



ATHERTON POLICE DEPARTMENT

Inter-Department Correspondence

To: Chief McCulley

From: Commander Larsen

Date: February 1st, 2023

Subject: Evidence Audit, 2022

Audit Purpose: The purpose of this audit was to measure evidence compliance with Lexipol Policy 804 – Property and Evidence. This policy provides for the proper collection, storage, and security of evidence and other property.

Audit Scope: This audit included review of the 2022 property facility inventory by Sgt. Taylor and SSC Johnson.

Audit Methodology: The methodology for the audit was a review the previously mentioned facility inventory for the 2022 calendar year.

Audit Results: All property and evidence items are accounted for, stored/secured properly, and within policy.

Audit Action Items: I recommend Sgt. Taylor and SSC Johnson continue a midyear audit of the property room and end of year property facility inventory binder to monitor compliance with Lexipol Policy 804.

02/02/23 Reviewed Approved
J AL

ATHERTON POLICE DEPARTMENT



2022

PROPERTY FACILITY
INVENTORY

COMPLETED DECEMBER 20, 2022

PREPARED BY

DETECTIVE SERGEANT JEFF TAYLOR

SUPPORT SERVICES COORDINATOR ERICA JOHNSON

PURPOSE

The purpose of this inventory was to complete a thorough examination of all property items contained on the Atherton Police Department premises from November 12, 2022, through December 20, 2022.

SCOPE

The scope of the inventory focused on the following items:

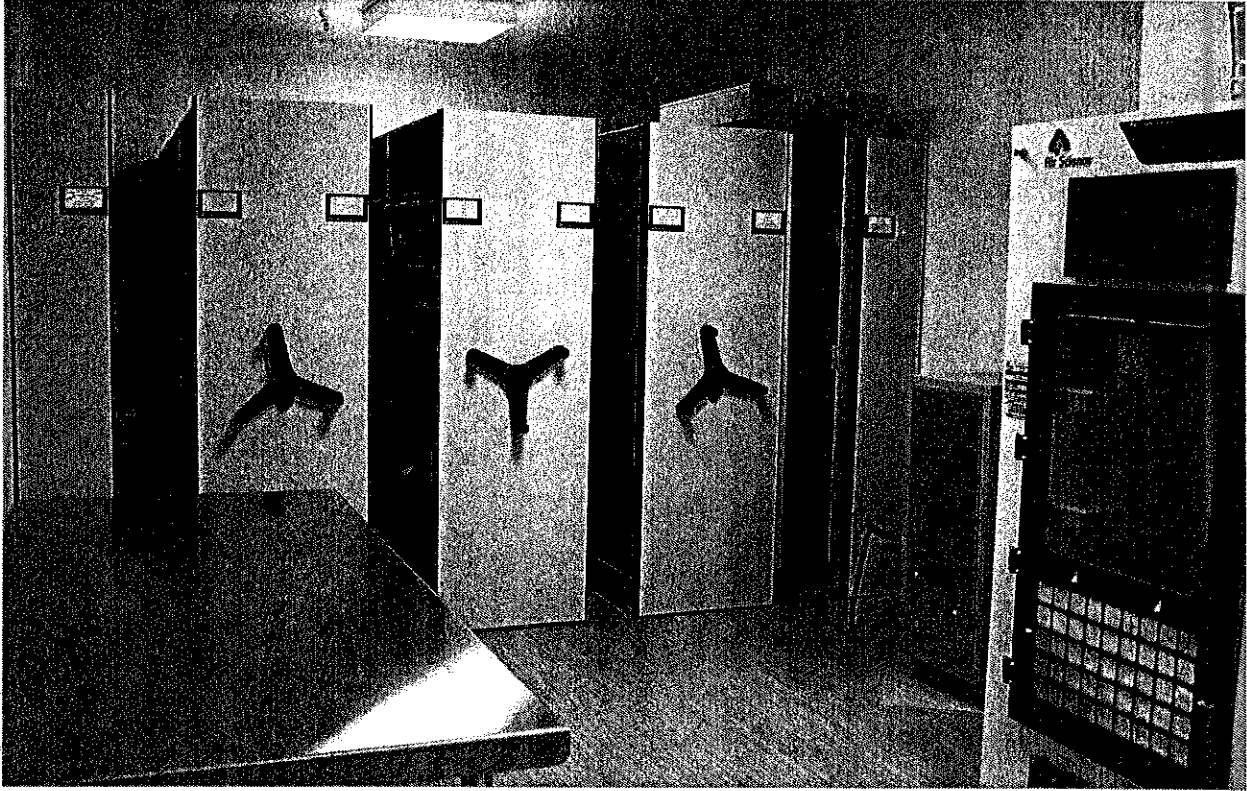
1. All property items contained on the facility premise.
2. All property contained within the firearms safe.
3. All property contained within the narcotics safe.
4. All property contained within the currency safe.

OBJECTIVE

To complete a 'shelf to record' inventory, i.e., a physical item inventory checked against a corresponding computer record. In addition, each corresponding record was reviewed for accuracy and consistency.

The inventory was completed on all items, with sharp focus given to narcotics, currency, and firearm evidence.

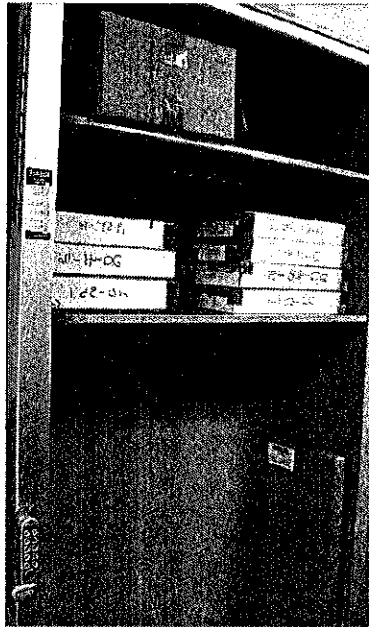
ATHERTON POLICE DEPARTMENT MAIN PROPERTY ROOM



FIREARMS AND AMMUNITION

These items are housed within the property room in a secured shelving area. The Detective Sergeant and the SSC possess the PIN code for access.

The gun safe housed 23 items of property associated with 13 cases:



All items were accounted for in the RIMS PROPERTY database.

NARCOTICS

These items are housed within the property room in a secured narcotics cabinet. The Detective Sergeant and the SSC possess the PIN code for access.

Items are housed by two separate status codes, 'evidence' or 'for destruction.' This practice provides more efficient access to the items should they be subpoenaed for Court, prepared for disposal, etc. As cases are adjudicated, items are relocated from 'evidence' to 'destruction' for accuracy purposes.

In addition to housing the items separately, orange 'destroy' stickers are adhered to the 'destruction' items for easier identification.

The narcotics cabinet housed 55 items of property associated with 32 cases:



All items were accounted for in the RIMS PROPERTY database.

CURRENCY/JEWELRY

These items are housed within the property room in a secured shelving area. The Detective Sergeant and the SSC possess the PIN code for access.

The currency safe housed 42 items of property associated with 17 cases:

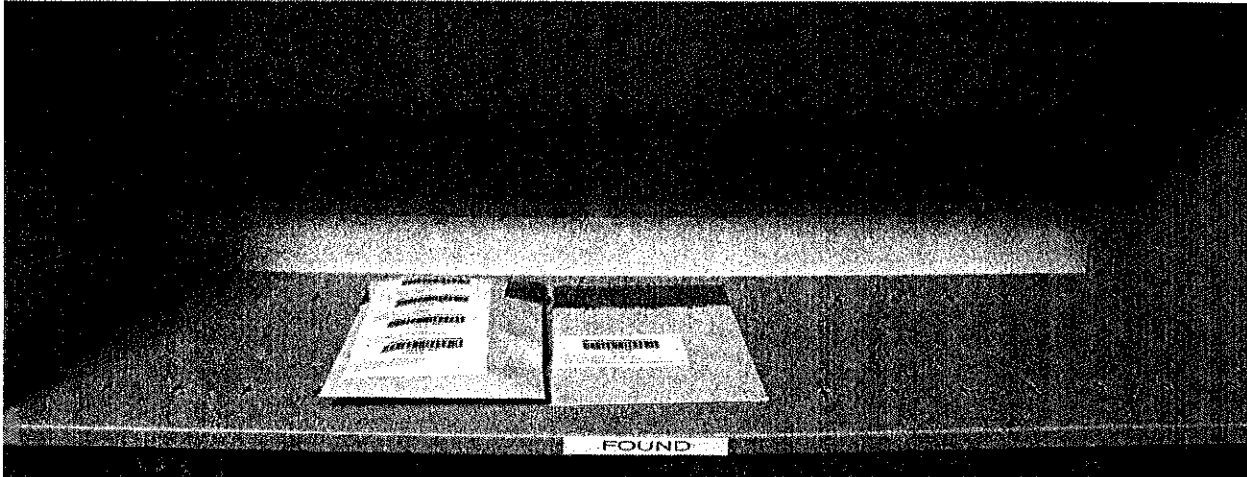


All items were accounted for in the RIMS PROPERTY database.

FOUND

These items are shelved in the property room and are organized by case number.

The found property area contained 5 items of property associated with 2 cases:



All items were accounted for in the RIMS PROPERTY database.

SAFEKEEPING

These items are shelved in the property room and are organized by case number.

The safekeeping area contained 33 items of property associated with 18 cases:



All items were accounted for in the RIMS PROPERTY Database.

ALL OTHER EVIDENCE

Past practice at the Atherton Police Department deemed all evidence boxed and shelved exclusively by case year. With the relocation of the Department to the new facility, property has been relocated into various auxiliary structures, as well as housed in the new property facility.

- *Active Warrants – All items accounted for*
- *Bicycles – All items accounted for*
- *Biohazard – All items accounted for*
- *Digital Devices – All items accounted for*
- *Digital Media – All items accounted for*
- *DMV Returns – See documentation under 'unable to locate' portion of inventory report*
- *Drug Pipes – All items accounted for*
- *Evidence Kits – All items accounted for*
- *Flammable Items – All items accounted for*
- *General Case Storage – See documentation under 'unable to locate' portion of inventory report*
- *Large Item Storage – All items accounted for*
- *Long Term Storage – All items accounted for*
- *Refrigerated Storage – All items accounted for*
- *S:// Drive – All items accounted for*

Active Warrants

Evidence items related to cases that have gone to a warrant, outstanding warrant storage had 16 items associated with 6 cases shelved in storage bins in the property room.

2008 — 3 items associated with 1 case

2009 — 11 items associated with 3 cases

2014 — 1 item associated with 1 case

2015 — 1 item associated with 1 case



BICYCLE STORAGE

In addition to evidence, the bicycle storage area houses bicycles, and scooters with statuses such as safekeeping, found, and for destruction.

There were 7 bicycles associated with 7 cases.



Biohazard

Evidence items related to biological evidence; biohazard storage had 35 items associated with 6 cases.

2013 – 17 items associated with 1 case

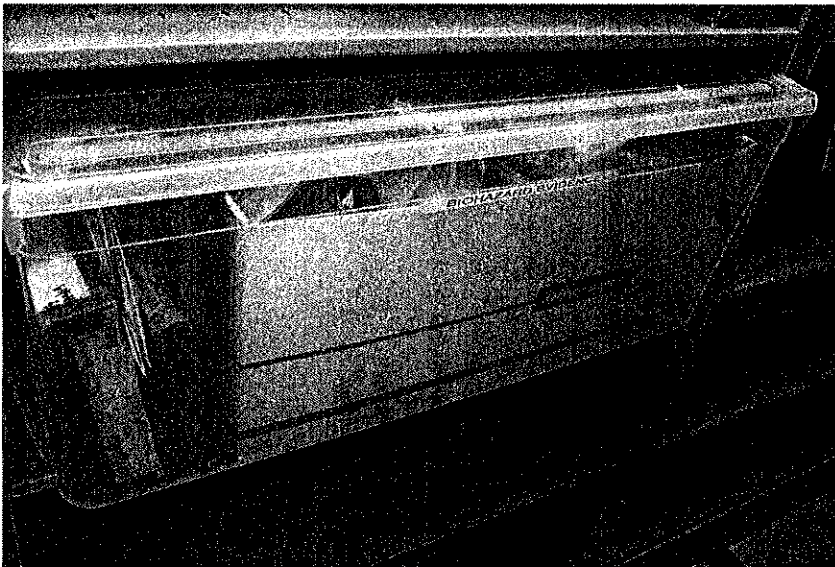
2016 – 2 items associated with 1 case

2017 – 5 items associated with 1 case

2019 – 7 items associated with 1 case

2020 – 2 items associated with 1 case

2022 – 2 items associated with 1 case



Digital Devices

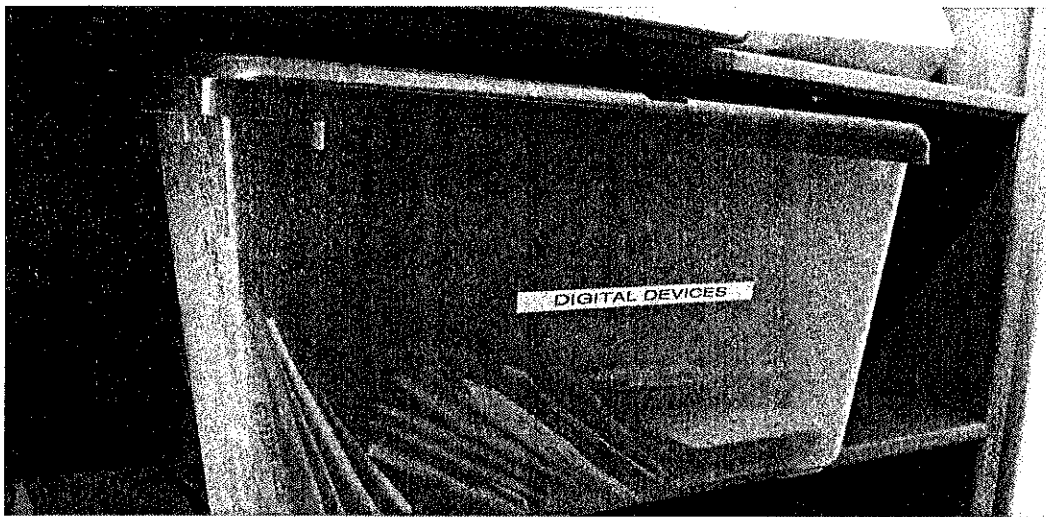
Evidence items consisting of phones, tablets, laptops, etc., digital devices had 18 items associated with 14 cases.

2019 — 8 items associated with 4 cases

2020 — 1 item associated with 1 case

2021 — 5 items associated with 5 cases

2022 — 4 items associated with 4 cases



Digital Media

Evidence items used to store digital files on digital disks and drives, digital media items had 82 items associated with 53 cases.

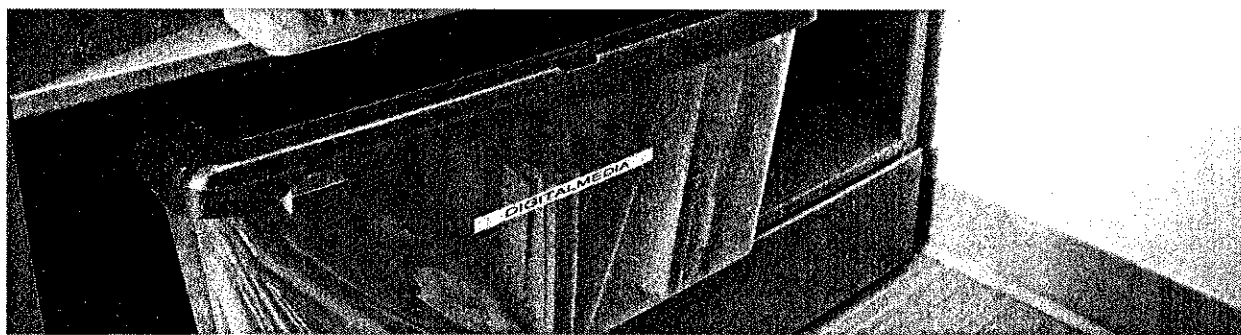
2018 – 21 items associated with 16 cases

2019 – 38 items associated with 21 cases

2020 – 5 items associated with 4 cases

2021 – 13 items associated with 8 cases

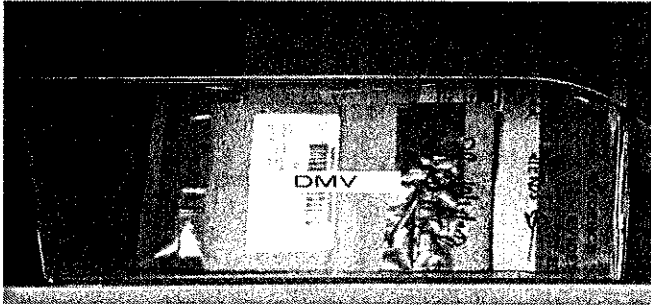
2022 – 5 items associated with 4 cases



DMV

These items are shelved in the property room.

Items slated to be returned to the DMV (license plates, registration tabs, etc.), there were 2 items associated with 2 cases.



Drug Pipes

Paraphernalia illegally possessed for the ingestion of narcotic substances; drug pipe items consisted of 20 records associated with 17 cases.

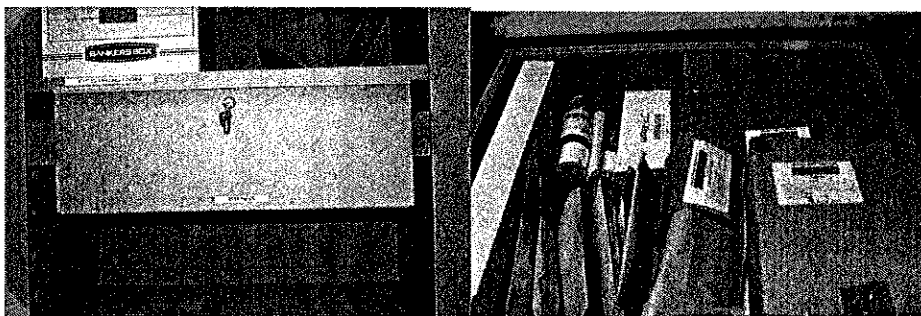
2018 — 3 items associated with 1 case

2019 — 3 items associated with 2 cases

2020 — 1 item associated with 1 case

2021 — 4 items associated with 4 cases

2022 — 9 items associated with 8 cases



Evidence Kits

Evidence items consisting of assault kits and serology specimens, evidence kits had 16 items associated with 11 cases shelved in storage bins in the property room.

2010 – 5 items associated with 3 cases

2011 – 1 item associated with 1 case

2014 – 1 item associated with 1 case

2015 – 2 items associated with 1 case

2016 – 1 item associated with 1 case

2017 – 1 item associated with 1 case

2019 – 1 item associated with 1 case

2022 – 4 items associated with 2 cases

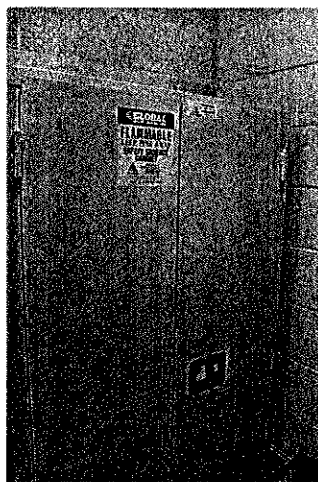


Flammable Item Storage

Evidence requiring storage due to a risk of ignition, the flammable storage locker is located in the large item storage area. There are 2 items associated with 2 cases.

2021 – 1 item associated with 1 case

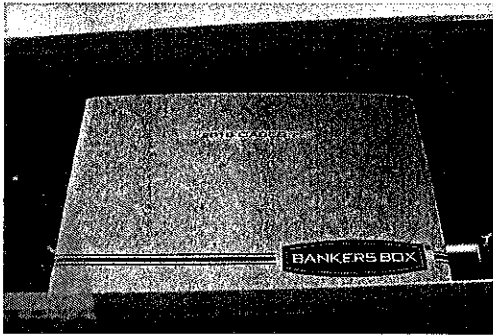
2022 – 1 Item associated with 1 case



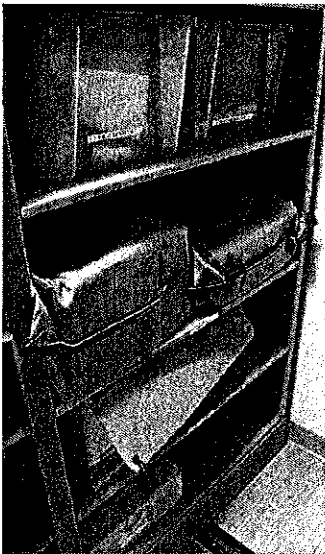
General Case Storage

Evidence housed under general case storage is stored by year. There were 328 items of evidence associated with 115 cases.

2018 - 53 items associated with 13 cases



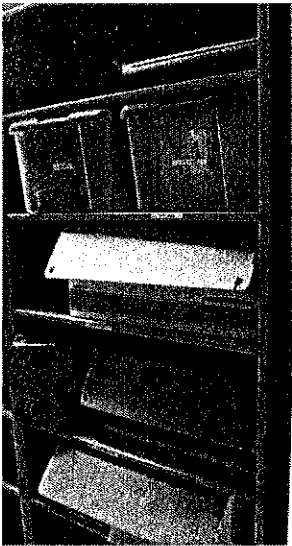
2019 – 66 items associated with 26 cases



2020 – 46 items associated with 13 cases



2021 – 91 items associated with 27 cases



2022 — 72 items associated with 35 cases



Large Item Storage

Evidence items requiring more storage space, large item storage had 35 items associated with 6 cases:

2019 — 24 items associated with 2 cases

2020 — 5 items associated with 2 cases

2021 — 1 item associated with 1 case

2022 — 5 items associated with 1 case



Long Term Storage

Evidence items retained after adjudication or statute retention; long term storage had 61 items shelved in storage bins in the property room.

2013 – 17 items associated with 1 case

2016 – 2 items associated with 2 cases

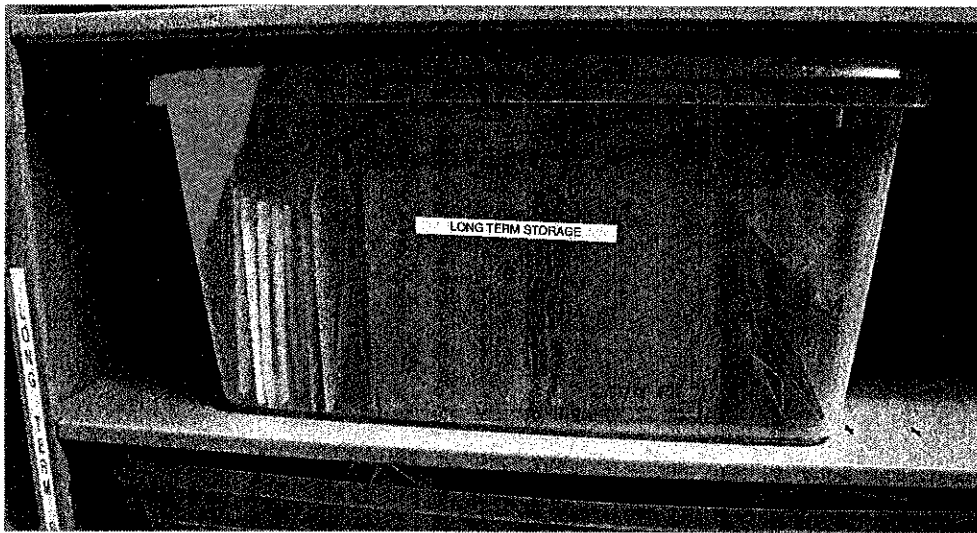
2017 – 3 items associated with 1 case

2019 – 16 items associated with 3 cases

2020 – 3 items associated with 3 cases

2021 – 7 items associated with 3 cases

2022 – 13 items associated with 1 case

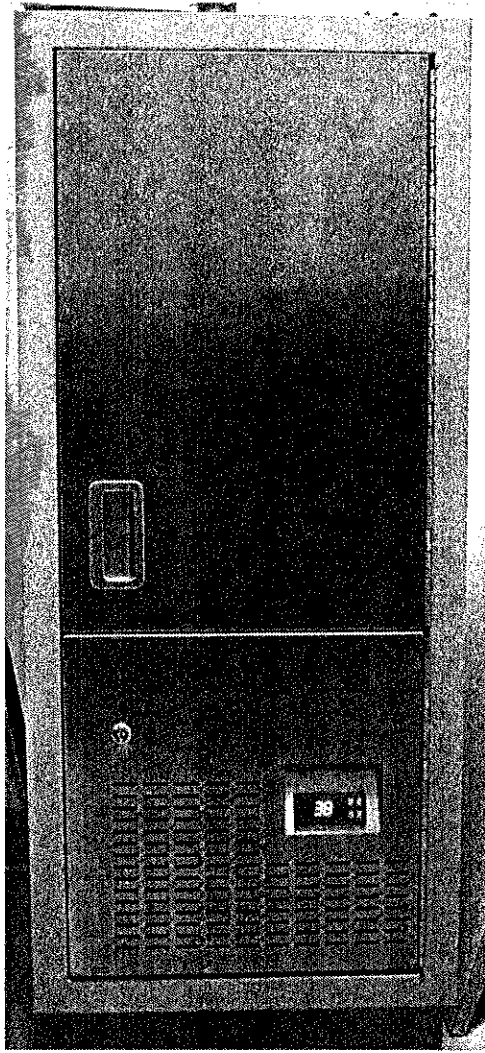


Refrigerated Storage

Evidence items with notations stating refrigeration is required, refrigerated storage contained 2 items from 2 cases.

2013 — 1 item associated with 1 case

2020 — 1 item associated with 1 case



S:// Drive

Evidence that is retained in digital format, the S:// Drive houses 222 records associated with 150 cases.

2017 – 1 file associated with 1 case

2018 – 1 file associated with 1 case

2019 – 8 files associated 8 cases

2020 – 32 files associated with 22 cases

2021 – 115 files associated with 63 cases

2022 – 65 files associated with 53 cases

UNABLE TO LOCATE IN PROPERTY ROOM DOCUMENTATION

21-433 – License plate slated for return to DMV, not located in DMV section of property room. Refer to supplemental 2 in this case for documentation. (attached)

21-605 – Set of keys boxed by case year, not located in general storage section of property room. Refer to supplemental 7 in this case for documentation. (attached)

INVENTORY AUDIT OBSERVATIONS - 2017 – AN UPDATE

- 1) A locking storage bin is needed to house odiferous items in the property room.

The large item evidence can house items of this nature.

- 2) A flammable storage cabinet is needed to appropriately store items of a flammable nature.

Cabinet installed in 2021 Department move.

POST INVENTORY OBSERVATIONS – 2022

- 1) A digital device locker is needed to charge and store evidence such as phones, laptops, etc.

Purchased January 24, 2023

- 2) Faraday bags are needed to store digital device evidence from hacking and blocking attempts.

Purchased January 12, 2023