COMMERCE CITY POLICE DEPARTMENT
PROPERTY/EVIDENCE OFFICER/TECHNICIAN
TRAINING CHECKLIST**

Trainee:	Trainer(s):
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	Discussed	Demonstrated	Accomplished
<u>Orientation:</u>			
<input type="checkbox"/> Welcome and introductions			
<input type="checkbox"/> Tour of the P/E Unit, storage facility and set-up			
<u>Onboarding:</u>			
<input type="checkbox"/> Computer sign on to Property Evidence Management System (EvidOnQ) as a user			
<input type="checkbox"/> Housekeeping – office, book-in, and vault areas			
<input type="checkbox"/> Records Management System			
<input type="checkbox"/> Housekeeping in the Booking Room			
<input type="checkbox"/> Housekeeping in the Evidence Storage Areas			
<u>Procedures:</u>			
<input type="checkbox"/> Packaging standards			
<input type="checkbox"/> Policy			
<input type="checkbox"/> Location of packaging supplies – office & packaging			
<input type="checkbox"/> Phone / Cellular phone – issue, personal and professional use, guidelines, common extensions, etc.			
<input type="checkbox"/> Storage locations within the evidence facility			
<input type="checkbox"/> Set up membership in IAPE and CAPET, pay dues, etc.			
<u>Security:</u>			
<input type="checkbox"/> Access to the evidence offices, storage rooms and vaults. Set up security access			
<input type="checkbox"/> Sign-in logs for vault areas			
<input type="checkbox"/> Evidence Viewing/Release Areas			
<input type="checkbox"/> Interview rooms			
<input type="checkbox"/> Panic Alarm			
<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			
<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			
<u>Evidence Handling:</u>			
<input type="checkbox"/> Locker use			
<input type="checkbox"/> Checking for proper packaging standards			
<input type="checkbox"/> Choosing an appropriately sized package			
<input type="checkbox"/> Placement of the property tag			
<input type="checkbox"/> Entry details on the property tag			
<input type="checkbox"/> Checking tape seals			
<input type="checkbox"/> Checking for initials, badge # and date			
<input type="checkbox"/> Weights on drugs			
<input type="checkbox"/> Narcotic testing NARC/NIK			
<input type="checkbox"/> Weights on ammunition			
<input type="checkbox"/> Vapor proof bags for drugs & paraphernalia			
<input type="checkbox"/> Heat seal on bags			
<input type="checkbox"/> Checking for serial numbers			
<input type="checkbox"/> Currency envelopes			
<input type="checkbox"/> Counterfeit money & pens			
<input type="checkbox"/> Process on sending it to Secret Service			
<input type="checkbox"/> Packaging cases with multiple items			
<input type="checkbox"/> Blood kits, mailing process and storage locations			
<input type="checkbox"/>			
<input type="checkbox"/> Chain of custody in PEMS for ALL circumstances			
<input type="checkbox"/> Bar coding items			
<input type="checkbox"/> Item rejection per Standards			
<input type="checkbox"/> Reject lockers for corrections,			
<input type="checkbox"/> Turnaround time to correct rejects			
<input type="checkbox"/> Follow-up to Officer notifications with FTO, Sergeant and Commanders			
<input type="checkbox"/>			
<input type="checkbox"/> Resources – policy and packaging standards			
<input type="checkbox"/> Equipment use – scales and printers			
<input type="checkbox"/> Equipment use – CSI drying cabinets, use of lockers			
<input type="checkbox"/> Notification to CSI's & P/E for processing item(s)			
<u>RMS: Records Management System</u>			
<input type="checkbox"/> Entry – Details of Data			
<input type="checkbox"/> Narrative			
<input type="checkbox"/> Documents to Case File with Records			
<input type="checkbox"/> Pulling a case and name			
<input type="checkbox"/> Completing a Work Request			
<input type="checkbox"/> Reviewing and printing a report			
<input type="checkbox"/> Verify items logged in			
<input type="checkbox"/> Check info for accuracy – evidence, safekeeping found			

<u><i>PEMS: Property & Evidence Management System</i></u>			
<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			
<u><i>Resources for Evidence:</i></u>			
<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"/> RMR CFL			
<input type="checkbox"/> ATF – E-Trace account, NIBN			
<input type="checkbox"/> CBI - Analysts			
<u><i>Lab Requests:</i></u>			
<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><i>Phones and Customer Service:</i></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.			

<u>Digital Media:</u>			
<input type="checkbox"/> Storage location(s)			
<input type="checkbox"/> Use and care of duplicators, printer			
<input type="checkbox"/> Supply stock			
<input type="checkbox"/> Records requests or copy requests from various sources – insurance companies, victims, witnesses, attorneys, etc.			
<input type="checkbox"/> Copy 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"/> CCJRA/CORA requests, forms, payment, citizen notification, guidelines. Records responsibilities, resources, etc.			
<input type="checkbox"/> Redaction, resources, guidelines, process, turn-around-time, 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.			
<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 utilize Discovery to obtain evidence			
<input type="checkbox"/> When to involve Officer/Detective/Supervisor/City Attorney for appropriate approvals			
<input type="checkbox"/> Fee Schedule for charges			
<input type="checkbox"/> Collecting payments through Records			
<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 – Metal objects			
<input type="checkbox"/> Destruction – Electronics, computers, tablets, cell phones, etc.			
<input type="checkbox"/> Destruction – Chemicals, liquids, alcohol, etc.			
<input type="checkbox"/> City Attorney’s Office involvement & consultation on body worn camera CCJRA/CORA requests, affidavits, hold harmless agreements, supporting documentation, birth certificates, documentation, medical releases, turnaround times, etc.			
<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"/> Bio-hazard, 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.			
<i>Evidence Check Out/In:</i>			
<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 postcard and when to send a certified letter			
<i>Reports (monthly/year-end):</i>			
<input type="checkbox"/> Collecting data for report			
<input type="checkbox"/> Tracking statistics, forms, etc.			
<input type="checkbox"/> Completion			

<input type="checkbox"/> Distribution			
Long-Term Cases:			
<input type="checkbox"/> Sealed Inventory			
<input type="checkbox"/> Retention			
<input type="checkbox"/> Major Case			
<input type="checkbox"/> Cold Cases			
Inventories:			
<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.			
Audits/Inspections/Inventory:			
<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			
Safety:			
<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"/> Respirator(s) – issue and training			
<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"/> Hepatitis Shots A/B			
<input type="checkbox"/> Vehicle use			
CCIC/NCIC:			
<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			

○ QR – Query rap sheet			
○ Teletype messages			
○ Insta-Check			
○ 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			
<input type="checkbox"/> Training Requests – completion, authorization, talent reward 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 – BWC, In-Service, In-House Academy, Briefings, etc.			
<input type="checkbox"/> Hosting training events, meetings, CRM's, etc.			
<input type="checkbox"/> Using equipment in EOC, Court, Conference rooms, etc.			