



CO-SPONSOR: CENTRAL VIRGINIA CRIMINAL JUSTICE ACADEMY

EVIDENCE MANAGERS CERTIFICATION

APRIL 7-11, 2025

TRAINING COST

\$595

REGISTRATION INFORMATION

Register at www.PATC.com or [click here](#) to view more course information and register.

COURSE OVERVIEW

This course extends PATC's evidence management program, covering property and evidence handling from collection to disposition, with emphasis on Supreme Court rulings and contemporary concerns. It equips managers with essential tools rooted in national standards. Administrators are encouraged to join to understand challenges and prevent negative publicity. Graduates will gain the knowledge to lay a solid foundation for property room operations, contingent on management's commitment to change.

TRAINING LOCATION

Central Virginia Criminal Justice Academy
11200 Church Street
Lynchburg, VA 24502

HOTEL ACCOMODATIONS

Courtyard Lynchburg
4640 Murray Place
Lynchburg, VA 24502
Phone: 434-846-7400
Contact Hotel for Stat Govt. Rate



JOE WILLIS
Instructor

QUESTIONS?

www.PATC.com
1-800-369-0119

EVIDENCE MANAGERS CERTIFICATION COURSE

Course Overview:

The five-day PATC Evidence Managers Certification Course will cover all aspects of the Property/Evidence Room functions to include:

- Property Room Problems and Solutions
- Policies and Procedures
- Packaging
- Security
- Management Theories
- DNA Storage for Today
- Property Room Layout
- Storage Management
- Documentation
- Purging
- Dispositions
- Audits and Inventories
- Miscellaneous Handouts and Sample Forms

This course is in addition the two-day evidence management course that PATC offers. This course will provide an in-depth study of property and evidence from the moment of collection at a scene until final disposition. We will be reviewing United States Supreme Court rulings, and how they apply to the property room. This course will highlight many of the concerns and issues that face property room managers today. Our intention is to give property managers the necessary tools to succeed. All of the course material is based on Acceptable National Standards. Administrators are encouraged to attend this training as well, in order to have a better understanding of the issues that plague department evidence personnel and how to prevent your agency from becoming a national news item.

Upon completion of the course, evidence personnel will gain the knowledge necessary to set the foundation for success in the property room. As with all successes, there must be middle and senior management acknowledgement and support to implement the changes that need to be made.

Agenda

1. Introduction

- Welcome
- Credentials
- Contact Information
- Cell phones on vibrate
- Disclaimer
- Not a State Specific Law Class
- All Property/Evidence Submitted by End of Shift.

2. Basic Terms you may encounter

- Chain of Custody
- Consequences of Poor Policy
- Everything Revolves Around You
- Prima Facie – Define
- Res Gestae – Define
- Motion In Limine – Define

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3. U.S. Supreme Court Decisions

- Brady V Maryland 1963
- Arizona V Youngblood 1988
- California V Trombetta 1984

4. Two Central Kinds of Evidence

- Direct – Define
- Circumstantial – Define
- Related Court rulings and interpretations of both.

5. Key Control

- Video on Lock Bumping

6. On Shelf Inventory – Two People Present

- CALEA Mandate- (84.1.6) Concentrated audit on Big Three. If error rate is higher than 4%, a Full on Shelf Inventory is required.
- Sealed packages – Open or Not? Depending on contents.
- Documentation of Inventory – Microsoft (or similar) Excel document.
- Chronological order by case number and all associated Property Numbers
- Each Shelf and convenience storage unit should be on separate pages

7. Evidence Defined – Property that may be related to a crime which may implicate or clear a person of a crime.

- Is this State Evidence?
- Is there Ownership?
- Do We Have the Necessary Contact Information

8. Evidence – Commonly Referred to as Types of Evidence

- Real
- Demonstrative
- Documentary
- Testimonial
- Digital

9. Introduction to Bag O Stuff

- Must Have Safety Supplies and yet another Disclaimer
- Video
- All Property gets an Identifiable Number

10. Title 42 U.S.C. 1983

- Two Requirements necessary – Acting under the Color of Law and Deprivation of Federal Statutory Rights

11. Bar Coding

- Handwritten Logbooks
- Transitioning from Logbook to Computer
- Printers
- Scanners/Readers
- Maximize Bar Code Use
- RFID Systems and How the Work

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12. Must Have a Packaging Station – CALEA 83.2.4

- Officer has property to Submit
- All Property/Evidence Must Be Submitted by End of Shift – CALEA 84.1.1
- Should be a Stainless-Steel Surface
- Drying Station
- All Supplies necessary
- Possibly a Label Printer/Scanner
- Packaging Guidelines or Manuals
- Issuing Property Numbers
- Logging into your system (subject to call out)

13. Two Basic Types of Locker Systems

- Supreme Court – CALEA 84.1.1
- Temporary Storage Locker – Define
- Temporary Submittal Locker – Define

14. Removal from Submittal Locker Begins the Process

- Written Police Authorizing PEO to Return
- Verification of package
 - Sealed Properly/Initialed by Submitting Officer
- Not Damaged/Leaking
 - Case Numbers and Property Numbers Correct
- Type of Evidence
- Will It Need to go to the Lab
- Does it need further processing?
- Repeat – All Property Submitted by End of Shift. PEO will forward any property to and from to maintain Chain of Custody. This will help prevent loss and confusion as to where something is.
- Documentation as to location.

15. Evidence from the Digital World

- Notes on Computers on scene
- Best way to wrap
- Officers/Investigators can have a working copy as long you have the original.
- CD'S AND DVD'S Three Copies
- Archival
- US v Ortiz 2007 Personal Cell Phones
- Do not turn off
- Faraday Bag option
- Cyber Trails

16. Lay Out Of The Room

- Organize the Room in Sections
- Major Priority is “Big Three” – CALEA 84.1.4
- Try to keep like evidence together
- Photos of Various Rooms
- Avoid Wood

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17. Moving into DNA

The use of Kraft or butcher paper is essential for various purposes including drying cabinets, both high and low tech applications, controlling temperature and humidity, and meeting decontamination requirements with a water/bleach solution. Sterilized hangers are employed for hanging items within the paper bags, which are placed over paper to catch any debris. These procedures are outlined in The Biological Evidence Preservation Handbook, detailing short- and long-term storage considerations, distinguishing between wet and dry evidence, and specifying storage temperatures for wet evidence. Usage and decontamination logs are maintained as per OSHA's mandate for bio-hazard training, and guidelines are provided for locating DNA evidence and taking representative samples. Case status determines retention recommendations, aligning with FBI guidelines and emphasizing the importance of universal precautions, biohazard labeling, and an exposure control plan.

18. Sexual Assault

- Types of Kits
- Violence Against Woman's Act 2013 Title 18. Sec. 1004
- Retention Requirements
 - DOJ/OVW Opinion Page and Recommendations for Non-Investigative Kits
- Duty to Protect
- Submission of "Unknown Victim" kits
- Extracted DNA
- Stabilizing Solutions – Must Consult with Lab Personnel
- Tissue Samples

19. Special Requirement Property/Evidence

- Firearms
 - Boxed or Unboxed
 - Weapon is rendered Safe
 - Ammunition Stored Separately
 - Verification Weapon is Empty
- Drugs
 - Packaged Properly
 - Are Contents Harmful to PEO
 - Protect Seals by using convenience envelopes
 - Does it need to go to the lab for analysis
 - Can you request a lab to "rush" the analysis?
 - Some newer danger drugs on the street
 - Naloxone (Narcan)
 - K-9 Training Issues
- Money
 - Double Initials on Seal
 - Should you recount
 - Are you banking it
 - Biohazard and Contaminated Money
 - DEA Asset Forfeiture Guidelines
 - Photocopying
 - Found Money
 - Returning Money to Owners
- Explosives
 - Should they even be in the room
 - Is there someone who can safely store them for you

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20. Bag O Stuff Needs More

- Going to Court- mandatory policy requirement
- Internal Processing
- Lab Submission
- Condition Upon Return

21. Bag O Stuff Wants to be Secure

- The Room Security – CALEA 84.1.2
- Change the Locks on Doors
- Change the Locks on Big Three Storage area
- Limited Access
- Sign In/Sign Out Sheets
- Secure Storage for Large Items
- Cameras Usage and Reliability
- Door Locks – Change them with each new employee
- Big Three Sample Storage Ideas
- Safes Strengths and Weaknesses – Change Codes
- Structural Considerations

22. Staffing

- Hierarchy of the Agency – Importance of Equality Throughout the Ranks
- Separation of Duties
- Email Documentation
- Selection Process
- Honesty/Integrity of Personnel
- Civilian Vs Sworn Personnel
- Supervisory Oversight
- Supervisory Support
- Regular Meetings with Upper Management
 - Supervisory Support of Random Drug Testing of All Evidence Room Personnel
- Training of Civilian Personnel
- Another Aspect is the amount of Time You Waste Fixing Stuff
- Best Method for Fixing
- Always Thinking about “Zero Balance”

23. Bag O Stuff Long Term Storage

- Let's Start with Switching Software
- Logging Stuff that will never leave
- Archival Stuff
- Where in the Room is Best Place
- Stuff that will fill a room

24. Safety and Construction Concepts

- Repeating Eye Wash
- Emergency Back Up Generator
- Fire Prevention
- Water Prevention
- Minimize Doors
- Walls Built to the Roof
- Vents and Windows
- Subfloors
- Drop Ceilings

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25. Transition into stuff filling the room

- Alcohol
- Grow House
- Child Pornography Equipment
- Identity Theft crap
- Bikes
- Identification Theft Example
- Marijuana Grow Example
- Case Number 07-790-OF
- Snowbird Example
- Outside Storage Options
- Found/Abandoned Property
- Letter to known owners with consequences

26. Purging and Dispositions

- Repeat Concepts of Maintaining an Orderly Room
- Repeat Signature Documents
- Your Imagination is Your Only Limitation
- Purging is a high intensity job, requires a lot of time
- You need to impress upon the powers that be the size of your room.
- Meeting with the prosecutors get them on your side.
- Zero Balance
- Meeting a Standard
- Knowing what the Statute of Limitations Are
- Setting up Review Periods
- Form Letters Read at Booking
- Make up Post Cards
- Items of High Value Recommends a Certified Letter.
- Once authorization is received; pull items from the shelves
- Have a designated area for destruction property
- Have a designated are for auction property
 - Example: The return of a wallet, credit cards and cash to one person
- Converting property for department use
- Always done through written policy guidelines
- Requests made by officer to their supervisor
 - Upon approval, moves up the chain of command
 - Upon their approval, a formal request will be made to you
- Property Room.com

27. Audits and Inventories

- The process begins with tracking items from submission to final disposition, ensuring correct steps were followed by the submitting officer and verifying the paper trail. Any processing through channels is examined for correctness, checking for damages incurred along the way. For items going to court, all necessary documents are reviewed, including proper sealing upon return. The chain of custody is scrutinized, addressing whether the submitting officer is also the finder, submission and receipt dates, and contacting officers for items in storage over a year. The release of items and owner notification are reviewed, along with authentication methods. Firearm checks, destruction procedures, and departmental use conversions are scrutinized, ensuring proper documentation and signatures. If analysis was performed, signatures and matching copies are verified. For original owners becoming prohibited persons, documentation of Henderson Rights, third-party vetting, and understanding of intent are assessed. Additionally, random selection involves verifying shelf placement, packaging integrity, compliance with policies, and lab submissions, with proper sealing and audit marking for future reference.

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28. Purging Firearms/Drugs and Money

Money

- Recap Packaging and Submittal
- On the ATF website, obtain the following
 - Form 4473
 - Law Enforcement Guide
 - Weapon Identification
 - ETrace or Everify
- Repeat weapon safety
- Intake Officer Performs NCIC
- Evidence Officer Verifies another NCIC
- Discuss Auctions
- Begin with Weapons Untagged
 - Run the weapons through ATF
 - Track Down Last Known Owner
 - If no owner can be determined, destroy
- Weapons Held for Domestic Violence
 - Look at the oldest
 - Check State License Information
 - Know your state statute on notification to DMV
 - Send Notification Certified Mail
 - Recheck after deadline
 - Reverify address through a license check
 - Send a second letter “snail mail”
 - If no contact is made, destroy
- Title 18, USC Ch 44 Sec 922
- Lautenberg Amendment 9/30/96
- Henderson Option
- No Support from ATF or the US Attorney’s Office
- Would Prefer Plastic Packaging
- Weighing Drugs per Policy
- Write on the Packaging “Audit Weight”
- Disposal DEA Guidelines
- Narcan – Be Careful
- Best Methods for Destruction