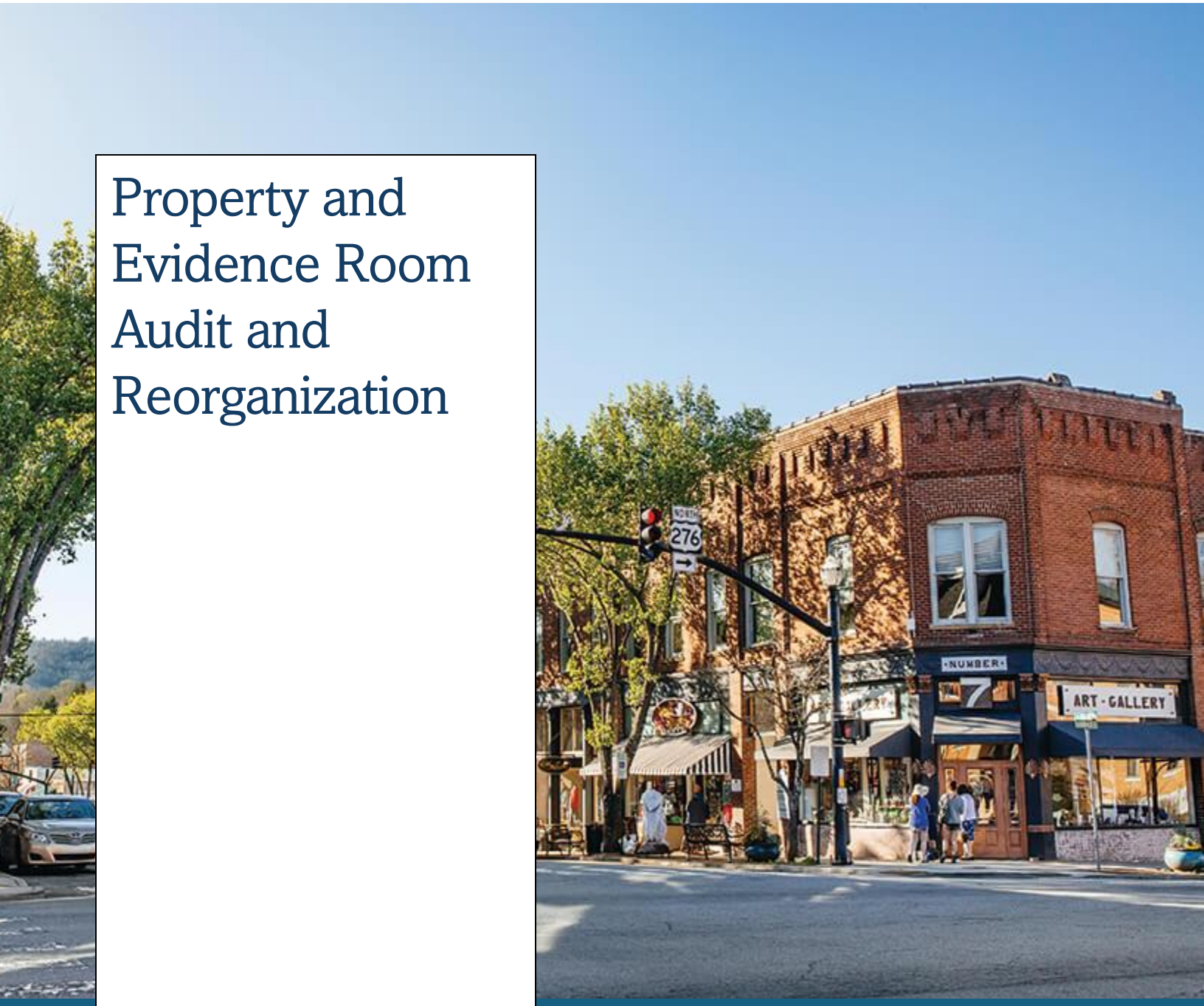
# Property and Evidence Room Audit and Reorganization




January 6, 2025

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**Executive Summary**

**Audit of the Property and Evidence Room – Brevard Police Department**

The Brevard Police Department has conducted a comprehensive audit of the Property and Evidence Room to ensure compliance with North Carolina's ordinances and statutes on evidence management. The audit, conducted by Evidence Specialist Eden Hinds, set out to accomplish the following:

1. Verify proper documentation and chain of custody.
2. Assess inventory accuracy and management controls.
3. Follow industry best practices, which dictate that a full evidence and property room audit must occur whenever the Chief, Evidence, or Property Specialist changes.
4. Prepare for the upcoming move to a new facility in 2025.

**Audit Highlights**

1. **Background and Objectives**:
    - The Property and Evidence Room stores high-value and sensitive items, including cash, firearms, narcotics, and biological evidence.
    - The audit is critical for ensuring integrity, preventing mishandling, and maintaining public trust.
2. **Audit Methodology**:
    - A new barcoding system was introduced to improve efficiency and tracking.
    - Procedures included physical inspections, interviews with personnel, compliance testing, and benchmarking against best practices.
3. **Findings**:
        - There is high compliance in inventory management (99.5% accuracy, with only 19 unaccounted items out of 3,543 in the collection).

- When accounting for both categories of unaccounted closed-case items and the 16 items listed as destroyed but currently lack clear paperwork, the total number of 35 items, which translates to an accuracy rate of 99.02%.
- Only four potential high-risk items are unaccounted for. Three of the four are suspected of marijuana, with the fourth item of unknown medication in the form of pills as items must go to the crime lab for verification. None of the items are attached to any active case.
- Implementation of barcoding and designated storage areas for all collection items is complete.
- A new property and evidence policy was published in November 2024.
- Previous evidence specialists used inconsistent documentation practices due to varying training methodologies.
- In the past, there was no consistent periodic review schedule for a regular disposal process for outdated evidence.
- There is a need for a consistent audit documentation process to reduce discrepancies in storage records due to turnover.

- **Security and Organization**:
  - The facility requires more robust security measures and centralized recordkeeping. These measures will be implemented when the evidence room moves to its new location at 132 Commerce Street.

4. **Key Risks**:
   - Misplacement or contamination of evidence due to prior disorganization
   - Insufficient procedures for disaster recovery, highlighted by mild flooding in 2024
5. **Compliance**:
   - The department adheres to the International Property and Evidence Association's requirements for evidence handling and requires periodic reviews and documentation improvement (IAPE 15.2 )

**Recommendations**

1. **Process Improvements**:
    A. Establish regular quarterly and annual audits.
    B. Develop a review and notification system for evidence disposal.
    C. Enhance training programs for staff on evidence management.

2. **Security Enhancements**:
    A. Upgrade to a fully integrated security system for all evidence-related documentation in the new building.
    B. Ensure currency security protocols with established banking relationships.

3. **Facility Preparations**:
    A. Ensure a seamless transition to the new evidence room by conducting pre- and post-move audits.
    B. Address disaster recovery protocols and ensure evidence safety during emergencies.

**Conclusion**

The audit underscores the department's commitment to accountability and transparency in evidence management. Addressing identified gaps and maintaining regular reviews will bolster public trust and operational efficiency. The move to a new facility in 2025 provides an opportunity to implement these improvements systematically.

The Evidence Specialist, Eden Hinds, has completed the report for the Police Property and Evidence Room Collection Audit. The purpose of this audit was to:

- Determine if the Property and Evidence Room maintained and completed the proper documentation to support the chain of custody of the property and
- Determine if inventory is adequately accounted for and if proper controls exist over the inventory management system.
- Follow the industry best practices policy, which holds that a full evidence and property room audit must occur whenever the Chief or Evidence Specialist changes or moves to a new location:
  *"The Internal Association of Property Evidence Association Policy 15.1 is conducted annually and limits the time frame for investigating missing items." (IAPE Standards, 2024)*.

  This report outlines the observations, results, and recommendations of the Police and Property Evidence Room Collection Audit. This is documented as a comprehensive and complete audit due to the upcoming relocation of the Brevard Police Department. Prior audits were completed but were not fully exhaustive. This audit is critical in ensuring compliance with North Carolina property and evidence ordinances and statutes, which mandate strict accountability and management of police evidence and property.

The Evidence Specialist would like to acknowledge the contributions of the Brevard Police Department's administration and staff in completing this audit.

**Audit Background**

In the City, the two-person team responsible for managing and securing property and evidence consists of the Evidence Specialist and Supervisor (Captain). Items housed in the Property and Evidence Room include valuable and sensitive items such as cash, jewelry, firearms, drugs, biological evidence, and other material items. All officers are responsible for securing and submitting evidence and recovering property appropriately. Property and evidence must be kept in secure packaging at the correct temperature to preserve integrity. The Evidence Specialist also maintains the chain of custody, allowing the evidence to be admitted in subsequent court proceedings. Finally, the Evidence and Property Specialist completes the lawful disposition of the items in their custody.

Property and evidence must be kept in secure envelopes or packages to ensure alteration and theft do not occur, preserving the chain of custody. In addition, property and evidence must be kept at the correct temperature to ensure that deterioration does not happen.

The system's integrity depends upon the proper handling of items from when law enforcement takes possession until they are legally returned to their owners, sold, destroyed, or retained for agency use. The mishandling of items by law enforcement agencies can lead to criminal charges against officers, financial liability for the law enforcement agency, the loss or theft of property, or the contamination and destruction of evidence. The mishandling of property and evidence by law enforcement agencies may also reduce residents' confidence in law enforcement and, ultimately, the integrity of the City and the criminal justice system.

The audit conductor also maintained an awareness of potential fraud as distinct from disorganization.

This is the first fully comprehensive collection audit conducted by the Brevard Police Department under Chief Jordan in preparation for the physical relocation of the agency. Small audits comprising fewer than 40 items were conducted in 2016 and 2018. Aaron Thompson, with Lee Kruse (2017-2020), and Catherine Cook (2022-2024), performed annual inventories. Wilson Bunn and Adam Moore took over the responsibility of implementing a barcoding process and inventory in March 2024 after Cook resigned in February 2024. Eden Hinds was hired in June 2024 and officially began a comprehensive collection audit in late June 2024. Prior to this most recent audit, no missing evidence was indicated, except in 2017 by Aaron Thompson after a 2016 spot audit showed a double entry. Wilson Bunn and Adam Moore did not report any missing items or discrepancies with their inventory completed during the barcoding process.

This audit is necessary as the Brevard Police Department (BPD) must move the entire Evidence Room to a new facility at 132 Commerce Street in 2025.

**Compliance with North Carolina Ordinances and Statutes**

The State of North Carolina has established several ordinances and statutes governing the management of police evidence and property:

1. North Carolina General Statutes (NCGS) § 15-11: This statute requires law enforcement agencies to maintain accurate records of property held as evidence and mandates regular audits to ensure proper management and disposition of such property.

2. NCGS § 15-11.1: This statute emphasizes the necessity for law enforcement agencies to have procedures in place for the inventory and destruction of evidence and property no longer needed for prosecution.

3. Administrative Code: The North Carolina Administrative Code outlines specific guidelines for the handling, storing, and disposing of evidence, reinforcing the importance of accountability and transparency in police operations.

**Audit Overview**

The audit, preceded by the implementation of a new barcoding system, aimed to enhance the efficiency and accuracy of the Brevard Police Department's Records Management System (RMS) for evidence management.

The introduction of the barcoding system has streamlined the organization of evidence, allowing for more precise tracking and management of items within the inventory. The audit process involved thoroughly verifying each item against departmental records, ensuring compliance with established statutes and improving overall operational integrity.

**Audit Methodology:**

Auditing the evidence collection room of a city police department involves a systematic approach to ensure compliance with laws, regulations, and best practices.

**1. Scope:** Specific audited areas include evidence handling, storage conditions, inventory management, and chain of custody. This audit covers the activities of the collections intake, custody, and disposal of items listed as "in custody" in the RMS.

The objectives of this audit include the following:

a. Verification that the Property and Evidence Room has sufficient controls for collecting, storing, and securing all police evidence.

b. Evaluation of the efficiency and effectiveness of operations; and

c. Ensuring all items listed in RMS are physically accounted for within the collection.

This audit was conducted using the 2021 International Association for Property and Evidence's (IAPE) Evidence and Property Room Procedure Manual and forensic data searches, which provided a reasonable basis for the conclusions reached.

The Evidence Specialist, Eden Hinds, performed the following procedures:

1. Utilized the IAPE Evidence and Property Room Procedure Manual as a guideline for procedural step evaluations.

2. Interviewed Wilson Bunn, Aaron Thompson, and staff member Adam Moore about the evidence and inventory history and the current barcoding process.

3. Reviewed packaging of property and evidence procedures.
4. Observed the intake area to ensure all items needed for packaging property and evidence were in stock and easily accessible.
5. Observed the staff documentation process through RMS.
6. Reviewed the property and evidence training materials provided to officers and the Evidence Specialist to ensure that the packaging of property and evidence is under Standard Operating Procedures (SOP).
7. Walked through and participated in barcoding all inventory in the collections area.
8. Reviewed records and performed workflow audits of specific inventory.
9. Benchmarked with Hendersonville County and the City of Hendersonville Evidence Collection Specialists.
10. Reviewed inventory by matching Incident report data with RMS collection data.
11. Analyzed all paper files for missing documents and followed trails to inventory locations/dispositions.
12. Physically reviewed items to match within RMS.
13. Opened sealed packages that are labeled to contain multiple items and compared paperwork.
14. Collected and matched crime lab submissions and returned receipts to track inventory items.
15. Selected a sample of high-risk items to determine whether they were ready to be disposed of or returned from checkout.
16. Built an inclusive filing system to house all inventory paperwork.
17. Reviewed the property storage and evidence by type and determined whether the storage was adequate for perishable items, guns, DNA, cash, and drugs.
18. Built inventory spreadsheets for 2024 and the entire collection to identify high-risk categorization that must be manually obtained through RMS.
19. Verified that the storage areas were maintained, clean, and orderly.
20. Reviewed firearms storage.

21. Compared destruction and Returned to Owner records with Transylvania County records.
22. Requested orders for comparison from the District Attorney's office.

**Preliminary Information:**

Wilson Bunn and Adam Moore started barcoding and reorganizing the evidence room before Eden Hinds entered the Evidence Specialist role on May 28, 2024.

Eden Hinds reviewed IAPE collection policies and current in-house policies given by Wilson Bunn and Aaron Thompson. She inquired about procedures and regulations governing evidence collection and management that were followed before her employment with Thompson, Bunn, and Moore. This included the new barcoding system and the vision for reorganizing the inventory room. Bunn shared that pictures were taken at the beginning of the process for documentation.

Eden Hinds was placed on the accreditation team in August 2024. Hinds supports property and evidence collection and reports to Captain Godman and, ultimately, Chief Tom Jordan. Hinds, who had a career in educational leadership, has significant experience managing schools' extensive inventories, audits, and board reporting. Updated Evidence and Property Control Procedures were approved and published. This document will be used to determine alignment in processes and inventory.

The Property and Evidence Room uses a browser-based inventory records management system called RMS. This system tracks property and evidence throughout its life cycle, from intake to release or disposal. Items in this system can be retrieved as early as 2009.

The Brevard Police Department currently holds 3,542 items, of which approximately 1,200 are subject to disposal due to closed cases and expired statue of limitations. Between January 1, 2024, and November 11, 2024, the Brevard Police Department received 130 new inventory items.

**Audit Team:**

Aaron Thompson, a Captain, consulted on previous collection procedures and acted as the department historian for the past 10 years.

Eden Hinds, Ed.D., is the new Evidence Specialist. She has a doctorate in Education and Ethics with a concentration in policy within personnel handbooks. She received her MBA

certificate from Rice University, focusing on Change Management. As of September 11, 2024, Hinds is the sole auditor of Brevard Collections.

Wilson Bunn and Adam Moore were consulted regarding their inventory and barcoding implementation before Hinds became the sole auditor.

**Preparation**

Dr. Hinds began working through categorizations to gain a strong understanding of the collections, starting with found and safekeeping categories. She then built a spreadsheet of items inventoried in 2024 and added all inventoried items for each category. RMS does not offer categories of guns, narcotics, paraphernalia, drug intake, currency, counterfeit, DNA, or assault kits, so each item had to be manually identified and labeled.

The current inventory level has been regularly documented and updated through the RMS system. In the first print of the inventory, 98 items had uncertain physical locations. As no straightforward process or recognized regular inventory checks and reconciliations were found, the auditor had to search for individual items to link history and location manually.

**Risk Assessment**

Between 2015 and the present, the collection room has had five Evidence Collection Specialists. Small spot audits were completed in 2016, 2018, and 2022.

The training varied with the changes in personnel, filing organization, and types of documentation methods for Specialists/Technicians. Through interviews with Wilson Bunn, it has been noted that many specialists had not received proper documentation training and oversight within their first year in the role.

Officer Kruse noted many disparities in written documentation and RMS's "General" section. This included double entries, with multiple people allowed to enter documentation for a single item within the records system.

A previous Evidence Specialist, Catherine Cook, noted the need for support in dispositions. Cook enlisted the help of Wilson Bunn and Adam Moore, who completed the process for her. With short notice, Cook resigned in February 2024, leaving paperwork, disposition orders, and requests to be scanned, processed, and activated.

Because of the turnover of Evidence Specialists, the building's previous mold and mildew issues, paperwork storage, documentation variation searches through personnel storage spaces before the implementation of the barcode system, and the redesign of the inventory

room earlier this year, there were significant risks of misplacement and undocumented disposals.

The disposal policy and procedures do not require a single list of the items destroyed or a signature from the person observing the disposal, making it challenging to determine and verify the number of items removed from the collection in bulk. Because destruction orders must be scanned into the system and noted within RMS under the "disposition" section, the step halted the audit timeline as disposition papers were found in various locations. The auditor had to manually check all individual papers accumulated to ensure a complete life cycle of the evidence item. There is a significant possibility that destruction orders could have been destroyed. This proved the case during Eden Hinds's first week in the Evidence Specialist role when she witnessed Adam Moore disposing of a plastic bin of destruction orders and papers as offices were cleared in preparation for the move to the new police precinct.

There is one camera at the entrance of the property room and one lock to open the gate. The number of days of video footage the cameras contain is still being determined. The footage is only reviewed to look for irregular activities. Police Captains have access to these cameras.

As of September 11, 2024, the Evidence Specialist, Eden Hinds, is the only person with access to the gate key. The spare key will be placed in a secure box with new access codes for Captain Aaron Thompson.

The auditor is wary of misinterpretation, particularly concerning evidence obtained from other people. This evidence audit is conclusive as of November 20, 2024, given the limited time to produce this report and the need for more research on inadequate material. Follow-up measures will be listed at the end of this report.

**Physical Inspection**

The evidence collection room was inspected for security, accessibility, and cleanliness. It is vacuumed and dusted. Cabinets and bins are adequately labeled. The stickers are falling off in certain areas due to humidity and are being replaced. All items processed with a barcode have been placed in new envelopes and bins.

The auditor reviewed RMS documentation and available files in Kruse, Thompson, and Cook's drawers and filing system. Large stacks of unprocessed paperwork were found in the collection area in tubs, boxes, and tables. The auditor manually assessed logs,

inventory records, and chain of custody forms. In going through RMS, the auditor verified compliance with destruction orders, disposal protocols, dates, and notations.

After each review, new RMS spreadsheets were printed to determine updated locations.

**Compliance Testing**

A. Sample Evidence Examination:

As a preliminary to the audit, the auditor selected ten evidence items and traced each through the chain of custody, verifying that proper procedures were followed from collection to storage: 2024-003600; 2024-00242; 2024-003057; 2018-16644; 2018-17553; 201709-049; 2018-08819; 2018-14059; 201408-029; 2023-067488.

Some narcotics were not appropriately weighed, so Kruse, the Evidence Specialist at the time of one of the entries, sent the items back to the patrol. Some items' documentation stated they were still in the lab, so the auditor asked Moore to review them. He verified their presence.

The auditor ran four more samples of 10 items in each high-risk category for a total of 40 sampled items to identify location with 92.5% accuracy. Once packages were opened, the auditor found many items were placed in a single package from the same case file, moving the accuracy to 100%.

**Data Analysis**

With multiple physical reviews, RMS spreadsheets, and paperwork process pathways, the auditor created a detailed inventory of the Brevard Police Department's evidence and property collection:

**Table 1: Collection Totals as of November 2024**

| LOCATION | GENERAL | NARCOTICS | CURRENCY | GUNS | PARAPHENLIA | LAB | DNA | COUNTERFEIT | Sum of Storage |
|---|---|---|---|---|---|---|---|---|---|
| LAB/lab box | 0 | 0 | 0 | 0 | 0 | 0 | 59 | 0 | 59 |
| SA | 8 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 11 |
| Back Wall | 8 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 10 |
| Flammable | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| LT Boxes | 15 | 0 | 0 | 0 | 0 | 0 | 31 | 0 | 46 |
| LT1 | 258 | 3 | 0 | 0 | 0 | 0 | 40 | 0 | 301 |
| HR1 | 0 | 92 | 1 | 0 | 15 | 0 | 0 | 0 | 108 |
| HR2 | 138 | 0 | 0 | 0 | 22 | 0 | 0 | 0 | 160 |
| HR3 | 42 | 120 | 0 | 0 | 5 | 0 | 0 | 0 | 167 |
| HR4 | 0 | 139 | 0 | 0 | 41 | 0 | 1 | 0 | 181 |
| HR5 | 2 | 34 | 0 | 5 | 7 | 0 | 0 | 0 | 48 |
| HR6 | 1 | 0 | 0 | 22 | 0 | 0 | 0 | 0 | 23 |
| HR7 | 0 | 93 | 0 | 0 | 4 | 0 | 0 | 0 | 97 |
| HR8 | 6 | 0 | 57 | 1 | 0 | 0 | 0 | 50 | 114 |
| HR9/Top Drawer | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| GEN1 | | | | | | | | 0 | 0 |
| GEN2 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 |
| GEN3 | 51 | 1 | 0 | 0 | 4 | 0 | 3 | 0 | 59 |
| GEN4 | 16 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 18 |
| GEN5 | 19 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 22 |
| GEN6 | 46 | 4 | 0 | 0 | 40 | 0 | 16 | 1 | 107 |
| GEN7 | 25 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 29 |
| GEN8 | 22 | 0 | 0 | 0 | 26 | 0 | 0 | 0 | 48 |
| GEN9 | 24 | 0 | 0 | 0 | 9 | 0 | 0 | 0 | 33 |
| GEN10 | 14 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 15 |
| GEN11 | 3 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 6 |
| GEN12 | 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 23 |
| GEN14 | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14 |
| GEN15 | 21 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 23 |
| GEN16 | 14 | 2 | 0 | 0 | 8 | 0 | 0 | 1 | 25 |
| GEN17 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| GEN18 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 19 |
| GEN20 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| GEN21 | 18 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 21 |
| GEN22 | 39 | 5 | 0 | 0 | 7 | 0 | 0 | 0 | 51 |
| GEN23 | 29 | 0 | 0 | 0 | 7 | 0 | 2 | 0 | 38 |
| GEN24 | 32 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32 |
| GEN25 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16 |
| GEN26 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13 |
| GEN27 | 11 | 12 | 0 | 0 | 0 | 1 | 0 | 0 | 24 |
| GEN28 | 54 | 0 | 1 | 0 | 18 | 0 | 2 | 0 | 75 |
| GEN29 | 42 | 1 | 1 | 0 | 7 | 0 | 0 | 0 | 51 |
| GEN30 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| FLOOR | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| BIKE | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| FRIDGE | 0 | 0 | 0 | 0 | 0 | 0 | 27 | 0 | 27 |
| HOM | 170 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 170 |
| INC BOX 2 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| CURRENCY | 0 | 0 | 35 | 0 | 0 | 0 | 0 | 0 | 35 |
| LANDFILL | 52 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 52 |
| AUCTION | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11 |
| DESTRUCTION | 1 | 13 | 0 | 0 | 7 | 0 | 0 | 0 | 21 |
| THG | 0 | 0 | 0 | 60 | 0 | 0 | 0 | 0 | 60 |
| LONG GUNS | 0 | 0 | 0 | 16 | 0 | 0 | 0 | 0 | 16 |
| CAB1 | 44 | 0 | 0 | 0 | 36 | 0 | 0 | 2 | 82 |
| CAB2 | 19 | 5 | 0 | 0 | 71 | 0 | 0 | 0 | 95 |
| CAB3 | 33 | 2 | 0 | 0 | 2 | 0 | 23 | 1 | 61 |
| CAB4 | 12 | 2 | 0 | 0 | 57 | 0 | 0 | 0 | 71 |
| CAB5 | 9 | 0 | 0 | 0 | 54 | 0 | 4 | 0 | 67 |
| CAB6 | 45 | 5 | 0 | 0 | 26 | 0 | 10 | 1 | 87 |
| CAB7 | 19 | 0 | 0 | 0 | 0 | 0 | 32 | 0 | 51 |
| CAB8 | 87 | 5 | 0 | 0 | 1 | 0 | 0 | 0 | 93 |
| CAB9 | 79 | 0 | 1 | 0 | 23 | 0 | 20 | 0 | 123 |
| CAB10 | 69 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 69 |
| CAB11 | 17 | 0 | 0 | 0 | 32 | 0 | 4 | 0 | 53 |
| CAB12 | 26 | 0 | 0 | 0 | 33 | 0 | 0 | 0 | 59 |
| CAB13 | 11 | 5 | 0 | 0 | 30 | 0 | 1 | 0 | 47 |
| | | | | | | | | | 3503 |
| CATEGORY TOTAL | 1796 | 561 | 96 | 104 | 597 | 1 | 292 | 56 | **3503** |

**Table 2: Paths of Disposition**

| | | |
|---|---|---|
| Unknown Location | 19 | **See Table 7** |
| Probable Destruction | 16 | **See Table 6** |
| Possible in files | 0 | Located (2) |
| **TOTAL** | **35** | |
| | | |
| **CUMULATIVE TOTAL** | | **3543** |

**Aging and Composition**

In reviewing the respective disposal process and statute of limitations, Evidence Technicians removed items from the collection an average of once a year since 2015 unless identified by an officer for immediate destruction. In 2022, evidence was disposed of two times in a single year. This aligns with the policy to dispose of such evidence at least once per calendar year.

Due to target dates and expired timelines, 34% of the current collection, or 1,204 items, can be disposed of.

**TABLE 3: Aging and Composition**

| YEAR STORED | |
|---|---|
| **2001** | 1 |
| **2004** | 3 |
| **2006** | 1 |
| **2007** | 5 |
| **2008** | 18 |
| **2009** | 19 |
| **2010** | 15 |
| **2011** | 14 |
| **2012** | 21 |
| **2013** | 46 |
| **2014** | 63 |
| **2015** | 189 |
| **2016** | 145 |
| **2017** | 154 |
| **2018** | 466 |
| **2019** | 218 |
| **2020** | 212 |
| **2021** | 530 |
| **2022** | 679 |
| **2023** | 457 |
| **2024** | 287 |
| TOTAL | 3543 |

**TABLE 4A: Categorized Items by Age and Classification**

| CLASSIFICATION | 3 years or less | 3-6 yrs | 6-10 yrs | 10+ yrs | Older than 11yrs | TOTAL |
|---|---|---|---|---|---|---|
| Narcotics | 373 | 176 | 10 | 2 | 0 | 561 |
| Guns | 75 | 26 | 3 | 0 | 0 | 104 |
| Currency | 52 | 42 | 2 | 0 | 0 | 96 |
| Counterfeit | 22 | 34 | 0 | 0 | 0 | 56 |
| Evidence/General | 518 | 897 | 336 | 51 | 32 | 1845 |
| DNA Kits and Items | 117 | 128 | 22 | 20 | 6 | 292 |
| Paraphernalia | 400 | 193 | 3 | 1 | 0 | 597 |
| TOTALS | 1568 | 1496 | 376 | 72 | 38 | 3543 |

**TABLE 4B: Additional Label for Items**

| | |
|---|---|
| Lost/Found items | 271 |
| Safekeeping | 90 |
| For destruction | 83 |
| Recovered | 68 |
| TOTALS | 512 |

**Crime Lab Items Sent and Returned**

During the audit, five large folders in different formats were found that contained a variety of crime lab submissions and receipts. Over 8 hours were spent matching these forms. Crime lab forms are kept in the same file cabinet as other collection documentation. Once the receipt and return forms are matched, they will be filed with the case file paperwork, keeping those papers together. These documents are available for review in the Evidence Specialist's office.

The following DNA items are still at the crime lab or disposed of by lab technicians after review. Not all are found in Forensic Advantage.

**Table 5: Crime Lab Items**

| OCA | No. | Tag Number | Date Stored | Specialist |
|---|---|---|---|---|
| 2021-59827 | 1 | blue underwear | 3/15/2022 | Kruse |
| 2021--59827 | 1 | SAEK S004816 | 3/15/2022 | Kruse |
| 2022-016413 | 1 | Blood kit | 5/11/2022 | Kruse |
| 2022-019283 | 1 | Blood | 5/11/2022 | Kruse |
| 2022-019740 | 1 | DWI Blood Kit | 5/11/2022 | Kruse |
| 2022-044482 | 1 | Blood Draw Kit | 11\9\2022 | Thompson |
| 2022-044482 | 1 | Blood Draw Kit | SB5 only | Thompson |
| 2022-0510146 | 1 | SAECK | 11/21/2023 | Cook |
| 2022-051046 | 1 | SAEK | 11/21/2023 | Cook |
| 2022-051046 | 1 | buccal swabs | 11/21/2023 | Cook |
| 2022-054756 | 1 | Sealed blood test kit | 11/9/2022 | Thompson |
| 2022-054756 | 1 | Sealed blood test kit | SB5 only | Thompson |
| 2022-069465 | 1 | Blood | 1/10/2023 | Cook |
| 2023-002222 | 1 | Blood | 2/22/2023 | Cook |
| 2023-011797 | 1 | Blood | 5/18/2023 | Cook |
| 2023-012004 | | SAEK | 8/2/2023 | Cook |
| 2023-012925 | 1 | Samsonite bag | 11/21/2023 | Cook |
| 2023-012925 | 1 | buccal swabs | 11/21/2023 | Cook |
| 2023-012925 | 1 | fingerprint card | 11/21/2023 | Cook |
| 2023-017319 | 1 | Blood Kit | 8/2/2023 | Cook |
| 2023-022698 | 2 | SAEKs | 11/21/2023 | Cook |
| 2023-022698 | 1 | SAECK A | 11/21/2023 | Cook |
| 2023-022698 | 1 | SAECK B | 11/21/2023 | Cook |
| 2023-028388 | 1 | SAEK | 11/21/2023 | Cook |
| 2023-028388 | 1 | SAECK | 11/21/2023 | Cook |
| 2023-028388 | 1 | Urine and Blood | 11/21/2023 | Cook |
| 2023-030215 | 1 | large SAEK | 11/21/2023 | Cook |
| 2023-030215 | 1 | Urine | 11/21/2023 | Cook |
| 2023-030215 | 1 | SAECK | 11/21/2023 | Cook |
| 2023-031890 | 1 | Tritech blood draw kit | 8/2/2023 | Cook |
| 2023-034402 | 1 | DWI Blood Test Kit | 8/2/2023 | Cook |
| 2023-042193 | 1 | Blood | 10/4/2023 | Cook |
| 2023-042193 | 1 | Urine | 10/4/2023 | Cook |
| 2023-042193 | 1 | Sexual Assault Kit | 10/4/2023 | Cook |
| 2023-046796 | 1 | DWI Blood Kit | 10/4/2023 | Cook |
| 2023-055515 | 1 | Thumb Drive | 2/28/2024 | Cook |
| 2023-056484 | 1 | Dwi Blood test kit | 11/21/2023 | Cook |
| 2023-056484 | 1 | Dwi blood kit | 11/21/2023 | Cook |
| 2023-060307 | 1 | Dwi Blood test kit | 11/21/2023 | Cook |
| 2023-060307 | 1 | DWI Blood Draw Kit | 11/21/2023 | Cook |
| 2023-064444 | 1 | glove, black, purple | 11/21/2023 | Cook |
| 2023-066026 | 1 | Blood Draw Kit | 2/28/2024 | Cook |
| 2021-023528 | 1 | White Crystal Powder | 3/15/2022 | Kruse |
| 2021-023528 | 1 | 1/2 white pill | 3/15/2022 | Kruse |

| OCA | No. | Tag Number | Date Stored | Specialist |
|---|---|---|---|---|
| 2018-04513 | 1 | DWI Blood kit | 4/4/2018 | Kruse |
| 2018-01935 | 1 | DWI Blood kit | 2/14/2018 | Kruse |
| 2018-21978 | 1 | DWI Blood Kit | 12/13/2018 | Kruse |
| 2018-18106 | 1 | DWI Blood kit | 11/5/2018 | Kruse |
| 2018-17864 | 1 | DWI Blood kit | 11/5/2018 | Kruse |
| 2018-17800 | 1 | DWI Blood Kit | 11/5/2018 | Kruse |
| 2018-17234 | 1 | DWI Blood kit | 9/24/2018 | Kruse |
| 2018-11038 | 1 | DWI Blood kit | 9/12/2018 | Kruse |
| 2018-09207 | 1 | DWI Blood Kit | 5/30/2018 | Kruse |
| 2018-08906 | 1 | DWI Blood Kit | 5/30/2018 | Kruse |

**Qualitative Analysis:**

After reviewing the paper organization, the auditor found no unified, dedicated physical or digital collection of paperwork files except through RMS printouts. Physical paperwork must be compiled in one location, and case file paperwork should also be collected in a virtual database for easy access. This includes a yearly intake spreadsheet shared with the Brevard patrol officers.

During this audit and reorganization, the auditor uploaded 183 paperwork artifacts, including crime lab entries/returns, property receipts, disposition orders, and various items found in folders, tubs, desks, wrong files, record boxes, storage closets, file cabinets, and under evidence into the RMS system under the correct case files. 74 of the items found were destruction orders.

The auditor removed nine inaccurate receipts from the wrong case file and reloaded them with the correct ones. She also noted and corrected the seven double and one incomplete entry in the RMS system.

Through this process, it was discovered that 53 items from 2018 to 2023 are still at the crime lab. A spreadsheet was developed to track submissions and returns.

**Reported Findings**

Audit Objective One: *Verification that the Property and Evidence Room has sufficient controls surrounding collecting, storing, and securing all police evidence.*

Intake:

- Evidence packaging follows a consistent, standardized process.
- Mentoring officers have provided training on the intake process to ensure proper packaging.
- A processing handbook is available near the packaging station.
- Supplies necessary for the intake process are always stocked.
- Property placed in a temporary storage locker can be accessed only by the Evidence Specialist.

Disposition:

- Adequate authorization (e.g., court order, internal destruction order, Return to Owner) is received before the disposition of evidence.
- Inconsistent uploads for dispositions loaded within RMS.
- Inconsistent training for officers on disposition of property and evidence to owners.
- Lack of an organizational system for paperwork to ensure dispositions were correctly done.

Storage and Preservation:

- High-risk property and evidence such as drugs, cash, guns, and DNA have designated storage areas.
- Long-term refrigerated storage is maintained to preserve biological evidence.
- SOPs specify procedures for storage and preservation.
- Cash should be deposited to the banks, and only cash marked as evidence should be retained in the collections.

Security:

- Other personnel and visitors are allowed access only if the Evidence Specialist accompanies them.
- Access is held only by the Evidence Specialist, with a spare key held by a Captain.
- A single camera is focused on the caged entrance.

Audit Objective Two: *To evaluate the efficiency and effectiveness of operations*.

The reviewed paperwork and RMS reporting show that the former Evidence Specialists inconsistently maintained and/or failed to complete the proper documentation to support

the final disposition of the property, resulting in an incomplete record of the life cycle of those collected items. Items checked out for court with officers were well documented. Destruction orders were inconsistent throughout 2018-2023.

Packages were adequately sealed with a date, signature, and name of the officer on the package.

Audit Objective Three: *Ensure all items listed in RMS are physically accounted for within the collection*.

**3,543 items were identified as part of the property and evidence collection.** The audit results indicate high compliance, with only 18 items (approximately 0.00508% of the total collection) identified as "not found." This minimal discrepancy reflects the effectiveness of the newly implemented barcoding system and the Brevard Police Department's commitment to upholding best practices in evidence management.

Best practices state that unlocated items within the system should not exceed 5% of the inventory. Brevard's evidence collection is above standard with less than 1%.

Although a disposition order was not attached to several documents, notes from former evidence specialists and officers added in the RMS "general" section and placed in a destruction cart strongly suggest that items were removed from the life cycle.

According to the auditor, some paperwork was destroyed without being entered within the RMS system: "On the floor in front of the chair was a large tub filled with papers from items Wilson and Bunn had previously disposed of. When asked if the documents were something I needed to go through, Adam Moore said they were disposed of, and we didn't need the papers. He then had them shredded."

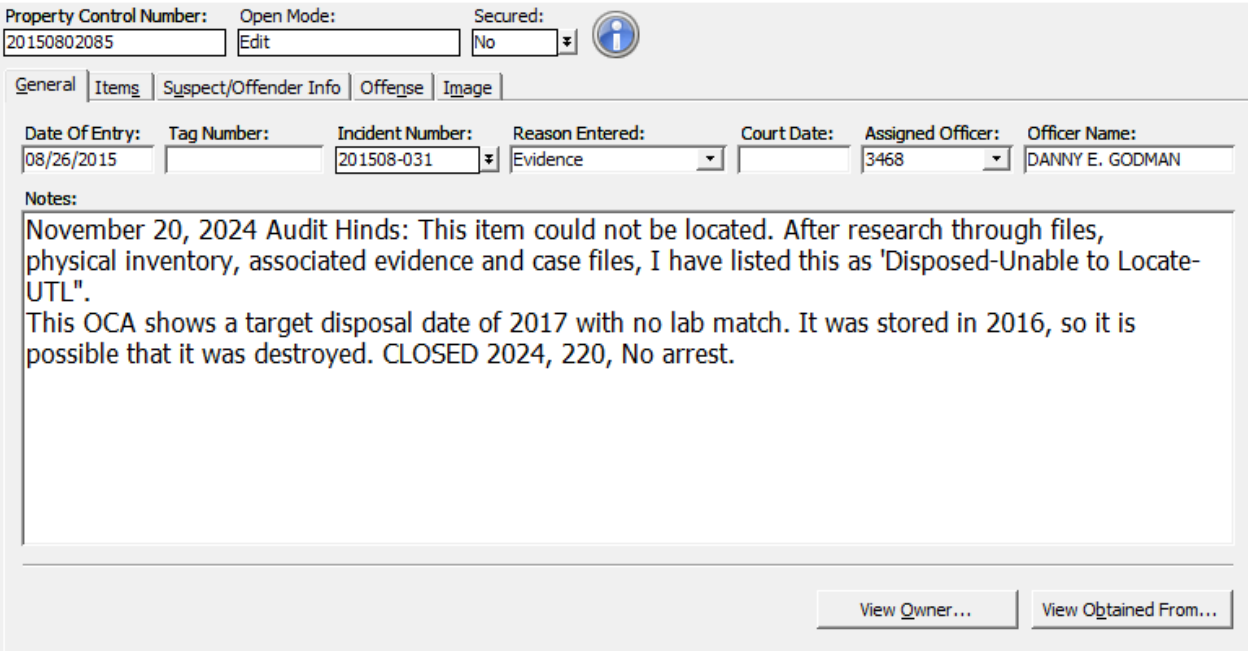
Property and evidence are tracked in the RMS. Monitoring deletions and changes should be reviewed yearly to help flag issues of improper data changes. The many items uploaded to match cases revealed anomalies and alterations that needed verification.

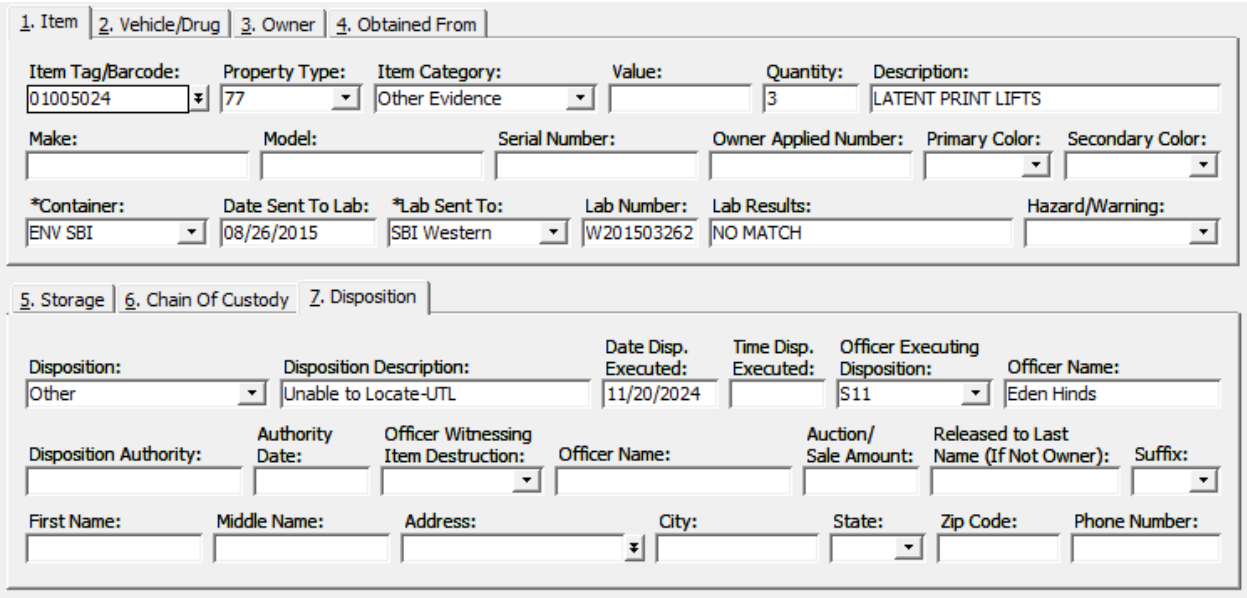
**Table 6 : Possible Destruction**

The date and timing align with the destruction of the following items:

| OCA | Control No. | Tag Number | Date Stored | Item Description | Research Notes |
|---|---|---|---|---|---|
| 201701-009 | 20170102686 | 1007184 | 01/05/2017 | MARIJUANA IN CPB | MISSING SINCE 2020 was confirmed by a spot audit in 2021. Case CLOSED 2017. Code 35A, one count, porn charge. Raxter, Godman. |
| 201508-031 | 20150802085 | 1005024 | 03/29/2016 | LATENT PRINT LIFTS | This OCA shows a target disposal date of 2017 with no lab match. It was stored in 2016, so it is possible that it was destroyed. CLOSED 2024, 220, No arrest. |
| 201511-061 | 20151202227 | 1005570 | 12/10/2015 | PIECE OF ROPE | This single item was stored initially in 2015, . Another piece of rope is identified under the same OCA Item: 01005436, so this is a double entry. The item was disposed of in a landfill. |
| 2018-05833 | 20180403261 | 1009137 | 04/16/2018 | CPB | These are clear plastic bags stored on a shelf. It is reasonable to assume they are destroyed and not associated with charges. CLOSED, Raxter/Bickford, 23D Larceny. No arrest. |
| 2022-042054 | 20221104853 | 1013659 | 08/08/2022 | bottle of Barefoot wine | This was collected from a homeless person. The disposition date is August 2023, which means it was tossed as liquids are prohibited in evidence. CLOSED 2022. 230. Arrest made. |
| 2020-17120 | 20201104250 | 1011914 | 10/26/2020 | DARK COLOR FEMALE HAIR EXTENSION | Item 1 does not have a property receipt. There is another PR for four bullet casings. CLOSED 2024, 520, no arrest. This is a double entry under the same OCA. |
| 4117752 | 20170903009 | 1008107 | 09/27/2017 | GREEN LEAFY MARIJUANA 0.5 GM | As RMS identifies, this was placed in a destruction cart. |
| 201408-003 | 20140801678 | 1003838 | 08/04/2014 | DOCUMENTS | As RMS identifies, this was placed in a destruction cart. |
| 201408-003 | 20140801678 | 1003839 | 08/04/2014 | .22 ROUNDS AND NOTE | As RMS identifies, this was placed in a destruction cart. |
| 201604-056 | 20160402392 | 1006210 | 04/20/2016 | GOLD CHAIN | As RMS identifies, this was placed in a destruction cart. |
| 201604-056 | 20160402392 | 1006211 | 04/20/2016 | LARGER GOLD CHAIN | As RMS identifies, this was placed in a destruction cart. |
| 201701-009 | 20170102686 | 1007185 | 01/05/2017 | DIGITAL SCALE | As RMS identifies, this was placed in a destruction cart. |
| 201701-009 | 20170102686 | 1007186 | 01/05/2017 | LOOSE MARIJUANA | As RMS identifies, this was placed in a destruction cart. |
| 201701-009 | 20170102686 | 1007187 | 01/05/2017 | LOOSE MARIJUANA | As RMS identifies, this was placed in a destruction cart. |
| 2023-007565 | 20230204922 | 1013826 | 02/08/2023 | 2004 Dodge Caravan w/ NC plate TCL5146 | Sancoucy did intake at county impound on 2-8-2023.There was a warrant to search. CLOSED 2023. 280. Arrest made. It was given back to the owner without a signature. |
| 2021-019582 | 20210504378 | 1012327 | 04/27/2021 | Fictitious SC ID | As RMS identifies, this was placed in a destruction cart. |

Each entry has been labeled as “UTL- Unable to Locate- Possible Destruction” in the RMS system, including a note in the General section:



The following items could not be located through paperwork, RMS, or conversations and are designated with unknown locations. Comments are summarized from research and Captain Thompson.

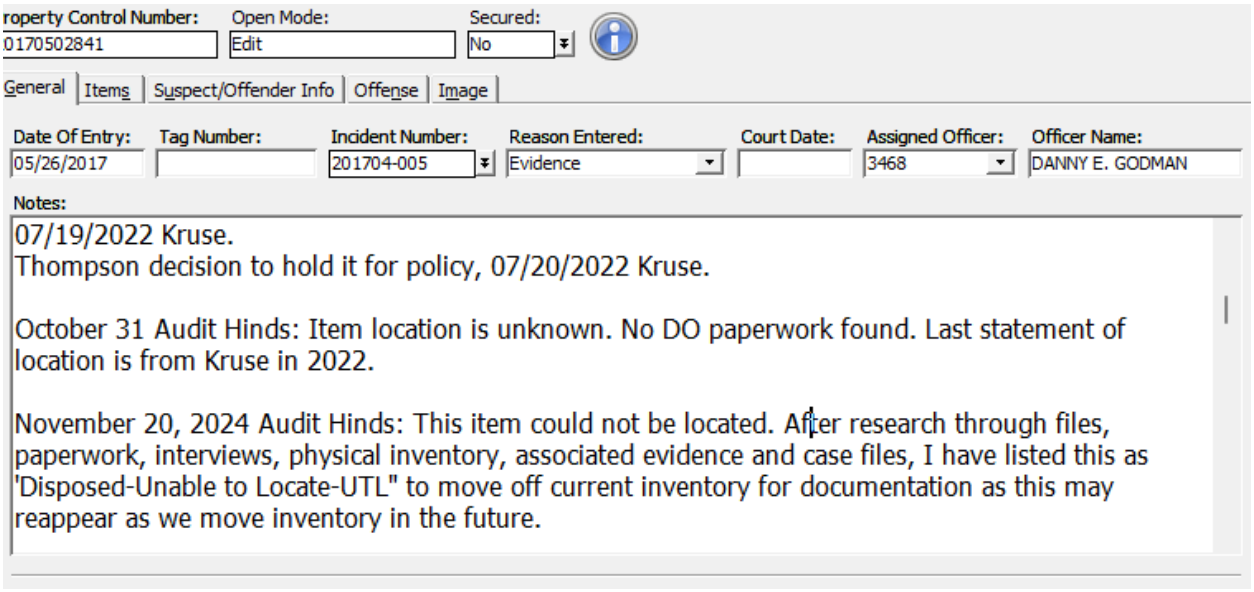
**Table 7: Unknown Location**

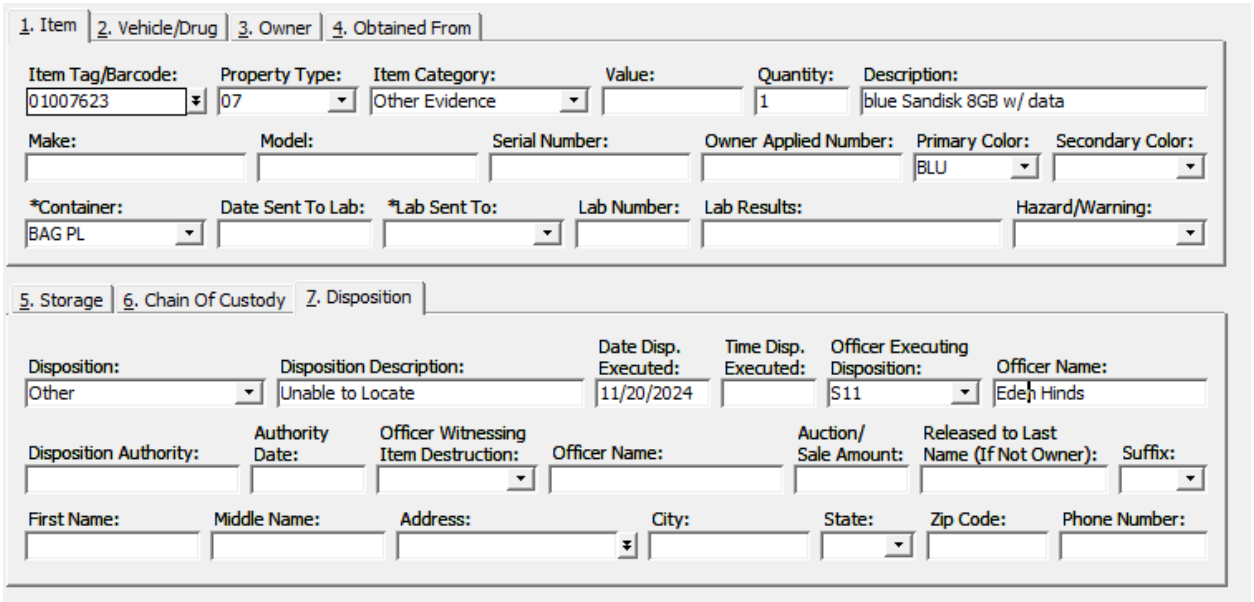
| OCA | Control No. | Tag Number | Date Stored | Item Description | Field Notes |
|---|---|---|---|---|---|
| 2018-11894 | 20180903460 | 1009731 | 08/16/2018 | RX BOTTLE W 26 CAPSULES | It was last stored by Godman in 2018 and disposed of in 2021. No DO or paperwork is located. The paperwork is disjointed, with one sheet uploaded 8 times. CLOSED, inactive case, Raxter, 16-year-old overdose case. |
| 201704-005 | 20170502841 | 1007623 | 05/26/2017 | blue SanDisk 8GB w/ data | It was stored by Thompson in 2017. CLOSED 2018. Offense 90Z: It is likely stored with the other listed items in the case. If not, there's a chance it is in the case file or turned over to the Feds. |
| 2018-03242 | 20180203214 | 1008963 | 02/28/2018 | 3 TAPINGS FROM SEATS IN PRIUS | These items were seized from a vehicle the defendant had consented to drive before his crimes. As such, they would not have been critical of the case and probably not used. A search of the crime lab database shows they seem to have yet to be processed there. CJ Leads shows his case here was disposed of in court in 2018 (guilty) and thus should have been CLOSED, cleared by arrest. These items were in custody in our complete inventory in 2021. It's entirely possible and would have been appropriate for them to have been destroyed. |
| 2018-03242 | 20180203214 | 1008964 | 02/28/2018 | 4 SWABBINGS IN 2 BOXES LABELED | |
| 2018-03242 | 20180203214 | 1008965 | 02/28/2018 | 7 LATENT PRINTS FROM PRIUS | |
| 2010030002 | 20120300726 | 1001485 | 03/15/2012 | SEXUAL ASSAULT EVIDENCE KIT | It shows as returned from the lab on 8/3/2016 and stored by Hutchenson back in 2012 With a disposal date of 2019. The case was identified as CLOSED in 2010 by Woodson. There is no indication that it was stored after returning from the lab. The lab report in early 2017 indicated there was insufficient DNA to amplify. There were other issues with the case, too, so Hutch likely destroyed this kit in early 2017. |
| 201608-019 | 20190103603 | 1010163 | 01/10/2019 | BUCCAL SWAB | The storage history shows it was placed in 2019 when Kruse returned it from the lab. CLOSED 2017. No arrest. This case was prosecuted Federally (defendant Keith Saunders). The swab is likely mixed in with the victim's evidence 2018-02445. It will not have been destroyed. The case is closed and cleared by arrest. |
| 2022-003625 | 20220104590 | 1012894 | 01/26/2022 | CPB W/ Green leafy substance TPW 3.1 GM | Paperwork uploaded by Bunn and Moore with no location besides identified by Kruse in 2022 with a disposal date of July 25, 2022. CLOSED 2022. Arrest made. |
| 2022-003625 | 20220104590 | 1012896 | 01/26/2022 | GREEN GRINDER W/ FACE ON LID | Bunn and Moore uploaded paperwork with no location besides identified by Kruse in 2022, with a disposal date of July 25, 2022. CLOSED 2022. Arrest made. |
| 2021-011031 | 20210404350 | 1012245 | 04/12/2021 | NC DL OLIVER RAYMOND ANTHONY | The attached PRs do not describe the evidence in this file. It is the right OCA, but the inventory needs to match. CLOSED case, Sansoucy. 280, Arrest. |

| OCA | Control No. | Tag Number | Date Stored | Item Description | Field Notes |
|---|---|---|---|---|---|
| 2021-011031 | 20210404350 | 1012248 | 04/12/2021 | BLK CASE W/ JUMPSTARTER | The attached PRs do not describe the evidence in this file. It is the right OCA, but the inventory needs to match. CLOSED case, Sansoucy. 280, Arrest. |
| 2021-011031 | 20210404350 | 1012252 | 04/12/2021 | HIGHWAY PATROL TAG FOR VEHICLE | The attached PRs do not describe the evidence in this file. It is the right OCA, but the inventory needs to match. CLOSED case, Sansoucy. 280, Arrest. |
| 2021-011031 | 20210404350 | 1012253 | 04/12/2021 | CONDEMNED HOME NOTICE BUN COUN | The attached PRs do not describe the evidence in this file. It is the right OCA, but the inventory needs to match. CLOSED case, Sansoucy. 280, Arrest. |
| 2021-011031 | 20210404350 | 1012251 | 04/12/2021 | KEY, FOB, BLUE TAG NISSAN PATHFINDER | The attached PRs do not describe the evidence in this file. It is the right OCA, but the inventory needs to match. CLOSED case, Sansoucy. 280, Arrest. |
| 2022-032762 | 20220704732 | 1013300 | 06/21/2022 | BLACK BATTERY | This is unknown. They were last stored in temporary storage by Kruse in 2022. CLOSED 2024. 23H, No arrest. This battery was related to a trailer stolen from Ecusta Brewing on Pisgah Highway. |
| 2023-023237 | 20230504981 | 1013968 | 05/01/2023 | .9 grams TPW Green leafy substance | This is identified as evidence found by Cook, and disposal is set for May 2024. CLOSED 2023; Arrest made. |
| 2023-023237 | 20230504981 | 1013969 | 05/01/2023 | 3.5 grams Green leafy substance | This is identified as evidence found by Cook, with disposal set for May 2024.CLOSED 2023; Arrest made. |
| 2023-055515 | 20231005069 | 1014178 | 10/06/2023 | containing one swab | Other items in this spot were disposed of in early 2024. He was released to TCSO on March 26th and could be there. CLOSED, Reeves and Bickford. CFS, Hit and Run |
| 2023-055515 | 20231005069 | 1014179 | 10/06/2023 | brown evidence bag containing one swab | Other items in his spot were released to TCSO on March 26th and could be there. CLOSED, Reeves and Bickford. CFS, Hit and Run |

We must provide memos for the 18 unknown locations in the file. These will be uploaded within RMS and included with the physical file's audit report *(see Appendix A)*.

Each entry has been labeled as “UTL- Unable to Locate” in the RMS system, including a note in the General section:




**Audit Comments**

**1. Strengths:**

1. Intake, storage, and preservation processes are in place to ensure the security and integrity of the property and evidence.
2. We use Adobe for digital notification and signatures for property disposal.
3. Patrol boxes handguns properly.

4. A formal written standard operating procedure was published in 2018, and a new property and evidence policy was released in November 2024.
5. Our collection preparation table is well supplied.
6. The property room has been updated with a barcoding system for ease and efficiency in organization.
7. The Evidence and Property Room has designated areas for high-risk and found items.

**2. Challenges:**

1. It is recognized that a more consistent system for disposing of authorized items with proper record-keeping must be maintained.
2. We need an on-site incinerator to create more efficient disposal.
3. A calendar alert system cadence should be consistently utilized to identify target disposal date frames for items that are connected to an offense for which the statute of limitations has expired, have no apparent offense linked to the item to warrant prolonged storage, have exceeded storage lengths, or were not destroyed when the officer designates on the Property and Evidence Receipt form.
4. A more consistent framework for annual and quarterly audits with formal reporting is needed.
5. The evidence currency deposit system should be re-established so that cash is not kept within the evidence area.

**3. Opportunities:**

1. Design a review process for items for disposition that includes notifying personnel to alert them of expired timelines or review dates and obtain authorization for disposal.
2. Designate a captain to implement a meeting cadence, notifying case detectives and investigators to review items for potential disposition based on scheduled review dates for each category of property and evidence.

3. Implement regular training sessions for personnel on evidence handling and inventory management.
4. Place designated review schedules on a master calendar for transparency.
5. Establish a schedule and designate people to conduct announced and unannounced audits to ensure the quality of processes and procedures.
6. Establish a schedule for annual audits to ensure ongoing compliance and identify potential areas of improvement. This includes a system for staff to continually provide feedback on the inventory process to refine and enhance operational efficiencies.
7. Require annual sworn officer training for property and evidence packaging and crime lab submissions.
8. Install a visual board of packaging and processing in the packaging area of the new police collections room.
9. Develop a process form to notify officers of evidence denial with corrective action in packaging items for collection acceptance.

**4. Recommendations for addressing identified issues:**

1. Revise and update the Standard Operating Evidence and Property Collection Procedures manual. This includes specifying property disposal for drug-related items in the property unit over three years old and identifying them for destruction.
2. Each inventory should be kept on an Excel spreadsheet and given to the administration for records and documentation. The annual inventory should be kept in the same file cabinet for easy access and review.
3. Brevard should embrace IAPE Standard 6.1: temporary storage includes any location where evidence may be stored for 72 hours or less, protected from tampering, theft, contamination, and the environment.
    a. Prohibit items from being kept in personal lockers, vehicles, and filing cabinets. Institute time limits on booking items.
    b. Designate a locker to hold improperly documented or packaged items until the submitting officer can make corrections.
4. Rotating monthly inspections should cover security, access control, safety practices, training, missing evidence, housekeeping, and cleanliness. These

inspections should include inventory spot checks for each high-risk category and general intake, equaling 90% of the entire inventory by the end of the year.

5. The Police Department should develop an emergency and disaster recovery plan and procedures for the Property and Evidence Room. Mild flooding occurred in the current evidence area in September 2024. An SOP should be developed to secure evidence necessary for criminal cases, describing what actions the Specialist and staff should take and how remediation should occur. This should include the transportation and relocation of personnel and all evidence items in the event of evacuation, including a method for tracking each item.

6. The Evidence Specialist should have access to a bank account for evidence currency deposits. This process and internal policy must be rewritten to IAPE standards and industry standards best practices.

**5. Conclusion:**

Brevard Police Department's first comprehensive, detailed property and inventory room audit in recent history marks a significant milestone in meeting its accountability and transparency goals regarding evidence management. Moving forward, it is essential to continue regular audits, maintain the barcoding system, and provide ongoing training to staff to ensure adherence to North Carolina's property and evidence ordinances. This proactive approach will bolster public trust and support the department's mission to serve and protect the community effectively. All policy structures are evident, and the system's integrity is intact.

**6. Follow-Up Actions:**

Several items must be relocated to more centralized drawers and shelves to ensure clearly labeled categorical filings. During the barcoding process, some packaged outliers in topical filings were overlooked.

We have held internal destruction orders until the audit is complete. The Evidence Specialist will begin to pull these for destruction, incineration, auction, department use, and the landfill, removing items from our inventory. This set will be added to our destruction bins in the evidence room.

The Evidence Specialist will regularly track the crime lab submissions and returns.

The Evidence Specialist will coordinate with the District Attorney's office for dispositions needing signatures.

The Evidence Specialist will prepare to move to the new inventory room at 132 Commerce Street. Evidence and property will remain at the old police station at 95 West Main Street until the evidence room is secured. As best practice, one internal spot audit and one external spot audit will be conducted before shipping. Once evidence and property have been transported to the new facility, a complete inventory check will be performed.

After conferring with Nick Zecher, Evidence Custodian with Henderson County Sheriff's Office, the Evidence Specialist will create a disposition method called "Unable to Locate" or "UTL" in RMS so that those items are disposed of in RMS and do not continue to appear in items to be inventoried. This will also include individual memos for each file.

In the spirit of transparency, Chief Jordan and the Evidence Specialist will meet with the City Manager and District Attorney to review our audit.

**7. Continuous Improvement:**

As we move toward department accreditation, we will build a comprehensive calendar that includes quarterly feedback loop touchpoints, annual property and evidence training for officers, and quarterly audits (internal and external) to assure quality and transparency.

We will follow up on scheduled audits to ensure compliance with the action plan and practice improvements.

**8. Conclusion:**

This audit aimed to enhance the integrity and security of the evidence collection room, ensuring that the Brevard Police Department adheres to best practices in evidence management. Regular audits will comprise a crucial part of our ongoing commitment to transparency and accountability.

**Appendix A: Memo for File for Items Unable to Locate (UTL)**

| City of Brevard Police Department<br>Missing Evidence / Property Checklist | |
|---|---|
| OCA | |
| Officer | |
| Sequence Number | |
| Item Number | |
| Item Description | |
| Purpose of Item (Evidence, DV Order, Found, etc.) | |
| Location shown in RMS and paperwork | |
| Date last known Secure | |
| Time last known Secure | |
| Last known secure by | |
| Date noticed missing | |
| Time noticed missing | |
| Noticed missing by who | |
| How was item noticed missing | |
| Checked in RMS | |
| Checked in RMS: Case, Incident, Arrest, Evidence, and Evidence Items narratives | |
| Location double checked | |
| Surrounding areas checked | |
| Paperwork checked | |
| Recent disposition paperwork checked | |
| Last FFL and Auction spreadsheets checked | |
| Date Professional Responsibility Lieutenant Advised | |
| Narrative: | |
| | |
| | |
| | |
| | |
| | |
| Missing Evidence / Property Checklist | Updated 11/20/2024 |