

PROPERTY AND EVIDENCE ROOM AUDIT

February 3, 2024

Chief Tom Jordan

Eden Hinds, Ed.D., Evidence Specialist

Purpose and Objectives

In alignment with policy, a full evidence and property room audit must occur whenever the Chief and/or Evidence and Property Specialist change.

The Internal Association of Property Evidence 15.1 is conducted annually and limits the time frame for investigating missing items.

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 annually.
4. Prepare for the upcoming evidence roommove to our new facility 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 through the following regulations:

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.

NCLEA
North Carolina
Law Enforcement Accreditation

- **ANNUAL AUDIT**
- High-Risk Items:
  - Drugs – 10% of all drugs or 25 items
  - Guns – 10% of all guns or 25 items
  - Money – 10% of total money held or 25 items.
  - High value or sensitive items (as designated by the Agency) – 10% or 25 items, whichever is less
- Remaining General Property and Evidence:
  - 20% of total remaining property and evidence or 50 items, whichever is less

- **CHANGE IN EVIDENCE CUSTODIAN/CEO AUDIT**
- High-Risk Items:
  - Drugs – 75% of all drugs or 100 items
  - Guns – 75% of all guns or 100 items
  - Money – 75% of total money held or 100 items,
  - High value or sensitive items (as designated by the Agency) – 75% or 100 items

Remaining General Property and Evidence:

- 40% of total remaining property and evidence or 100 items, whichever is less

We Chose to Audit the Entire Inventory.

Audit Overview

Barcoding System	Interviews	IAPE Evidence and Property Procedure Manual	Brevard Evidence and Property Handbook
Documentation, case files, dispositions, folders, and notes	Records	Workflows	Benchmarking with 6 other counties and cities
Matching inventory documents with disposition orders	Physical audit	Collected and matched crime lab submissions and returns	Sample Testing of each category

Data Analysis

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
Flamma bie	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

Crime Lab Items

OCA	No.	Tag Number	Date Stored	Item Description
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

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	508
2019	235
2020	212
2021	548
2022	679
2023	455
2024	288
TOTAL	3543

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	520	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

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

Item Tracking

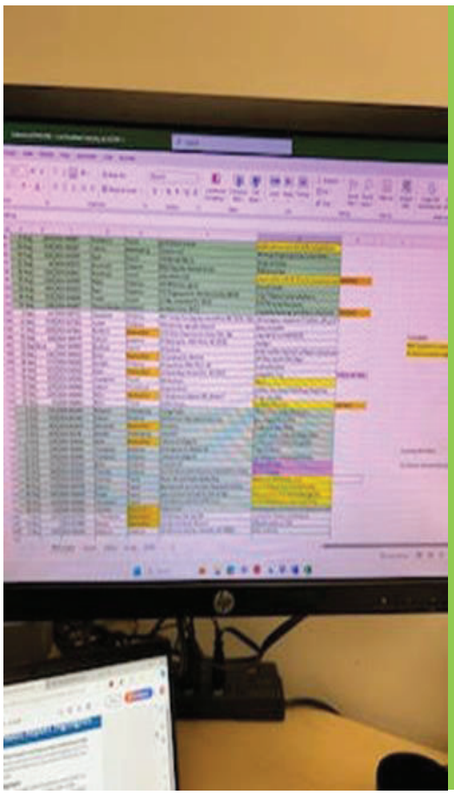
OCA	Control No.	Tag Number	Date Stored	Item Description	Field Notes
2018-11894	20180903460	1009731	08/16/2018	RX BOTTLE W 26 CAPSULES	It was last stored by Godman in 2018 and disposed of in 2021. No DO or paperwork is located. The paperwork is disjointed, with one sheet uploaded 8 times. CLOSED, inactive 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: This flash drive was received from SBI SA Mack Meadows and contained data downloaded from multiple devices from suspect Russell Ward. It is likely stored with the other listed items in the case: most are listed on Gen 3-3, one in FLAM, one in 15-2, and one in 8-3. If not, there's a chance it is in the case file or got turned over to the Feds. Dan should know.
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

FINDINGS

Three thousand five hundred forty-three (3,543) items were identified as part of the property and evidence collection.

The audit results indicate a high level of compliance, with only 19 items identified as “not verified”. **Accuracy- 99.5%**

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%.**



NCLEAN States...

- “If during the audit and error rate of more than five percent (5%) of the audited items is discovered, a complete inventory of all property items must be performed.”
- (Revised August 23, 2024).

Strengths

Intake, storage, and preservation processes are in place to ensure the security and integrity of the property and evidence.

We use Adobe for digital notification and signatures for property disposal.

Patrol boxes and handguns are used to properly store.

A formal written standard operating procedure was published in 2018, and a new property and evidence policy was released in November 2024.

Our collection preparation table is well supplied.

The property room has been updated with a barcoding system for ease and efficiency in organization.

The Evidence and property room has designated areas for high-risk, safekeeping, and found items.

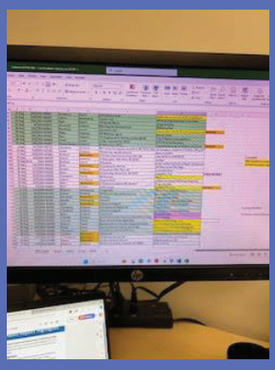
Challenges/Improvement Plans:

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 that identifies target disposal date frames for items that expired the statute of limitations for an associated offense, have no apparent offense linked to the item to warrant prolonged storage, 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.*

Results and Follow-Up Actions











MONTH	Safekeeping	Found	Evidence	Search	Counterfeit	Prob Cause	Arrest	Destruction	Overall
JAN	4	7	5	1	0	0	0	0	17
FEB	1	4	8	0	1	0	0	0	14
MAR	1	4	2	0	1	0	0	3	11
APR	1	5	4	3	0	2	0	0	15
MAY	0	4	5	4	1	1	0	0	15
JUNE	0	6	6	1	0	0	2	0	15
JULY	0	1	0	1	0	0	0	0	2
AUG	1	2	2	1	0	0	0	1	4
SEPT	0	2	2	0	0	0	0	3	0
OCT	2	6	5	0	0	0	0	3	7

	A	B	C	D	E	F	G
1	Location	Case Number	Control Number	Item Description	Date Stored	Person Storing	
2	Bn: SBI LAB/Sh: BOX/Tr: 1	2024-034260	20240705235	1014599	08/29/2024	Buccal swabs	
3	Bn: SBI LAB/Sh: FLOOR/Tr: 1	2024-043075	20240805245	1014598	08/22/2024	DWI blood test kit	
4	Bn: SBI LabSh: Floor box/Tr: 1	2024-034260	20240705235	1014572	07/05/2024	pair of shorts	DNA 59
5	Crime Lab Box	2024-056090	20241105284	1014672	11/12/2024	SAEK	
6	Crime Lab Box	2024-056090	20241105284	1014673	11/12/2024	blue jeans belonging to Gage Metcalf	
7							
8	AT LAB	2021-59827	1	blue underwear	3/15/2022	Kruse	
9	AT LAB	2021--59827	1	SAEK S004816	3/15/2022	Kruse	
10	AT LAB	2022-016413	1	Blood kit	5/11/2022	Kruse	
11	AT LAB	2022-019283	1	Blood	5/11/2022	Kruse	
12	AT LAB	2022-019740	1	DWI Blood Kit	5/11/2022	Kruse	