SAN DIEGO POLICE DEPARTMENT IN–SERVICE TRAINING MENU PROGRAM

EvidenceOnQ FOR DETECTIVES

1401 Broadway
SAN DIEGO, CA 92101

Instructor: Beverly Harris

Revised: March 20, 2017

Course Goal: This course is intended to teach detectives how to efficiently and effectively use EvidenceOnQ for their property and evidence management.

Module total time: 2 hours

Resources required for this module:
• Computer with PowerPoint Presentation • Projection Screen • Laptop Clicker • We prefer students to have computer access (HQ Computer Room)

Course content	Instructor Notes
I Introductions A. Instructor and Student Introductions	Instructor introduction to class, indicating experience and qualifications to present this topic.

II.   EvidenceOnQ – Powerpoint
    A. Adding New Evidence
       1. Existing Incident
       2. New Incident
       3. Search Warrant
       4. Asset Seizure
       5. Pre-filled fields
    B. Printing Barcodes
       1. Print from Toolbar
       2. Print from Worklist
    C. Worklists
       1. General Worklist
       2. New Items
       3. What can be done
          a. Release Requests
          b. Disposal Requests
	Explain how to add evidence to an existing incident and how to create a new incident. What to add if impound pursuant to search warrant or asset seizure. Some fields will be pre-filled, need to delete entries that don't apply.
	
	Printing barcodes, either from toolbar or from worklist
	
	Using worklists, how to add new items and what can be done from the worklist, ie releases, disposals, printing reports or printing barcodes.

c. Print Reports
     d. Print Barcodes
D. Editing an Item
   1. Incident Number Corrections
     a. Contact Property Room
     b. Packaging Label to be Corrected
     c. Barcode Label to be Corrected
     d. Renumbering of items
	How to edit items in EOQ, if an incident number is changed, the importance of notification to the Property Room so that the labels can be corrected and a new barcode label printed. Items may need to be renumbered.

E. Incorrect Category
   1. Found Property versus Evidence
   2. Found Property held for 90 days
F. Printing Multiple Barcodes
G. Printing Reports
	The importance of the correct category, Found property only held for 90 days, may have a disposition entered on evidence prematurely.

H. Adding Items to Worklist or Searches
   1. Field value searches
   2. "Wildcard" * Asterisk
   3. Add to Worklist
	How to do searches, using several fields and how to use the "wildcard" asterisk.

I. Property and Evidence Management
   1. Auto Disposal Notice
     a. Retention Code
     b. CRMS – Detective Assigned
     c. General – 1 year after impound date, 1st email
     d. Barcode & Status, direct links to record
     e. "PRO" reason
     f. Hold requests
     g. Disposition requests
       1. Firearm Disposition Code
     h. Release requests
       1. Property Release Forms
	How the automated disposal notices work and how to efficiently manage your evidence.

J. No partial release and no partial dispositions on a barcode
   1. Each barcode has a "location"
   2. Separate items out of a barcode
	The importance of reviewing an entire barcode, everything has to dispo in the same manner, or divide up the items and rebarcode.

K. Search warrant impounds 1. Court order for any release or disposition	Search warrants require court order.

L. Requests from Worklist
   1. Property Release Form
   2. Authorize/Request Disposition
   3. Request to have items held at area station
   4. Request for Incident # correction
   5. Edit Requests
	What processing can be done from a worklist.

M. Active Requests 1. Removal from List	Status of active requests, don't delete from your list, they will automatically be removed when

2. Do Not Delete from List	processed.
N. General Guidelines for Disposition	
1. Misdemeanors	Determining if evidence is eligible for disposition.
2. DNA	
3. Search Warrant	
4. Wobbler	
5. Felony Arrest	
a. DNA	
b. Search Warrant	
c. Death Penalty	
6. Felony without Arrest	
O. Authorizing Disposals	
a. EvidenceOnQ	How to authorize a disposition, either in EvidenceOnQ or on an old paper property tag.
b. Property Tags	
P. DP 3.02	
Q. Case Management Responsibilities	Reviewing evidence regularly
R. Locked Safes	Who is responsible for having a locked safe open, our vendor.
S. Property/Evidence Check-Out	
1. Once transported to HQ, remains at HQ	Property and Evidence checked out
2. 24 hour return	
T. Area Station	
1. Held 3 days at Area Station	
U. Gun Desk	Firearm dispositions
1. Never issue PRF	Only Gun Desk Officers can issue a release.
2. Never release firearm	
3. AFS Entries	AFS entries and the importance.
4. Firearm OK to Dispo (code)	Audits by DOJ
5. Petitions	
a. PC18400 (DV)	Petition process, the importance of filing on DV and 5150's.
b. WI 8102 (5150)	
V. E-Trace	E Trace access
III. <u>TRAINING VIDEOS</u>	Where to locate training videos.
IV. <u>PROPERTY ROOM TOUR</u>	Visual tour of the property room.