

2016

EVIDENCE AND PROPERTY UNIT

ANNUAL REPORT



Prepared by:
CSO Laura Montbriand #398

EVIDENCE UNIT PERSONNEL

The following personnel are assigned to the Evidence Unit:

CSO Laura Montbriand #398

CSO John Gilpin #396

CSO Joanne Sampson #419

EVIDENCE

- Evidence personnel processed 933 cases including supplemental reports with 2,833 pieces of evidence.
- 218 pieces of evidence were returned to owner.
- 3,474 pieces of evidence were destroyed throughout the year.
- 16 items were sent for auction.
- A total of 244 items were submitted to the lab; 217 items were returned from the lab.
- 595 CDs and DVDs were copied for State's Attorney's requests and 10,733 digital evidence photos were downloaded onto the Village's server.
- 307 State's Attorney's requests were processed.
- 10 subpoenas were processed.
- 397 CDs were entered into BEAST by Evidence personnel.
- A total of 27 firearms were taken into evidence in 2016; 22 handguns, 2 rifles and 3 shotguns.
- 2 traps were loaned out and 2 traps were returned.
- At the end of 2016, a total of 15,962 items were being held as evidence.

TRAINING

CPR Recertification Training

CSO Sampson and CSO Montbriand attended CPR Recertification training at the Addison Fire Department, Station 1 on March 8, 2016.

Illinois Association of Property and Evidence Managers Conference

The Illinois Association of Property and Evidence Managers (IAPEM) is a non-profit professional organization established in 2005 with the purpose and goal of promoting education and professionalism of the people who deal with property and evidence in the State of Illinois. CSOs Gilpin, Montbriand, and Sampson attended the IAPEM conference from April 13, 2016 through April 15, 2016.

BEAST User's Group Training

CSO's Gilpin, Montbriand and Sampson attended the BEAST User's Group Training Class at the Hoffman Estates Police Department on November 14, 2016.

UNUSUAL / SIGNIFICANT EVENTS

The yearly evidence audit was completed on February 3, 2016 by Sgt. Kotlinski and CSO Montbriand.

The "Long Term Storage" location was twenty-eight shelves holding 1,457 items that were not placed in any type of order. This made locating items in this location very difficult. On April 22, 2016, twenty-seven new long-term storage locations were added; and all items were moved in BEAST to reflect their new storage locations.

EQUIPMENT

On January 4, 2016, the scanner for the tablet would not scan. A message was left with Porter Lee. On January 8, 2016, I could not run destruction reports and another message was left with Porter Lee.

On January 8, 2016, Porter Lee returned my call and advised the scanner drivers were not installed and BEAST needed to be updated. The update was completed and the scanning and destruction report issues were resolved.

On January 20, 2016, I noticed the tablet scanner was not picking up approximately 20% of the scans, the scanner would not charge unless the BEAST application was open and the scanner would not scan if the tablet was not docked in the docking station. Porter Lee was contacted. I was advised the missed scans were due to the server being moved to the Village in December. The connection from the tablet to the server was too slow and it could not keep up with the scans. I was advised we need a direct power source for the scanner to correct the charging issue.

Porter Lee requested that I bring the tablet to them in Schaumburg to test. They advised they tested it for several hours and they had no issues using it on their server. I was told the previous update was not a full update and we needed another update. An update was scheduled for January 28, 2016.

On January 28, 2016, the update was completed. I was not able to use the PALM or scanner from the tablet for inventories after the update. Porter Lee was contacted. These issues were resolved. After the update, the scanner is no longer missing scans. The tablet still needs to be docked for the scanner to

work. I was advised this is a known issue with Microsoft 8 and 10. To correct this issue, we need to connect the scanner directly into an outlet. Our IT Department was notified and they advised they would order a direct power source for the tablet.

On February 1, 2016 we received the direct power source for the tablet scanner. It now continuously charges. Porter Lee completed another BEAST update. All issues have been resolved.

On February 29, 2016, a new fire proof safe for currency and jewelry was installed in the evidence vault/gun locker.

On May 3, 2016, I received access to scan documents into Laserfiche.

On May 3, 2016, the inventory report from BEAST was not populating after scanning items. Porter Lee was contacted. They worked on it for several hours, then advised it was a "bug" in this version of BEAST. They advised programming would be notified and the issue would be fixed with the next BEAST update.

On May 10, 2016, the laptop in the prep room was replaced by our IT Department.

On May 24, 2016, we received a new all-in-one printer.

On May 31, 2016, the south side doors were repaired. They both now automatically latch when the door is closed.

On June 21, 2016, the air conditioner was not working. Jim Crotty called for service and it was repaired.

On June 23, 2016, Tyco came out to check the alarm as all zones do not always disarm when turning the alarm off. The alarm panel at the back door was replaced.

On June 27, 2016, new office furniture was installed.

On July 1, 2016, the air conditioner was not working. Les Miller was contacted. The repair was completed on July 2.

On July 1, 2016, the label printer for the laptop was malfunctioning. It would not stop at a new label. It would feed $\frac{3}{4}$ through the next label and stop. Porter Lee attempted to fix the issue remotely but was unsuccessful. They requested I bring the printer to them in Schaumburg. The printer was dropped off and I was told there was nothing wrong with the printer and they would address the issue during our update next week. The issue was eventually corrected during the update.

On July 6, 2016, Porter Lee updated BEAST. They had several technical issues and the update took all day. BEAST appears to be working properly.

On July 15, 2016, we received two cordless scanner/readers for the two computers in the evidence office. They replaced two that were hooked up via serial to USB converter. This was causing missed scans. The new readers are working with no issues.

On July 18, 2016, Tyco Security replaced the alarm panel at 105. Several user codes were not working after the panel was replaced. Tyco came back out and resolved the issue.

On October 4, 2016, the alarm system was updated by Tyco without incident.

On October 22, 2016, the furnace was not working. Les Miller came out and advised the fan had to be on continuously until the repair part arrived. A part was ordered. On November 28, 2016, the part was installed and the furnace was repaired.

On December 9, 2016, Tyco Security replaced the lens cover on the outside security camera on the southeast corner of the building.

2016 GOALS AND STATUS

- 1. Research evidence in the drawer location to determine what can be disposed of.**

Status: This goal has not been completed and will be carried over to the 2017 goals.

- 2. Complete an Evidence Entry Packaging and Guideline Manual to be placed in the Officer Report Writing Rooms at Central and at the Evidence Building.**

Status: This goal is very close to completion. It will be carried over to the 2017 goals.

- 3. Add additional storage locations for long term storage. Currently this location is one location with many shelves.**

Status: This goal has been completed. On April 22, 2016, twenty-seven new locations were added. All evidence on these shelves was moved in BEAST to reflect their new storage locations.

2017 GOALS

- 1. Research evidence in the drawer location to determine what can be disposed of.**
- 2. Complete an Evidence Entry Packaging and Guideline Manual to be placed in the Officer Report Writing Rooms at Central and at the Evidence Building.**
- 3. Confirm evidence documents in DMS are not outdated.**