# EVIDENCE MANAGEMENT

DON'T JUST STORE IT, **MANAGE** IT!

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The **South East Sales** Evidence / Property Room Management System is a fully integrated software package designed to provide control and accountability for every phase of the evidence operation.  The package allows you to maintain your evidence room integrity according to VLEPS and CALEA standards.

## PROPERTY RECORDS

Each property record contains detailed information including description, location, type, case number, dates, responsible officer, owner applied numbers, photographs and more.

- All property is classified by IBR property type to insure easy cross reference with the IBR reporting system.

- Property can quickly be located in the Evidence Room through nine (9) search fields which include description, location, barcode number, case number and owner name.

- Photographs and images for each item are easily stored and retrieved to aid in identification as well as information sharing with other agencies.

- Chain of possession is created with only a couple of mouse clicks.  One or more items can be selected from a case for an officer to take to court or send to a lab for analysis.  You can also select all items associated with a case, and create a chain of possession for them with just one mouse click.

- The capability to keep a record of NCIC checks is provided for Found property or other property types.

- Each property item may be linked to multiple cases to safeguard against disposition of property until all related cases have been cleared.

- Optional barcoding identifies the specific incident and item number for each piece of evidence, providing ease of data capture for the chain of possession.  The barcode and handheld scanners may also be used during the Inventory and audit process.

- The system also maintains a record of final disposition of the property.   This includes disposition date, disposition authority and witnessed by information.

### PLATFORMS SUPPORTED:
Workstation :    Win 7 Pro, Win 8 Pro
Server:            Microsoft Server

All software is written in Visual Basic

## INVENTORY CONTROL

The constant movement of property in and out of the Evidence Room and the sensitive nature of that property make the inventory control function a critical component of Evidence Room management.

The **SES** system addresses this problem by providing the Property Room Manager with ten (10) search fields to select property for inventory. Including:
- All property associated with a specific case
- All property in a weapons locker
- All property received from any individual officer

In addition to the specific categories selected from the search fields, the Property Manager may select a percentage (from 1% to 100%) of the items in the Property Room to inventory at any point in time.  For example if the Property Manager selects ten percent of the property, the system *randomly* selects ten percent of items in the property room for inventory, and prints an Inventory Worksheet.

The system also maintains an Inventory history that includes date counted, verified by, quantity and any relevant comments.

## REPORTS

The system includes more than twenty (20) standard reports that include:
- Property Aging Report (property in the Evidence Room more than *xx* days, where *xx* equals user specified number of days)
- Report of Property by Responsible Officer
- Chain of Possession Report by item or case
- Cash Audit Report
- List of Property by Case Number
- Full Property Report including property description and all related transactions
- Victim Notification Letter to notify property owner's that items are now available for pickup.