



SAN LUIS POLICE DEPARTMENT

1030 E. Union Street | P.O. Box 3720

San Luis, Arizona 85349

(928) 341-2420 | Fax (928) 627-5446

www.cityofsanluis.org



REC. #	RECOMMENDATION	ACTION PLAN	TARGET DATE
--------	----------------	-------------	-------------

A5.1 EVIDENCE INTAKE			
----------------------	--	--	--

A5.1.1	SLPD Command Staff should develop and implement an intake process requiring officers to enter the property and evidence information only one time in the RMS. Potentially increasing efficiency and reducing input errors.	Procedures were developed and officers were trained in the process.	COMPLETED
A5.1.2	SLPD Command Staff should eliminate the handwritten log and tag process with dispatch. LERMS should be utilized to create the tag number and document items impounded	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-Apr
		PERCENTAGE COMPLETE: 50%	
A5.1.3	SLPD Command Staff should work with the RMS vendor and/or Yuma PD to provide training to the Property Custodian and Detectives regarding the full capabilities of the LERMS software	EVIDENCE TECHNICIAN RECEIVED 120 HOURS OF TRAINING FROM YUMA PD AND COMPLETED IAPE TRAINING IN OCTOBER OF 2018	COMPLETED

A5.2 INTERNAL TRACKING AND CONSOLIDATION			
--	--	--	--

A5.2.1	The SLPD Executive Staff should develop and implement internal tracking and consolidation policies and procedures to comply with IAPE standards. Utilize the recommendations from the Yuma Police Department assessment memo to assist in this process.	PERSONNEL ASSIGNED: LT. ALVAREZ	30-May
		PERCENTAGE COMPLETE: 0%	
A5.2.2	Banker's Boxes should be utilized to store evidence on the shelving. Each box should be barcoded as a location. Individual evidence should be barcoded and labeled, then stored within a box on the shelf. Multiple cases can be stored within each box, maximizing storage space.	PERSONNEL ASSIGNED: NAVARRO	30-May
		PERCENTAGE COMPLETE: 25% (GAME PLAN)	

A5.3 PROPERTY PURGE

A5.3.1	SLPD Command Staff should ensure that the Property Custodian and Case Agents develop an action plan for periodically reviewing past investigations to determine if cases have been adjudicated or surpassed the statute of limitations requirements. (IAPE Standard 14.1) Property associated with these cases should be released whenever possible. This action plan should be documented and submitted to the chain of command for review and implementation.	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-Apr
		PERCENTAGE COMPLETE: 0%	
A5.3.2	SLPD Command Staff should ensure that appropriate department personnel research the capabilities of the RMS to determine if a digital Property Disposition Form can be developed and forwarded by case agents after receiving approval for disposal by the appropriate court. Electronic notification will increase efficiency and tracking for releasing and purging items	PERSONNEL ASSIGNED: NAVARRO	31-Mar
		PERCENTAGE COMPLETE: 0%	
A5.3.3	The Property Custodian should enter into the RMS an owner notification date and disposal date for found and safekeeping property items. These dates should prompt the Property Custodian to appropriately handle the notification and disposal of these items in a timely manner	PERSONNEL ASSIGNED: NAVARRO	31-Mar
		PERCENTAGE COMPLETE: 0%	
A5.3.4	SLPD should obtain an electronic/digital signature pad to capture signatures on those receiving and returning property, which would eliminate the need for the paper form and reduce the amount of work being performed by the technician.	PERSONNEL ASSIGNED: NAVARRO	30-Apr
		PERCENTAGE COMPLETE: 75%	
A5.3.5	<p>The Property Custodian should generate a Property for Disposal Report with date ranges prior to a disposal process that documents:</p> <ol style="list-style-type: none"> 1) Item Number 2) Case Numnber 3) Owner Name (If Applicable) 4) Received Date 5) Item Description 6) Targeted Disposal Date 7) Disposed of (Yes, No) 8) Disposition of Item <p>This report should be reviewed and approved by the Sergeant that oversees the Evidence Room prior to the disposal process</p>	This Process was done with the drug disposal and will be done with other disposals.	COMPLETED

A5.3.6	Property items identified and pulled for disposal should be maintained in a secure area segregated from active evidence. Updates should be made in the	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-May
--------	--	---	--------

A5.3.6	RMS that the item is marked for disposal and stored in a designated disposal area that coincides with an RMS location.	PERSONNEL ASSIGNED: NAVARRO PERCENTAGE COMPLETE: 50% (GAME PLAN)	30-May
A5.3.7	SLPD Command Staff should have the Property Custodian develop an annual report that documents pertinent information such as the number of items enter into property and the number of items released for disposal. This would assist with identifying trends so that Command Staff can monitor property intake and allocate additional resources if needed for purging	PERSONNEL ASSIGNED: NAVARRO	30-Apr
		PERSONNEL ASSIGNED: NAVARRO PERCENTAGE COMPLETE: 0% (SPEAK TO LOURDES)	

A5.4 MISSING PROPERTY

A5.4.1	SLPD Command Staff should develop and implement a plan to conduct and inventory of the property room. If possible, the Finance Department Inventory should be utilized as a starting point to reduce workload. During the inventory all items available for disposal should be disposed of. All items should be barcoded. This should be done in coordination with recommendation A5.4.1.	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-Apr
		PERCENTAGE COMPLETE: 0%	
A5.4.2	SLPD Command Staff should develop and implement a policy and specific procedures for missing property. (IAPE standard 15.1)	PERSONNEL ASSIGNED: LT. ALVAREZ	30-Apr
		PERCENTAGE COMPLETE: 0%	
A5.4.3	<p>SLPD Command Staff should utilize all necessary resources to immediately conduct a review to resolve any documented issues and discrepancies from the Inventory and section B of this report. The Finance Department Inventory should be utilized as a starting point. This may include:</p> <ol style="list-style-type: none"> 1) Documenting an item is missing or a chain of custody issue in the RMS 2) Supplementing the police report/notification to the case agent and/or prosecutor 3) Determining if a formal investigation should be initiated if there is any indication of misconduct or neglect <p>The results of this review should be documented in a memorandum to the Police Chief.</p>	PERSONNEL ASSIGNED: LT. SANTANA & NAVARRO	30-Apr
		PERCENTAGE COMPLETE: 0%	

A5.5 PROPERTY OUT FOR COURT AND LAB

	SLPD Command Staff should establish and implement a process that ensures the Property Custodian documents appropriate updates the RMS regarding	PERSONNEL ASSIGNED: NAVARRO	
--	---	-----------------------------	--

A5.5.1	the Property Custodian documents appropriate updates the RMS regarding items out to court and the lab. This should include the use of a tickler filer or notification system in the RMS, to notify the Property Custodian when an item is out to Court and has not been returned. This will provide better tracking and enable lists to be generated to determine the status of an item.	PERSONNEL ASSIGNED: NAVARRO	30-Apr
		PERCENTAGE COMPLETE: 50%	
A5.5.2	SLPD Command Staff should ensure that the Property Custodian develop and implement a process that periodically(such as quarterly) contacts court personnel to determine the status of evidence items and facilitate the return if it is no longer needed for court proceedings.	PERSONNEL ASSIGNED: NAVARRO	30-Mar
		PERCENTAGE COMPLETE: 0%	
A5.5.3	SLPD Command Staff should develop and implement a policy for officers to check out property. The policy should require officers to provide a court subpoena to the Property Custodian prior to providing an item needed for court. This will increase accountability and ensure proper chain of custody procedures are followed.	PERSONNEL ASSIGNED: LT. ALVAREZ & NAVARRO	30-Mar
		PERCENTAGE COMPLETE: 25%	
A5.5.4	SLPD Command Staff should develop and implement a process to standardize and track all SLPD forms by assigning numbers and revision dates. Forms should only be available to staff in fillable PDF format. This reduces the chance of informal revisions.	PERSONNEL ASSIGNED: LT. ALVAREZ & LT. SANTANA	30-Apr
		PERCENTAGE COMPLETE: 0%	

A5.6 DRUGS			
A5.6.1	SLPD Command Staff should research the location of missing items. The results should be documented in a memorandum and in the New World RMS. If unable to locate the item, the related criminal report should be supplemented as well, and the appropriate case prosecutor notified. This should be coordinated with the property and evidence room inventory recommendation (A5.4.1) in this assesment.	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-Apr
		PERCENTAGE COMPLETE: 50%	

A5.6.2	SLPD Command Staff should develop and implement a process to segregate and secure drugs staged for disposal from all other property. NOTE: Items awaiting destruction should not be commingled with other property but should be segregated from other types of property and stored in a designated secure location while awaiting destruction. The "rule of two" may	PERSONNEL ASSIGNED: NAVARRO	30-May

	be created by using two different locks on the storage container, locker or room/vault. Each person (i.e. Property Custodian and Command Staff) would possess one of the keys, requiring both to be present to access the secure items.	PERCENTAGE COMPLETE: 50% (GAME PLAN)	
A5.6.3	SLPD Command Staff should develop and implement a process to segregate and secure drugs from the drug take back programs from all other property. NOTE: Take back drugs should not be commingled with other property but should be segregated from other types of property and stored in a designated secured location while awaiting destruction. The "rule of two" principle should be utilized for these items as noted in Recommendation B1.2.	PERSONNEL ASSIGNED: NAVARRO	30-May
		PERCENTAGE COMPLETE: 50% (GAME PLAN)	
A5.6.4	SLPD Command Staff should develop and implement a policy to address the take back program	PERSONNEL ASSIGNED: LT. ALVAREZ	30-Apr
		PERCENTAGE COMPLETE: 0%	

A5.7 FIREARMS			
A5.7.1	SLPD Command Staff should research the location of missing items. The results should be documented in a memorandum and in the LERMS system. If unable to locate the item, the related criminal report should be supplemented as well, and the appropriate case prosecutor notified. This should be coordinated with the property and evidence room inventory recommendation in this assessment. See also Recommendation #A5.4.1.	PERSONNEL ASSIGNED: NAVARRO AND LT. SANTANA	30-May
		PERCENTAGE COMPLETE: 0%	

A5.7.2	SLPD Command Staff should develop and implement a plan to ensure that firearms pending sale/destruction be stored in a higher level of security location separate from other property. NOTE: Items awaiting destruction should not be commingled with other property but should be segregated from other types of property and stored in a designated secure location while awaiting destruction. The "rule of two" may	PERSONNEL ASSIGNED: NAVARRO & LT. SANATANA	30-May

	be created by using two different locks on the storage container, locker or room/vault. Each person (i.e. Property Custodian and Command Staff) would possess one of the keys, requiring both to be present to access the secure items.	PERCENTAGE COMPLETE: 50% (GAME PLAN)	
--	---	--------------------------------------	--

A5.8 VAULT AND CURRENCY			
-------------------------	--	--	--

A5.8.1	SLPD Command Staff should ensure all discrepancies found in the inventory be reconciled or investigated as warranted and properly documents in LERMS. Related to Recommendation # A5.4.1.	INVENTORY WAS COMPLETED WHEN NEW SAFE WAS PURCHASED.	COMPLETED
A5.8.2	SLPD should contact a local lock and safe complany and have the floor safe reconcilled for ease of operation, remove the wheels, then bolt it to the floor or attach it to a pedestal and bolt it to the wall and use it to store currency and valuables.	PURCHASED NEW SAFE	COMPLETED

A5.9 BIOLOGICAL EVIDENCE			
--------------------------	--	--	--

A5.9.1	SLPD Command Staff should develop and implement a plan to conduct a complete inventory of all items in the refrigerator and freezer. This inventory should include checking all items for proper documentation in RMS. In addition, barcodes should be generated and affixed to any items without barcodes. This will assist in future consolidation and disposal procedures. Results of the inventory should be documented in a memorandum to the Police Chief. Items that cannot be accounted for should be documented in the RMS as well as in the related criminal invesigative reports and applicable prosecutorial agencies should be notified. Related to Reccomendation # A5.4.1.	PERSONNEL ASSIGNED: NAVARRO	30-May
		PERCENTAGE COMPLETE: 0%	
A5.9.2	An alarm system for the regrigerator and freezer temperatures should be installed	PERSONNEL ASSIGNED: NAVARRO	30-Apr
		PERCENTAGE COMPLETE: 50%	

A5.9.3	The combination for the drying cabinet should be located to make the cabinet operable. The cabinet should be checked to determine if the two items shown in LERMS, are in the cabinet.	Combination found and cabinet is now operable. The two items were found to be in different locations and their storage locations were updated in LERMS.	COMPLETED
A5.9.4	Barcodes should be placed on the shelves in the refrigerator and freezer to designate locations in LERMS.	Barcodes were placed on shelves.	COMPLETED

A5.10 GENERAL PROPERTY			
------------------------	--	--	--

	SLPD Command Staff should ensure a complete inventory of all items in the		
--	---	--	--

A5.10.1	SLPD Command Staff should ensure a complete inventory of all items in the general property area is completed. Items identified as having no evidentiary value should be disposed of. The inventory should include checking all items for proper documentation in RMS. In addition, barcodes should be generated for all items in the general property area. This will assist with future consolidation and disposal procedures. Results of the inventory should be documented in a memorandum to the Police Chief. Items that cannot be accounted for should be documented in the RMS as well as in the related criminal investigative reports and applicable prosecutorial agencies should be notified. Related to Recommendation # A5.4.1.	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-May
		PERCENTAGE COMPLETE: 0%	
A5.10.2	All drugs and related items needing to be retained as evidence should be moved to the Drug Room. The status of the new location should be updated in the RMS.	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-Mar
		PERCENTAGE COMPLETE: 75%	
A5.10.3	The storage shelves and floor locations being utilized in the Back Room should be numbered, and the corresponding number should be added to New World as a storage location. For floor storage, paint or tape squares on the floor, which are then numbered for storage of larger items and larger boxes.	PERSONNEL ASSIGNED: NAVARRO	30-May
		PERCENTAGE COMPLETE: 0%	

A5.11 VEHICLE IMPOUND LOT			
A5.11.1	SLPD Command Staff should ensure the vehicles in the lot are reconciled and documented in the LERMS and properly tagged.	PERSONNEL ASSIGNED: NAVARRO & NANCY	30-Apr
		PERCENTAGE COMPLETE: 0%	

A5.12 POLICY AND CONTROL REVIEW			
A5.12.1	SLPD Command Staff should develop and implement a plan to replace all evidence policies with LEXIPOL policies and revise as need to meet IAPE standards and SLPD departmental procedures/city ordinances and any applicable state laws and best practices.	PERSONNEL ASSIGNED: LT. ALVAREZ	30-May
		PERCENTAGE COMPLETE: PENDING	

A5.13 INSPECTIONS AND AUDIT PROCESS			
A5.13.1	SLPD Command Staff should ensure that an inventory of the property room is conducted and properly documented in the near future. This may be conducted in concert with a property purge process. Related to	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-May
		PERCENTAGE COMPLETE: 50%	

	Recommendation A5.4.1.	PERCENTAGE COMPLETE: 50%	
A5.13.2	SLPD Command Staff should develop and implement inspections methodologies as well as a schedule for the Property Supervisor to ensure that comprehensive Property Room inspections are completed regarding the performance of the Property Custodian. This process should include documentation to verify SLPD management review and approve the audits and inventories.	PERSONNEL ASSIGNED: LT. SANTANTA & LT. ALVAREZ	30-May
		PERCENTAGE COMPLETE: PENDING	
A5.13.3	SLPD Command Staff should develop and implement audit and inventory methodologies as well as a schedule for the Property Supervisor to ensure that audits and inventories, as required by IAPE standards, are completed. This process should include documentation to verify SLPD management review and approve the audits and inspections	PERSONNEL ASSIGNED: LT. SANTANTA & LT. ALVAREZ	30-May
		PERCENTAGE COMPLETE: PENDING	

A5.14 PROPERTY AND EVIDENCE FACILITY			
--------------------------------------	--	--	--

A5.14.1	SLPD Command Staff should work with City IT to determine the status of several cameras which do not appear to be monitored and increase the video retention time to 3 years to comply with IAPE standards.	PERSONNEL ASSIGNED: NAVARRO	30-Apr
		PERCENTAGE COMPLETE: 50%	
A5.14.2	SLPD Command Staff should develop and implement a plan to install alarms on all doors leading into the property room to include the two storage rooms as well as the counter area security screen. These alarms should be monitored by dispatch.	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-Apr
		PERCENTAGE COMPLETE: 50%	
A5.14.3	SLPD Command Staff should develop and implement a key access policy to ensure the property room keys are adequately secured with a system to document any after-hours access made not in the presence of the Property Custodian/Supervisor	ACCESS TO EVIDENCE ROOM IS LIMITED TO PROPERTY TECH AND PROPERTY SUPERVISOR. KEYS ARE SECURED IN EVIDENCE ROOM AT ALL TIMES. ALL OTHER ACCESS IS IN THE PRESENCE OF PROPERTY ROOM STAFF AND IS DOCUMENTED IN LOG BOOK.	COMPLETE

A5.14.4	SLPD Command Staff should develop and implement an inspections plan to require Internal Affairs or Quality Assurance to conduct periodic integrity surveillance video review of evidence room videos.	PERSONNEL ASSIGNED: LT. SANTANA & LT. ALVAREZ	30-May
		PERCENTAGE COMPLETE: PENDING	

A5.15 STAFFING			
----------------	--	--	--

A5.15.1	SLPD Command staff should ensure that the Property Custodian attend ongoing property and evidence related training	HAS ATTENDED TRAINING AND WILL CONTINUE TO ATTEND TRAININGS	COMPLETED
---------	--	---	-----------