M&M Micro Systems, Inc.

iSOMS

Evidence Setup

The main goal is to give the Evidence Custodian the best quality property data for them to work with, especially for better chain of custody and then who to give the item back to for final disposition without doing lots of research on the incident itself.

There are two methods to work with Incident Property that will be submitted to evidence. We define these as Pull/Push.

Pull Method:
This is the recommended method to "Pull" Incident property into Evidence. This method gives you time to review evidence packaging and data quality on the incident report be its actually imported into evidence. There are email events that can be configured when Evidence is going to be submitted to the temp storage. Those settings will be shown below.

Push Method: (not our suggested method)
This method to "Push" Each Item from Incidents "to" Evidence. One at a time, with the option to print the Barcode label, with the Barcode for the evidence.

Why this is not recommended: The big drawback to this is once the item is ***pushed*** to evidence. Even if the officer changes something it, <u>***Will No***</u>t, update that matching Evidence Item. So, you could end up with a property label saying one thing, but the actual submitted Evidence bag only containing something different. The evidence person can change this the evidence module itself, just not the officer.

Example: Officer entering a 1 Pound Back of Green leafy substance in Seized Drug
Property. Completes the property and pushes it to Evidence. Prints a barcode label. Then realizes its 1 Ounce. He can freely change this on the Incident property, but it will not update the Evidence item itself.

Note: If you are just wanting the officer to be able to print Labels for the Bags from Incidents, we can do that as well. It will not have a Barcode Number on it, but it will have the Item Detail/Recovery Location.

Setup Notes relating to Incidents: Even though this an Evidence setup document, there is a connection here with Patrol Supervisors and Incident Report Data Quality checks. Not specifically IBRS validation checks. There are several settings you should review and/or setup about Incidents before really getting into the Evidence Setup.

Incident Settings (that really help)

Turn On Incident Data Quality Checks (especially the Evidence ones)

Turn On the Evidence Review by Officers on Login Options (these all the system to notify the Investigating Officer of evidence items when things have been in the system for more than 180 days without updates. If turned on, the system will check when the user logs in.

Are the any Non-Disposed Evidence Items, assigned to the Officer, that are past 180 Days of Review. The 180 Days is a default when importing Evidence from the Import Date. This will tell the officer there are items to review and Marks [Keep, Can Be Returned to Owner, Can Be Destroyed]. Not "Actually", but Proposed Disposition updated. With a Chain of Custody about the Inventory/Review.

Incident Settings (that really help continued)

Setting: **REVIEW-EVIDENCE-NOTIFY-OFFICER-ON-LOGIN** (set to Y-Yes)

Setting: **CAN-REVIEW-PROPERTY-INCIDENTS** (set to Y-Yes)

Setting: **REVIEW-EVIDENCE-NOTIFY-SUPERVISOR-ON-LOGIN** (optional to email supervisor about past evidence items that need to be reviewed. Once the officer reviews and applies one of the three (3) options (Keep, Return, Destroy). It will update the next review for another 180 days(default). If they choose Destroy, it will remove it from being reviewed by that officer as destructs sometimes only happen once a year by the agency.

SHOW-READONLY-UNAPPROVED-NOTE-BUTTON (set to Y-Yes) (shows the Un-Approval Notes the supervisor added on the report) In read only. The officer will also get these in an email.

DEFAULT-PROPERTYRECEIPT-STYLE = (Enter the word CHAIN) it's also the default

DEFAULT-APPROVED-REPORT-STATUS (set to Approved from Picklist)

DEFAULT-REMOVE-APPROVAL-REPORT-STATUS (set to Y-Yes) (when a report is Un-Approved) it will change the report status to this default. If not set, when un-approved, it will blank out the Report Status.

DISABLE-APPROVAL-IF-SUPERVISOR – (this is off by default). By default, the Reporting Officer cannot Approve their own report. And Supervisors sometimes have to write reports as well. This feature is based on your policy of, even though I am a supervisor, should someone else review and approve it. If you answer Y-Yes anyone can approve their own report.

INCIDENT-SUPPLEMENT-APPROVED-REPORT-STATUS (set to Approved from Picklist)

NOTIFY-SUPERVISOR-READY-TO-REVIEW-STATUS (set to Ready to Review)

SUPERVISORS-CAN-EDIT-NARRATIVES (***this is optional***) but some departments, the Supervisors actually help the officer with Grammer and spelling in their reports. The default is NO, meaning on the Reporting Officer, or a Super User Security, can edit the Main Incident Report Name. Think about it, how could the officer stand up in court and swear he wrote that narrative, if someone is changing/updating it.

DEFAULT-PROPERTYBARCODE-STYLE (set to agency label generally its "4X3" for the size.

There are three (3) email events connected with Evidence

Email Event**: EVIDENCE-SUBMITTED** (this is the main one if "pulling evidence").
Once you change the report status to ready to review and its not already approved and evidence submitted date is populated and temp storage location is populated it will email this event to the configured Email Group.

Email Event: **NEW EVIDENCE PUSHED** (this is the main one if your "pushing evidence")
If all turned on and you push a single item, it will email this group

Email Event: **NEW EVIDENCE SUBMITTED** (more generic) But if you add an Evidence Submitted Date to an Incident Property it will email this group.

If you are going to let the officers review and update Proposed Evidence Disposition (suggested) add/setup below.

In the Evidence Module Add New Items to picklists

Under Proposed Dispositions (add the following)

Ex: CAN BE DESTROYED

Ex: CAN BE RETURNED TO OWNER

Under Evidence Transaction Types (add the following)

Ex: UPDATED DISPOSITION BY OFFICER - CAN BE DESTROYED

Ex: UPDATED DISPOSITION BY OFFICER – KEEP

Ex: UPDATED DISPOSITION BY OFFICER - RETURN

Back to Incident Settings (if using the program to allow Officers to update Proposed Disposition on Evidence Items)

INCIDENT-PROPERTY-DESTROY-PROPOSED-DISPOSITION – connect to disposition picklist

INCIDENT-PROPERTY-RETURN-PROPOSED-DISPOSITION – connect to disposition picklist

INCIDENT-PROPERTY-KEEP-PROPOSED-DISPOSITION – connect to disposition picklist

In the Evidence update the following regardless of method.

DEFAULT-BARCODE-STYLE 4x3 (normally 4x3 but set by your agency)

DEFAULT-REVIEW-DAYS = normally 180 days

PENDING-DISPOSITION - set to Pending from Picklist

Below are used for Chain of Custody with building the evidence records

IMPORT-PROPERTY-ACQUIRED-TRANSACTION-TYPE – select from Picklist

IMPORT-PROPERTY-PROPOSED-DISPOSITION - select from Picklist

IMPORT-PROPERTY-RECEIVED-TYPE - select from Picklist

IMPORT-PROPERTY-SUBMIT-TYPE - select from Picklist

To Use the Push Method (still all the settings above plus)

ALLOW-PUSH-INCIDENT-PROPERTY-TO-EVIDENCE

ON-INCIDENT-PROPERTY-PUSH-REQUIRE-UCR – (default is yes) would set to No of the officers do not attempt the UCR Classification on the Incident Report. Remember most state evidence submittal forms require Type of Offense (IE UCR).

PUSH-EVIDENCE-DEFAULT-LOCATION – When pushing Can Default to this temporary storage location.

