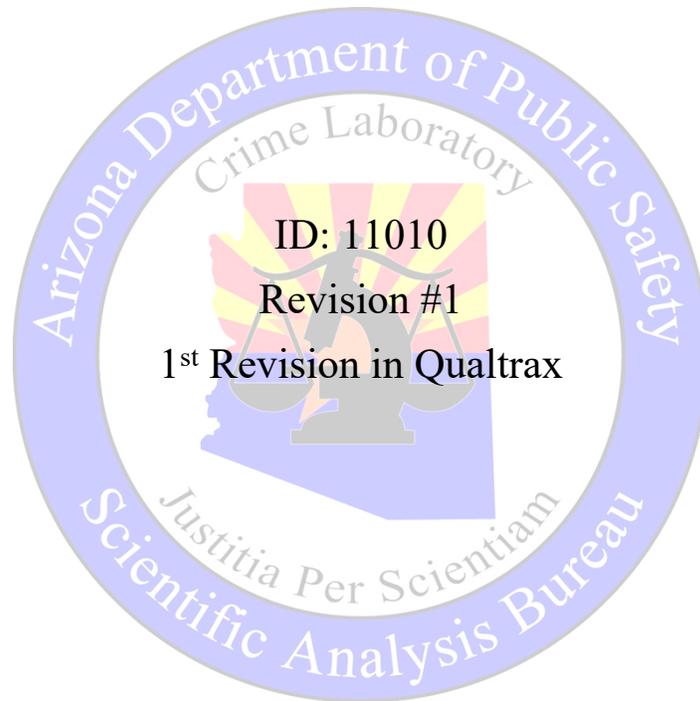


Arizona Department of Public Safety

Scientific Analysis Bureau

Property and Evidence Training Manual



Issuing Authority:
SAB Superintendent

Effective Date: 11/09/2018



Property and Evidence Training Manual

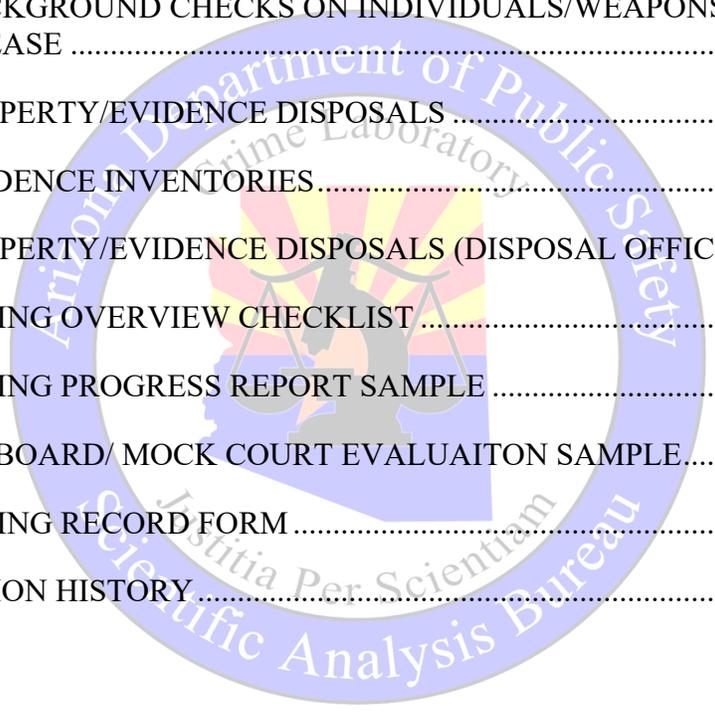
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The purpose of this manual is to facilitate uniform training throughout all Property & Evidence (P&E) units of the Arizona Department of Public Safety (DPS). It outlines a formal training program and provides standardized criteria for establishing the competency of Evidence Custodians throughout the laboratory system. This course of instruction is designed to serve the following training needs:

- Entry level training for new employees
- Refresher training
- Remedial training

The P&E training program is composed of incremental training modules that can be completed in the order listed or can be taken out of order as the training situation dictates. Regardless of module order, this training program should take approximately 12 months to complete.

1.2 Training Goals

By the end of training, the trainee will be proficient in the following areas of P&E:

- Understanding and application of Department/Bureau policies and procedures
- Understanding and application of pertinent state and federal statutes
- Conducting crime laboratory transactions
- Receiving property/evidence from officers and user agencies
- Releasing property/evidence to the public, officers and user agencies
- Performing background checks on individuals/weapons to determine status for release
- Performing property/evidence disposals
- Performing property/evidence inventories

1.3 Student Qualifications

This training manual is designed to accommodate an Evidence Custodian with little to no experience in a law enforcement P&E warehouse environment.

1.4 Instructor Qualifications

1.4.1 Instructors for this training must meet the following qualifications:

- They must have personally completed this or equivalent training
- They must have at least two years' experience as an Evidence Custodian
- They must have spent the last 12 months within the DPS system and/or in supervision of a P&E unit within the DPS system

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- 1.4.2 Any exceptions to these requirements must be approved by the Property and Evidence Technical Leader

1.5 Presentation of materials

1.5.1 This training is designed to be presented in a functioning P&E warehouse. It will employ readings, presentations, discussions, study questions and practical hands-on training. The trainee will not only be receiving instruction from the designated trainers but will also be interacting with other experienced Evidence Custodians. The trainer is responsible for ensuring that the most current materials are being presented.

1.5.2 The training is organized into 9 topics. The topics will be presented one at a time and, when practical, in order. If the Evidence Custodian has previous experience related to certain portions of the training, the trainer may shorten certain portions of the training. The Evidence Custodian will still be required to pass all written tests. If the training is remedial/refresher training, the trainer may tailor the training to specific areas within the topic.

1.5.3 The training will proceed in the following order, when applicable:

- 2 - Department/Bureau policies and procedures
- 3 - Applicable state and federal statutes
- 4 - Conducting crime laboratory transactions
- 5 - Receiving property/evidence from officers and user agencies
- 6 - Releasing property/evidence to the public, officers and user agencies
- 7 - Performing background checks on individuals/weapons to determine status for release
- 8 - Performing property/evidence disposals
- 9 - Performing property/evidence inventories
- 10 - Performing property/evidence disposals (Disposal Officers) – Not required for P&E employees

1.5.4 At the conclusion of topics 2-10, the trainee will be evaluated on their study questions and their performance in practical hands-on transactions (if applicable). If the evaluation is satisfactory, the trainee will begin performing the duties relevant to the topic without assistance from the trainer.

1.6 Pass/Fail and Remediation

1.6.1 To successfully complete each module of the training, the trainee must:

- Perform satisfactorily on the study questions and practical hands-on transactions
- Requires correct answers to most study questions



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- Requires correct answers to ALL questions marked as critical knowledge
- Requires performance of practical hands-on transactions with minimal mistakes
- Perform satisfactorily on written examinations covering material in study questions
 - Requires answering from memory
 - Requires correctly answering 90% of exam questions

1.6.2 If the trainee performs unsatisfactorily on any of the above, they will be given additional instruction and reevaluated. Successful completion of the reevaluation is to the standards outlined previously.

1.7 Training Records

The following records will be retained in the trainee's training file:

- Copies of all written study question answers (graded by trainer)
- Written examination and answer key
- Certificates of completion (or equivalent)
- Documentation of any additional training received

1.8 Transition to individual duties

- 1.8.1 Under the direction of the Property and Evidence Supervisor, the trainee may begin P&E duties as soon as the applicable module is completed and authorization is given by SAB System Quality Manager.
- 1.8.2 Experienced Evidence Custodians should monitor the newly qualified Evidence Custodian.
- 1.8.3 If necessary, additional training shall be used to address persistent or serious deficiencies seen in the newly authorized Evidence Custodian's performance.



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2 DEPARTMENT AND BUREAU POLICY AND PROCEDURE

Below is a list of items that shall be reviewed with the trainee within the first weeks of the training. Although review of the items below may be completed during new employee orientation, the items below have been identified as critical to the trainee’s transition into the Bureau and Property and Evidence. Additional details about some of the items below (e.g., Lab Tour) may be found in the *New Employee Orientation Packet* located in the Supervisor’s folder.

Once completed, a copy of the checklist below shall be submitted to the SAB Training Coordinator. The original shall be retained in the trainee’s training binder.

2.1 Scientific Analysis Bureau Orientation

<u>Introductions</u>	Trainer	Trainee	Date Completed
SAB Superintendent			
Regional Lab Manager			
System Quality Manager			
Discipline Technical Lead			
Regional Safety Officer			
SAB Safety Officer			
SAB Training Coordinator			
<u>Applicable General Orders</u>			
1.2.10 DPS Mission, Values and Code of Ethics			
1.3.40 Organizational Structure, Technical Services			
2.1.10 Name, Address, and Telephone Information			
2.1.100 Harassment/Discrimination Prohibitions			
2.1.110 Contact with DOC Inmates			
2.1.120 Identification Credentials			
2.1.20 Conflict of Interest			
2.1.60 Professional Appearance Standards			
2.2.100 Performance of Essential Functions			
2.2.40 Complaints and Discipline Procedure Manual			
2.2.70 Employee Grievances			
2.3.10 Employee Assistance Program			
2.3.30 Drug-Free Workplace Program			
2.4.10 Annual and Holiday Leave Scheduling			
2.4.20 Sick Leave			
2.5.40 Performance Evaluations			
3.4.10 Safety and loss Prevention Program			
4.1.60 Explosives and Bomb Threat incidents			
5.1.40 Smoking and Use of Tobacco			
5.1.80 Parking Assignment and Control			
5.2.110 Distracted Driving			



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6.2.60 Internet Use			
7.3.20 Travel Reimbursement and Travel Charge Card			
Applicable General Orders (Unit Specific)			
2.1.70 – Employee Call Outs			
3.2.30 – Investigative Report Numbers			
3.4.50 – Infectious or Life-Threatening Diseases			
4.2.80 – Non-Evidentiary Controlled Substances			
4.3.130 – Property, Evidence, and Seized Assets Receipt and Disposal			
7.2.10 – Asset Forfeiture Responsibilities			
SAB Manuals			
Quality Assurance Manuals			
1.14 – Crime Laboratory Tours and Public Relations Events			
2.3 – Training			
3 – Evidence Management			
4.2 – Case Records/Documentation			
4.8 – Attorney/Independent Experts Access to Crime Lab Facilities.... Viewing Evidence Outside of Lab Examination Areas			
4.9 – Re-Examination of Evidence			
4.11 – SAB Assistance to Agencies Outside of the United States			
4.12.7 - Withdraw Procedures for Reports			
5.2 – Laboratory Security			
6.1 - Acquiring through Surplus or Disposal			
8.3 – Syringes Submitted as Evidence to the Laboratory			
General Procedures Manual			
4.1.5 - Authority and Responsibility within the Quality Management System			
4.9– Control of Nonconforming Testing			
4.11 – Corrective Action Process			
4.12 – Preventative Action			
4.14.6 – Annual Property and Evidence Inventory			
5.3.4 – Access to Testing Areas			
5.8 - Handling of Test (Evidence) Items			
Regional Lab Security Manual			
Unit Analytical Protocol			
Unit Training Manual			



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<u>General Orientation</u>			
General Orders			
AZDPS Mission Statement			
SAB Mission Statement			
Work Schedule			
Timesheets			
Holidays			
Dress Code			
Expectations and Evaluations			
Verify Benefits			
<hr/>			
<u>Tour</u>			
Lab			
Property and Evidence			
<hr/>			
<u>Things To Do</u>			
Curriculum Vitae, if applicable			
Statement of Qualifications			
ASCLD/LAB Guiding Principles (w/ SQM)			
DNA Sample			
<hr/>			
2.2 Safety Orientation			
<hr/>			
<u>Safety Manuals</u>			
Chemical Hygiene Plan			
Exposure Control Plan			
<hr/>			
<u>Safety Orientation</u>			
Safety Videos			
MSDS/SDS			
AED Station			
Eyewash (Lab and Unit)			
Safety Shower (Lab and Unit)			
Fire Extinguishers (Lab and Unit)			
First Aid Kit (Lab and Unit)			
Hepatitis B Vaccination			
Biohazards, including Bloodborne Pathogens			
Sharps Containers			
Glass Waste			
<hr/>			
<u>Unit Specific Safety Orientation</u>			
Lifting Video			
Warehouse Safety Video			



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Fenatnyl/ Narcan Training

2.3 Study Questions (BOLD questions are critical knowledge)

- 1. Who issues DR numbers for evidence being scientifically examined for agencies other than DPS?**
- 2. Who issues DR numbers to DPS officers wishing to submit packages to P&E?**
3. What is a “significant exposure”?
4. If you feel you have had a significant exposure, what 2 steps must be taken to protect your rights to file an industrial claim?
- 5. Any request from another law enforcement agency for non-evidentiary controlled substances (for law enforcement purposes) must be made by whom, submitted to whom and contain what information?**
6. How often should P&E be reviewing submissions and contacting officers regarding disposal of cases?
7. How long do officers have to research and respond to P&E requests regarding disposal?
8. If an officer is no longer employed by the Department, what is done with requests regarding disposal?
- 9. Who must assist an Evidence Custodian in conducting a disposal?**
- 10. When transporting contraband evidence (bulk drugs) to a destruction site, how many officers, at a minimum, must accompany the Evidence Custodian?**
- 11. Tours/media events of the P&E room are coordinated through the Superintendent of the laboratory in conjunction with the regional laboratory manager. (T/F)**
12. Who is responsible for transporting any necessary evidence to court for legal proceedings?
- 13. What 2 things are required for evidence to be accepted for crime laboratory analysis?**
14. In the course of performing a disposal, if you feel that the seals of a package have been compromised, what must you do?
- 15. If, at any time, a correction must be made to any written documentation accompanying the evidence or on the evidence itself, how must this correction be made?**
16. If attorneys wish to view evidence, how is this accomplished?
17. Does the crime lab routinely re-examine evidence that has been scientifically examined by a non-SAB laboratory? If not, are there any exceptions to this rule?
18. Does the crime lab accept evidence from cases that originate outside the United States? (Y/N)
- 19. What information should be given to P&E when a request for scientific analysis from a non-DPS agency has been withdrawn by the laboratory?**

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20. **How are syringes submitted to the laboratory for analysis handled?**
21. Who is ultimately responsible for carrying out audits/inventories of SAB evidence units?
22. **What is the definition of a nonconforming test/work?**
23. **Any nonconforming work event that has no affect on the accuracy of the test results in a case will be investigated in what manner?**
24. **When a nonconforming work event may have affected the accuracy of a case, how is it investigated?**
25. **Name and define the 2 classes of nonconformity in the Corrective Action process?**
26. What are some possible Corrective Actions for the 2 classes of nonconformity?
27. How often must an inventory of each DPS P&E unit be done?
28. Who is responsible for selecting and leading the audit team?
29. **What must be indicated on the chain of custody associated with an item of evidence?**
30. Labeling, packaging and sealing evidence for submission is the responsibility of whom?
31. **If a packaging deficiency is noted at the time of receipt, who is responsible for correcting it?**
32. **If a serious packaging deficiency is discovered after submission (questioning the integrity or identity of the item), how is this corrected?**
33. **If a packaging deficiency is not apparent until the case is checked out by a crime laboratory analyst and there is any concern that the packaging deficiency has affected the integrity or identity of the test item, how is this corrected?**
34. **What is considered a proper evidence seal?**
35. **Who has unlimited access to long-term evidence storage areas (i.e. the P&E warehouse)?**

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The trainer will equip the trainee to be familiar with the following:

- All applicable laws and statutes pertaining to the storage of property and evidence

3.2 Assigned Reading

- Arizona Revised Statutes (ARS)
 - 12-940 through 12-945
 - 13-902 through 13-912
 - 13-3101 through 13-3113
 - 13-3413
- Federal Statutes
 - 18 U.S.C. 922 (g)(1-9)
 - The United States Gun Control Act of 1968

3.3 Study Questions (BOLD questions are critical knowledge)

1. **According to A.R.S., define the following: Dispose, Evidence, Found Property, Property, Property Value and Safekeeping.**
2. Can an agency retain and use any items with useful law enforcement value after they have been disposed? (Y/N)
3. What conditions must be met for found property to be returned to the person who found and turned it over to an agency?
4. **When an agency takes property from a person, what must they provide the person?**
5. **What are the requirements for publishing or posting notice of property before it reaches a final disposition?**
6. **If property that has gone through the disposal process is sold (i.e. at auction), where do the proceeds go?**
7. **What must be done with any firearms that go through the disposal process?**
8. **According to A.R.S, who qualifies as a prohibited possessor of a firearm?**
9. **According to Federal Statute, who qualifies as a prohibited possessor of a firearm?**
10. **What is different about The United States Gun Control Act of 1968 vs. 18 U.S.C. 922 (g)(1-9)?**

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4 CRIME LABORATORY TRANSACTIONS**4.1 Objectives**

The trainer will equip the trainee to:

- Retrieve requests from Forensic Scientists for evidence
- Locate and pull all requested evidence
- Verify all pulled evidence against the request
- Transfer the requested evidence to either a temporary storage location or to a Forensic Scientist
- Transfer processed evidence back into P&E
- Ensure processed evidence is placed in correct storage/return area

4.2 Assigned Reading

- Property and Evidence Operations Protocols (PEOP)
 - 6.6
 - 6.7
 - 17.2
- General Procedures Manual (GPM)
 - 3.1
 - 3.3
- Quality Assurance Manual (QAM)
 - 5.8. 4.3

4.3 Practical Application

- Observe 10 out-going evidence transactions from beginning to end
 - Get My Evidence Report(GMER) retrieval through LIMS transfer to Forensic Scientist
- Perform 10 out-going evidence transactions from beginning to end
 - Supervised by experienced Evidence Custodian
- Observe 10 in-coming evidence transactions from beginning to end
 - Retrieval of return request through placing evidence in correct return/storage location
- Perform 10 in-coming evidence transactions from beginning to end
 - Supervised by experienced Evidence Custodian

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1. How do Forensic Scientists request evidence?
2. How are rush evidence requests handled?
3. **What should be checked on all packages when they are transferred between an Evidence Custodian and a Forensic Scientist?**
4. **How do you make a proper remedial seal?**
5. Where is the Evidence Transfer screen located in LIMS?
6. What information goes into the “From” field of the Evidence Transfer screen?
7. **Who is responsible for scanning the evidence?**
8. **After all the analyses have been completed on a submission, what is done with the evidence?**
9. **Who is responsible for determining if items returned to P&E can be returned to the originating agency?**
10. **If all analyses are completed, where should evidence be stored before it is returned to the originating agency?**
11. **Where should DPS evidence be stored when analyses are completed?**
12. Can items be scanned to different locations during the same transaction? (Y/N)
13. **If a Forensic Scientist asks to inspect or remediate a package, is it required that the package be checked out to them in LIMS? (Y/N)**
14. **Do items that were originally stored refrigerated need to continue to be stored refrigerated after analysis has been completed? (Y/N)**
15. **Who is responsible for verifying that a transaction between a Forensic Scientist and an Evidence Custodian is correct?**
16. **Who is responsible for packaging/content discrepancies once an item has been checked out to an analyst?**
17. If a Forensic Scientist is not available to retrieve evidence you have pulled for them, what should be done with the evidence?
18. What should be done if you notice, during the course of a transaction, that a seal on a package is not intact?

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5 RECEIVING PROPERTY/EVIDENCE FROM TROOPERS AND USER AGENCIES**5.1 Objectives**

The trainer will equip the trainee to:

- Issue DR#'s to Outside Agencies for evidence submission
- Evaluate acceptance criteria of packages
 - Method/manner of package
 - Marking of package
 - Sealing of package
- Evaluate acceptance criteria of submission paperwork
 - Completed in full with required information
 - Accuracy
- Accept packages into Property & Evidence
- Enter packages into LIMS
- Store evidence in appropriate storage locations

5.2 Assigned Reading

- Property and Evidence Submission Guideline and Procedures Manual (932-01005)
- Evidence Manual for Criminal Justice Agencies (932-02044)
- Property and Evidence Operations Protocols (PEOP)
 - 6.1 through 6.6
 - 7
 - 8
 - 9.1
 - 9.4 through 9.7
 - 10 through 16
- General Procedures Manual (GPM)
 - 3.3
- Quality Assurance Manual (QAM)
 - 5.8

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- Observe a minimum of 50 incoming evidence transactions (items) from beginning to end
 - Acceptance, entry, storage
 - Should cover range of accepted packages
 - Should include overnight (O/N) locker submissions, Department submissions, user-agency submissions
- Perform a minimum of 100 incoming evidence transactions (items) from beginning to end
 - Acceptance, entry, storage
 - Should cover range of accepted packages
 - Should include O/N locker submissions, Department submissions, user-agency submissions
 - Supervised by experienced Custodian

5.4 Study Questions (BOLD questions are critical knowledge)

1. What sources may packages be accepted from?
2. **What is Nonevidential Property?**
3. **What is Evidence?**
4. **All items submitted to Property and Evidence shall be completely inventoried by whom?**
5. **Closed containers do not need to be opened and inventory prior to submission. (T/F)**
6. **Acceptable packaging for DPS submissions to P&E includes what?**
7. **Paper bags are suitable packaging (T/F)**
8. **The maximum weight of material packaged into any single container (box) is what?**
9. **Evidence submitted for crime lab analysis may be packaged with evidence submitted for safekeeping (T/F)?**
10. How are syringes submitted by DPS Troopers treated differently than syringes from User Agencies?
11. **Guns do not require packaging unless what is being requested?**
12. **If a gun is packaged, what are the rules for packaging?**
13. **Firearms and ammunition must be packaged separately. (T/F)**
14. **Monies and negotiables may be packaged with other personal property or evidence. (T/F)**
15. **Where is property for safekeeping from non DPS-agencies stored?**



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- 16. What information must be included on each package being submitted?**
17. To be considered a tape seal, what qualifications must be met?
18. A package is considered properly sealed only when what 3 things are true?
- 19. What paperwork must accompany all property/evidence submissions?**
- 20. What information is required on the control form?**
- 21. What additional documentation is required with all bulk drug submissions and why is it required?**
- 22. All currency submissions require what additional documentation?**
- 23. What is the Departments definition of a vehicle?**
- 24. How are vehicle keys/license plates submitted to P&E?**
25. Personal property may be left in the vehicle. (T/F)
- 26. Who ensures that the information on the package matches the information on the control form?**
- 27. Who ensures that the information on the submission form matches any information already entered into LIMS?**
- 28. Where should barcodes be placed on envelopes and boxes?**
- 29. If there are packaging deficiencies noted at the time of receipt, it must be corrected by whom?**
- 30. If the customer is not available or it is not expedient to call the customer back to correct a deficiency, can an Evidence Custodian take steps to correct the problem? If so, which steps?**

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The trainer will equip the trainee to:

- Verify and document the identity of public persons wishing to retrieve property (excluding weapons and vehicles)
- Assemble evidence for return to user agencies
- Locate and retrieve packages for release
- Verify and transfer property to public person
- Verify and transfer evidence to user agency/officer

6.2 Assigned Reading

- Property and Evidence Operations Protocols (PEOP)
 - 17

6.3 Practical Applications

- Observe 10 transactions releasing property/evidence to the public from beginning to end
 - Include review/documentation of appropriate identification
- Perform 10 transactions releasing property/evidence to the public from beginning to end
 - Supervised by experienced Custodian
- Observe 10 out-going evidence transactions from beginning to end
 - Include staging Go Backs
- Perform 10 out-going evidence transactions from beginning to end
 - Supervised by experienced Custodian

6.4 Study Questions (ALL questions are critical knowledge)

1. What constitutes appropriate identification when releasing property/evidence to the public?
2. If appropriate ID cannot be provided, how can property be released?
3. What 2 things must be physically done with a package before releasing it to the public?
4. If a discrepancy is found when releasing money to the public, what is done?
5. What documentation is kept by the P&E unit when an item(s) are released to the public?
6. If an individual wishes to have items shipped to them, what documentation is required from the owner?
7. If an individual requests that cash be mailed to them, what is done?



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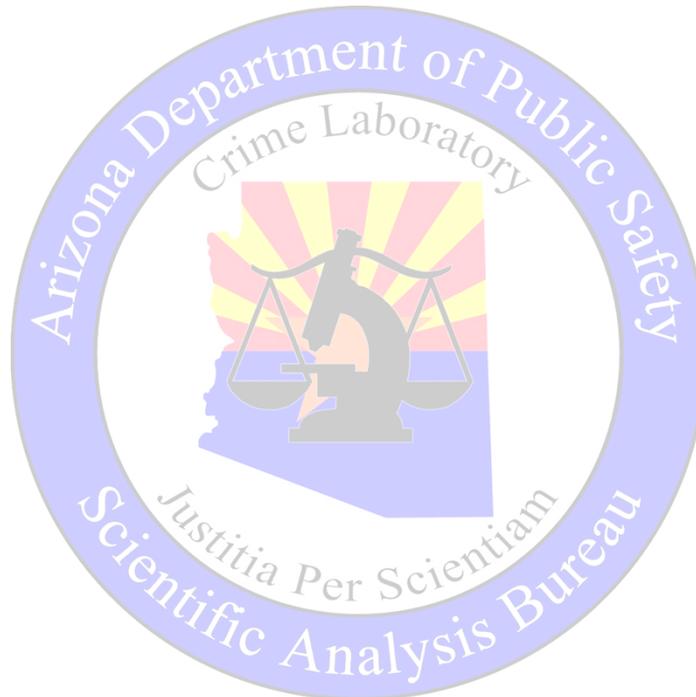
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8. Who is responsible for performing the evidence transfer in LIMS when releasing evidence back to a submitting agency?
9. What is required if evidence needs to be released to an agency other than the one that submitted it?
10. When evidence is released to an agency other than the submitting agency, what documentation should be provided to the submitting agency?



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Training for NCIC (National Crime Information Center) and ACJIS (Arizona Criminal Justice Information Systems) systems is governed by the Departments' Access Integrity Unit (AIU). Training and authorization for these systems must be arranged with AIU. An employee is not eligible to receive ACJIS access until approximately one year with the Department.

7.1 Objectives

The trainer will equip the trainee to:

- Receive ACJIS access through AIU
- Determine if a weapon has been reported stolen
- Determine prohibited possessor status of individuals
- Determine residence of registered vehicle owners/ individuals

7.2 Assigned Reading

- View CJIS Security & Awareness video, Study ACJIS training manual on JWI website

7.3 Practical Application

- Obtain Terminal Operator Certification (TOC)
- Attend ACJIS 1-day training seminar
- Perform 3 initial Technical Reviews of disposal files awaiting disposal
- Observe 5ea.: weapons release transactions, vehicle registration and driver's license inquiries
- Release 5ea. weapons, run 5ea. vehicle registration and driver's license inquiries (under observation).
- Competent Evidence Custodian will also review

7.4 Study Questions (BOLD questions are critical knowledge)

Refer to ACJIS Training Manual. Successfully obtaining TOC certification demonstrates competency for this module.

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8 PERFORMING PROPERTY/EVIDENCE DISPOSALS**8.1 Objectives**

The trainer will equip the trainee to:

- Determine disposal status of packages
- Prepare packages/paperwork for disposal
- Move packages through the disposal process
- Ensure all items in disposal reach a final disposition
- Complete all required paperwork for disposal

8.2 Assigned Reading

- Property and Evidence Disposal Protocol (PEDP)
- Arizona Department of Public Safety General Orders
 - 4.3.130
- Arizona Revised Statutes (ARS)
 - 12-940 through 12-945

8.3 Practical Application

- Observe entirety of disposal process from beginning to end once
 - To include assembly of disposal file, technical review of disposal file, staging of evidence, disposal process and disposal completion steps
- Perform 3 initial Technical Reviews of disposal files awaiting disposal
 - Competent Evidence Custodian will also review
- Build 2 disposal files with supervision
 - To include reviewing disposal authorization, LIMS entry, file assembly
- Build 3 disposal files
 - To be reviewed by a competent Evidence Custodian
- Stage 2 disposals with supervision
 - To include pulling evidence and staging for disposal process
- Stage 3 disposals
 - To be reviewed by a competent Evidence Custodian
- Observe/assist 2 disposals with a competent Evidence Custodian

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- Perform 3 disposals with supervision of a competent Evidence Custodian

8.4 Study Questions (BOLD questions are critical knowledge)

- 1. According to A.R.S, what are the definitions of “Evidence” and “Found Property (non-evidential property)”?**
- 2. What are the acceptable forms of documentation authorizing destruction of evidence?**
3. How often should Disposal Authorizations be sent to Case Officers requesting disposal authorization?
4. What authorization is needed to dispose of non-evidential property?
5. Are cases in the “Active Files” ready to be disposed?
6. How long does a Case Officer have to respond to a disposal authorization request?
7. If an officer doesn’t respond to a request to dispose, how do you follow up?
8. If an Officer is no longer employed by the Department, what should be done with any evidence still stored in P&E?
- 9. What paperwork must be included in a Disposal File?**
- 10. Who must approve a disposal file prior to disposal?**
11. When a disposal file has been approved, how is the evidence on the disposal list staged for disposal?
- 12. Can P&E personnel perform disposals without any assistance?**
13. What training or instruction should individuals serving as disposal officers receive?
- 14. How does a package proceed through the disposal process?**
- 15. List the 9 Disposal Categories and briefly describe what types of items go into each.**
16. Should Biohazard items such as blood tubes and urine samples be opened before disposal to verify the contents?
- 17. What is done with U.S. Currency that has gone through the disposal process?**
- 18. Can firearms that have gone through the disposal process be immediately taken to auction?**
- 19. What is done with firearms that have gone through the disposal process that are reported as stolen?**
- 20. What should be done with the boxes/containers of disposed evidence created during the disposal process?**
- 21. When the disposal is completed, what documentation needs to go into the completed disposal file?**



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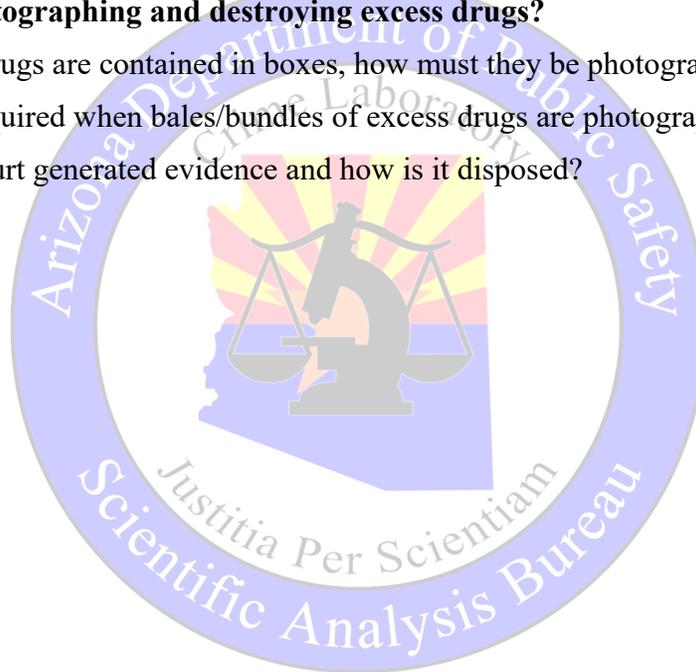
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22. What documentation is required to be put into the completed disposal file for all items that are retained for departmental use, donated to charity, sold at auction or given to the Armory?
- 23. A completed disposal file should contain what?**
- 24. How are bulk quantities of drugs disposed?**
25. How are drugs transported to an incineration location?
26. How are drugs for incineration verified and disposed?
27. For cases where a Notice of Photography is submitted with the excess drugs, can all evidence submitted in the case be completely disposed of 10 days after being received into P&E?
(Y/N)
- 28. What is considered a representative sample of narcotics/drugs required to be retained before photographing and destroying excess drugs?**
29. If excess drugs are contained in boxes, how must they be photographed?
30. What is required when bales/bundles of excess drugs are photographed?
31. What is court generated evidence and how is it disposed?



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The trainer will equip the trainee to:

- Participate in annual P&E Audits
- Electronically collect the contents of active storage location
- Reconcile warehouse inventory using LIMS
- Remediate any inventory discrepancies

9.2 Assigned Reading

- Property and Evidence Inventory Protocol (PEIP)
- Quality Assurance Manual (QAM)
 - 4.14.6

9.3 Practical Application

- Observe electronic collection of the contents of at least 25 active storage locations
 - To include envelopes, boxes, refrigerator and freezer locations
- Observe reconciliation of at least 25 active storage location scans
- Observe remediation/documentation of at least 25 active storage location reconciliations
- Electronically collect contents of at least 25 active storage locations
 - To include envelopes, boxes, refrigerator and freezer locations
 - Supervised by experienced Custodian
- Reconcile at least 25 active storage location scans
 - Supervised by experienced Custodian
- Remediate/document at least 25 active storage location reconciliations
 - Supervised by experienced Custodian

9.4 Study Questions (ALL questions are critical knowledge)

1. Each P&E facility must conduct inventories of all active storage locations how many times per year?
2. If an inventory is conducted during a warehouse audit, this counts toward the yearly quota of inventories for that regional warehouse. (T/F)
3. During what portion of the calendar year must required warehouse inventories be completed?
4. An inventory report must be written by whom, submitted to whom and must contain what



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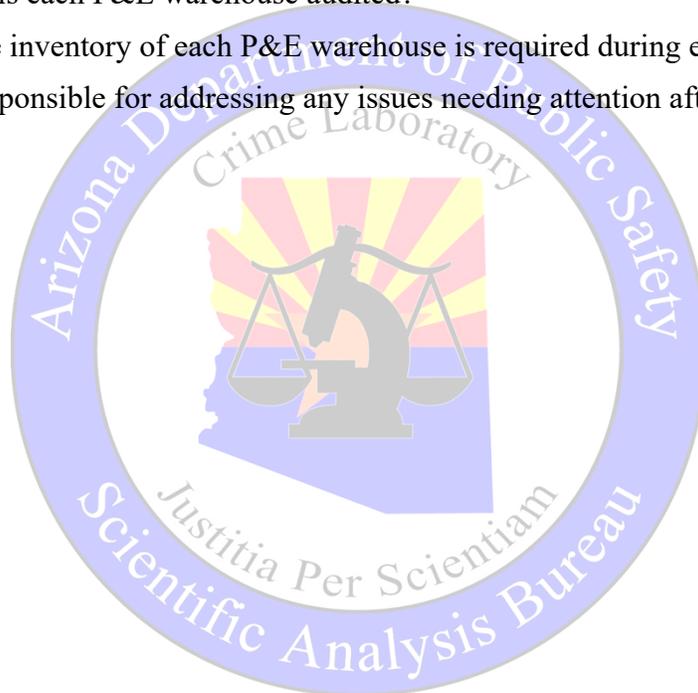
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information?

5. What information is recorded on the list of active storage locations used for inventory?
6. Briefly describe how the contents of a storage location are electronically collected.
7. Briefly describe how evidence reconciliation occurs.
8. Remediation of Incorrect and Missing items must be performed by whom?
9. How do you remediate Incorrectly Stored Evidence?
10. How do you remediate Evidence Missing from a Scanned Location?
11. How are active storage locations that are empty inventoried?
12. How often is each P&E warehouse audited?
13. A complete inventory of each P&E warehouse is required during each audit. (T/F)
14. Who is responsible for addressing any issues needing attention after an audit?



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The trainer will equip the trainee to:

- Assist in moving packages through the disposal process
- Separate items into Disposal Categories
- Ensure items in disposal reach a final disposition
- Complete all required paperwork for disposal

10.2 Assigned Reading

- Property and Evidence Disposal Protocol (PEDP)
 - 2. Disposal Preparation (2.8-2.9)
 - 3. Disposal Process
 - 4. Disposal Completion (4.1 – 4.4)

10.3 Practical Application

- Observe 1 disposal performed by an experienced disposal officer
- Perform 1 disposal under the observation of an experienced disposal officer

10.4 Study Questions (ALL questions are critical knowledge)

1. Prior to transfer of disposal packages in LIMS, verification of the DR # and Package # is solely the responsibility of the Evidence Custodian performing the disposal. (T/F)
2. Whenever possible, the Evidence Custodian should open packages and handle evidence. (T/F)
3. What must be done when there is a discrepancy/missing item(s) between the listed contents of a package and the physical contents of a package?
4. It is the Disposal Officers responsibility to decide what Disposal Category items belong in.(T/F)
5. All items in a package must go into the same Disposal Category. (T/F)
6. List the 9 Disposal Categories and briefly describe what types of items go into each.
7. Liquid blood and urine packages DO NOT NEED to be opened prior to disposal. The sealed packages may be discarded. (T/F)
8. What should be done with biohazard contaminated weapons, cash or valuables prior to final disposition?
9. What should be done with glass paraphernalia?
10. The Disposal Officer is responsible for counting and documenting any U.S. Currency found in packages. (T/F)



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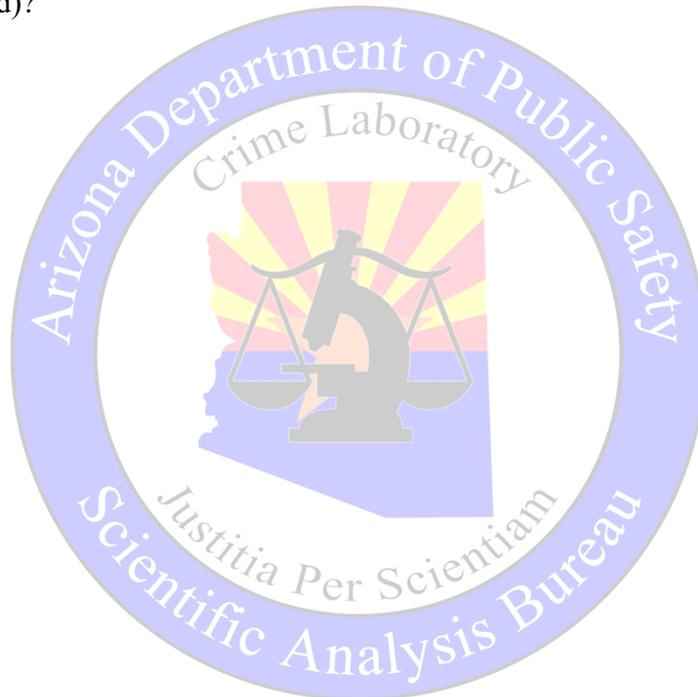
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11. What occurs if the currency count for a package does not match the count from the time of submission?
12. How is foreign currency handled?
13. What is done with currency at the conclusion of a disposal?
14. How should Ad-List items/ Auction items be identified until they reach their final disposition?
15. Drugs must be removed from plastic bags before being placed into burn boxes. (T/F)
16. What can be done with alcohol?
17. Before the disposal officer is released, what must be done with all packages created (burn, crush, shred)?





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Appendix A TRAINING OVERVIEW CHECKLIST

Module	Trainee	Trainer	Date Completed
Department and Bureau Policy and Procedure			
Law and Statute			
Crime Laboratory Transactions			
Receiving Property /Evidence from Troopers and User Agencies			
Releasing Property /Evidence from Troopers and User Agencies			
Performing Background Checks on Individuals/Weapons to Determine Status for Release			
Performing Property/Evidence Disposals			
Performing Evidence Inventories			
Performing Property/Evidence Disposals (Disposal Officer)			



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Appendix B TRAINING PROGRESS REPORT SAMPLE

Discipline	Trainee	Mentor	Date
Discipline Training Coordinator		Supervisor	
Discipline Tech Lead		SAB Training Coordinator	
PREVIOUS WEEK'S ACCOMPLISHMENTS			
REASON PREVIOUS WEEKS EXPECTATIONS WERE NOT MET, IF APPLICABLE			
CURRENT WEEKLY EXPECTATIONS			
ESTIMATED PERCENT COMPLETE			
IS THERE CONCERN FOR THE TRAINEE'S PROGRESS? IF YES, PLEASE EXPLAIN			
STRENGTH TRAINEE CAN CONTINUE TO DEVELOP			
FOCUS FOR CURRENT WEEK			
ACKNOWLEDGEMENT OF TRAINING PROGRESS REPORT*			
Discipline Training Coordinator		Trainee	SAB Training Coordinator
Discipline Tech Lead		Mentor	Supervisor
Estimated Completion Date			

* Form only initialed by individuals attending training progress meeting.
Submit copy of initialed form to SAB Training Coordinator.



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Appendix C ORAL BOARD/ MOCK COURT EVALUATION SAMPLE

TRAINEE:

DATE OF EVALUATION:

SCOPE:

ORAL BOARD MOCK COURT (choose one)

ATTENDEES:

REMEDATION TOPICS: VERBAL WRITTEN ORAL BOARD MOCK COURT

DATE REMEDIATION COMPLETE: _____

COMMENTS:

SIGNATURES:

TRAINEE: _____

DATE: _____

TRAINING COORDINATOR: _____

DATE: _____

PLEASE INCLUDE A COPY OF THIS COMPLETED FORM IN THE TRAINING PACKET SUBMITTED TO SAB QUALITY ASSURANCE



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Appendix D TRAINING RECORD FORM

Module	Trainee	Trainer	Date Completed
Department and Bureau Policy and Procedure			
Assigned Reading Completed			
Study Questions Successfully Completed			
Law and Statute			
Assigned Reading Completed			
Study Questions Successfully Completed			
Crime Laboratory Transactions			
Assigned Reading Completed			
Observe 10 out-going evidence transactions from beginning to end			
Perform 10 out-going evidence transactions from beginning to end			
Observe 10 in-coming evidence transactions from beginning to end			
Perform 10 in-coming evidence transactions from beginning to end			
Study Questions Successfully Completed			
Receiving Property /Evidence from Troopers and User Agencies			
Assigned Reading Completed			
Observe a minimum of 50 incoming evidence transactions (items) from beginning to end			
Perform a minimum of 100 incoming evidence transactions (items) from beginning to end			
Study Questions Successfully Completed			
Releasing Property /Evidence from Troopers and User Agencies			
Assigned Reading Completed			
Observe 10 transactions releasing property/evidence to the public from beginning to end			
Perform 10 transactions releasing property/evidence to the public from beginning to end			
Observe 10 out-going evidence transactions from beginning to end			
Perform 10 out-going evidence transactions from beginning to end			
Study Questions Successfully Completed			
Performing Background Checks on Individuals/Weapons to Determine Status for Release			



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Assigned Reading Completed, if applicable			
View CJIS Security & Awareness video, Study ACJIS training manual on JWI website			
Obtain Terminal Operator Certification (TOC) Date of Class:			
Attend ACJIS 1-day training seminar Dates vary. Date of Class: _____			
Observe 5ea.: weapons release transactions, vehicle registration and driver's license inquiries			
Release 5ea. weapons, run 5ea. vehicle registration and driver's license inquiries (under observation).			
Study Questions Successfully Completed, if applicable			
Performing Property/Evidence Disposals			
Assigned Reading Completed			
Observe entirety of disposal process from beginning to end once			
Perform 3 initial Technical Reviews of disposal files awaiting disposal			
Build 2 disposal files with supervision			
Build 3 disposal files			
Stage 2 disposals with supervision			
Stage 3 disposals			
Observe/assist 2 disposals with a competent Evidence Custodian			
Perform 3 disposals with supervision of a competent Evidence Custodian			
Study Questions Successfully Completed			
Performing Evidence Inventories			
Assigned Reading Completed			
Observe electronic collection of the contents of at least 25 active storage locations			
Observe reconciliation of at least 25 active storage location scans			
Observe remediation/documentation of at least 25 active storage location reconciliations			
Electronically collect contents of at least 25 active storage locations			
Reconcile at least 25 active storage location scans			
Remediate/document at least 25 active storage location reconciliations			
Study Questions Successfully Completed			
Performing Property/Evidence Disposals (Disposal Officer)			



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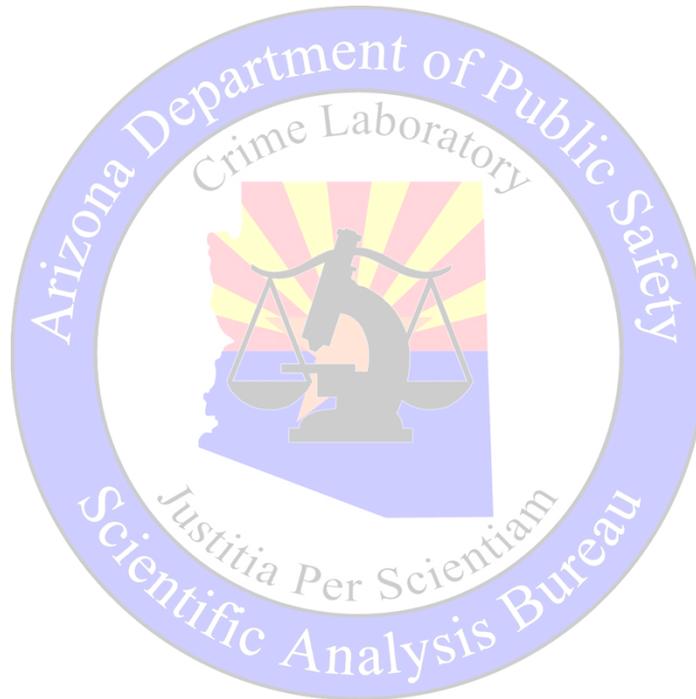
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Assigned Reading Completed			
Observe 1 disposal performed by an experienced disposal officer			
Perform 1 disposal under the observation of an experienced disposal officer			
Study Questions Successfully Completed			





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Appendix E REVISION HISTORY

Changes	Date	Issuing Authority
New Document	Nov 2018	SAB Superintendent

