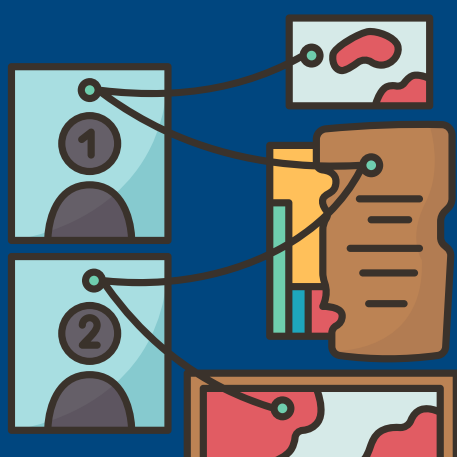




DURHAM POLICE DEPARTMENT

POLICE PROPERTY & EVIDENCE ROOM

SEPTEMBER 2017



EVIDENCE IS SAFE

- P & E Unit staff follow procedures to maintain chain of custody.
- Property and evidence are properly tracked.
- 100 random items were examined and none were missing or mislabeled.

MORE TIMELY CORRECTIONS NEEDED

- When evidence techs identify errors made during the intake process, police officers should make corrections within 30 days.
- In 16/40 cases examined by Audit Services, corrections were not made within the 30 day window.



CASH HANDLING

- Discrepancies between amounts present and amounts recoded were not handled according to SOPs.
- No evidence of misconduct was found, but more stringent adherence to SOPs will reduce risk.

EVIDENCE DISPOSAL

- PEU should work with the Department's IT Division to create a process to help identify cases ready for disposal.

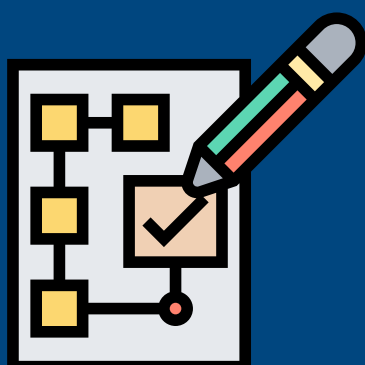
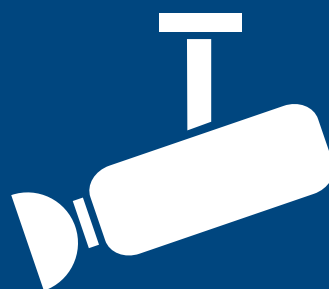


MAINTENANCE ISSUES

- Ensure that A/C and heat are working in evidence warehouse.
- Maintain vehicle storage area.

VIDEO SURVEILLANCE OF P & E

- Need additional coverage for corners and back door.
- Add SOPs for reviewing footage on regular basis.



STANDARD OPERATING PROCEDURES

- Currently in draft form and not comprehensive
- Need to address how to handle evidence in case of emergencies or disasters, disposal of digital evidence, frequency of reviews, etc.