

**2018**

**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 771 cases including supplemental reports with 2,329 pieces of evidence.
- 285 items of evidence were returned to owner.
- 2,383 items of evidence were destroyed throughout the year.
- A total of 179 items were submitted to the lab; 199 items were returned from the lab.
- 520 CDs and DVDs were copied for State's Attorney and other various requests. 10,873 digital evidence photos were downloaded onto the Village's network server.
- 279 State's Attorney requests were processed.
- 13 subpoenas were processed.
- 171 CDs were entered into BEAST by Evidence personnel.
- A total of 19 firearms were taken into evidence in 2018; 14 handguns, 4 rifles and 1 shotgun.
- 2 traps were loaned out and 2 traps were returned.
- At the end of 2018, a total of 15,294 items were being held as evidence.

## **TRAINING**

On January 30, CSOs Gilpin, Montbriand and Sampson attended CPR Re-certification.

On February 16, CSOs Montbriand and Sampson attended training at the Romeoville Police Department for testing that is available through the ATFL/UIC Lab in Chicago.

On April 11 through April 13, CSOs Gilpin, Montbriand and Sampson attended the annual IAPEM (International Association of Police and Evidence Managers) Conference.

On April 27, CSOs Gilpin, Montbriand and Sampson attended the BEAST User's Group annual training in Hoffman Estates.

On October 18, CSO Gilpin and CSO Montbriand attended the annual Illinois Association of Property and Evidence Managers meeting in Berwyn.

On October 29, CSO Gilpin and CSO Montbriand attended a presentation from File on Q, an evidence bar coding system in Morton Grove.

### **UNUSUAL / SIGNIFICANT EVENTS**

On January 17, the annual audit was performed by Sergeant Bjes, CSO Gilpin and CSO Montbriand.

On January 26, we submitted evidence to AFTL, Analytical Forensic Testing Laboratory, in Chicago for the first time. This lab does quantitative cannabis testing and other drug panel testing that the Illinois State Police Lab currently cannot conduct.

On February 14, Intern Joe Kauther was given a tour of the evidence building and accompanied me to the DuPage County Lab.

On May 11, Records Clerk Laura Lopez observed daily evidence tasks, given a tour of evidence building and accompanied me to the DuPage County Crime Lab.

On June 7, there was a homicide (AD18012155). Evidence received 59 items with 10 items requested to be sent to the lab. We have downloaded 230 photos and one video from this incident.

On August 7, CSO Gilpin and CSO Montbriand completed a drug destruction using the Drug Terminator. We also used the Drug Terminator to dispose of drugs for Bloomingdale Police Department and Wood Dale Police Department.

On August 14, an Intern was assigned to Evidence. Intern Brant was given a tour and advised of daily tasks performed in Evidence.

On September 12, Records Clerk Alexis Marckess was assigned to Evidence. Records Clerk Marckess was given a tour, advised of evidence duties, and accompanied me to the DuPage County Crime Lab.

On September 14, the Surface Pro, used in the evidence vault, had an error and would not restart. I took the Surface Pro to the IT Department. On September 17, the Surface Pro was placed back in service.

On November 12, I was contacted by Matt Spiller of Porter Lee. He advised he needed to connect to BEAST to add the new LIMS/Illinois State Police Lab submission program. Spiller advised that I would have to map all of the offense, sex, exam, race, jurisdiction, submission type, item type, packaging type and name type codes into the new system. He gave me instructions on how to map these fields, and I completed mapping on November 15. Spiller advised they anticipate the "go live" date for the new submission program to be the first week in December. He also advised we would be contacted soon for training.

On December 3, the new Illinois State Police Lab Submission Program, LIMS, went into effect. No training was received. Evidence personnel will enter the submission information until the submissions go without issue. Once all the issues have been resolved, officers will be trained on how to complete the submission information.

On December 7, we submitted our first case to the Illinois State Police using LIMS. They were having issues with our submission, and they were not able to accept our submission. Porter Lee said they would look into the issue and would contact me when we could return with our submission. On December 14, I returned to the Lab with the submission, and they were able to process it at that time.

### **EQUIPMENT**

On January 9, the IT Department replaced and installed a new computer at my workstation. On January 16, I notified the IT Department I was having the same issues with the new computer as I was having with the old computer. It kept locking up.

On January 17, the heat did not working. Les Miller completed repairs.

On March 2, the sewer backed up in the report writing room. Les Miller and Eliud cleaned the back up and made repairs.

On March 20, Door Systems inspected and performed routine maintenance on the overhead garage doors.

On July 3, the southwest door lock would not latch. Les Miller repaired the latch.

On August 10, the Tyco video security computer made a lot of noise. On August 14, Tyco replaced the power supply for the computer.

On August 10, the Sewer Department was advised of a sink hole near the sewer in the back parking lot. On August 13, they made repairs and advised the Street Department would be out at a later date to blacktop the area around the sewer drain.

On September 12, the Public Works Street Department repaired the blacktop around the sewer in the back parking lot.

On September 25, the new security camera installation began.

On October 5, the new security camera installation was completed.

On October 5, a 2018 Ford Escape was assigned to the Evidence Property Unit.

Throughout October, the furnace would intermittently fail to turn on. On October 30, the furnace was repaired by All Temp.

On November 30, the furnace needed to be re-set every few days by the Building and Grounds Department. They advised they would order a new furnace unit and it would be replaced in approximately three weeks.

On December 6, a monitor was installed for the new camera system. Jim Crotty advised a part needed to be ordered to complete the hook up for the camera system to the monitor. The camera system is currently running on one of the desk top computers in the office.

On December 11, the new furnace was installed without incident.

On December 20, Evidence received a new label printer to replace the printer at Central. The old label printer could not be repaired at Central.