

2017

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 864 cases including supplemental reports with 2,524 pieces of evidence.
- 159 pieces of evidence were returned to owner.
- 2,403 pieces of evidence were destroyed throughout the year.
- 25 items were donated to charity.
- A total of 166 items were submitted to the lab; 149 items were returned from the lab.
- 687 CDs and DVDs were copied for the State's Attorney and other various requests. 11,512 digital evidence photos were downloaded onto the Village's server.
- 304 State's Attorney requests were processed.
- 13 subpoenas were processed.
- 302 CDs were entered into BEAST by Evidence personnel.
- A total of 40 firearms were taken into evidence in 2017; 28 handguns, 8 rifles and 4 shotguns.
- 2 traps were loaned out and 2 traps were returned.
- At the end of 2017, a total of 15,767 items were being held as evidence.

TRAINING

CSO Montbriand attended the annual IAPEM Conference from April 5 through April 7.

On May 18, CSO J. Gilpin attended the Introduction to Crime Lab Services at the DuPage County Crime Lab.

On September 12 and 13 CSOs Gilpin, Montbriand and Sampson attended Managing Property and Evidence in Law Enforcement conducted by the International Association for Property and Evidence Inc. in Elk Grove Village.

On October 30, CSO Gilpin and CSO Montbriand attended the annual IAPEM business meeting.

On November 16, CSOs Gilpin, Montbriand and Sampson became Certified Property and Evidence Specialists through the International Association for Property and Evidence.

UNUSUAL / SIGNIFICANT EVENTS

On February 7, we used Gunbuster's for firearms destruction for the first time. There were no issues.

On February 9, Intern Nick Oplawski was assigned to evidence from 9 a.m. to 3 p.m. He was advised of procedures and accompanied me to the DuPage Crime Lab.

On February 22, we transported ammunition to be destroyed to the Cook County Sheriff's Office for the first time. There were no issues.

On March 10, Intern John Caruso was assigned to evidence from 9 a.m. to 12 p.m. He was advised of procedures and given a tour of the evidence building.

On March 13, the annual Audit was completed by Sergeant Bjes and CSO Montbriand.

On May 3, Records Clerk Laura Lopez was assigned to evidence for a tour. Laura was advised of daily evidence tasks, given a tour of the evidence building and accompanied me to the DuPage County Crime Lab.

On May 6, there was a homicide (AD17009221), in which 97 items had been submitted into evidence.

CD/DVDs copied for ACDC will no longer be entered into the BEAST System. The CD/DVDs will be given directly to the department requesting the copy. ACDC will complete a supplement as to such.

On June 13, Intern Chris Gorniak was assigned to evidence for a tour. Chris was advised of daily evidence tasks, given a tour of the evidence building and accompanied me to the DuPage County Crime Lab.

On June 19, we completed our first drug destruction using the Drug Terminator without incident.

On June 19, the Village IT Department and Porter Lee moved the BEAST server from 105 E. Lake Street to the Village's server at 1 Friendship Plaza.

EQUIPMENT

We received numerous alarms from the southwest entry door. Upon checking the door, it was discovered the alarm contact can move enough to set off the alarm. On January 20, Lester Miller repaired the door.

On January 25, it was observed the seal for the southeast camera was broken again. Lester Miller contacted Tyco for repair.

On February 14, Tyco replaced the camera on the southeast side of the building due to the housing seal being broken.

On March 2, the generator battery alarm activated. Les Miller replaced the battery.

On March 7, the alarm contact on the floor for the east garage was replaced by Tyco.

On April 4, the exhaust fan for the animal cages was replaced by Les Miller.

On April 19, Door Systems performed general maintenance on the overhead garage doors.

On April 21, the exhaust fan for the bathroom was replaced.

On May 22, the Drug Terminator (drug burner) was received and will be stored at Public Works.

On June 5, I received a call from Tyco advising they did not receive a cell signal from 105 E. Lake Street during their monthly testing. A service call was set up for June 7. On June 7, I was advised Tyco's cell provider had an outage, and they were working on repairing their system. Tyco assured me our alarm was working properly; and if an alarm was activated from 105 E. Lake Street, Tyco would receive the alarm.

On June 16, the outside southwest camera for the back parking lot was not working. Tyco replaced the camera.

On June 19, Squad #365 was permanently moved to Central and will no longer be parked at 105 E. Lake Street overnight.

On July 3, IT replaced the UPS in the computer room.

On August 4, the generator alarm sounded and indicated an RPM sensor loss. I contacted Les Miller. He responded and checked all the fluids and re-set the alarm.

On August 15, I contacted Tyco to confirm they received the monthly radio transmitter signal, as they did not receive the signal in June or July. Demetria confirmed they received the signal this month and there were no further issues.

On October 20, the key fob panel for the southeast door was not working. Les Miller contacted Tyco for repair. On October 27, Tyco completed repairs on the panel.

On October 26, the heat was not working. The furnace was repaired on October 27.

On October 27, the outside southeast camera kept fading from black to back in focus. Les Miller contacted Tyco for service. He was advised they could not give him a date that they would be out for service.

On November 3, Tyco completed repairs on the southeast camera.

On November 6, it was observed the southeast camera was not working, with the same issue of fading in and out of focus.

On November 30, Tyco replaced the southeast camera.

On December 1, my computer crashed. I dropped my computer off to the IT Department for repairs.

On December 5, the outside rear camera was not working. Les Miller contacted Tyco for repair.

On December 12, Tyco completed repairs to the camera.

On December 14, we completed a drug destruction at Public Works using the Drug Terminator. DuPage County Forest Preserve personnel were also present, as they just purchased a Drug Terminator and wanted to observe our process. The destruction went without incident.

2017GOALS AND STATUS

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

Status: This goal has not been completed. I will continue researching the drawer location.

- 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 has been completed. Manuals have been placed at all BEAST workstations.

- 3. Confirm evidence documents in DMS are not outdated.**

Status: This goal has been completed.