SAN DIEGO POLICE DEPARTMENT IN–SERVICE TRAINING MENU PROGRAM

EvidenceOnQ/Property Room Officer Training

1401 Broadway, San Diego, CA 92101

Instructor: Property Room Supervisors

Revised: March 16, 2017

Course Goal: This course is intended to teach students how to impound property and evidence using the EvidenceOnQ system. Students will learn the requirements for specific types of impounds. They will also receive training in how to search and use a worklist in EvidenceOnQ.

Module total time: 2 hours

Resources required for this module:
- Computer with PowerPoint Presentation
- Projection Screen
- LAN Access for FileOnQ Webview

Course content	Instructor Notes

I   <u>Introductions</u>
    A. Instructor introduction
      1. Student expectations
	Instructor introduces themselves to class, listing experience and qualifications to present this topic. Instructor covers basic expectations of students.

II. <u>Property Room Information</u>
    A. Property Room locations, hours and contact phone numbers
      1. Headquarters
      2. Area Stations
	The instructor will review the locations, hours of operation and contact information for the various Property Rooms in the Department.

III <u>General Property Impounding Guidelines</u>
    A. DP 3.02 applies to you
    B. How to separate property & evidence
    C. Special types of impounds
      1. Prisoner bulk/personal property
      2. Currency/loose change
      3. Locked safes
      4. CD and DVDs
      5. Latent Prints
      6. Items impounded at area stations
	The instructor reviews what 3.02 encompasses.
	
	The instructor reviews and answers questions regarding how to separate and various special types of impounds.
	
	The instructor reviews what may be impounded at the area commands and how long those items are held there.

IV EvidenceOnQ Basics
    A. FileOnQ known aliases
    B. Webview introduction
        1. Where to find Webview
    C. Using the Webview
        1. Logging on
        2. The main screen
        3. Adding new items into EvidenceOnQ
        4. Printing barcodes and reports
        5. Work Lists
        6. EvidenceOnQ Searches
        7. How to Edit an Item in EvidenceOnQ
        8. Submitting a Request
    D. Property Do's and Don'ts
 	
V Narcotics Vault Overview
    A. Narcotics Vault general information
        1. Location
        2. Contact info and hours of operation
    B. General Narcotics Information
        1. What goes where
        2. Packaging differences
 	
VI Firearm Impound Guidelines
    A. Gun Desk general information
        1. Location
        2. Phone numbers and hours of operation
    B. Video: Firearm Seizure & Disposition
    C. Impounding firearms
    D. Receipt for Weapons and Currency
    E. Never issue a release for a firearm
    F. Petitions
        1. DV Petitions
        2. 5150 Petitions
    G. eTRACE
 	
VII Property Room Tour
    A. Photos of the HQ Property Room
    B. Conclusion
        1. Review Property Room contact information
	The instructor provides a general review of the various terms used to describe FileOnQ and where to find the application on the network.
	
	The instructor will review how to log onto the EvidenceOnQ system and the various tools and aspects available within the software. The instructor will also go over how to add items to the system and the various packaging and marking requirements within DP 3.02.
	
	There will be a review of key things to do and not to do.
	
	The instructor will describe the difference between the Property Room and the Narcotics Vault, including key packaging differences as well as review the general location and contact information for the Narcotics Vault.
	
	The Instructor reviews the Gun Desk's location and contact phone numbers.
	
	There is a 25 min video on gun seizures and disposition.
	
	The instructor reviews the requirements when impounding a gun. Including timelines for release and receipts for weapons & currency.
	
	The instructor reviews petitions for certain types of violations.
	
	Several photos of the HQ Property Room are shared and the contact information for the Property Room is reviewed one more time.