

**2010  
PROPERTY & EVIDENCE UNIT  
ANNUAL REPORT**



Prepared for the Command Staff of the  
Addison Police Department

By:  
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## **EVIDENCE UNIT PERSONNEL**

The following personnel are assigned to the Evidence Unit:

### **CSO Barbara Marrazzo #382**

CSO Marrazzo was hired by the Addison Police Department in 1989 as a dispatcher. In 1999 she took a position as the Evidence Custodian, overseeing the Evidence Unit. In 2011 she was reassigned as a street CSO.

### **CSO Laura Montbriand #203**

CSO Montbriand began her career with the Addison Police Department in 1995, when she was hired as outside CSO. She later worked as a dispatcher, records clerk and again as an outside CSO, until she took her position as the Evidence Custodian in 2011.

### **CSO Joanne Sampson #419**

CSO Sampson was initially hired as a part-time transcriptionist in the Records Department in 2004. She took on a full-time position in 2008, managing the red light program, the Police Department website and Crime Free Multi-Housing. CSO Sampson was reassigned as an Evidence Custodian in May 2010.

## **EVIDENCE**

- Evidence personnel processed 985 cases including supplemental reports with 2,862 pieces of evidences.
- We returned 189 pieces of evidence to their owners
- 954 pieces of evidence were destroyed through the year
- A total of 344 items were submitted to the lab; 358 items were returned from the lab.
- We made CD's and DVD's this year and downloaded 10,646 digital pictures. Some of pictures went either to the States Attorney or to Harry Smith's Office
- 165 Weapons Surrender letters were sent out
- There was one major destruction
- There was one auction
- A total of 45 firearms were taken into evidence in 2010; this included 30 handguns, 5 shotguns and 10 rifles.
- 9 traps were rented; 8 traps were returned
- A total of 22,441 items were being held as evidence at the end of 2010.

## **TRAINING**

### **BEAST User Meeting**

No BEAST User Meetings were attended this year.

### NEMRT Class

No NEMRT classes were attended this year.

### Suburban Law Enforcement Academy (SLEA)

CSO Sampson attended the Evidence/Property Management class through the Suburban Law Enforcement Academy.

### Illinois Association of Property and Evidence Managers

The Illinois Association of Property and Evidence Managers (I.A.P.E.M.) 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. They host an annual conference, which was not attended in this year.

### Training provided to Officers

No training was provided to Officers this year.

### Other Training

CSO Sampson rode with Evidence Technician Porta for one day in September 2010 to gain more understanding of what an evidence technician does and looks for when processing a crime scene, and the basics of entering evidence from their point of view.

## **AUDIT**

On May 3 – 7, 2010, Sergeant Gilhooley conducted the Annual Evidence Audit. The audit included all money (safe), jewelry (safe), all firearms (gun locker) and all drugs (drug locker), totaling 1,255 items. The Barcode Evidence Analysis Statistics and Tracking (BEAST) system randomly pulled an additional 106 property/evidence reports from the remainder of the evidence room.

The audit was conducted with the newly assigned part-time Evidence Custodians, Community Service Officer Joanne Sampson and Officer Megan Freeman. Also present for a portion of the audit was Elmhurst Police Commander Robert Kopczynski. Evidence Custodian Barbara Marrazzo was present for the entire audit, and accounted for the evidence items. The outgoing Evidence Custodian, Thomas Wind, was unavailable as he retired on April 30, 2010.

Of the randomly selected 106 evidence items inspected, there was one discrepancy in the BEAST database. Deceptive Practice/Theft case # 98-19250, item 336-02 (check) was listed as being in the evidence room. Further examination and review of the destruction list showed this item was destroyed March 5, 2001. CSO Marrazzo updated the BEAST Chain of Custody report to reflect this. All of the 106 items audited were correctly accounted for.

Regarding the audit of the safe (currency and jewelry/precious metals), CSO Marrazzo provided me with a BEAST computer printout listing the contents of the safe and removed the actual contents for examination. Of the (123) items checked, the five discrepancies were found. As for the (135) firearms checked, the three discrepancies were noted. Regarding the (891) drug evidence pieces checked, the six discrepancies were noted.

### **2010 GOALS AND STATUS**

1. Keep up with evidence destruction cases and auctions.

*Status: This goal has been partially accomplished as this is an ongoing goal. In 2010 there was one evidence destruction and one auction. This goal will be carried over into 2011.*

2. Work on the evidence in the freezers.

*Status: This goal has been partially accomplished, as we have worked with the Assistant State Attorney's on sending sexual assault kits to the laboratory. This goal will be carried over into 2011.*

3. Have the BEAST viewer program installed on the proper computers.

*Status: This goal has been partially accomplished, as a BEAST update was done and the program was installed onto the Records computers. However, the program is not working on the Records computers and needs to be addressed. This goal will be carried over into 2011.*

4. Purchase three small animal cages.

*Status: This goal has been partially accomplished, as two small animal cages were purchased.*

5. Create a new policy for the new temporary lockers by the report writing area at Central.

*Status: This goal has been accomplished as the new policy was put into effect March 2010.*

6. Have additional electrical outlets installed in the office area.

*Status: This goal has not been achieved. Instead of installing additional electrical outlets, it has been discussed to reconfigure the office to properly utilize the currently available outlets. This goal will be carried over into 2011.*

7. To have two major destructions and two auctions.

*Status: This goal has been partially accomplished, as we had one major destruction and one auction.*

8. Find a new location to have the guns destroyed.

*Status: This goal has not been accomplished and will be carried over into 2011.*

9. Work with Officer Alaimo and State Police to have the drugs destroyed, from the closed cases.

*Status: This goal has not been accomplished and will be carried over into 2011.*

10. Purchase a compact disk destroyer.

*Status: This goal has not been accomplished and will be carried over into 2011.*

### **GOALS FOR 2011**

1. Keep up with evidence destruction cases and auctions.
2. Work on the evidence in the freezers.
3. Have the BEAST viewer program installed on the proper computers.
4. Reconfigure the office to utilize the existing electrical outlets and prevent power outages.
5. Find a new location to have the guns destroyed.
6. Work with Officer Alaimo and State Police to have the drugs destroyed, from the closed cases.
7. Purchase a compact disk destroyer.
8. Have CSO Montbriand attend the Evidence Property Management Class hosted by COD/SLEA.
9. Prepare a written plan with priorities.
10. Transfer photos off of the "C" drive of the photo computer to the Network drive.
11. Schedule gun destruction.
12. Schedule drug destruction.
13. Set a regular schedule for destruction.
14. Have CSO Montbriand and Sampson get the Hepatitis C and/or B shots.
15. Label and move shelf locations.
16. Update policies.
17. Stop linking BEAST to NetRMS.
18. Install a scanner at 105 E. Lake.
19. Connect the scanner to the network.
20. Start scanning documents into BEAST to eliminate duplicate paper files.
21. Get CSO Montbriand access to the "X" drive for photo storage.
22. Get CSO Sampson sign in access to CSO Montbriand's computer.

23. Reconfigure long-term storage.
24. Research PropertyRoom.com for continuous auctions.
25. Add statute of limitations to BEAST.
26. Update UCR Codes in BEAST.
27. Add items codes to BEAST.
28. Add DNA sub-samples to BEAST records.
29. Deal with Refrigerator #1, which smells bad due to containers of pig blood stored inside.
30. Post chart outside of the drying cages with drying times for various items.
31. Obtain a new currency and valuables safe.
32. Train officers to do their own lab submissions and implement this as a new procedure.
33. Update BEAST Program Yearly.
34. Make contact with the State of Illinois and update the agreement regarding evidence storage.
35. Research and implement new ways to store photo and electronic evidence such as CD's, DVD's, VHS tapes, photo negatives and determine what to keep/destroy.
36. Purchase Rubbermaid container for fireworks and store in safe area.
37. Implement new procedure for guns turned in for destruction. Use tag only; no box.
38. Buy generic knife boxes, to replace the round tubes, as they roll off the shelves.
39. Implement email tracers to notify officers of issues regarding their evidence submissions. Until this is accomplished, design an evidence refusal email standard form with a copy to the supervisor on the second request.
40. Clean off cart in secure area.
41. Install remote door switch for front door.
42. The State lab holds and destroys DUI kits after one year – Addison is the only department that asks for them back. Research and change, if needed.
43. Update Evidence Custodian Training Manual.
44. Provide training to officers in proper evidence packaging procedures.
45. Approximately 20 old cases found were never entered into BEAST. Enter these into BEAST and update the status.