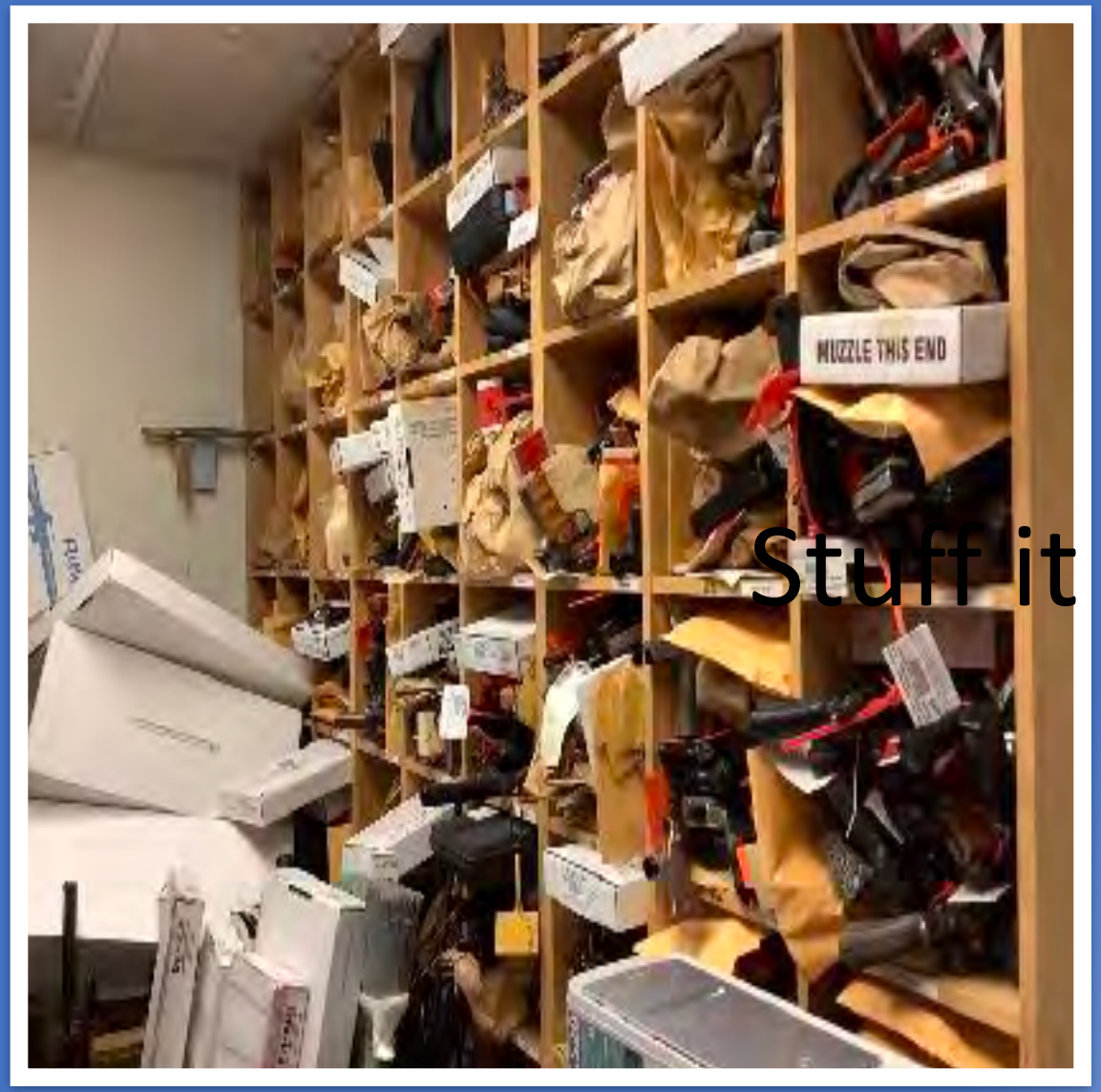
Let’s visit our environment



Stuff it Method!

Where Is It?

Stuff it Method!

Where Is It?

Stuff-it Method!

Where Is It?

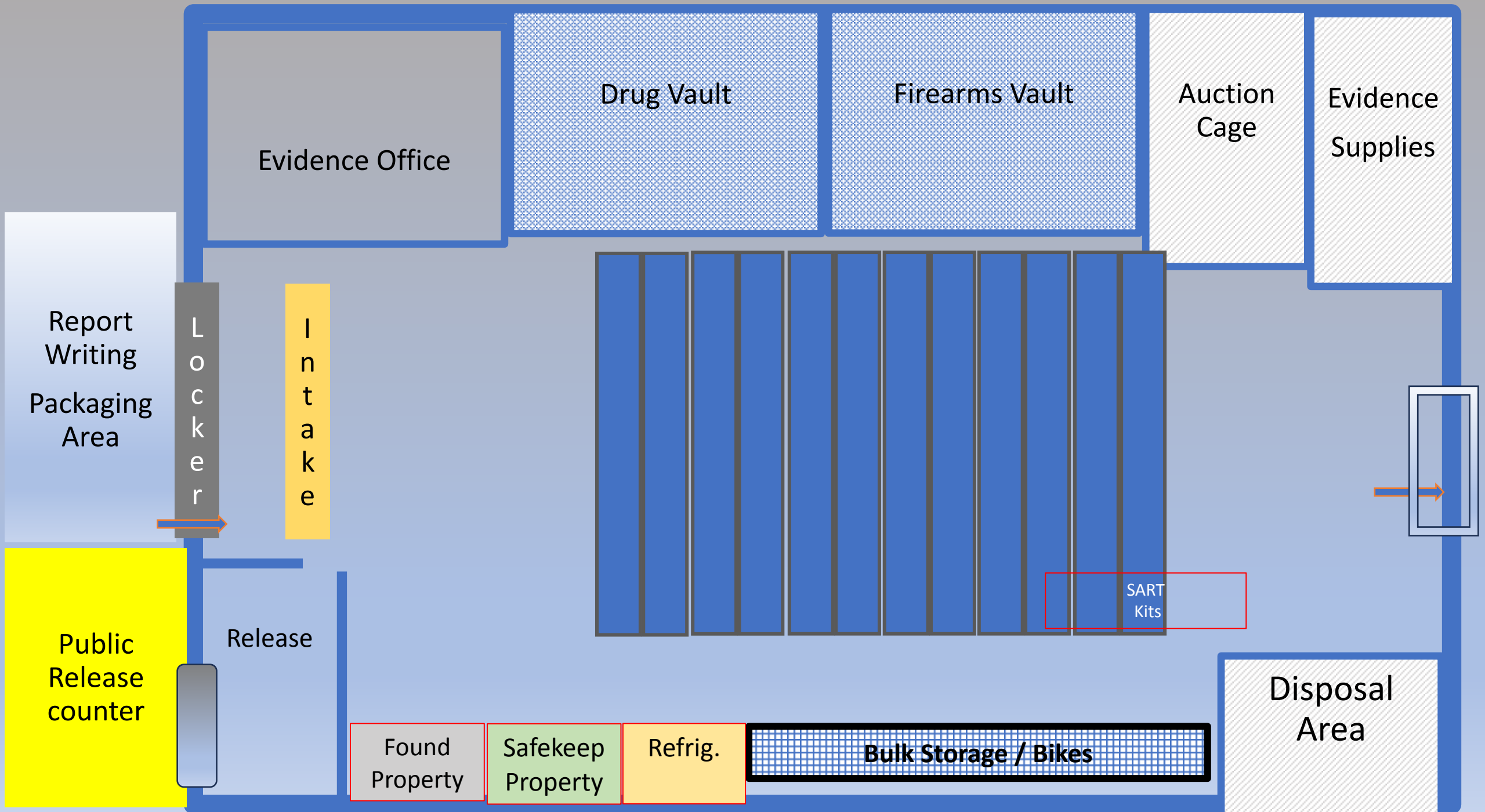
Stuff-it Method!

Where Is It?

Poll Question #1

- 1/3 of IAPE members are new to the property room and may not know what right looks like.
- 1/2 the Evidence Custodians in the country may be working solo in the bowels of the building with no one to ask for help!
- Help is on the way!

Layout


Evidence Office
Drug Vault
Firearms Vault
Auction Cage
Evidence Supplies
Report Writing
Packaging Area
Locker
Intake
SART Kits
Public Release counter
Release
Found Property
Safekeep Property
Refrig.
Bulk Storage / Bikes
Disposal Area

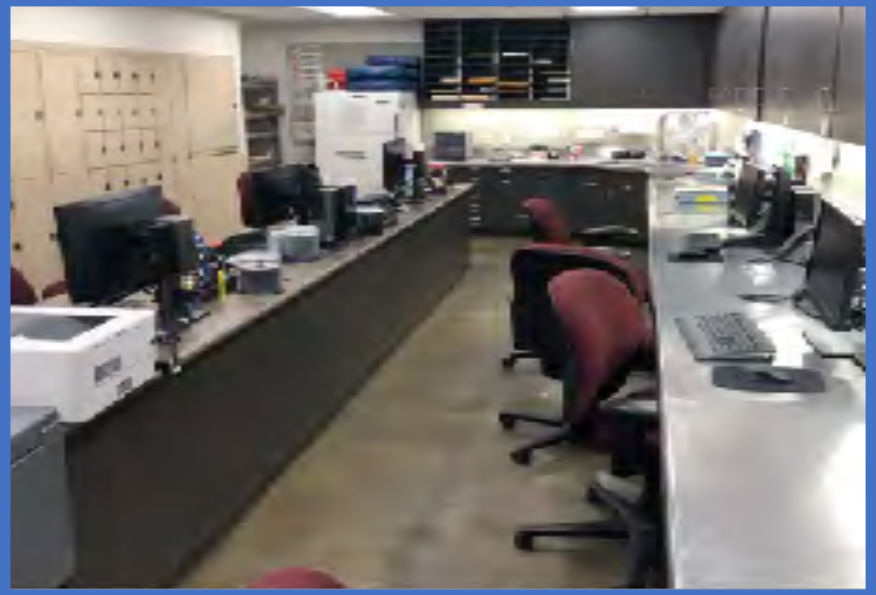
Report Writing / Packaging

Report Writing – Packaging

- Adequate space for both tasks

Report Writing - Packaging

- Report writing, packaging and temporary lockers are all adjacent to each other in the same area.
- Packing material well organized and stocked



Stainless steel counters preferred for easy decontamination

Sufficient counter space for packaging

Temporary Lockers

Submission Lockers

- Keys in lockers
- Keyed the same

Temporary Lockers

- No keys
- Slam shut
- Remove evidence from backside
- Multiple sizes

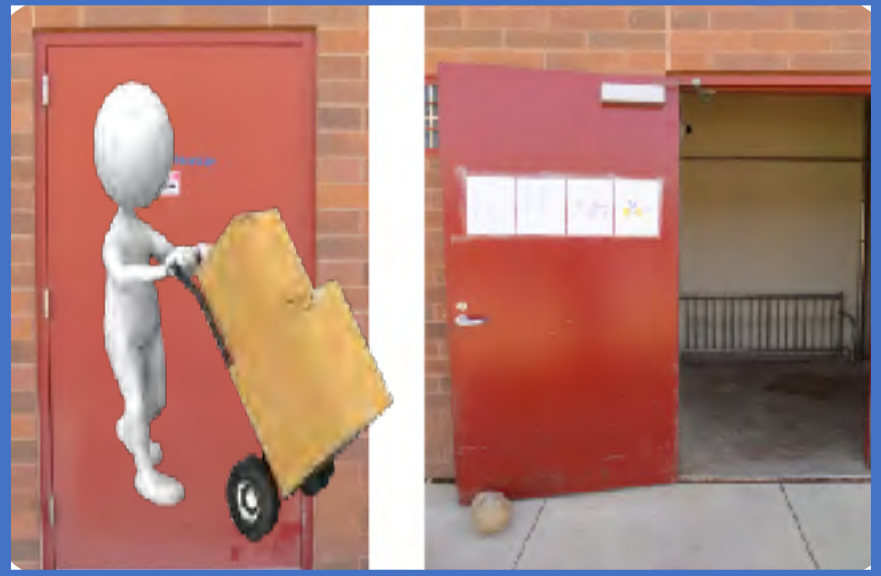
Temporary Lockers

Large Items

Bulky Item Lockers

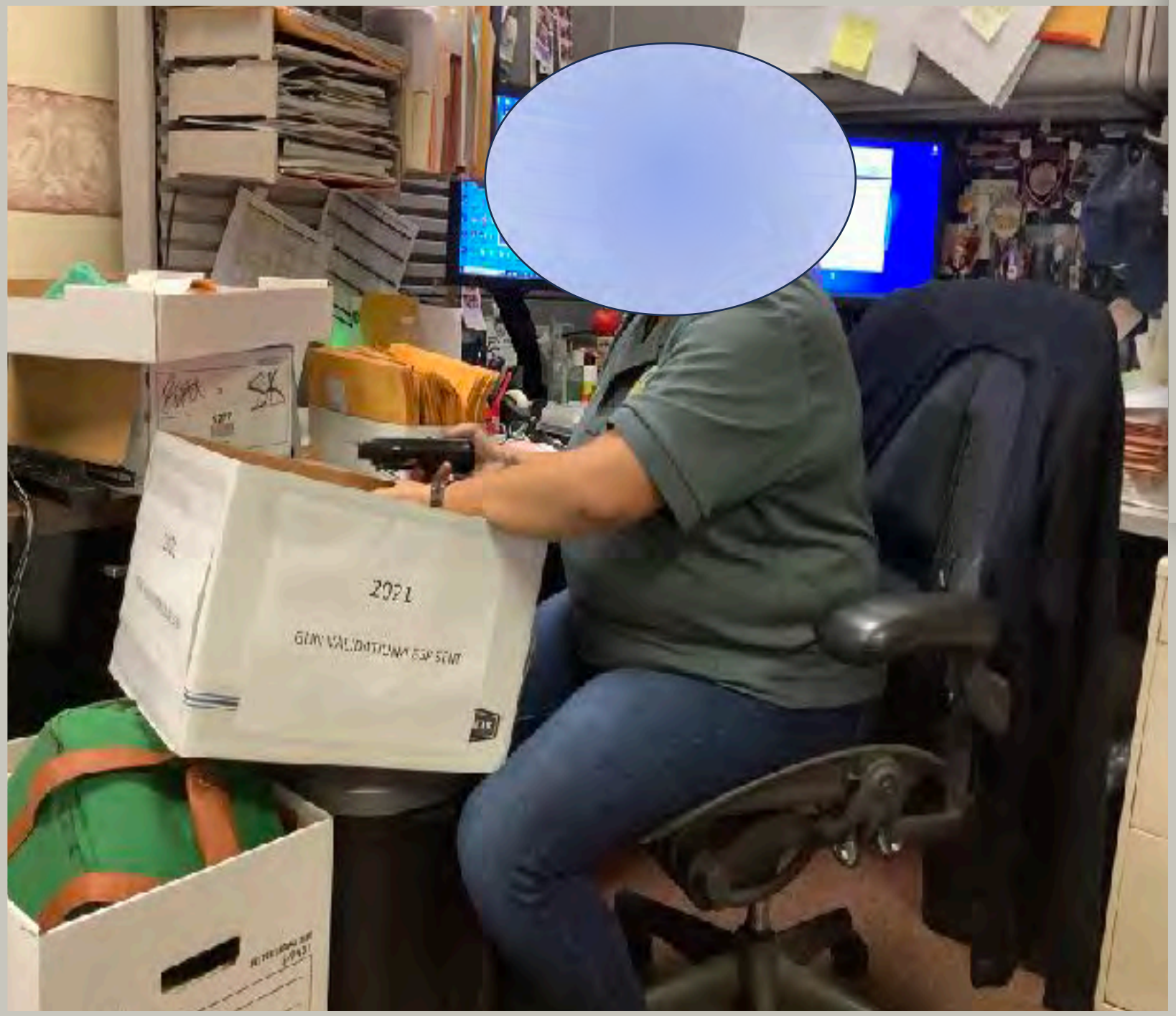
- Evidence left in front
  Property Room Office
- No security

Temporary Storage Large Items



- Always allocate a location for large items of evidence.
- Single entry, no re-entry.
- Don't commingle with other cases.

Intake Counters



Evidence Intake

- Processing in lap of Property Officer
- Awkward
- Possibility of cross contamination

Evidence Intake

- Evidence is removed from locker and processed on stainless counters.
- Easy to decontaminate after use

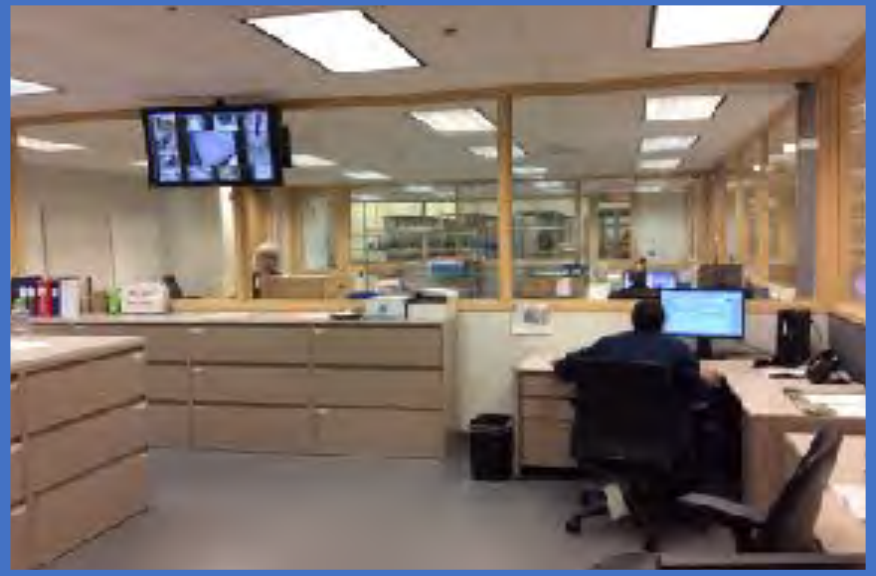
Business

Office

Business Office

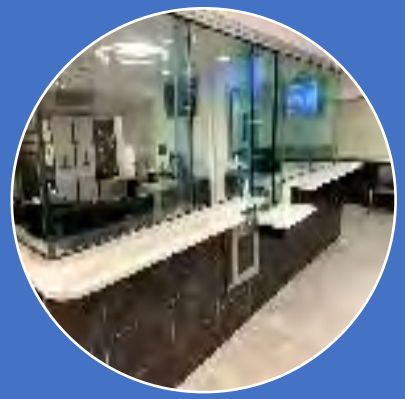
- Should be for office task not processing evidence

Evidence Office



- Office space adjacent to storage area
- Odor issues / ventilations issues

Large items Release



Public Release Counters

Public Release

- No privacy for releases

Public Release

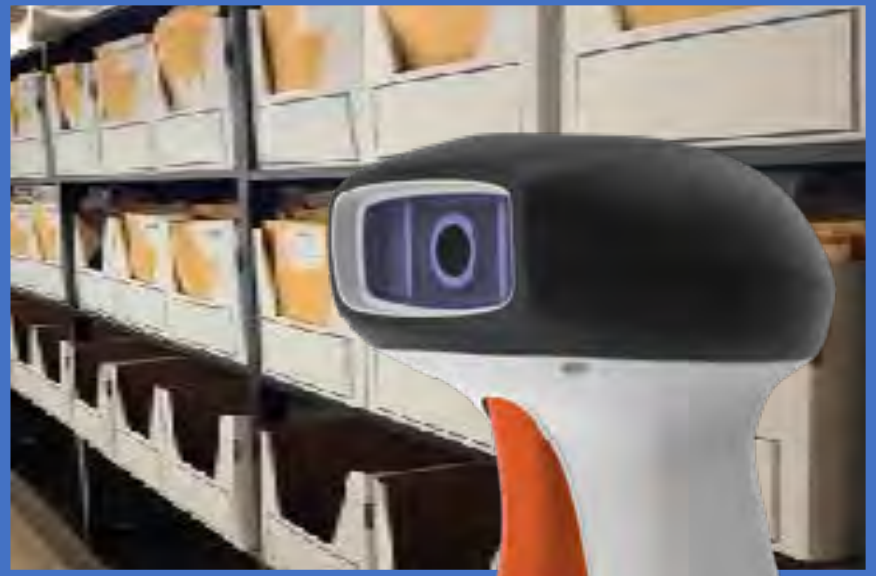
- Release of property needs to be provided in some situations that allow privacy.
- Be able to accommodate the release of large items.

Drug Storage

Drug Storage

- Stuff-it storage
- Must sort through dozens of packages to retrieve any evidence!

Drug Storage



- 85% of drugs can be stored in small envelopes 6x9”
- Shelves dimensioned for containers
- One location – Drugs or DE (Drug Envelope)

Syringe Storage

Syringe

- 30 years of syringes for an item that never goes to court

Syringe Storage

- Consider photo and immediately dispose.
- Check with prosecutor.
- Many crime labs won’t accept without a formal request and justification.

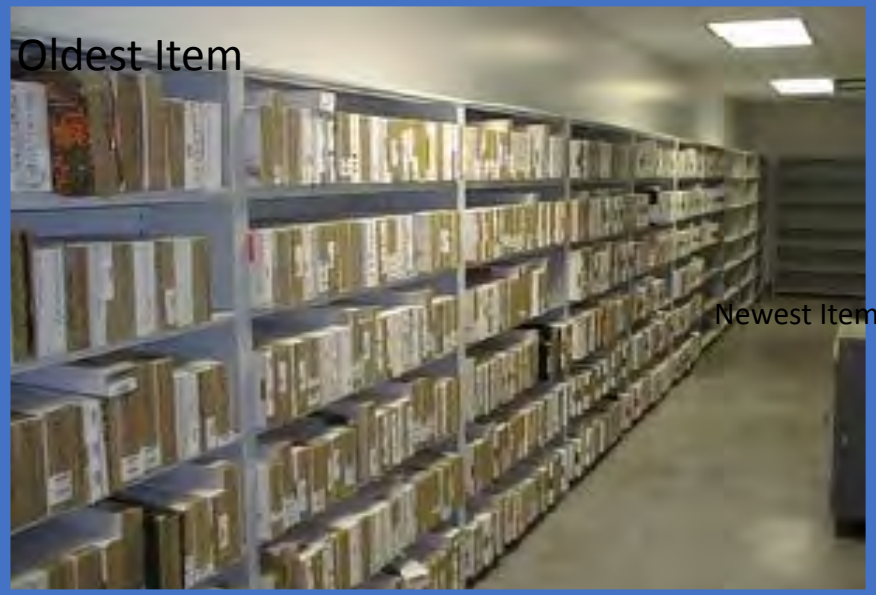
Handgun Storage

Handgun Storage

- Anytime something has to be moved to retrieve you increase your labor costs!

Handgun Storage

- Shelves are dimensioned for containers
- Shelves depth same as gun box
- One location – HG

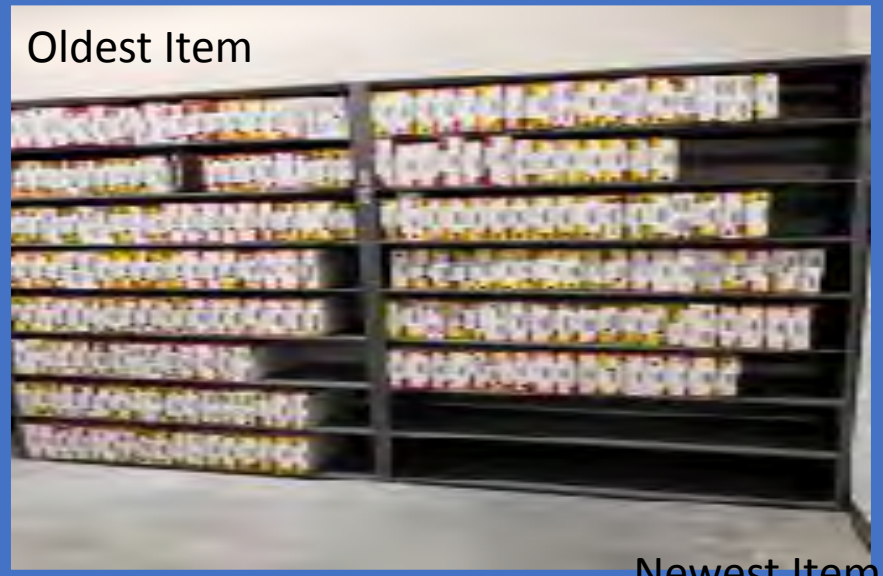


Long Gun Storages

Reward

- If you can find what you're looking for, before the end of webinar it's free!
- Did this occur over night?
- Any supervisory oversite?

Long Gun Storage



- Shelves dimensioned for depth of box
- Long gun cases on top shelf
- One location – Long Guns **or LG**

Poll Question #2

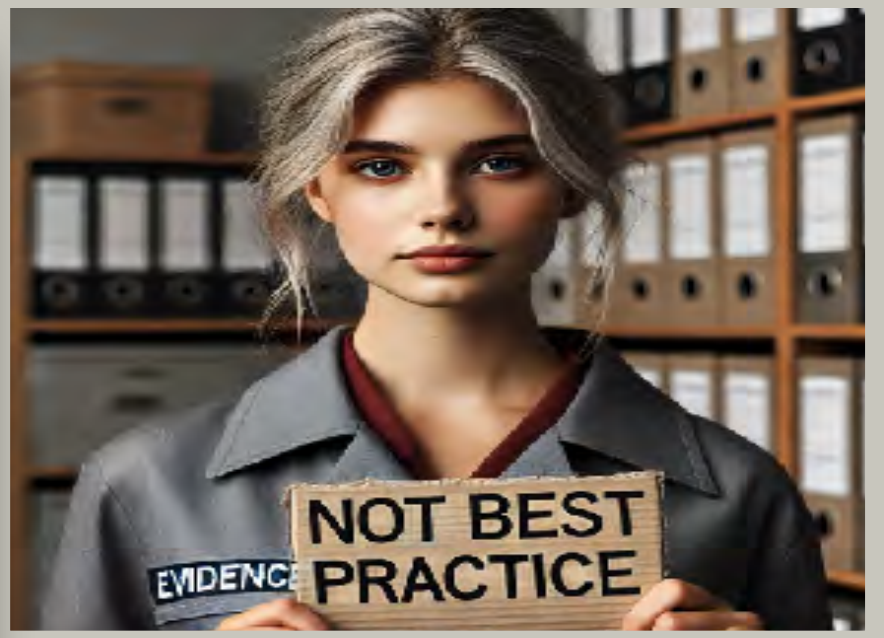
Money

- Last time money was taken to court?
- Target of theft
- $3.5M – $4.M stolen in past 5 years from property rooms across the US

Currency Storage

- Immediate deposit to bank is best practice.
- Printed envelopes
- Trays, bins, or boxes combined with standard sized money envelope.

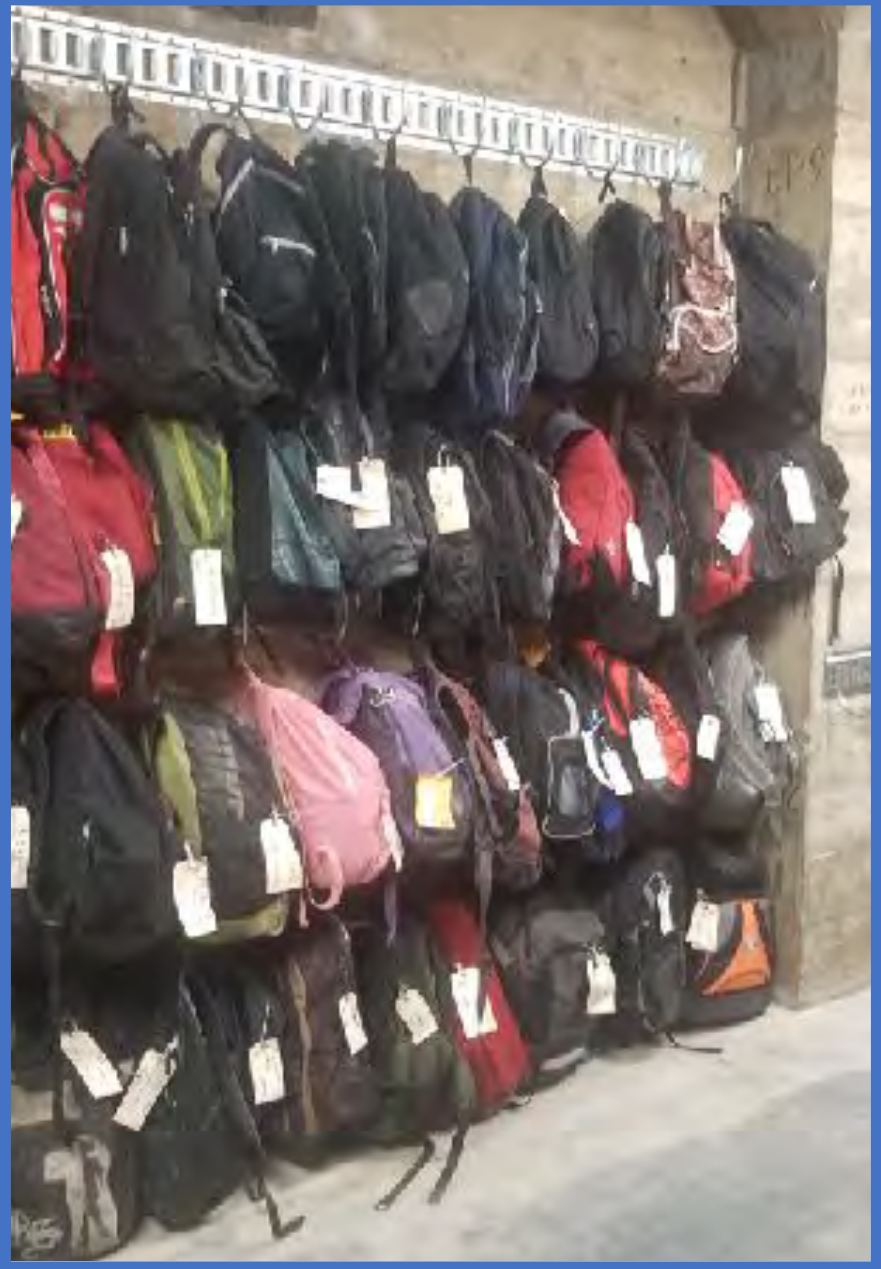
Found Property



Found Property

- Found Property is a short-term item (30, 60, 90 days).
- Immediate removal after time as expired.
- Don’t commingle with evidence.

Found Property



- Stored in one location, just for Found Property

Safekeeping Property

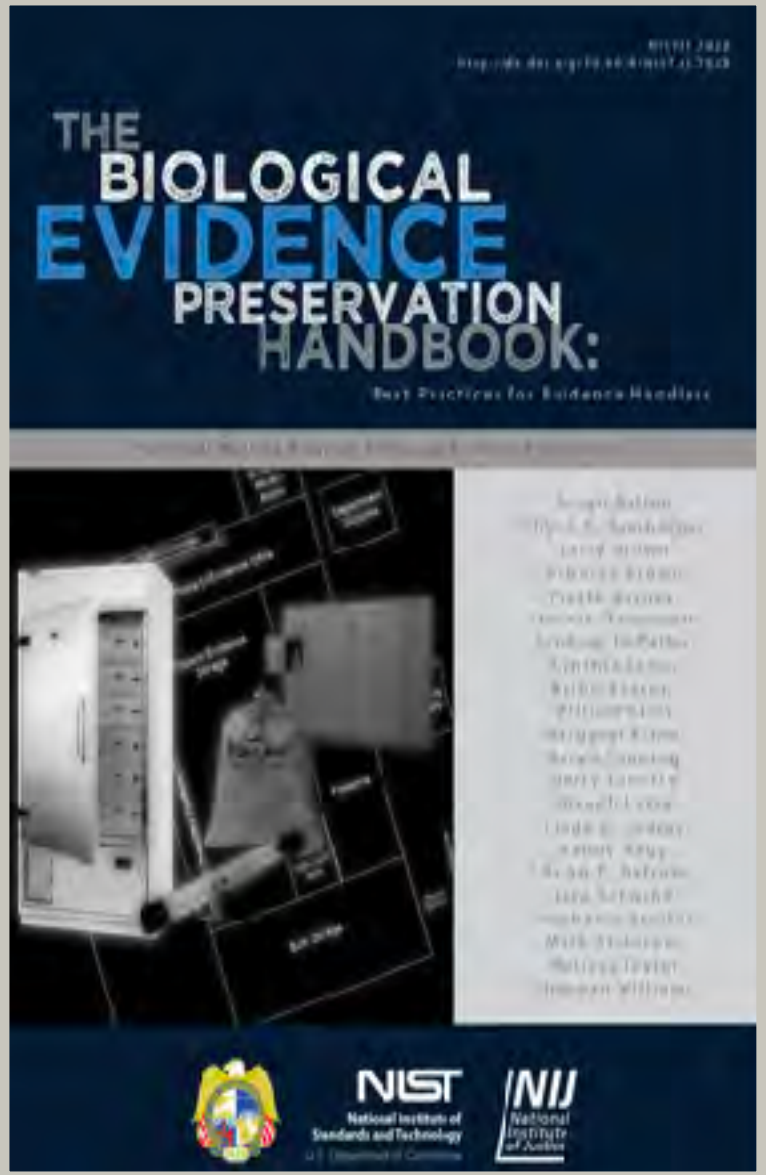
Safekeeping

- Safekeeping Property is a short-term item (30, 60, 90 days).
- Immediate removal after time as expired.

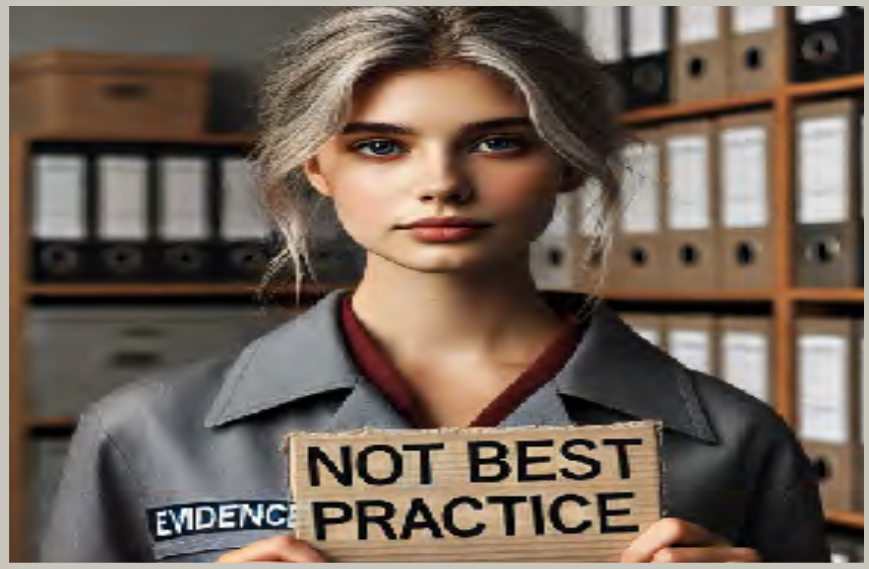
Safekeeping Property

- Specified location for short term Safekeeping Property.

Refrigeration



The Biological Evidence Preservations Handbook

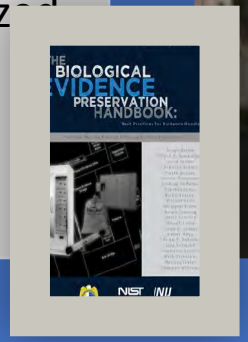


Refrigeration

- Does it have to be frozen, refrigerated, or temperature control?
- Check with Crime Lab
- Avoid chest freezers

Refrigerated Evidence

- See NIST Manual for correct temperatures for different types of evidence.
- Neatly organiz
- Easy to find



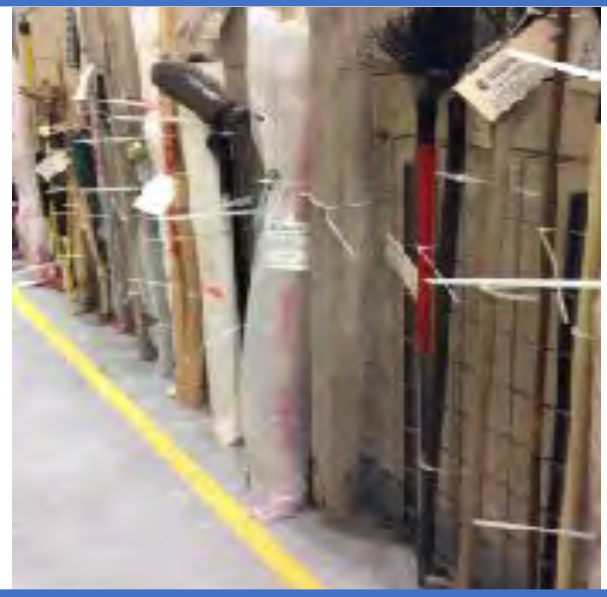
Long Items

Long Items

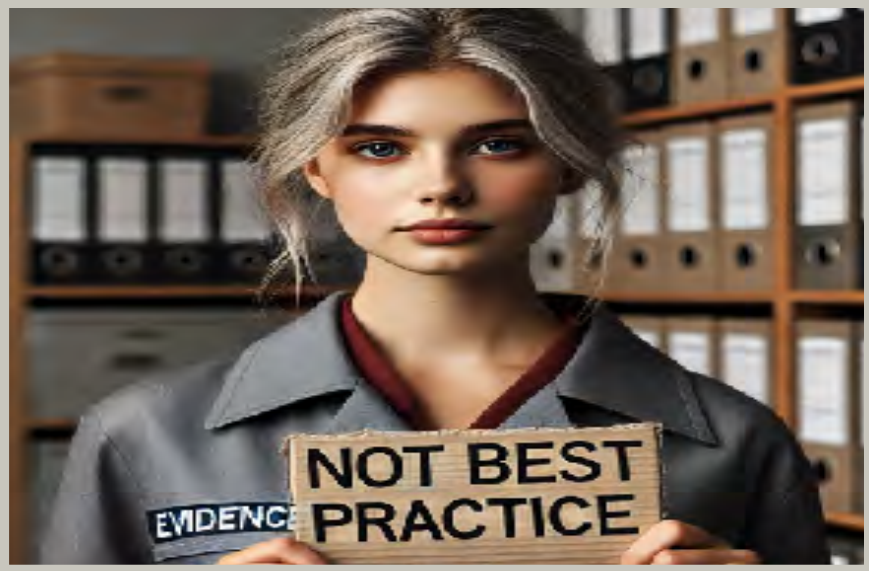
- Cross contamination issues.
- Retrieval problems.
- Inventory challenges.

Long Items Evidence

- Need to ensure that items are packaged in a manner that protects from cross contamination.
- Found Property today, could be evidence tomorrow.



Envelope Storage



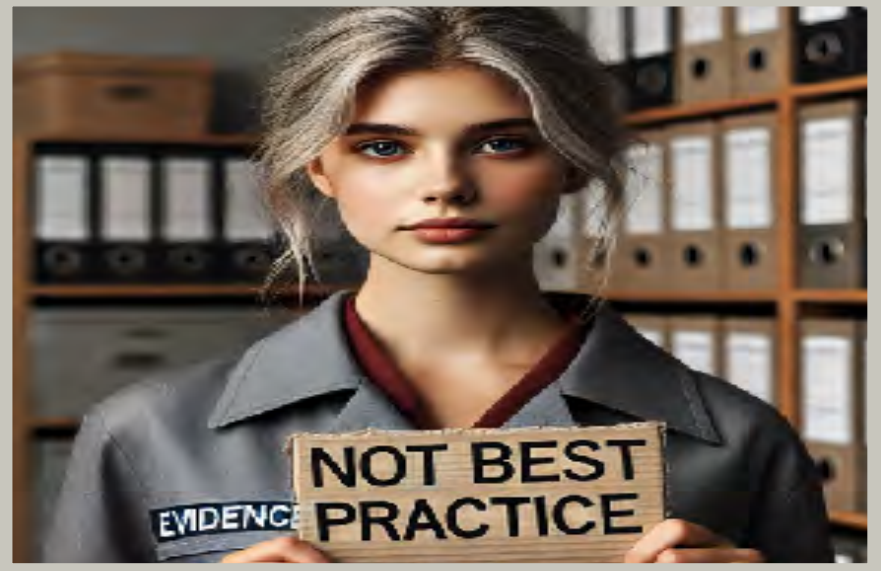
Envelope Storage

- Tray/box depth.
- Safety issue.
- Different sized envelopes commingled.
- Haphazardly stored.

Envelope Storage

- Trays / Bins for specific sized envelopes.
- Single location – small envelope, medium envelope, etc.

Grocery Bag Storage



Bag Storage

- Stacked
- Retrieval issues
- Inventory challenges

Grocery Bag Storage

Box Bins

- Box Bins
- Bags filed in case order
- Minimal number of locations

Evidence Box Storage

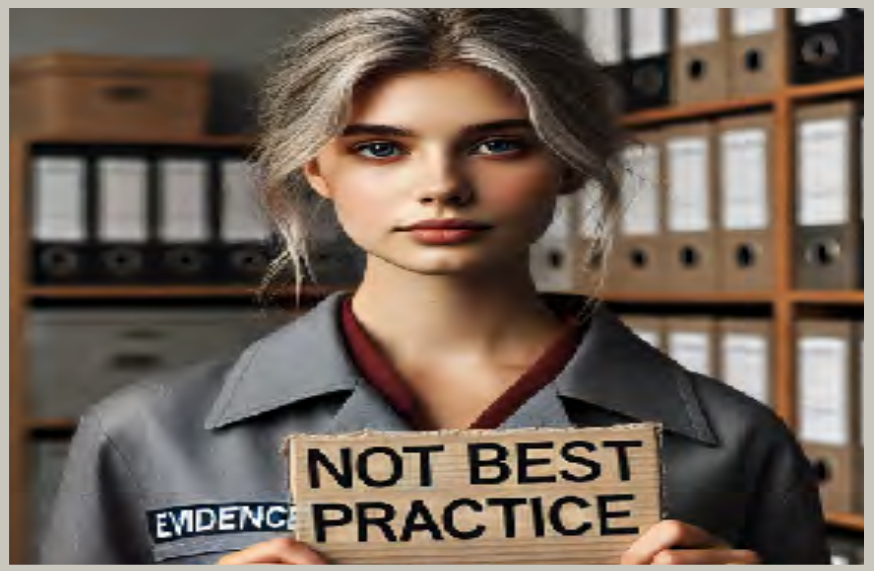
Box Storage

- How many boxes have to be moved to retrieve the one you need?
- Is there any logical place to look?

Box Storage

- Use boxes for multiple items in one case.
- No vertical waisted space between shelves
- Single location for boxes

Tablets/ Laptops Storage



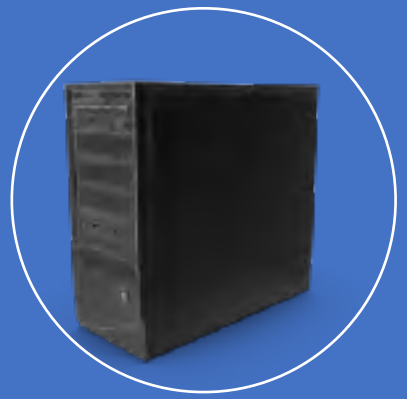
Laptops/Tablets

- No protection
- Difficult to retrieve
- Challenge to conduct inventory

Tablets, Laptops Storage

- Literature Mailers (Uline.com)
- Trays, bins, or boxes.

Poll Question #3



Tower Computer Storage

Computer Towers

- No allocated space
- Commingled with other types of evidence.

Computer / Printers

Storage

- Store in **one** designated location.
- Lessens retrieval times.
- Inventories much easier.

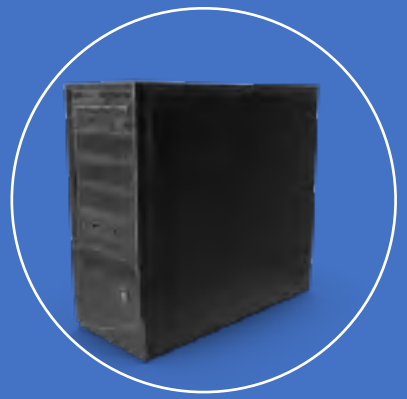
Sexual Assault Kits

Sexual Assault Kits

- No order
- Difficult to retrieve
- Challenge to inventory

Sexual Assault Kit Storage

- Frozen? Refrig?
- Check with Lab.
- Shelves and bins properly sized for kits.



TV’s / Monitors Storage

Television Storage

- Keep out of aisles

Television Storage

- Bottom shelf of any rack
- Weight/Safety issues

Bicycle Storage

Bikes Storage

- Difficult to store
- Difficult to retrieve
- Difficult to inventory

Bicycle Storage

- Toy Store Racks
- Hanging
- Bike Up Storage

Cell Phone Storage

Kansas City Police Evidence Room Fire

Cell Phone Storage

- Batteries present fire danger in property room

Cell Phone Storage

Lithium Batteries

- Package in a faraday bag or manilla envelope
- File envelopes in flammable cabinet
- File in lithium storage lockers

Mattress Storage

Mattress Storage

- Any cross-contamination issues.

Mattress. Storage

- Most state statutes allow for keeping a cutting and disposal of the source.
- Boxes available at Amazon and local mattress stores.

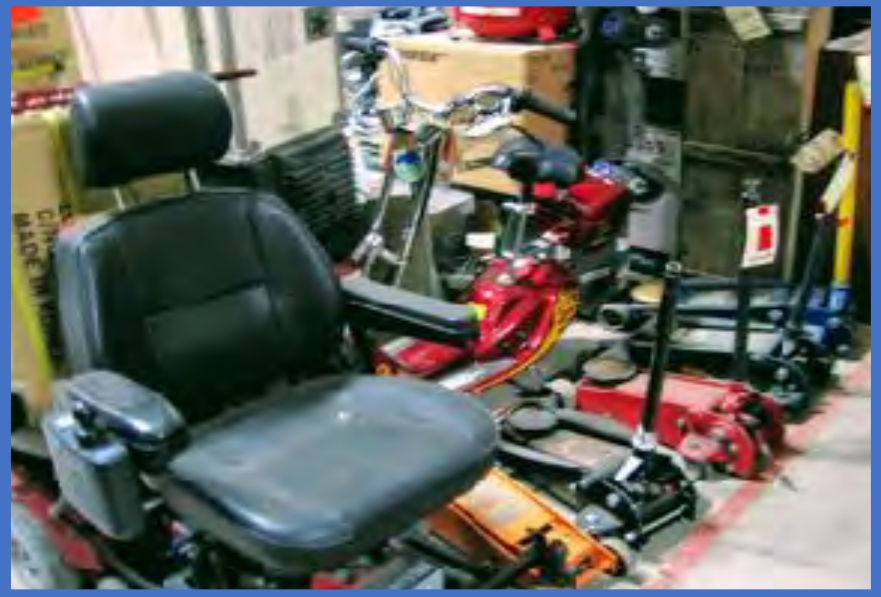
Grid Storage

Grid Storage

- Lack of proper shelving for awkward items.

Grid Storage

- Painted grid to identify floor storage locations.



Flammable Storage

DANGER
NO SMOKING
OIL

EVIDENCE
EVIDENCE
EVIDENCE
EVIDENCE CUSTODIAN
FLAMMABLE
MATERIALS
3
EVIDENCE
2
Where Does It Go?

Flammable Storage

Cabinets vented to exterior

- Keep out of property room.
- Avoid keeping flammables with other evidence.
- Consult with fire department

CATALYTIC CONVERTER

Catalytic Converter Storage

- Awkward to store and inventory
- Will never go to court or released to the owner.

Catalytic Converter Storage

- Bulk Pak
- Gaylord Box
- Never goes to court and owners don’t claim.
- Photo and destroy with concurrence of prosecutor.

Auction Items

Auction Storage

- It’s what it is!

Auction Storage

- Auction Items are susceptible to pilferage
- Separate secured storage location for auction items.
- Real time list

High Density Shelving

High Density Storage

- Need more space with the same footprint?
- High Density Shelves

High Density Storage

- Double your capacity with the same footprint

Disposal Area

Disposal Area

Disposal Area

- Secured area should be considered.
- Items susceptible to theft when the case is over.
- Allow bins for recycling.

Department Supplies

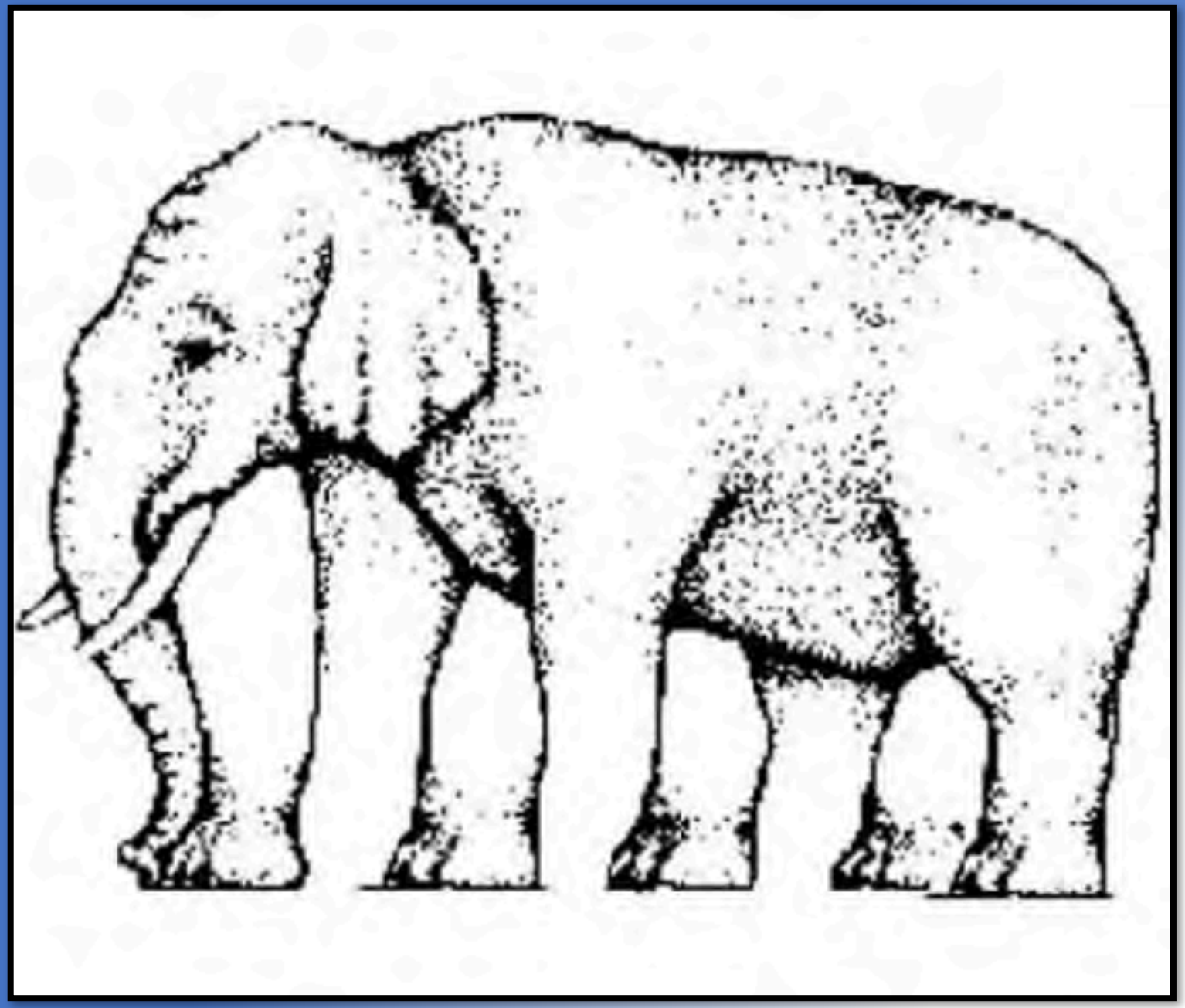
EVIDENCE
NOT BEST
PRACTICE

Department Supplies and Archived Records

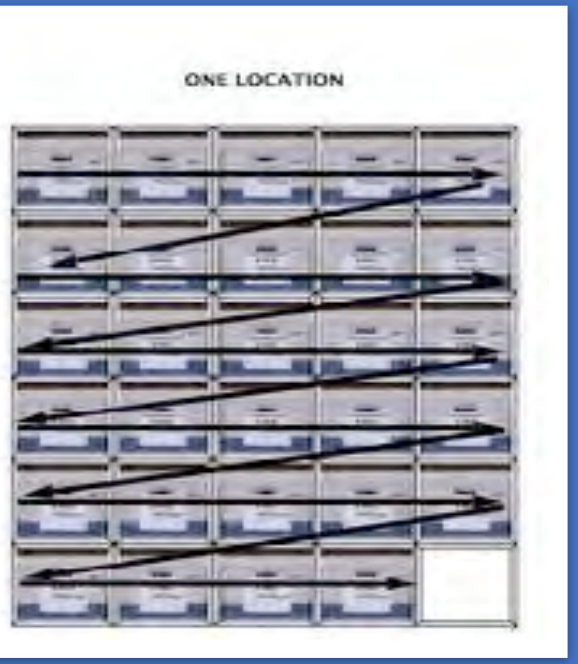
- Refrain from keeping department supplies and records in evidence room.
- Evidence supplies ok

Numbering Concepts

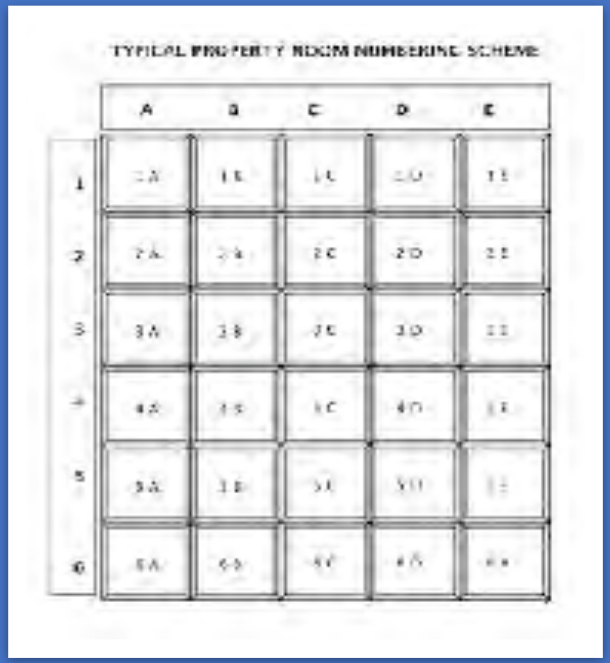
How many legs does the elephant have?



How many different locations do you see?



When you store an item in case order in this scheme, there is a logical place to look If lost



When you store an item in the numbered box, and loose it. There may be no logical place to look!

EVIDENCE
EVIDENCE
EVIDENCE
EVIDENCE
EVIDENCE
Hope you feel less stressed now?

WWW.IAPE.ORG

2025 2-Day Evidence Classes

Daytona Beach, FL 3/17/2025 – 3/18/2025

Spokane, WA 3/4/2025 – 3/5/2025

Gilbert, AZ 4/7/2025 – 4/8/2025

Salem, OR 4/15/2025 – 4/16/2025

Commerce City, CO 4/28/2025 – 4/29/2025

Allison Park, PA 5/21/2025 – 5/22/2025

Hurst, TX 6/10/2025 – 6/11/2025

Hanover Park, IL 6/16/2025 – 6/17/2025

Humble, TX 6/23/2025 – 6/24/2025

2025 2-Day Evidence Classes

Maple Grove, MN 7/9/2025 – 7/10/2025

Brookhaven, GA 7/14/2025 – 7/15/2025

Cary, NC 7/21/2025 – 7/22/2025

Columbia, MO 7/21/2025 – 7/22/2025

West Des Moines, IA 8/5/2025 – 8/6/2025

Marion, OH 8/11/2025 – 8/12/2025

Burbank, CA 9/22/2025 – 9/23/2025

Indianapolis, IN 9/29/2025 – 9/30/2025

Massillon, OH 10/21/2025 – 10/22/2025

2025 - Planning Stages

Ascension Parish, LA

Franklin, TN

San Jose, CA

Joplin, MO

Sarasota, FL

Sanford, ME

Roanoke, VA

2025 - Advanced Concepts

Spokane, WA 3/6/2025

Salem, OR 4/17/2025

Commerce City, CO 4/30/2025

Hanover Park, IL 6/18/2025

Humble, TX 6/25/2025

Maple Grove, MN 7/11/2025

Hanover, VA 7/11/2025

Cary, NC 7/23/2025