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(E)The User Terms of Service Agreement is incorporated herein by reference.

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For Your Records

Product: PMI Evidence Tracker™

Version: ______________ **Date:** ___________

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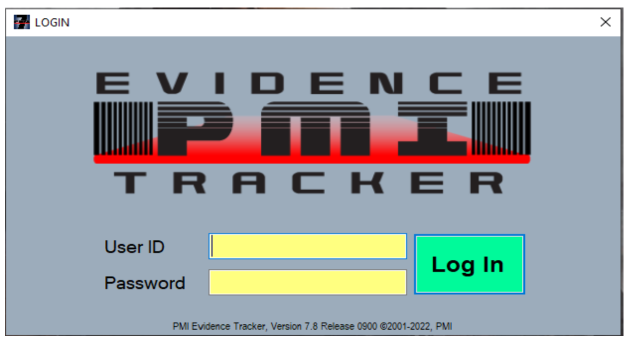
Initial Start-Up

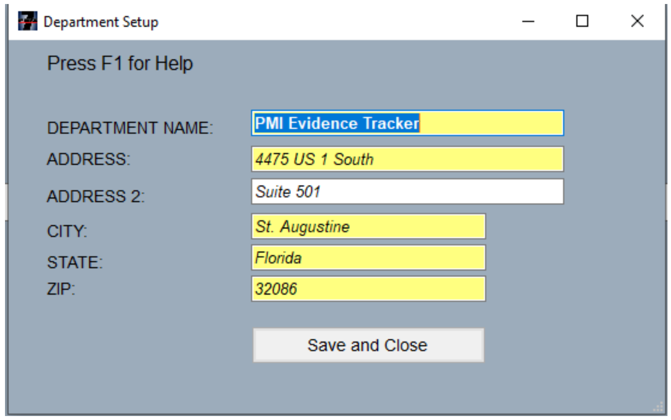
To use the PMI Evidence Tracker™ application double click on the icon. A login screen will appear (see figure 1). When the login screen appears, input “admin” for both the User ID and Password. Be sure to use lower case for both fields, as they are case sensitive. Once you have entered the User ID and Password, select ***“Log In.”***



(Figure 1)

Define Department

Once the user selects ***“Log In”*** the user will be prompted with a message telling them they need to define their department to continue in the application. Defining the department (see figure 2) is the first task the user will need to perform before any other actions can be taken.

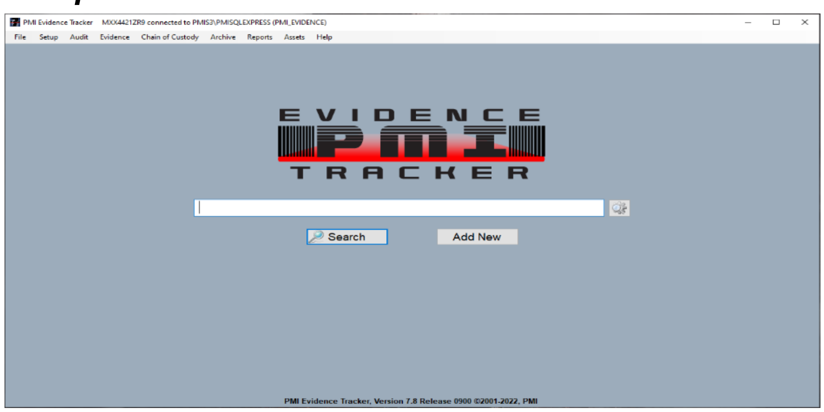


(Figure 2)

Fields highlighted in yellow throughout the application indicate that they require data to save and continue. Once the required fields have your department's accurate information entered, the user will then select ***"Save and Close"*** and continue to the main screen.

Main Screen

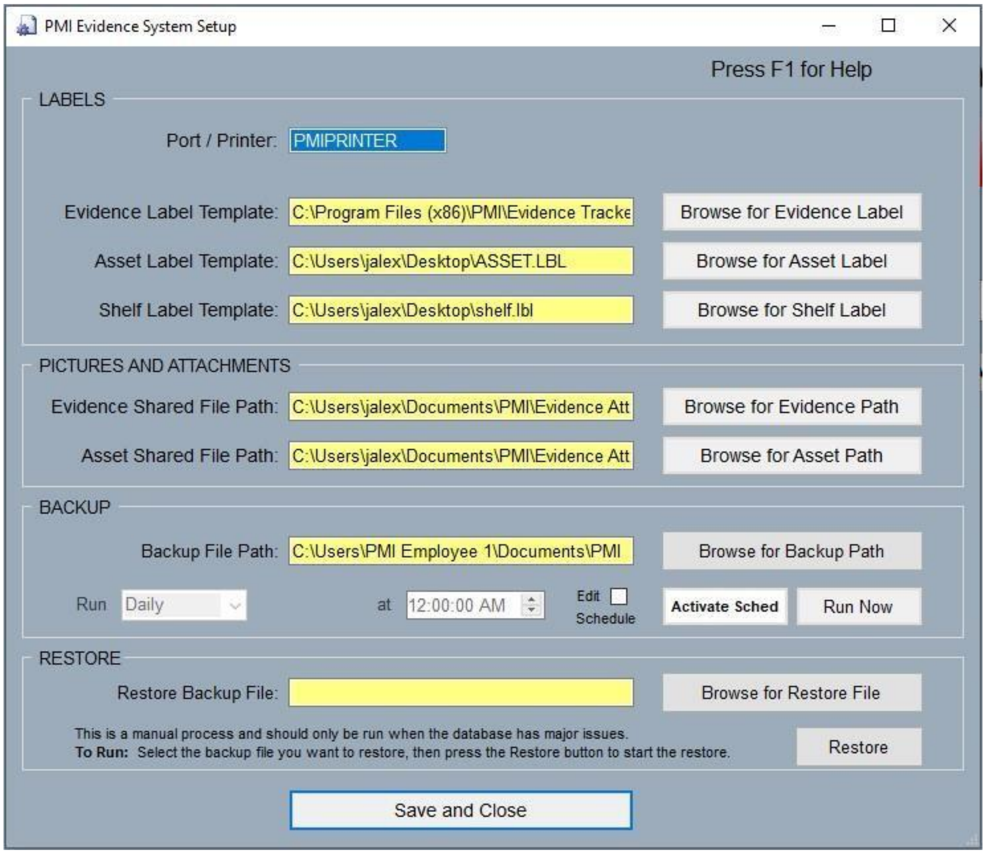
The ***"Main Screen"*** (see figure 3), or ***"Home Screen"*** is the first screen the user will see after logging in. The main screen has nine tabs to navigate which include ***"File," "Setup," "Audit," "Evidence," "Chain of Custody," "Archive," "Reports," "Assets," and "Help."***



(Figure 3)

System Setup

The PMI Evidence Tracker™ System Setup screen is located under the ***"Setup"*** tab on the main screen, (see figure 3) and then, by selecting ***"System Setup"*** (see figure 4) located at the bottom of the list. The ***"System Setup"*** is where the user can view the path to the evidence, asset, and shelf labels, as well as the path to where the evidence and asset attachment files are located. The user can also run or set a scheduled backup, and perform a database restore.



(Figure 4)

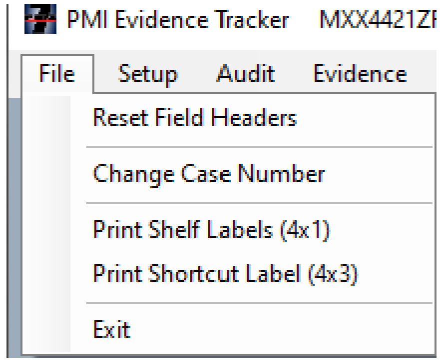
After completing the required information, select ***"Save and Close."***

Main Screen

The main screen (see figure 3), or "Home Screen" is the first screen the user will see after logging in. The main screen has nine tabs to navigate which include ***"File," "Setup," "Audit," "Evidence," "Chain of Custody," "Archive," "Reports," "Assets," and "Help."***

File Tab

The ***"File"*** tab (see figure 5) is located far left on the taskbar on the main screen. Under the file tab are ***"Reset Field Headers," "Change Case Number," "Print Shelf Labels (4x1)," "Print Shortcut Label (4x3),"*** and ***"Exit."*** If the user does not have the proper permissions, the options are limited under the ***"File"*** tab.



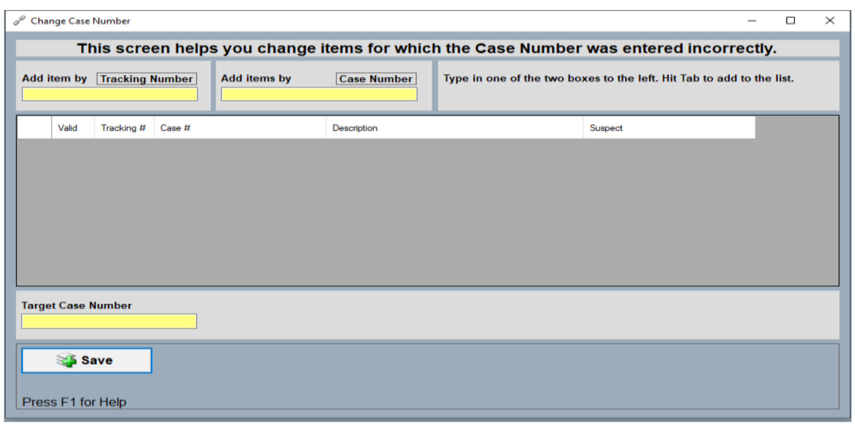
(Figure 5)

Reset Field Headers

Selecting the ***"Reset Field Headers"*** option under the ***"File"*** tab, will set the field headers on the Evidence Log back to the default header names, i.e., ***"CAD Number"*** will then be changed to ***"Case Number"*** which is the default field header name**.** This will change ALL field header names on the Evidence Log back to default.

Change Case Number

The ***"Change Case Number"*** option is how the user changes an incorrect case number input into the application. By selecting ***"Change Case Number,"*** a screen will appear (see figure 6).

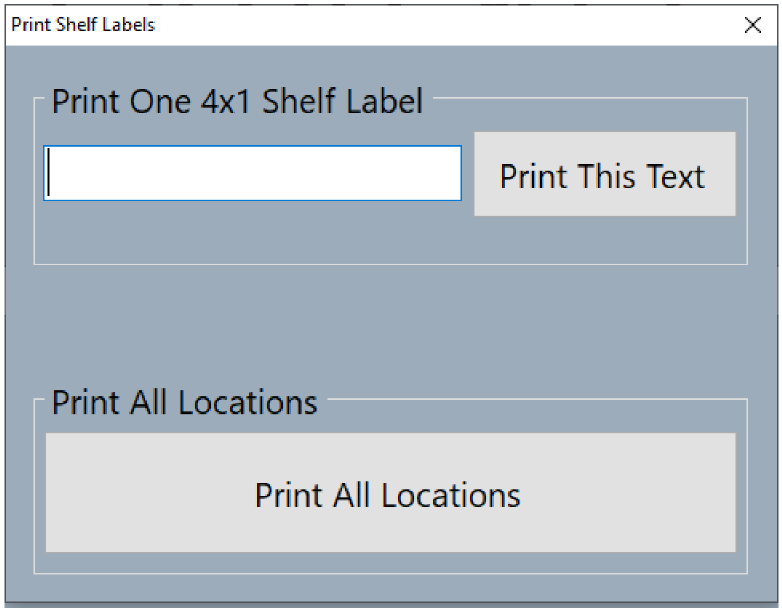


(Figure 6)

To change a case number, the user can input either a ***"Tracking Number,"*** for single items, or by ***"Case Number"*** to change a case number for all items in a case. If all the items listed have a green checkmark beside them, the user can successfully change the case number by typing the correct case number in the bottom box and selecting ***"Save."***

Print Shelf Labels (4x1)

The ***"Print Shelf Labels (4x1)"*** (see figure 7) option is for printing ALL shelf labels or to print individual labels. If the user would like to ***"Print All Locations,"*** which will print all of them automatically. The ***"Evidence Room Location"*** list must have the locations listed and saved for this option to work properly.

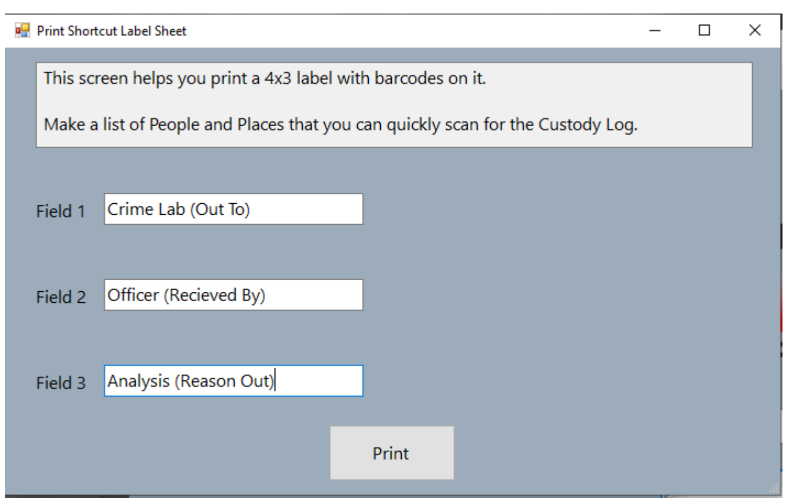


(Figure 7)

<u>Print Shortcut Labels (4x3)</u>

Shortcut labels are best utilized for batching evidence out to someone who takes items often, to place evidence is commonly sent such as ***"Drug Lab"*** or ***"Court House,"*** and for the same reason. This option enables the user to scan those words into the system instead of typing them.

To create a shortcut label, select ***"Print Shortcut Labels (4x3)"*** under the ***"File"*** tab, a new window will appear (see figure 8). In this window, the user will enter the information they want to be able to scan.



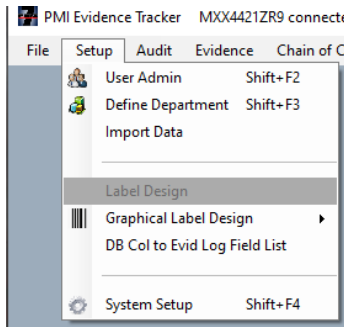
(Figure 8)

Exit

The ***"Exit"*** option is the best practice for exiting the PMI Evidence Tracker™ application.

Setup

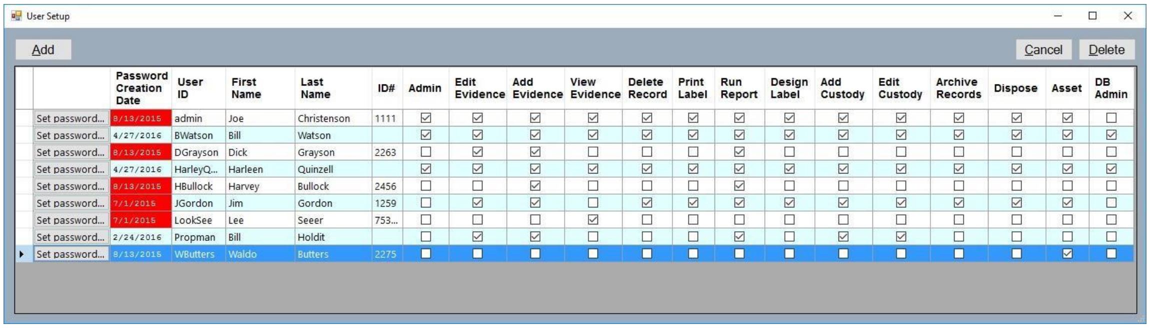
The ***"Setup"*** tab (see figure 9) includes the following options: ***"User Admin", "Define Department", "Import Data", "Graphic Label Design", "DB Col to Evid Log Field List",*** and ***"System Setup".*** This is one of the most important areas on the application and the application admin should have a full understanding of this tab and the options in it.



(Figure 9)

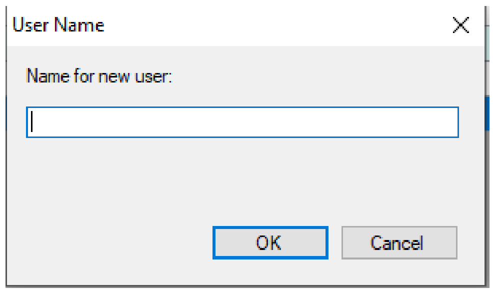
User Admin

The ***"User Admin"*** (see figure 10) option under the ***"Setup"*** tab is where the administrator will add other users, set or adjust user permissions, and reset passwords (see figure 10). *(If your department recycles badge numbers, PMI suggests* ***NOT*** *using badge numbers as the* ***"ID#"*** *for users)* Prior to editing a different user in the user field, the admin must save the changes he or she made to the currently selected user. The first user your department should create is a designated user with administrator privileges. The administrator is the individual who will have the responsibility to manage the program and determine what level of access each user will be assigned. The system administrator is the only user who can customize the application and access the setup tab. If your department purchased a ***"Standard Package"*** or above, the system accepts an unlimited number of users. With the option of unlimited users, the administrator can add an additional administrator to help cover shift gaps.



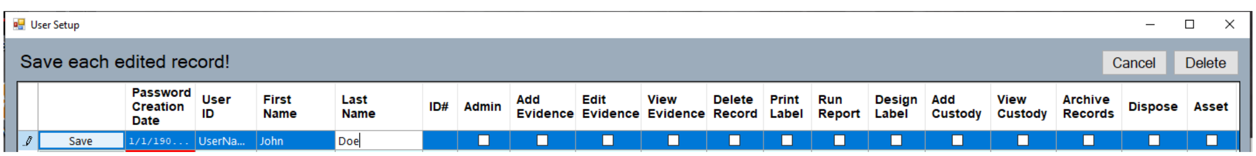
(Figure 10)

To add additional users, select the ***"Add"*** button, a new window will appear titled ***"User Name"*** (see figure 11) with a box to input a new user name. After entering a new username, then select ***"OK"*** to continue.



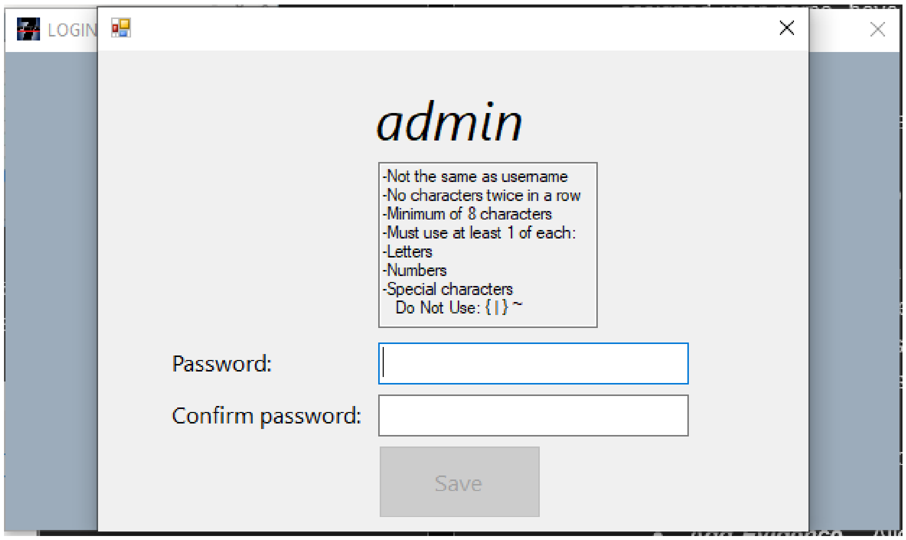
(Figure 11)

Once the administrator selects ***"OK"*** the ***"User Setup"*** (see figure 12) will show the new username. The administrator will then need to add a first and last name, or something relative to the department such as ***"St. Johns"*** (First Name) and ***"Sheriff's Office"*** (Last Name) for "community users" (common in the basic package with a limit of 2 users) and (optional) ***"ID#."***



(Figure 12)

The next step in the process for adding a new user is to grant permissions to which the user will need to perform their duties as desired by the department head. To give a user access to specific parts of the application, check the corresponding permissions box(es). For example, the department head might want to allow a patrol officer to add or "enter" evidence but not access any other areas of the application. By ***ONLY*** checking the ***"Add Evidence"*** checkbox, that user will have rights to add evidence and no other permissions. Once the administrator has completed setting up the individual, select ***"Save"*** and ***"Set password"*** to finish adding the user. Then provide that user with their assigned username, have them sign in, and set their password. When the user first tries to log in, they will get an error message ***"Incorrect password or the User ID ********* does not exist. Try again."*** Do not be alarmed, this is the proper error message the application displays for incorrect passwords. The password must contain letters, at least one number, and one special character. Also, the password cannot relate to the username, first name, or last name of the user, and no double numbers (22) or double letters (oo). ***To save the password, DO NOT use the tab key the user <u>MUST</u> use the mouse on this screen!*** (See figure 13).



(Figure 13)

Continue this process until all desired users have access to the application and set their desired permissions or roles. Remember, only the administrator will have access to the ***"User Setup"*** screen.

The following list explains their available permissions and their role in the application.

- ***Admin*** – The ***"Admin"*** permission gives access to all areas of the application, it also allows the user to change the Evidence Log layout, field header names, and edit drop-down lists.
- ***Add Evidence*** – The ***"Add Evidence"*** permission allows the user to add evidence to the application and print a label for that evidence.
- ***Edit Evidence*** - Allows an authorized individual to edit existing records in the Evidence Log.
- ***View Evidence*** – Allows an authorized individual to only view evidence records.
- ***Delete Record*** - Allows an authorized individual to permanently delete records.

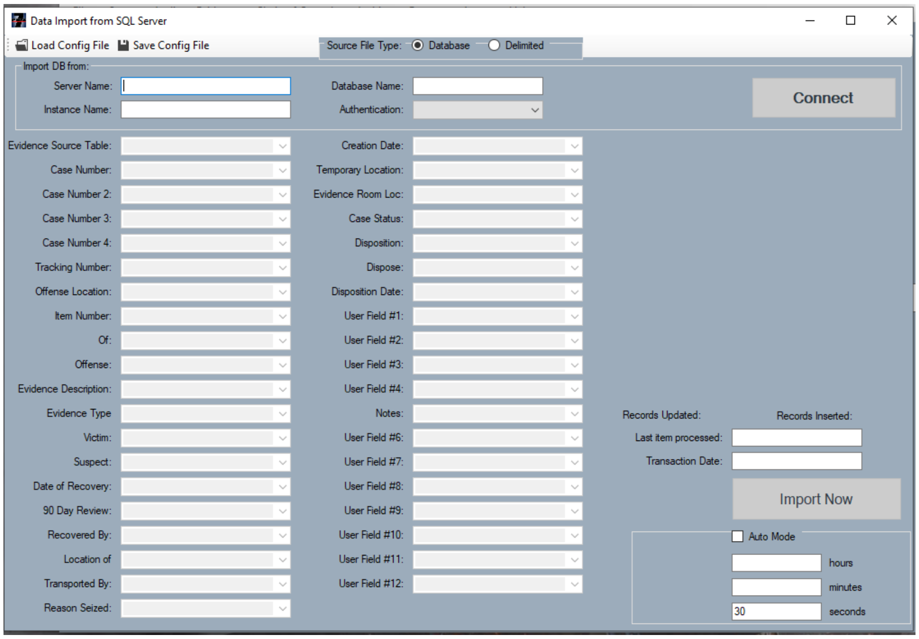
- ***Print Label*** - Allows an authorized individual to print labels.
- ***Run Report*** - Allows an authorized individual to view and print reports.
- ***Design Label*** - Allows an authorized individual to have access to the label design portion of the program where they can design new labels or modify existing ones.
- ***Add Custody*** - Allows an authorized individual to check items in and out of the property room using the Custody Log.
- ***View Custody*** - Allows an authorized individual to view records in the Custody Log.
- ***Archive Records*** - Allows an authorized individual to move inactive records from the active evidence database file to an archive database file.
- ***Dispose*** – Allows an authorized individual to tag items of evidence for disposal.
- ***Asset*** – Allows an authorized individual access to the ***"Asset Management"*** portion on the application.
- ***DB Admin*** – Allows an authorized individual to log into the PMI application.

<u>Define Department</u>

The ***"Define Department"*** task should have been completed during the initial install and setup. (See figure 2).

<u>Import Data</u>

The ***"Import Data"*** (see figure 14) option is for a ***ONE-TIME*** data import from another SQL database or a csv file into the PMI database and requires a higher-than-average understanding of the PMI application. ***Please give us a call before attempting this on your own.***



(Figure 14)

The PMI Import Module provides a method to bring evidentiary data into the PMI Evidence Tracker™ application from another source, such as an RMS (Records Management System), by directly connecting to the source (RMS) system database. To connect to the source system database the user will need to know the connection settings: server name, instance name, database name, the correct authentication mode, (either Windows or mixed mode) username and password. The import can operate on a one-time basis or on a continual basis depending on how the process is setup. The import process is tedious and should include a fair amount of thought before attempting to import any data. ***Give PMI Support a call with any questions.***

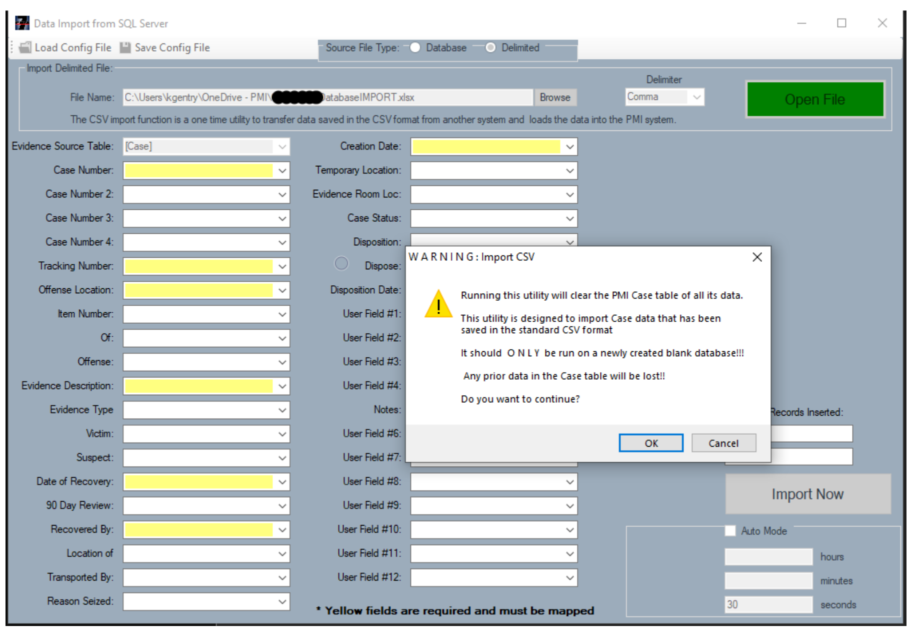
Steps required to complete the import process are as follows:

1. Select the ***"Setup"*** tab located on the home screen, then select the ***"Import Data"*** option.
2. The ***"Data Import"*** screen will appear (see figure 14). The user can select one of the four options listed at the top of the screen: ***"Load Config File," "Save Config File," "Database," and "Delimited."***
    a. The user can select ***"Load Config File"*** which is for loading previously connected database connecting settings.
    b. There is also an option to ***"Save Config File."*** This option is for saving a set of connection settings after connecting to a database for polling.

c. Then there are two radio buttons to choose from, ***"Database" or "Delimited."***

i. ***Database –*** If the user selects to use database settings to import data, they will need to enter the correct information in the four boxes: Server Name, Database Name, Instance Name, and choose the authentication then input the correct credentials for the connection settings. If the ***"Connect"*** button turns green, then you have successfully connected to that database. ***If the connect button turns RED, the connection was not established successfully.***

ii. ***Delimited –*** The delimited option is for importing data from a .csv file or similar. Simply select the ***"Delimited"*** radio button, browse to the correct file, select the type of delimiter, and then, select ***"Open File".*** If the ***"Open File"*** button turns green, then you have successfully loaded the .csv file. ***If the button turns RED, the load was NOT successful.***



(Figure 15)

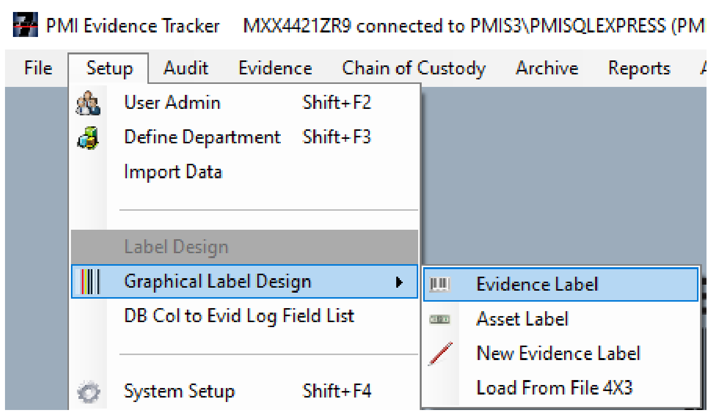
3. Once the user has successfully connected to the database or loaded the .csv file and has selected ***"OK"*** (see figure 15). The drop-down fields hold the table names from the database connection or the loaded

file. The user performing the import will then need to match the imported data tables with the PMI application data table names (the yellow highlighted tables are required to successfully import data).

4. Once the user has completed mapping the table names for the database option, they should select ***"Save Config File."*** This will save the settings for future use if the need arises due to any connection disruption.
5. For one-time imports, after matching the table names, the user will need to select the ***"Import Now"*** button. It will then turn red until the import has been completed. The user should take a quick screenshot of the table matches in case there is any need to revisit this step in the future.

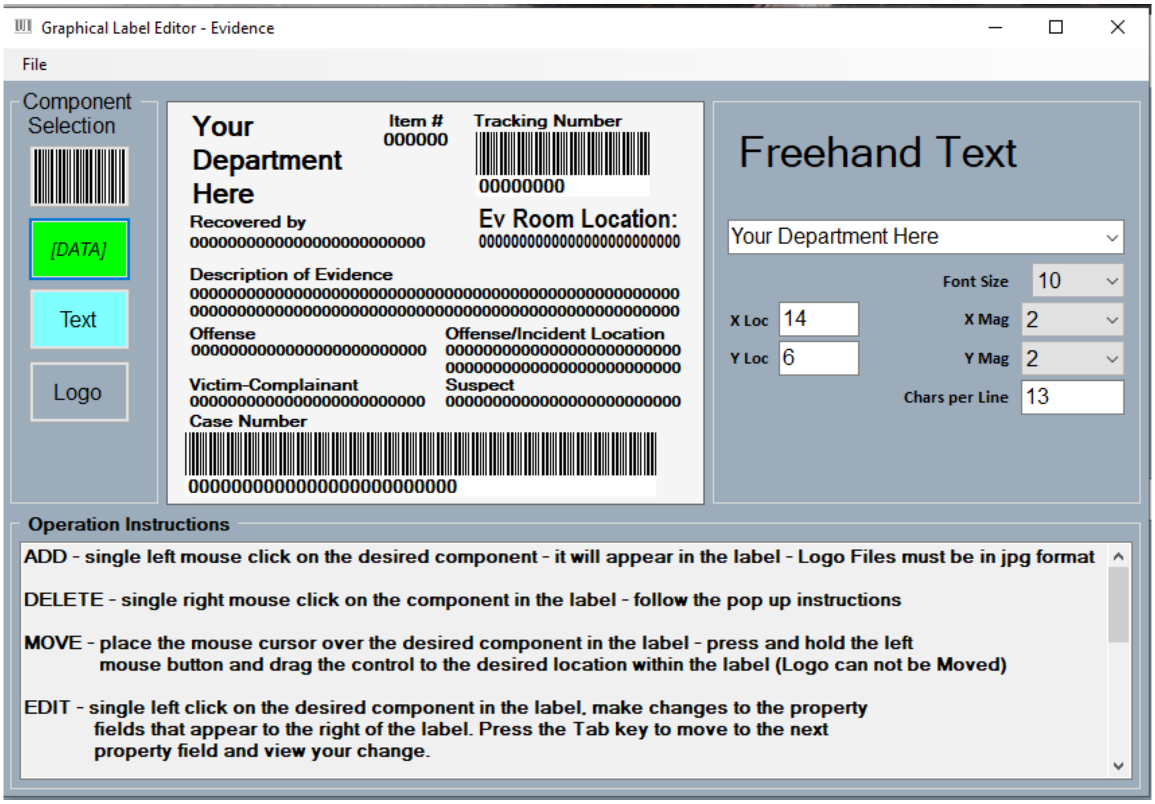
Graphic Label Design

The ***"Graphical Label Design"*** application is for visually designing the department's evidence and asset labels and is accessed under the ***"Setup"*** tab (see figure 16).



(Figure 16)

This area of the application (see figure 17) is used to change what information is printed on the label or remove information not desired on the label.

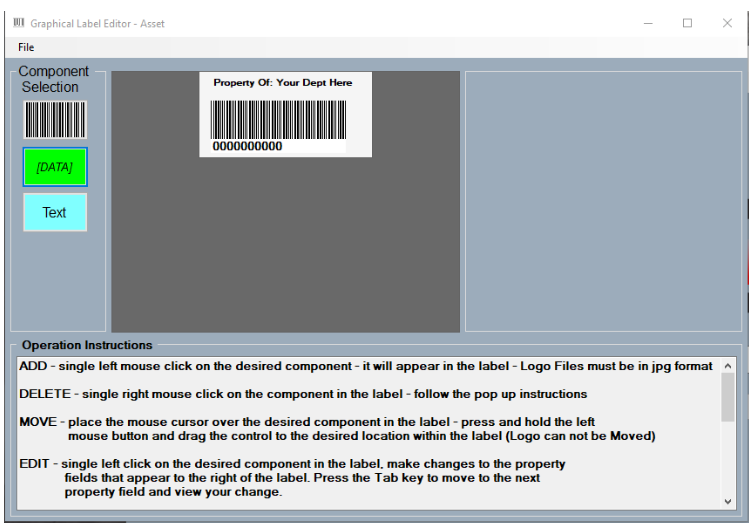


(Figure 17)

There is also an option to add a black and white photo of the department's patch or badge in place of ***"Your Department Here." PMI suggests waiting to see what information your department desires on the label before changing it.***

Asset Label

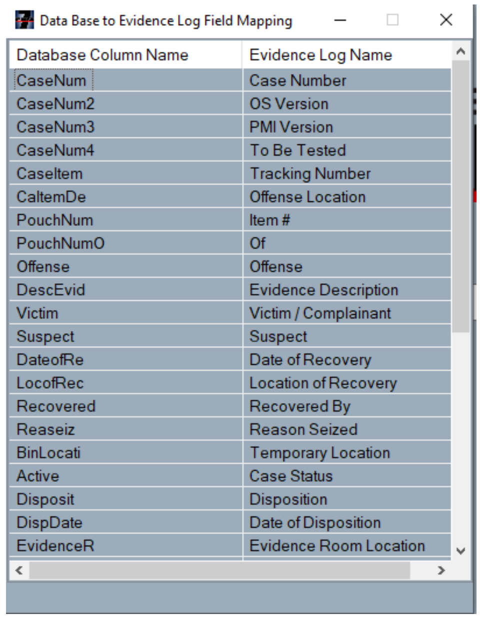
The ***"Asset Label"*** is entirely different from the Evidence Label and has ***"Property of:*** *'Your Dept Here'"* and a barcode (see figure 18).



(Figure 18)

DB Col to Evid Log Field List

The ***"DataBase Column to Evidence Log Field List"*** is a great aid for users that cannot remember which field headers they changed from. This option, if selected, will populate a window that shows the user the Evidence Log field header names and the database column names side by side (see figure 19). This will help tech support if the user is having any field header issues.



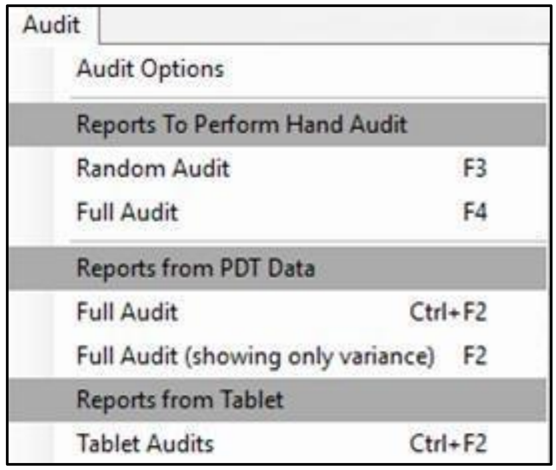
(Figure 19)

System Setup

This area is covered during the initial installation and setup. See the ***"Initial Start-up"*** section of this manual.

Audit

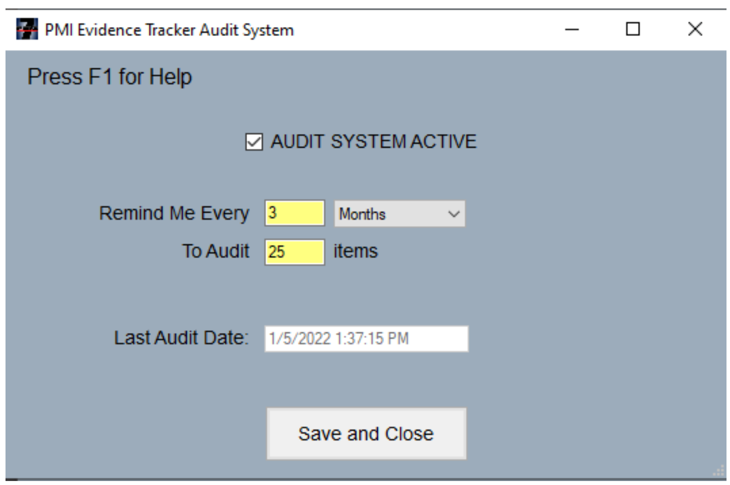
Under the ***"Audit"*** option tab (see figure 20), there are six options to choose from which include ***"Audit Options," "Random Audit," "Full Audit" (Hand Audit), "Full Audit" (PDT Data), "Full Audit Variance" (showing only variances), and "Tablet Audits."***



(Figure 20)

Audit Options

By selecting ***"Audit Options"*** the user can establish the parameters they want for conducting random audits (see figure 21). The audit period can be set for days or months, the user can enter the number of items to be randomly selected from your database and set an alarm for when the next audit is to be conducted.



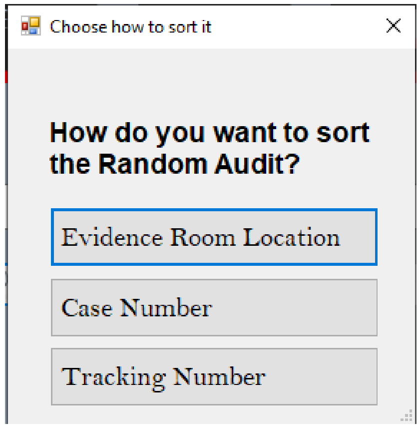
(Figure 21)

Enter the desired frequency for conducting random audits in the ***"Remind Me Every"*** field. Then select either days or months for an outcome of; ***"'Remind Me Every' (3) 'Months'."*** Then input the number of items to be "randomly audited." The application will now remind the users when they should perform a random audit. The software uses a mathematical algorithm to randomly select the items to audit from all the evidence in the PMI Evidence Tracker™ database and record the date of when the last random audit was conducted, the timer will then repeat.

By selecting the ***"Audit System Active"*** an alarm will be set to remind the users when the next audit is due. Make sure to save the settings by selecting ***"Save and Close"*** before closing the window.

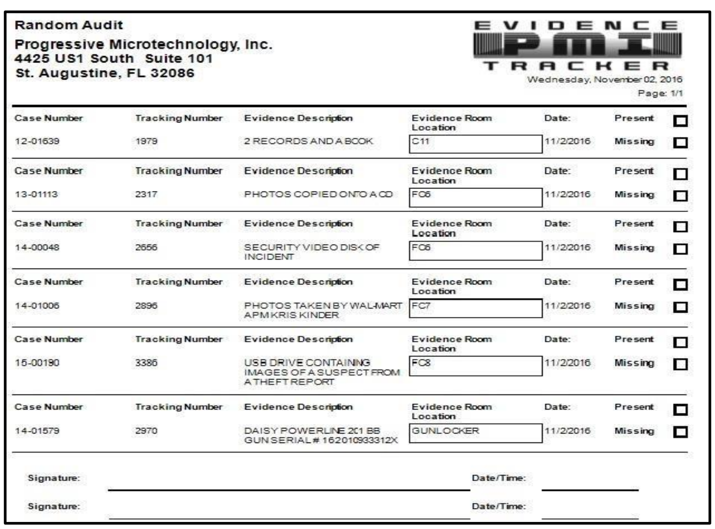
Random Audit (Hand Audit)

If the user selects ***"Random Audit"*** a window with three options will appear (see figure 22). The three options to choose from are pertaining to how the random audit is sorted on the report, ***"Evidence Room Location," "Case Number," or "Tracking Number."***



(Figure 22)

After the user selects one of the three options the report will appear in a new window. The report is designed to show the case number, tracking number, evidence description, evidence room location, and the date the report was executed (see figure 23). Located on the right side of the report are two empty squares, one for ***"Missing"*** and one for ***"Present."*** The user will need to print out the random audit report, locate each item and check the item as ***"Present"*** or ***"Missing."*** After completing the audit, they will need to return to the computer and adjust the information in the database.



Random Audit

Progressive Microtechnology, Inc.
4425 US1 South Suite 101
St. Augustine, FL 32086

EVIDENCE PMI TRACKER
Wednesday, November 02, 2016
Page: 1/1

Case Number	Tracking Number	Evidence Description	Evidence Room Location	Date:	Present / Missing
12-01639	1979	2 RECORDS AND A BOOK	C11	11/2/2016	Present ☐ Missing ☐
13-01113	2317	PHOTOS COPIED ONTO A CD	FC6	11/2/2016	Present ☐ Missing ☐
14-00048	2656	SECURITY VIDEO DISK OF INCIDENT	FC6	11/2/2016	Present ☐ Missing ☐
14-01006	2896	PHOTOS TAKEN BY WAL-MART APM KRIS KINDER	FC7	11/2/2016	Present ☐ Missing ☐
15-00190	3386	USB DRIVE CONTAINING IMAGES OF A SUSPECT FROM A THEFT REPORT	FC8	11/2/2016	Present ☐ Missing ☐
14-01579	2970	DAISY POWERLINE 201 BB GUN SERIAL # 162010933312X	GUNLOCKER	11/2/2016	Present ☐ Missing ☐

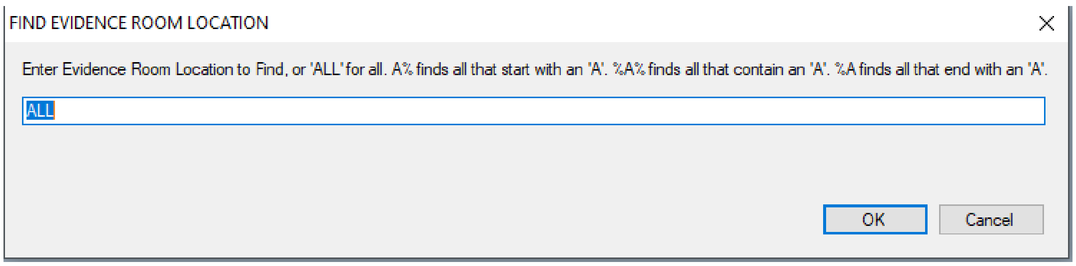
Signature: ________ Date/Time: ________

Signature: ________ Date/Time: ________

(Figure 23)

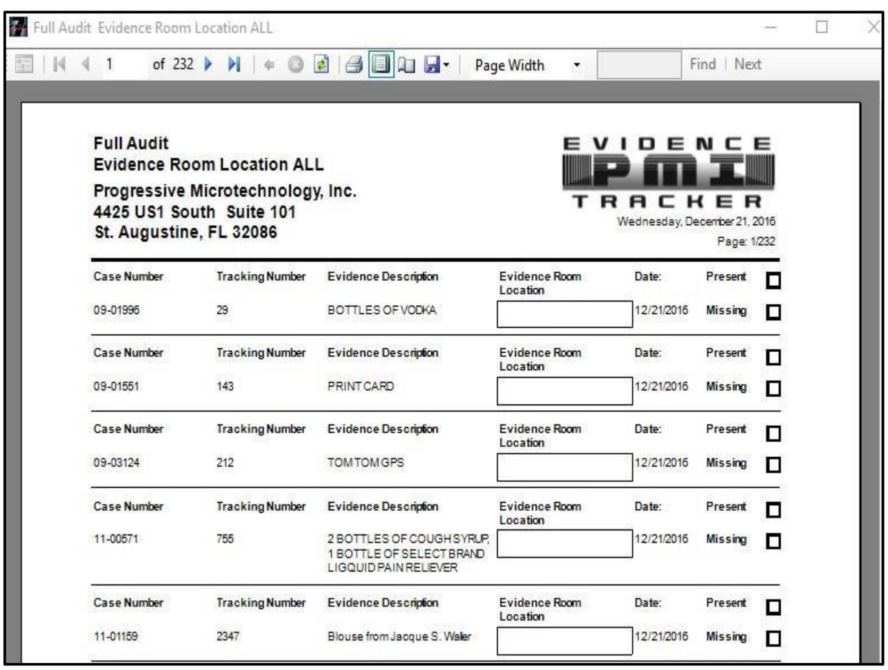
Full Audit (Hand Audit)

If the user selects ***"Full Audit,"*** a window titled ***"Find Evidence Room Location"*** will appear with a "search" bar. In the search bar, by default, is ***"ALL."*** The user can simply proceed by selecting ***"OK"*** to audit all locations (see figure 24) or the user can alter the parameters of the audit by inserting wildcards (%) and a letter or phrase, such as, %A, %A%, or %Destruction.



(Figure 24)

The user conducting the audit will then print the report so that they may conduct the paper audit as explained in the paragraph under (Figure 22). Please pay close attention to the title of each report. The report for Random Audit reflects at the top of the report (see figure 23). The Full Audit report looks the same but is titled differently (see figure 25).



Full Audit
Evidence Room Location ALL
Progressive Microtechnology, Inc.
4425 US1 South Suite 101
St. Augustine, FL 32086

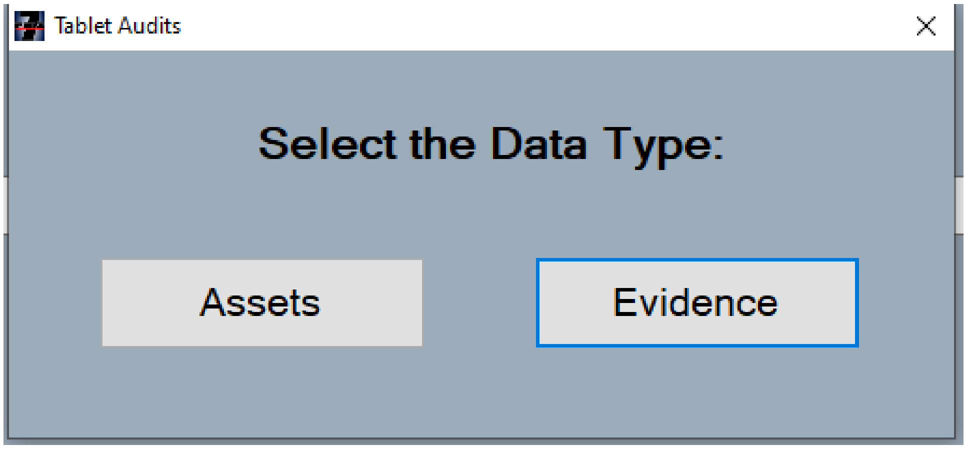
Wednesday, December 21, 2016
Page: 1/232

Case Number	Tracking Number	Evidence Description	Evidence Room Location	Date:	Present / Missing
09-01996	29	BOTTLES OF VODKA		12/21/2016	Present / Missing
09-01551	143	PRINT CARD		12/21/2016	Present / Missing
09-03124	212	TOMTOM GPS		12/21/2016	Present / Missing
11-00571	755	2 BOTTLES OF COUGH SYRUP, 1 BOTTLE OF SELECT BRAND LIGQUID PAIN RELIEVER		12/21/2016	Present / Missing
11-01159	2347	Blouse from Jacque S. Waler		12/21/2016	Present / Missing

(Figure 25)

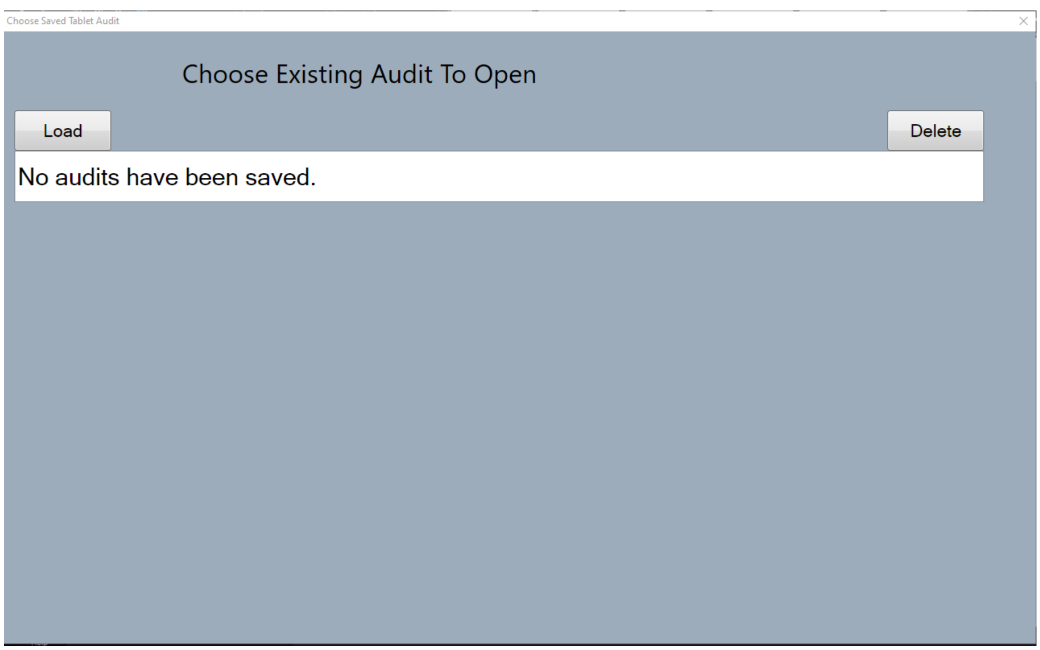
Tablet Audits

If the user selects the ***"Tablet Audits"*** option, the user will be prompted to select either ***"Assets"*** or ***"Evidence"*** (see figure 26). This option is only available if your department purchased the tablet application software.



(Figure 26)

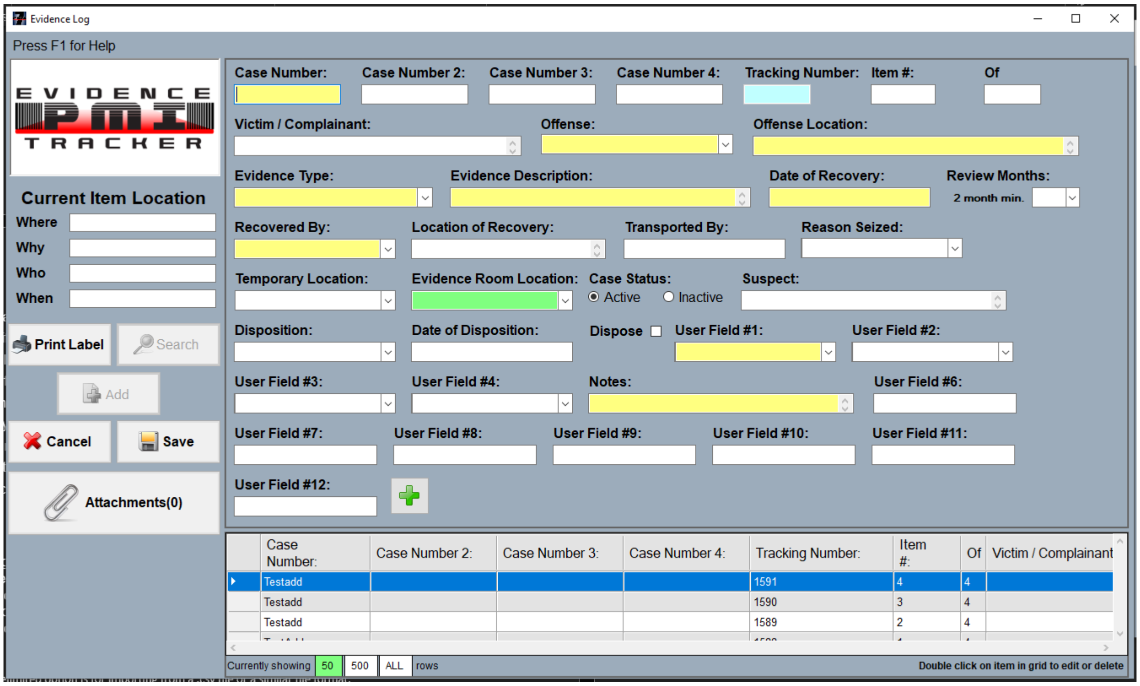
If the user selects ***"Assets"*** or ***"Evidence,"*** a new window will appear that allows the user to load or delete either an asset or evidence audit (see figure 27) previously saved from an audit conducted with the tablet application. If the user chooses to load an audit, it will show the results of the audit conducted from the tablet after it is synced with the database.



(Figure 27)

Evidence

The ***"Evidence"*** tab has two options under it, ***"Log"*** and ***"Batch Bin Transfer."*** The user can gain access to the ***"Evidence Log"*** or ***"Log"*** by using the F5 key on the keyboard. The ***"Evidence Log"*** (see figure 28) is where the user with administrator permissions can customize the field header names, drop-down lists, and arrange the layout as they desire.



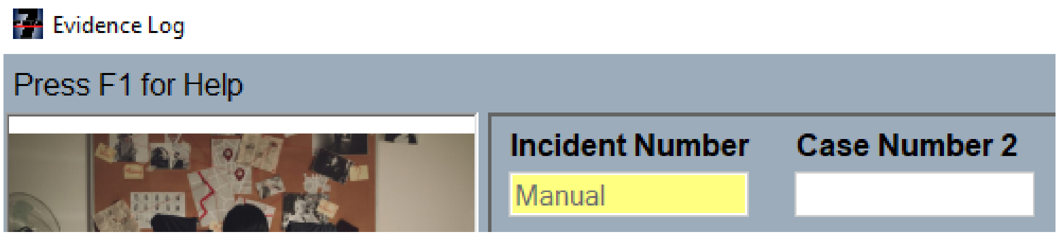
(Figure 28)

Evidence Log

The ***"Evidence Log"*** is the key to the PMI Evidence Tracker™ application. This is the screen users will use to input evidence into the database. This screen is customizable by any user with administrator permissions. Although possible, only one user should be able to customize the ***"Evidence Log"*** screen. Things can get very confusing if more than one user is customizing the ***"Evidence Log."***

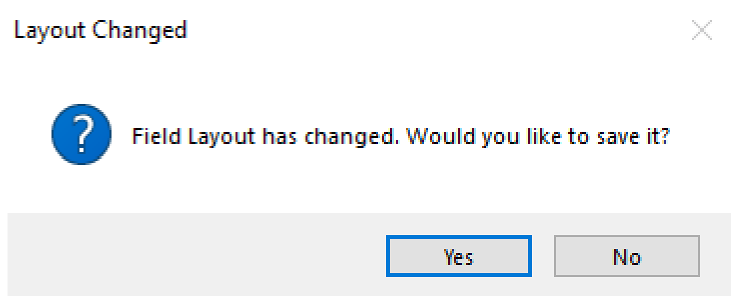
Customization

An admin user has the ability to arrange the input fields any way they choose. Most departments arrange this screen to mimic the screen or document the department was previously using to make the transition easier for everyone. The admin user can also re-name the field header names to relate to the current policies for labeling information (see figure 29).



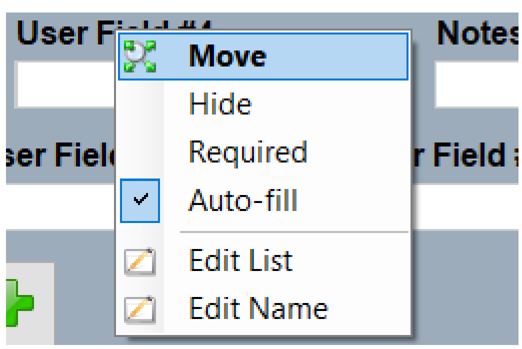
(Figure 29)

As shown, the ***"Case Number"*** was changed to ***"Incident Number."*** To achieve this, the admin user will place the courser over the field header name i.e., ***"Case Number,"*** right-click the mouse, and select ***"Edit Name"*** then input the desired field header name and hit "Enter" on the keyboard. Once the admin user has re-named all the desired field header names, they will need to select the "X" button at the top right of the ***"Evidence Log"*** screen. They will then be prompted with a window informing them the field layout has changed if they would like to save it (see figure 30). Select ***"Yes."***



(Figure 30)

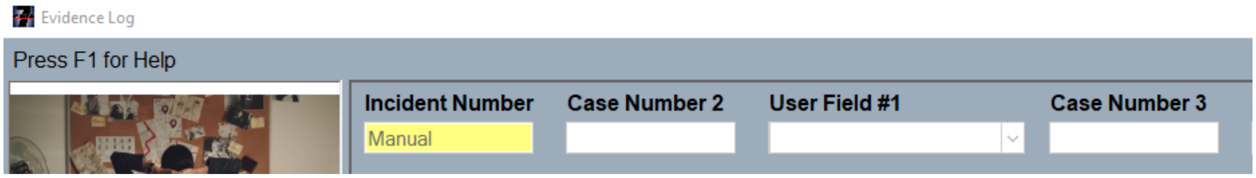
The ***"Evidence Log"*** window will then close. Just select "F5" to reopen it. Once the window is open, they admin user can continue customizing the layout. They can arrange fields to their desired layout by right-clicking on the field header name i.e., ***"Offense"*** and selecting ***"Move"*** (see figure 31).



(Figure 31)

Once the option to move is active by selecting ***"Move,"*** take the courser and left click the desired position in the layout. The relation of the courser is the left position of the field being moved. For example, if the user wants to place ***"User Field #1"*** between

"Case Number 2" and ***"Case Number,"*** the user will place their courser right of ***"Case Number 2"*** input field and left of the ***"Case Number 3"*** input field. The field will then reside between ***"Case Number 2"*** and ***"Case Number 3"*** (see figure 32).



(Figure 32)

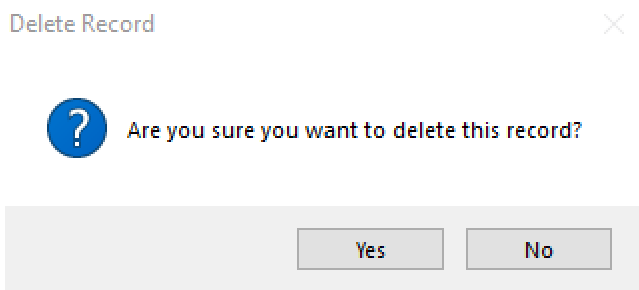
Once the admin user has moved the fields to the desired locations on the ***"Evidence Log,"*** they will repeat the steps for saving the layout (see figure 31).

On the ***"Evidence Log"*** there are 38 input fields, 12 of which are drop-down lists, and 6 of the 38 are expandable fields that allow 100, 250, or 4,000,000 characters.

To edit a drop-down list, the admin will place the mouse courser over the field header name and select ***"Edit List,"*** a window will appear (see figure 33) with options to cancel, save, delete, and add. To add information to a list such as a name or a word, select the ***"Add"*** option then input the information into the yellow field. Once the user has completed inputting the name, select ***"Save,"*** Repeat these steps for all drop-down lists in the PMI application.

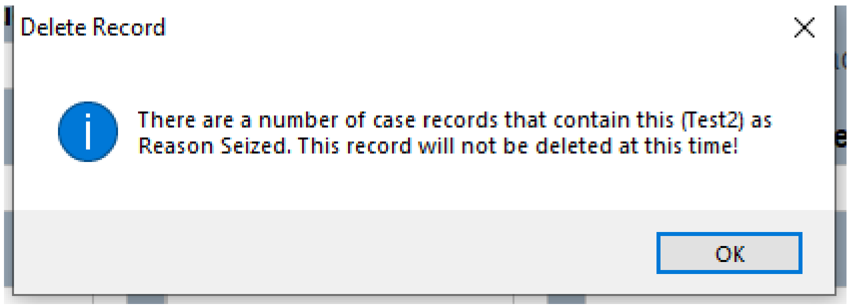
(Figure 33)

To delete a name or word, select the name from the list, it'll move to the yellow field, once the desired word is in the yellow field, select ***"Delete."*** The user is prompted with a window asking if they are sure they want to delete this record (see figure 34).



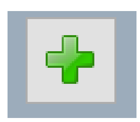
(Figure 34)

If the information was used in any record, the application will not allow the user to delete the information (see figure 35).



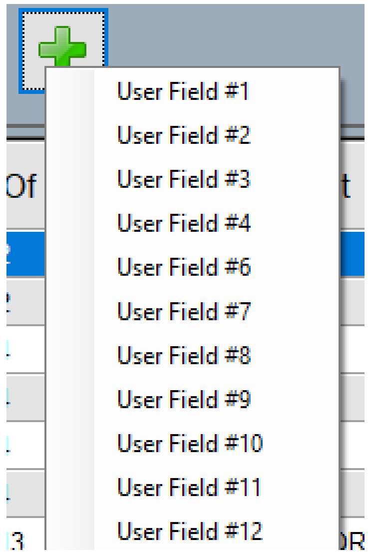
(Figure 35)

The admin user is also able to ***"Hide"*** fields on the layout they believe their department will not be using. These hidden fields are stored at the bottom of the ***"Evidence Log"*** layout in a container marked with a green plus (+) symbol (see figure 36).



(Figure 36)

By selecting the green plus (+) symbol, a table will appear with a list of the hidden fields (see figure 37).



(Figure 37)

Evidence Log Fields

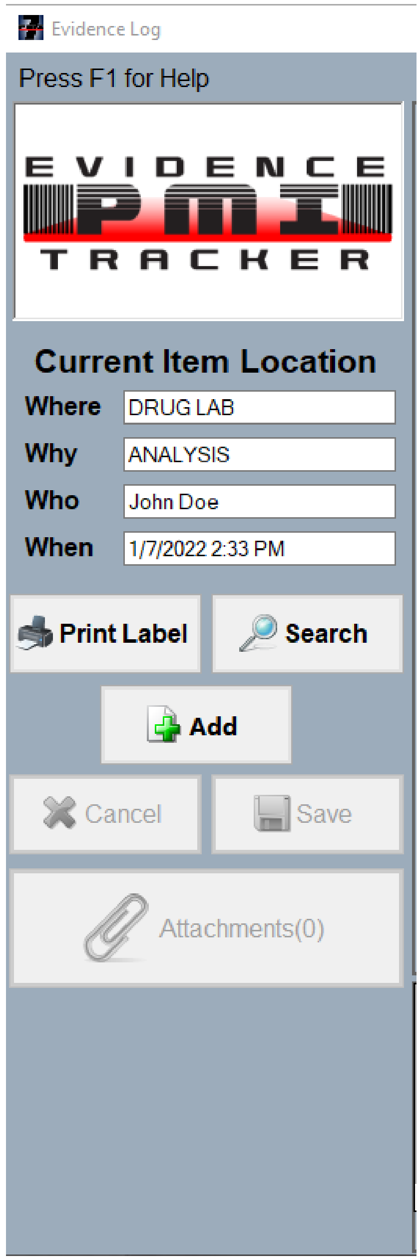
The ***"Evidence Log"*** has 31 fields that allow the user with the correct permissions to input data, 5 fields the application automatically adjusts, a date field that only accepts a date format, and the ***"Review Months"*** drop-down list. The following lists each field with the corresponding CHARACTER LIMITS.

- ***Case Number – 25 (Scrolls)***
- ***Case Number 2 – 25 (Scrolls)***
- ***Case Number 3 – 25 (Scrolls)***
- ***Case Number 4 – 25 (Scrolls)***
- ***Tracking Number – 9 (Auto-filled by application)***
- ***Item# -- 6 (Auto-fills with each item with the same case number)***
- ***Of – 6 (Auto-fills with each item with the same case number)***
- ***Victim/Complainant – 120 (Expands)***
- ***Offense – 25 (Drop-down list)***
- ***Offense Location – 99 (Address) (Expands)***
- ***Evidence Type – 25 (Drop-down list)***
- ***Evidence Description – 4,000,000 (Expands)***
- ***Date of Recovery – 00/00/0000 00:00 (Date and Time Format)***
- ***Review Months – 3 (Drop-down list)***
- ***Recovered By – 25 (Drop-down list)***
- ***Location of Recovery – 99 (Expands)***

- ***Transported By – 25 (Person's name)***
- ***Reason Seized – 25 (Drop-down list)***
- ***Temporary Location – 25 (Drop-down list)***
- ***Evidence Room Location – 25 (Drop-down list)***
- ***Suspect – 120 (Expands)***
- ***Disposition – 25 (Drop-down list)***
- ***Date of Disposition – (Auto-filled once item is set to finale out)***
- ***User Field #1 - #4 – 25 (Drop-down list)***
- ***Notes – 1000 (Expands)***
- ***User Field #6 - #12 – 250 (Scrolls)***

Left Pane

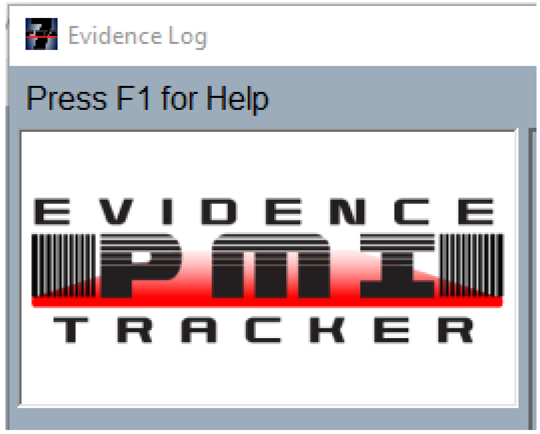
The left pane of the ***"Evidence Log"*** the user will see our logo (attachment thumbnail), ***"Current Item Location"*** information, and six option buttons: ***"Print Label," "Search," "Add," "Cancel," "Save," and "Attachments (0)."*** (See figure 38.)



(Figure 38)

Logo

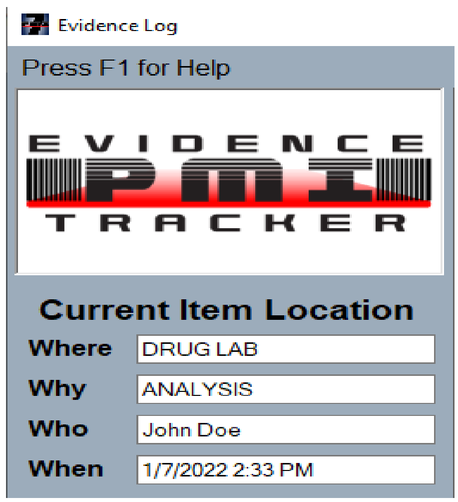
Our logo at the top left corner of the ***"Evidence Log,"*** if the user attaches a photograph to the evidence record, the logo (see figure 40) will then be replaced with a thumbnail of the attached image.



(Figure 39)

Current Item Location

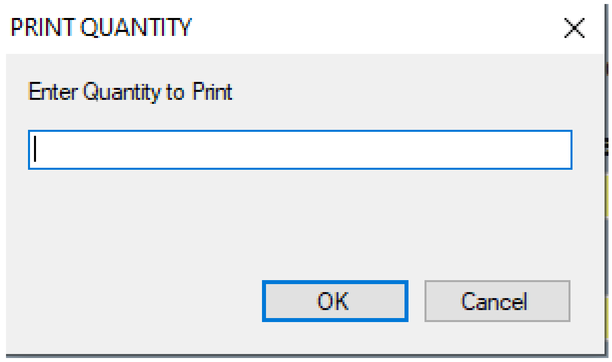
The ***"Current Item Location"*** information displays (see figure 40); ***"Where"*** the item is located in relation to the information in the application; ***"Why"*** the item is in that location; ***"Who"*** had possession of the item last, or currently has possession of the item; ***"When"*** When it was taken or stored.



(Figure 40)

Print Label

The ***"Print Label"*** option allows a user with the correct permissions to print an evidence label (see figure 41). Also, when a user adds a piece of evidence in the ***"Evidence Log"*** and saves it, they are prompted (see figure 41) to select the number of labels they want printed for that piece of evidence.



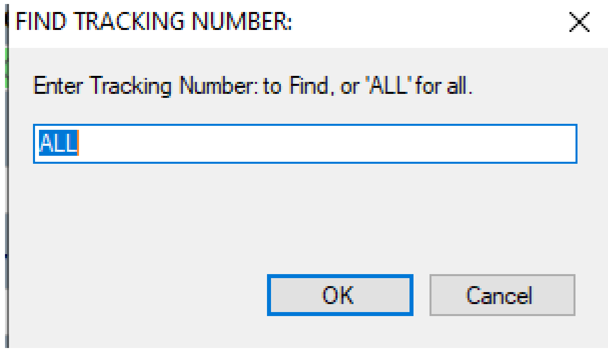
(Figure 41)

Search

The ***"Search"*** button is where ALL users should conduct their searches in the PMI application. Once the ***"Search"*** button has been selected, a screen will appear that the user will use to select by which does the user want to search, i.e., ***"Case Number," "Tracking Number," "Evidence Type," etc.*** (See figure 42).

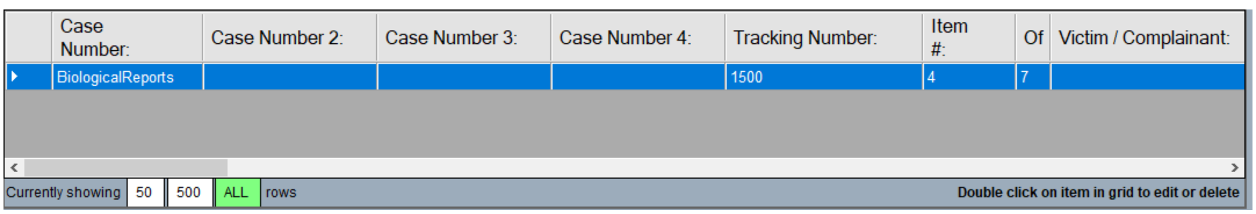
(Figure 42)

After selecting an option from the list (notice ***"Total Evidence Count"*** at the very bottom) a window will appear asking for the user to specify the data they want to search for (see figure 43).



(Figure 43)

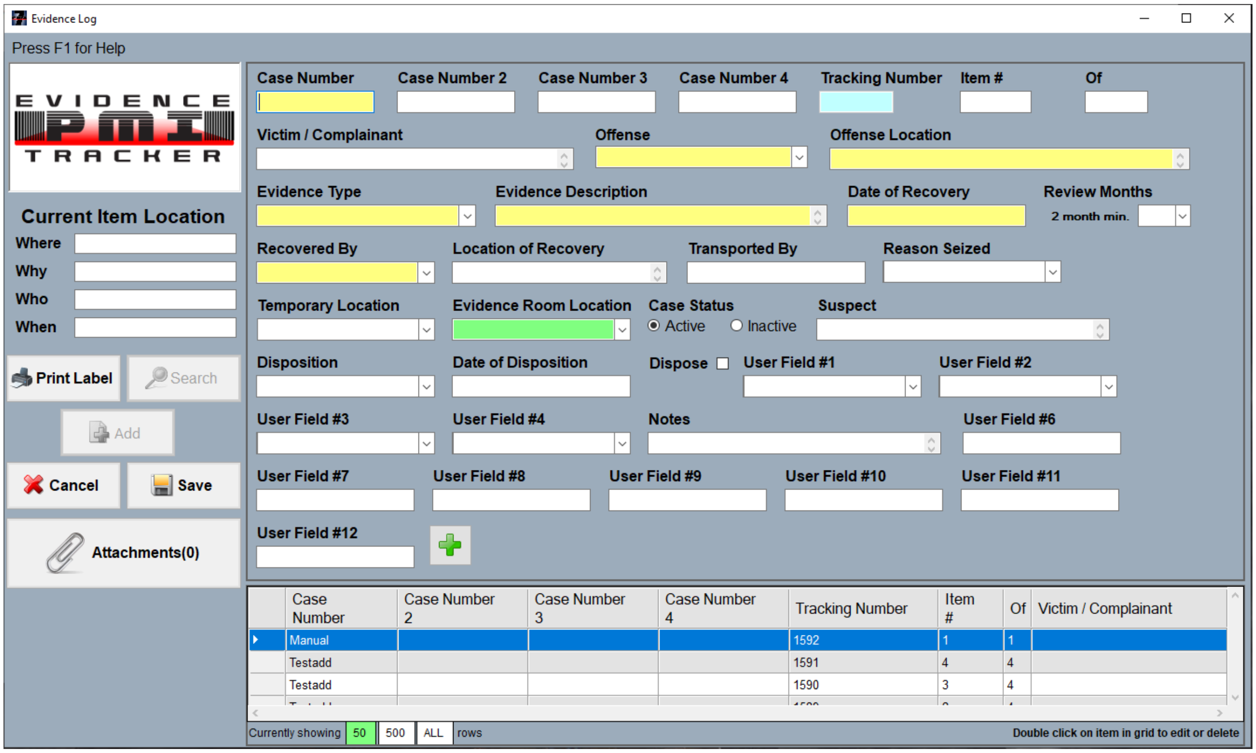
Once the user inputs the desired information in the search bar and selects ***"OK,"*** the results will display at the bottom of the ***"Evidence Log"*** in the matrix table (see figure 35). I elected to search by ***"Tracking Number"*** and input "1500" into the search bar, then selected ***"OK."*** The results were then displayed at the bottom of the window in the matrix (see figure 44). This is a great tool for editing records, the user can search by ***"Case Number"*** which will display ALL of the records with the case number the user entered in the search box. With only the results showing at the bottom in the matrix, the user can easily edit the record and move to the next seamlessly.



(Figure 44)

Add

The ***"Add"*** option will open a new, blank record (see figure 45) for the user to input data. The PMI application associates items with the case number. If a user inputs a case number of "2022-01152458," inputs data in the required (yellow highlighted) fields, then saves the record. If the user opens a new, blank record, then inputs the same case number (2022-01152458), all fields with the ***"Auto-fill"*** option selected, will auto-populate information from the previous record that was saved.



(Figure 45)

Cancel

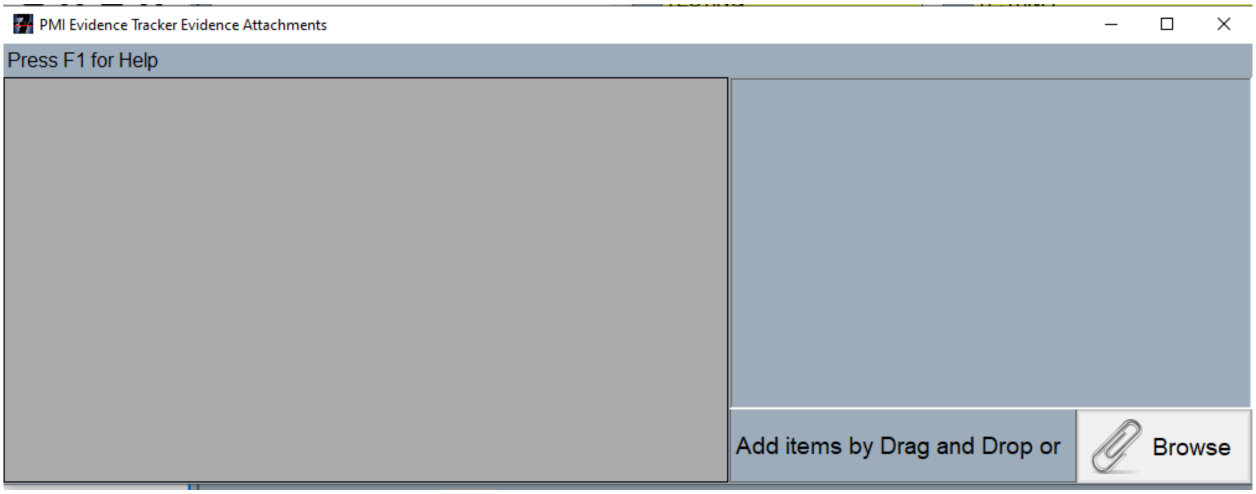
If at any time the user is uncertain the information, they input is accurate, the user can simply select the ***"Cancel"*** option and cancel the record. This feature is also utilized during emergencies. In some department a patrol officer also has the role of Evidence Tech and when a call comes in, they must drop everything and go. The ***"Cancel"*** button will help keep the database clean from any errors or missing/inaccurate information. The ***"Cancel"*** button, like the ***"Save"*** button is only operational when a record is being edited (see figure 45).

Save

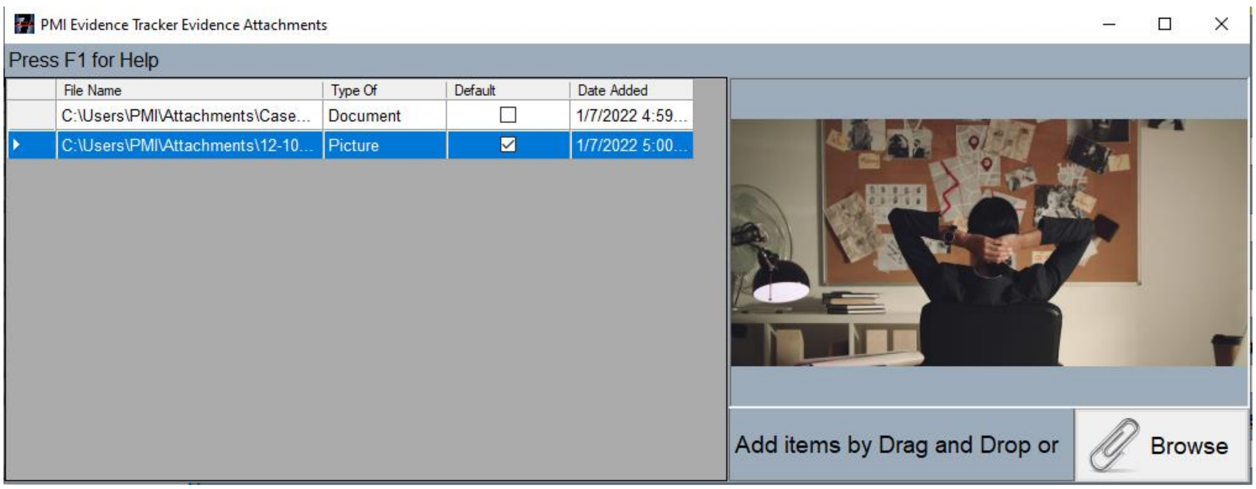
The ***"Save"*** option is used when the user has completed entering the information required by their department or they have completed the record edits.

Attachments

The ***"Attachments"*** option (see figure 45) is used to attach documents, picture, audio and video recordings, or pdfs and shows the total number of attachments to that record. Once the user selects the ***"Attachments"*** option, a new window will appear (see figure 46). The user can add numbers by ***"Dragging and Dropping"*** a file into the gray space on the window shown in figure 46 or the user can browse to the file in its folder location. If the user has successfully attached a file, they will see them listed in the gray space (see figure 47).

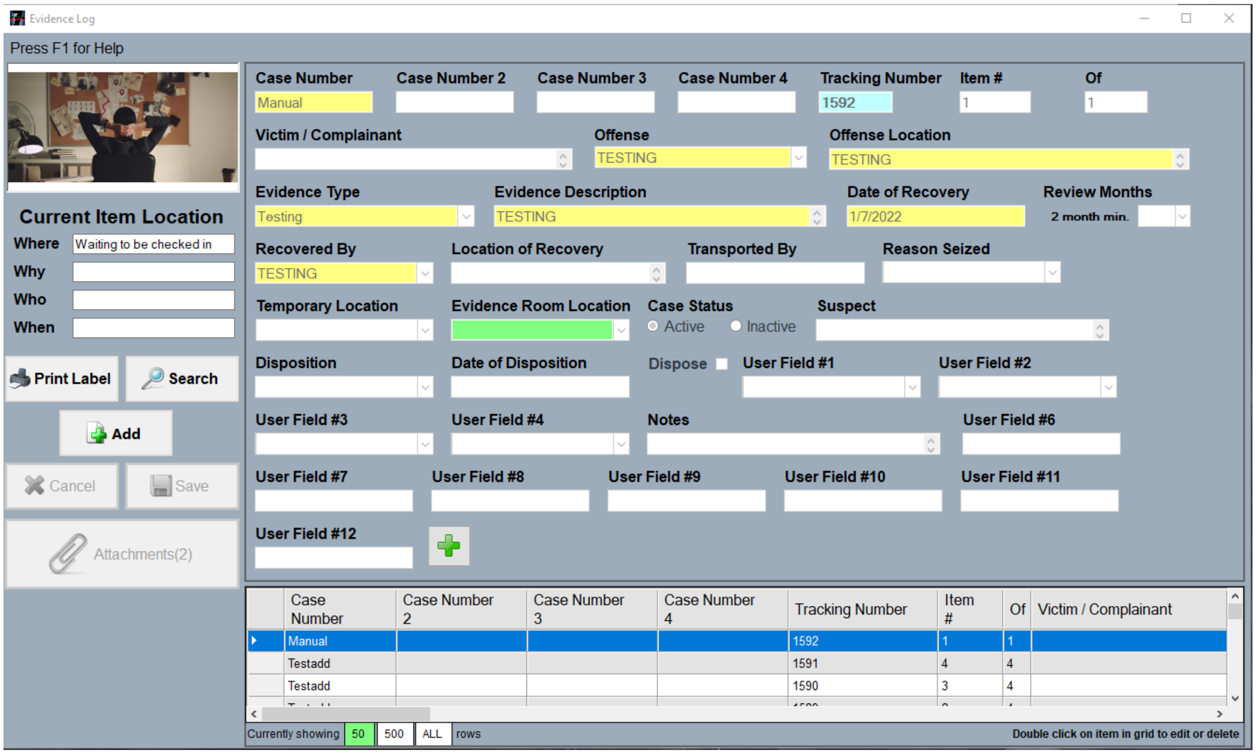


(Figure 46)



(Figure 47)

The record will then display a photo at the top left (see figure 48) in the ***"Evidence Log"*** if a photo is selected as the default as shown in figure 47.



(Figure 48)

Display Grid

The grid (see figure 49) at the bottom of the ***"Evidence Log"*** lists, by default, the last ***"50"*** records recorded into the application. There are also two other options ***"500"*** and ***"ALL,"*** that will display 500 of the last records or ***"ALL"*** of the last records. This is also where the user will view records and edit records.

To view a record, locate the desired record by using the ***"Search"*** option as explained under the ***"Search"*** heading. Once the user has located the desired record, simply click once to view the information in the record.

To edit a record the user must first have edit permission then they must locate the record, once located, double click the desired record to edit it.

Case Number	Case Number 2	Case Number 3	Tracking Number	Offense Location	Offense	Item #	Of	Evidence Description	Evidence Type	Victim / Complainant
20-00001		6444 FBI	3443	Satellite Beach	Drugs - cr...	10	10	White powder	Drugs cocaine	murder
20-00001		Paul	3442	Satellite Beach	murder	9	10	bloodly glove	Glove	murder
20-00001		Paul	3441	100 Sunshine drive ...	stealing	8	10	beer	wine	stealing
20-00001		Paul	3440	S100 Sunshine drive...	stealing	7	10	shoes	shoes	stealing
20-00001		Paul	3439	100 Sunshine drive ...	stealing	6	10	shirt	cloths	stealing
20-00001		Paul	3438	100 Sunshine drive ...	stealing	5	10	Ring	ring	stealing
20-00001		Paul	3437	100 Sunshine drive ...	stealing	4	10	money	money	stealing
20-00001		Paul	3436	100 Sunshine drive ...	stealing	3	10	beer	beer	stealing
20-00001		Paul	3435	100 Sunshine drive ...	stealing	2	10	chips	food	stealing
20-00001		Paul	3434	100 Sunshine drive ...	stealing	1	10	cigs	cigs	stealing

Currently showing 50 500 ALL rows Double click on item in grid to edit or delete

(Figure 49)

Entering Evidence

The ***"Evidence Log,"*** modeled after the commonly used evidence bag to facilitate moving from a paper system to a computer application. Once a user selects ***"Log"*** under the ***"Evidence"*** tab, the ***"Evidence Log"*** will appear with information from the last record input into the application. To enter a new record, the user will need to select the ***"Add"*** option from the left pane area. After selecting ***"Add,"*** then the ***"Add"*** option will appear grayed out, then ***"Cancel"*** and ***"Save"*** will then become selectable (see figure 28). The user will start by inputting a ***"Case Number"*** then hit the "Tab" key on the keyboard to move to the next field. ***(Remember the "Tracking Number," "Item#" and "Item Of" will auto-fill by the application.)***

The next required field (as indicated by the yellow shaded box) is ***"Offense."*** The user will then need to input information into ***"Offense"*** which is a drop-down list in which the user can select a preadded offense (If the admin user added the offenses to the drop-down list the user should not enter a new word or phrase).

There are 7 fields that require information to save a record: ***"Case Number," "Offense," "Offense Location," "Evidence Type," "Evidence Description," "Date of Recovery," and "Recovered By."*** If one of these fields is missing data, the user cannot save the record. ***Please refer to the "Evidence Log" then "Evidence Log Fields" for the data character limits for each field.***

Case Number

The ***"Case Number"*** field will accept up to 20 characters and is the number that determines the ***"Item#"*** and ***"Of"*** i.e., "***Item#"_2_ "Of" _3_*** . The application provides fields for additional case numbers such as, ***"Case Number 2," "Case Number 3," and "Case Number 4."*** These fields can be used for additional case numbers or can be renamed and repurposed for other needs. These fields can also be used to input another case number assigned by an outside entity such as the "ATF."

Tracking Number

The ***"Tracking Number"*** is a unique number that is automatically generated by the application. The ***"Tracking Number"*** is unique, will never be duplicated, and cannot be manipulated. The ***"Tracking Number"*** ensures the integrity of the PMI application. The ***"Tracking Number"*** is not assigned until a record is saved.

Item Number

The ***"Item#"*** indicates what item the user is currently viewing, adding, or editing as the ***"Of"*** number is automatically adjusted as items are added to a case number. These numbers correlate with the case number. If an item input has the same case number, the ***"Item# and Of"*** will adjust as pieces are added.

Victim/Complaint

The ***"Victim/Complainant"*** field is an expandable field for the user to input a name and an address or two names and an address.

Offense

The ***"Offense"*** field is a drop-down list that the admin user will populate with data for officers to choose from. The admin user building the list for officers to choose from helps keep the database clean and uniform.

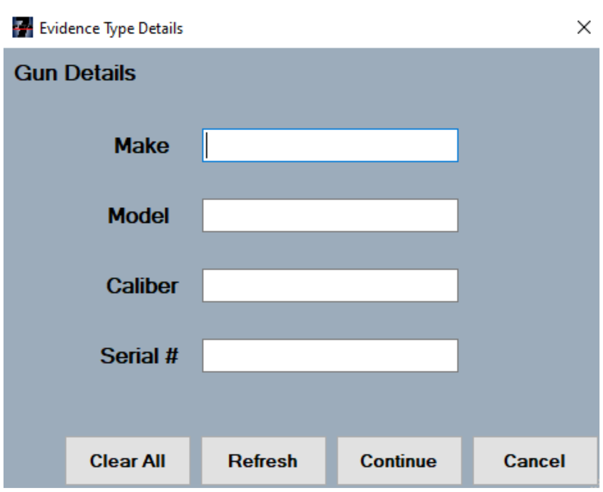
Offense Location

The ***"Offense Location"*** is an expandable field where the user will input the address where the offense occurred or a description of the location if no address is available.

Evidence Type

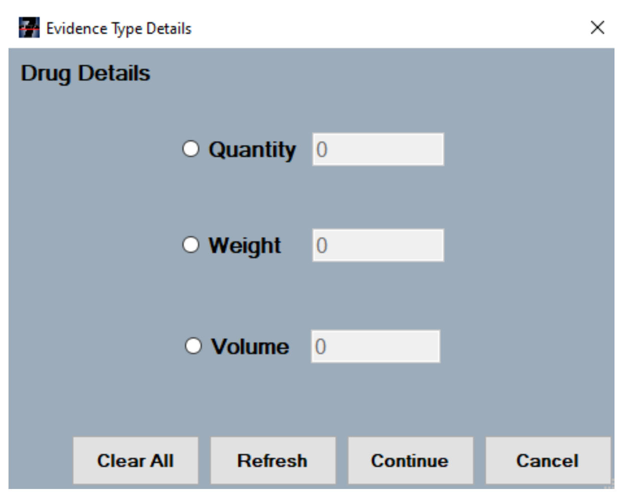
The ***"Evidence Type"*** field is a drop-down field, and the admin user will populate the list with evidence types the department commonly encounters. (The admin user can add to the list, but no evidence type assigned to a record can be removed from the list, the application will not allow it.

Drug Details



(Figure 50)

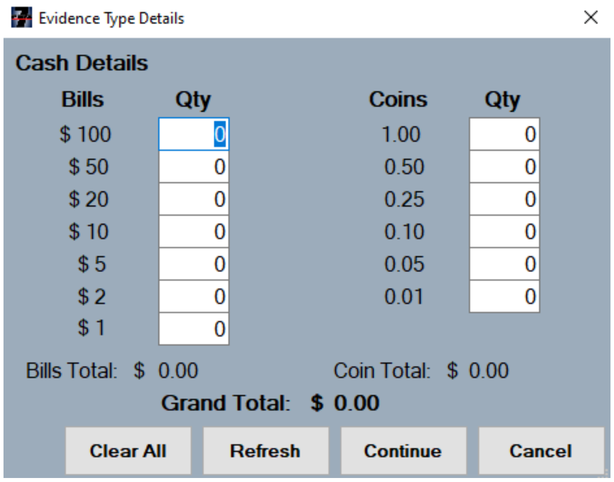
Gun Details



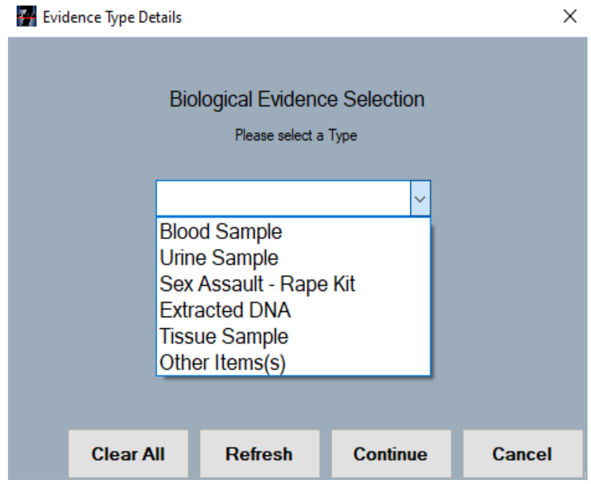
(Figure 51)

Cash Details

Biological Details



(Figure 52)



(Figure 53)

Drug Details

The ***"Drug Details,"*** (see figure 50) which populates by selecting ***"Drugs"*** in the ***"Evidence Type,"*** is where the user can select one of the listed options (Quantity, Weight, Volume) to better describe the drug evidence collected. The corresponding boxes are for inputting the value of the selected option i.e., Quantity [100] or Quantity [100 pills], Weight [.25] or Weight [.25 oz], Volume [2 Tbs] or Volume [2 tbsp].

Gun Details

The ***"Gun Details,"*** (see figure 51) which populates by selecting ***"Guns"*** in the ***"Evidence Type,"*** is where the user can input data for ***"Make," "Model," Caliber,"*** and ***"Serial Number."***

Cash Details

The ***"Cash Details,"*** (see figure 52) which populates by selecting ***"Cash"*** in the ***"Evidence Type,"*** is where the user can input the number of each denomination collected, i.e., $100 (3), $20 (6), $5 (13). The ***"Cash Details"*** window will add all the input denomination and present the user with a ***"Bill Total, Coin Total, and Grand Total."***

Biological Details

The ***"Biological Details,"*** (see figure 53) which populates by selecting ***"Biological"*** in the ***"Evidence Type,"*** is where the user can select one of 6 options from the drop-down list provided i.e., ***"Blood Sample, Urine Sample, Sexual Assault – Rape Kit, Extracted DNA, Tissue Sample, Other Item(s)."***

Evidence Description

The ***"Evidence Description"*** field will accept more than 4 million characters and is best used to describe, in more detail, the evidence collected. ***Please understand, the "Evidence Type" should be a simple word to describe the evidence, i.e., "Drugs."*** user to list the finer details of the evidence collected and will accept as many as 4 million characters.

Date of Recovery

The ***"Date of Recovery"*** must be entered in a mm/dd/yyyy format, the user can also add a time in the format of hh:mm if desired. The date and time pertain to when that piece of evidence was collected. The time can be entered in a regular or military configuration. If military time is used, it will be converted into regular time and the appropriate AM/PM designation will be added when the record is saved. If the user is using regular time, be sure to add the AM or PM. Otherwise, the application will, by default, save the record with an AM time.

Review Months

The ***"Review Months"*** field is used for assigning a "timer" to a piece of evidence the user wants to review for purging when the timer expires. This is a great tool designed to help users purge items from the evidence/property room and should be utilized.

Recovered By

The ***"Recovered By"*** field is for the name of the individual who collected that piece of evidence. This is a drop-down field the admin can add names to but can also accept free text. The user can type the first 2 characters of a name from the drop-down, and it will auto-fill the selection, or the user can choose directly from the drop-down list.

Location of Recovery

The ***"Location of Recovery"*** field is a detailed description of the specific location where the evidence was collected. The user should input an address or a description of the location where the evidence was collected.

Transported By

The ***"Transported By"*** field is for the name of the person transporting that piece of evidence from where it was collected to the temporary or permanent storage location.

Reason Seized

The ***"Reason Seized"*** field is for entering the reason for which that piece of property is being retained, i.e., to be tested, holding for court, etc. This is a drop-down field but can also accept free text. ***Remember, free text can pollute the data with multiple entries spelled differently.*** The user can enter the first 2 characters of a word from the drop-down list, and it will auto-fill, or the user can choose an option directly from the drop-down list.

Temporary Location

The ***"Temporary Location"*** field is a drop-down list the admin will populate with the temporary location officers use to store evidence in before it is accepted into the evidence/property room by the evidence tech. The user can enter the first 2 characters of a location from the drop-down list, and it will auto-fill, or the user can choose a location from the drop-down list.

Evidence Room Location

The ***"Evidence Room Location"*** field is a drop-down list containing all locations in the evidence/property room. When an evidence/property room custodian collects a piece of evidence from the temporary location and verifies the information and evidence, they will then assign that evidence a location it will be stored in the evidence/property room. Assigning a location to a piece of evidence in the ***"Evidence Log"*** then saving that record, will simultaneously enter the record into the ***"Evidence Log"*** and log its first chain of custody record into the PMI Evidence Tracker™ application.

Case Status

The ***"Case Status"*** field has two options, ***"Active"*** or ***"Inactive."*** These two radio buttons indicate whether a case is active or inactive, the default setting is ***"Active."*** After data is entered for a particular piece of evidence and then saved, that evidence is now officially an ***"Active"*** piece of evidence.

Suspect

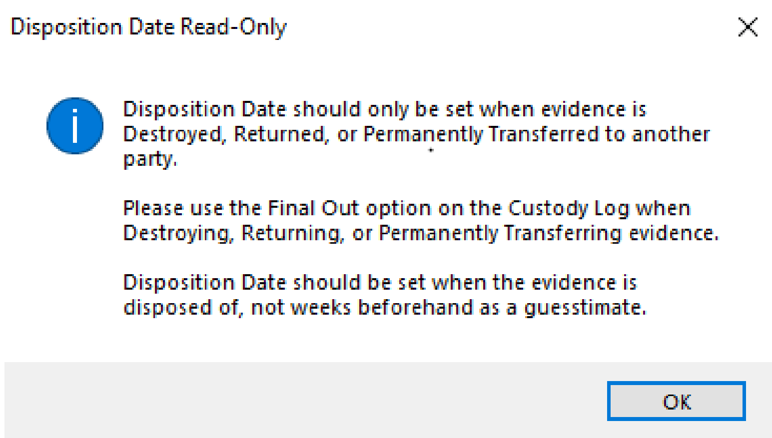
The ***"Suspect"*** field is for recording the name, address, and other important information pertaining to the suspect(s).

Disposition

The ***"Disposition"*** field is a drop-down list and is used to designate how evidence is to be disposed of when a case is closed and the evidence is no longer needed, or when an item is to be returned to its owner. The admin will need to populate the list with options used often by your department.

Date of Disposition

The ***"Date of Disposition"*** is a field the application automatically inputs a date and the time of when a piece of evidence was set to ***"Final Out."*** This is something we will cover in the ***"Chain of Custody"*** tab of the PMI application. If a user tries to input a date and time into the ***"Data of Disposition"*** field they will get a message (see figure 55).



(Figure 54)

Dispose

The ***"Dispose"*** field (see figure 55) is an option that a user can select after it has been determined that the evidence is no longer needed and is ready to be permanently removed from the evidence room. By selecting ***"Dispose"*** the user can run a report listed in the ***"Reports"*** tab that will report all items that have ***"Dispose"*** selected.

(Figure 55)

User Fields

The fields labeled ***"User Field #1 - #4"*** are drop-down fields in the ***"Evidence Log"*** that function like the other drop-down fields where the list can be edited to fit the department's needs as well as the header name. This allows for the admin to re-purpose the fields as needed. ***"User Fields #6 - #12"*** are text fields that scroll and are available for re-purposing by the admin user.

Notes

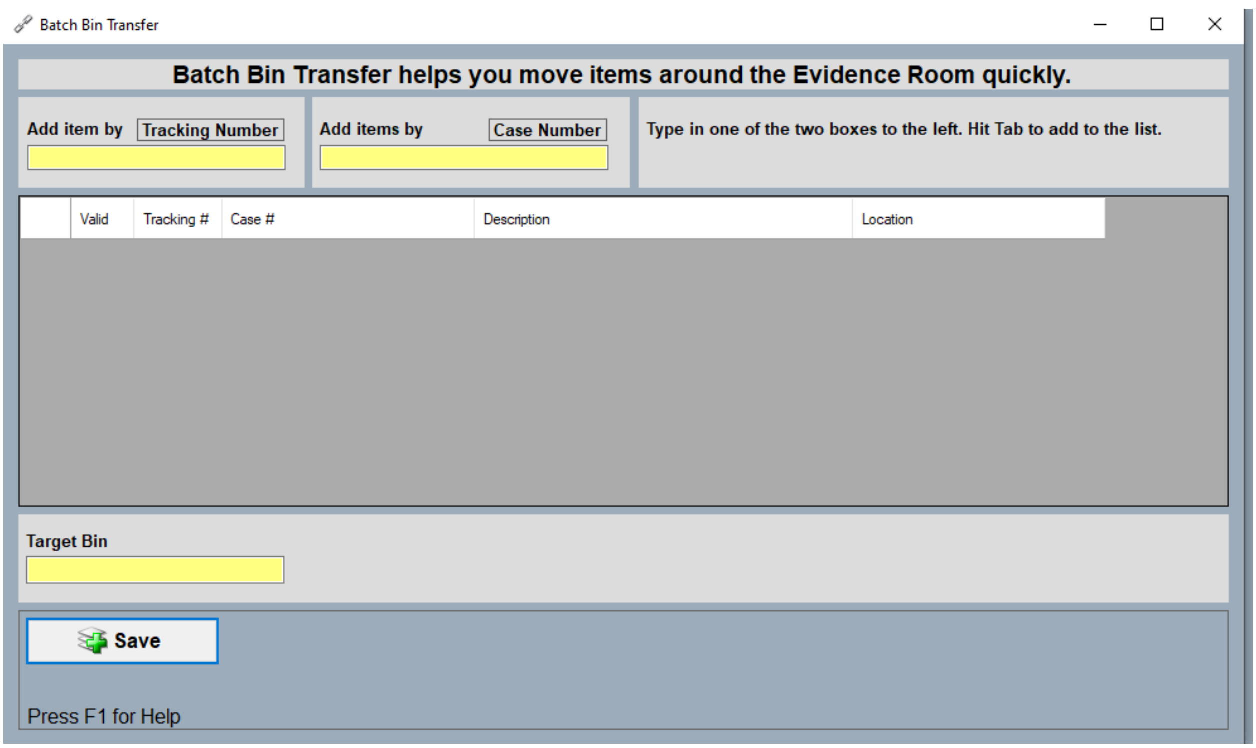
The ***"Notes"*** field is a free text field for inputting notes relative to the piece of evidence currently open in the ***"Evidence Log,"*** information concerning that piece of evidence, or notes pertaining to the case.

<u>Edit Evidence</u>

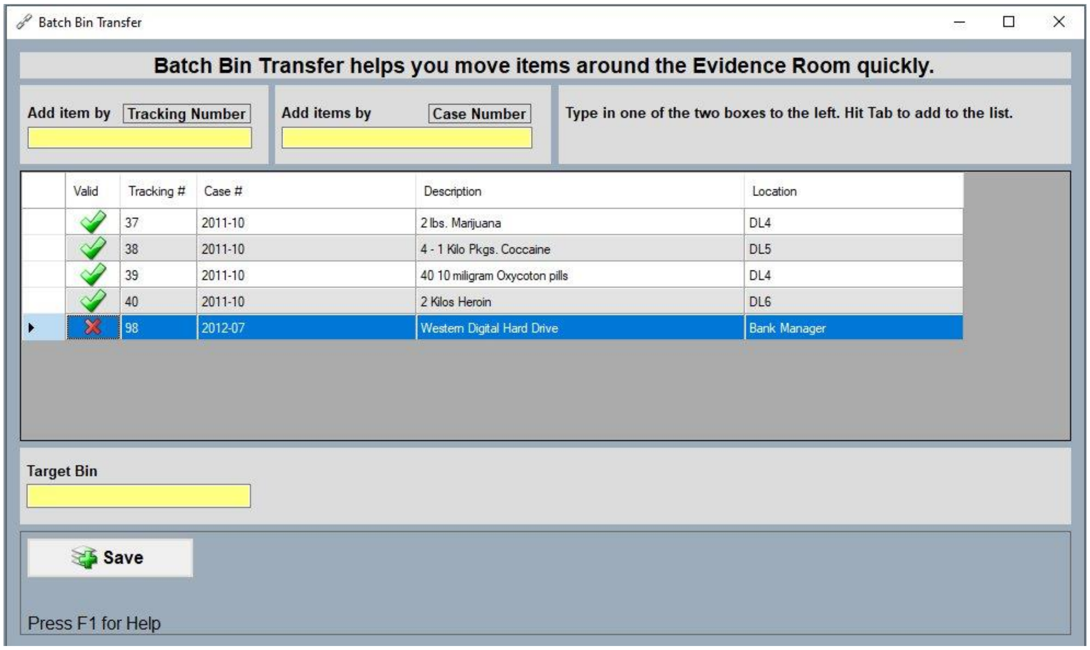
An authorized user can edit information in an evidence record that has been previously input and saved in the application. To edit a record, first, the user must locate the desired record. Once the user locates the record by using the search option in the ***"Evidence Log,"*** they will need to double click on the record they want to change. The record will then open in edit mode and information about the piece of evidence can be edited. When the user is finished the changes will not take effect permanently until the record is saved by selecting ***"Save."***

<u>Batch / Bin Transfer</u>

The ***"Batch Bin Transfer"*** (see figure 56) is an option for users to move multiple items from a location to another "SINGLE" location i.e., Destruction Bin. This feature is used to record an item transferred from one bin location to another inside the evidence room. The user can transfer multiple items at once as long as they are all going to the same location. The user can add items to the list by either a ***"Tracking Number"*** or ***"Case Number."*** To remove an undesired item from the list, right-click on it and select **"Delete"** or the user can simply use the "Delete" key on the keyboard. Items that are assigned an ***"Evidence Room Location"*** and are able to be transferred will appear with a green "Checkmark" in the list. Items that aren't valid for a ***"Batch Bin Transfer"*** will appear in the list with a red "X." (See figure 57.) At the bottom of the window, input the desired bin location in the box labeled ***"Target Bin,"*** then select ***"Save."*** When this task is completed, be sure to reprint an evidence label for each piece of evidence moved to display the new bin location and keep the evidence/property room free of errors.



(Figure 56)

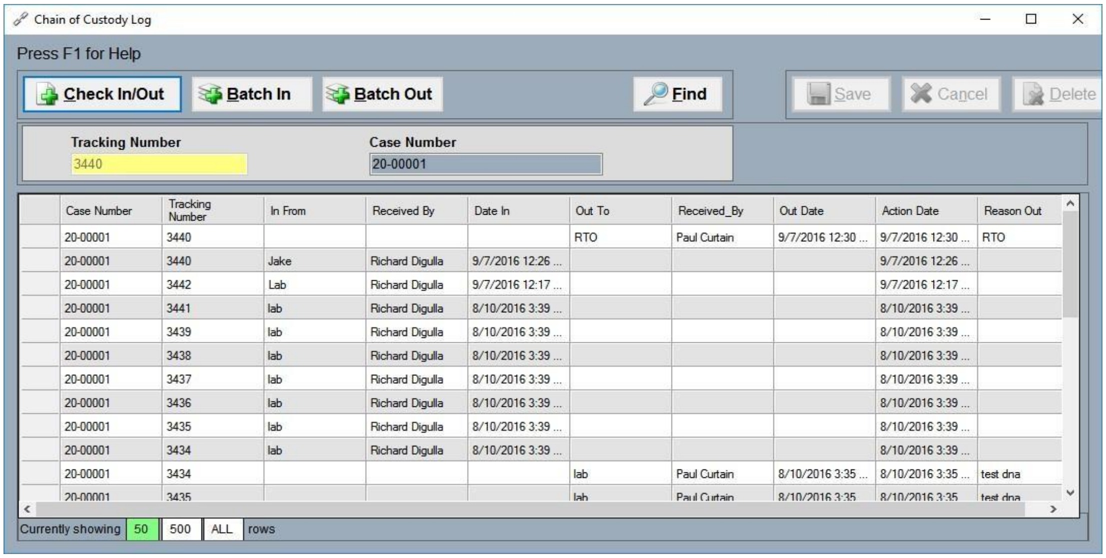


(Figure 57)

Chain of Custody

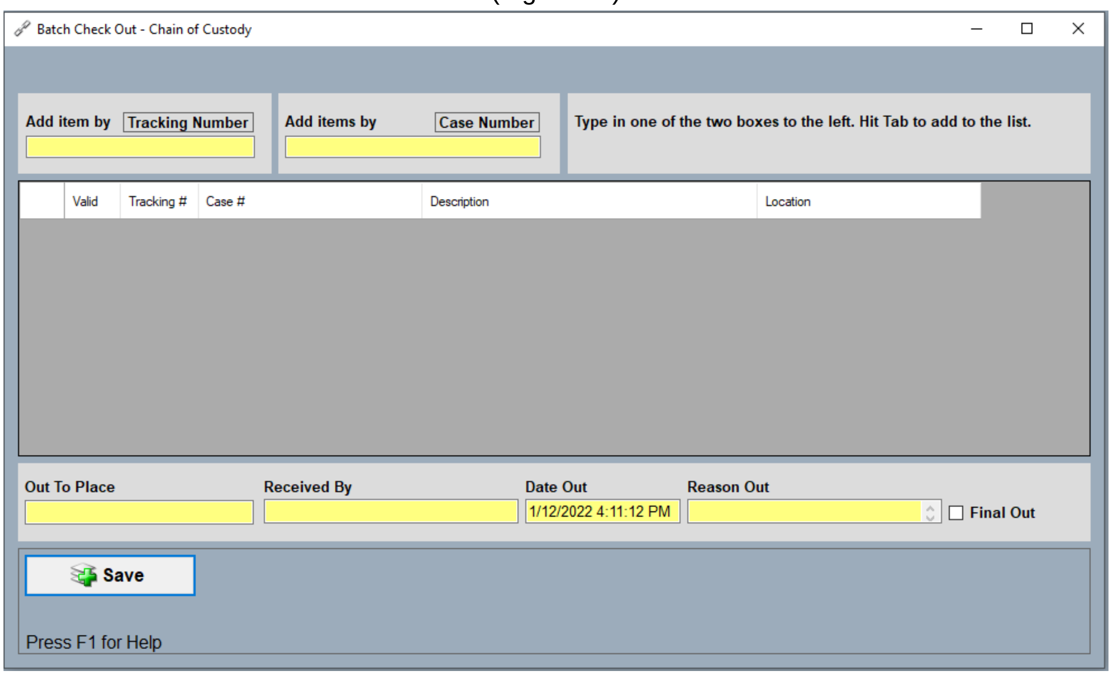
The ***"Chain of Custody"*** tab will have three options the user can choose from. The first option in the list is ***"Log," (F6)*** followed by ***"Batch Out,"*** (see figure 59) and then, ***"Batch In"*** (see figure 60).

The first option, ***"Log,"*** (see figure 58) is the log that displays the chain of custody the application records when a user batches in or out a piece of evidence. This is the menu option that keeps track of each piece of evidence as it is batched in or out of the application from the evidence room. This is one of the most important tools used for maintaining the integrity of the chain of custody, because of its critical importance, only designated property room custodians should have permission for ***"Chain of Custody."***

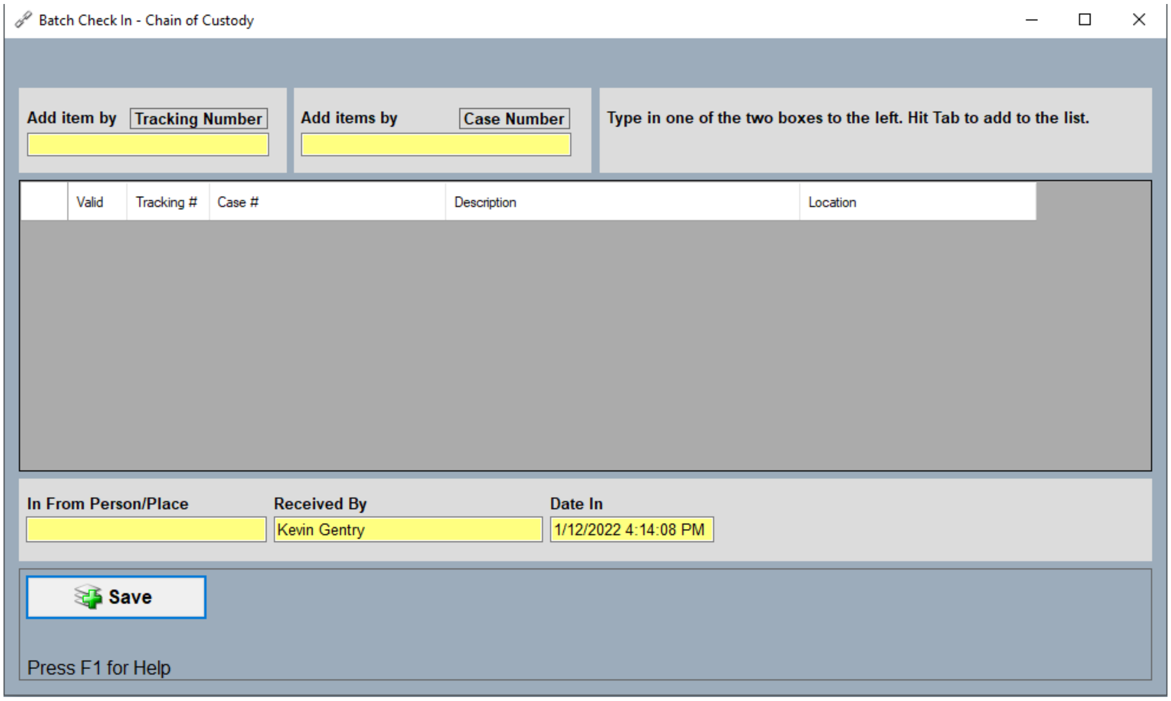


	Case Number	Tracking Number	In From	Received By	Date In	Out To	Received_By	Out Date	Action Date	Reason Out
	20-00001	3440				RTO	Paul Curtain	9/7/2016 12:30 ...	9/7/2016 12:30 ...	RTO
	20-00001	3440	Jake	Richard Digulla	9/7/2016 12:26 ...				9/7/2016 12:26 ...	
	20-00001	3442	Lab	Richard Digulla	9/7/2016 12:17 ...				9/7/2016 12:17 ...	
	20-00001	3441	lab	Richard Digulla	8/10/2016 3:39 ...				8/10/2016 3:39 ...	
	20-00001	3439	lab	Richard Digulla	8/10/2016 3:39 ...				8/10/2016 3:39 ...	
	20-00001	3438	lab	Richard Digulla	8/10/2016 3:39 ...				8/10/2016 3:39 ...	
	20-00001	3437	lab	Richard Digulla	8/10/2016 3:39 ...				8/10/2016 3:39 ...	
	20-00001	3436	lab	Richard Digulla	8/10/2016 3:39 ...				8/10/2016 3:39 ...	
	20-00001	3435	lab	Richard Digulla	8/10/2016 3:39 ...				8/10/2016 3:39 ...	
	20-00001	3434	lab	Richard Digulla	8/10/2016 3:39 ...				8/10/2016 3:39 ...	
	20-00001	3434				lab	Paul Curtain	8/10/2016 3:35 ...	8/10/2016 3:35 ...	test dna
	20-00001	3435				lab	Paul Curtain	8/10/2016 3:35	8/10/2016 3:35	test dna

(Figure 58)



(Figure 59)



(Figure 60)

These windows look identical but there are a few differences. Please notice the ***"Batch Out"*** window has two additional options, ***"Reason Out"*** and a ***"Final Out"*** check box. These windows will perform differently as to not allow the user to batch an item out when they mean to batch an item in.

<u>Custody Log</u>

The ***"Log"*** window under the ***"Chain of Custody"*** tab (see figure 58) has a few options the user can choose from: ***"Check In/Out," "Batch In," "Batch Out," "Find," "Save," "Cancel," and "Delete."***

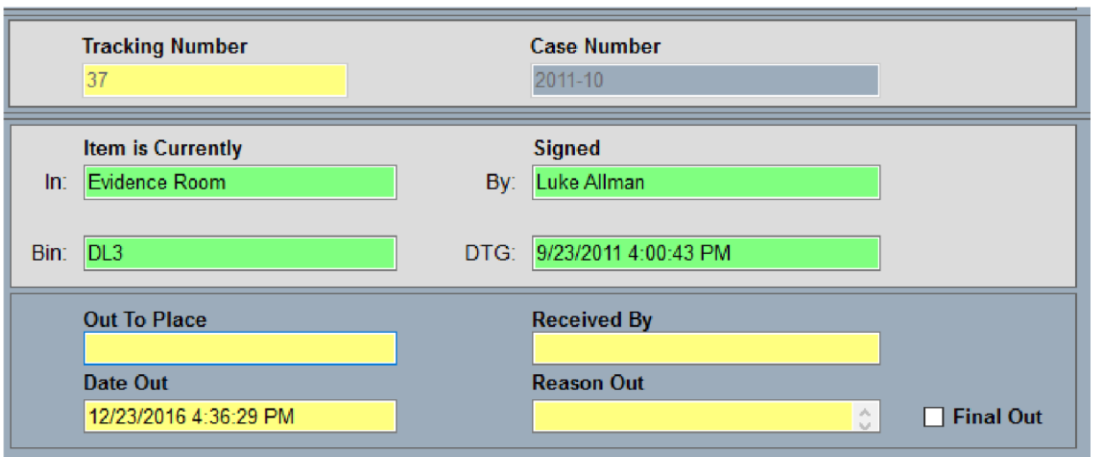
When the user enters the ***"Log"*** for the first time, there is already information in the matrix (see figure 59) that contains data about pieces of evidence that have been assigned an ***"Evidence Room Location." Remember, when an evidence room custodian assigns a piece of evidence and evidence room location, that starts the first logged chain of custody record in the application.*** The ***"Log"*** records the movement of each piece of evidence when it is batched in or out of the evidence room.

- **Check In/out** – allows the user to enter a tracking number to move a piece of evidence in or out of the property room.
- **Batch In / Batch Out** - allows the user to check **MULTIPLE** items in or out of the evidence/property room.
- **Find** – enables the user to search for chain of custody records by ***"Case Number"*** or ***"Tracking Number."***

- **Save** - after all information has been entered into the appropriate fields, the record must be saved. After the ***"Save"*** function has been completed, the new record will be added to the top of the information matrix at the bottom of the screen.
- **Cancel** – allows the user to clear information entered on the screen before it has been saved.
- **Delete** – allows the user to permanently remove a record from the application. If a user deletes a chain of custody record, it will be permanently removed from the active database and cannot be retrieved.

Check In/Out

The ***"Check In/Out"*** option is used to check a single piece of evidence in or out of the application. First, scan the tracking number bar code found on the evidence label or the user can input the tracking number into the yellow shaded box. The application will review the database and determine if the item is currently batched in or out of the evidence/property room, the cursor will then move to the next appropriate screen.



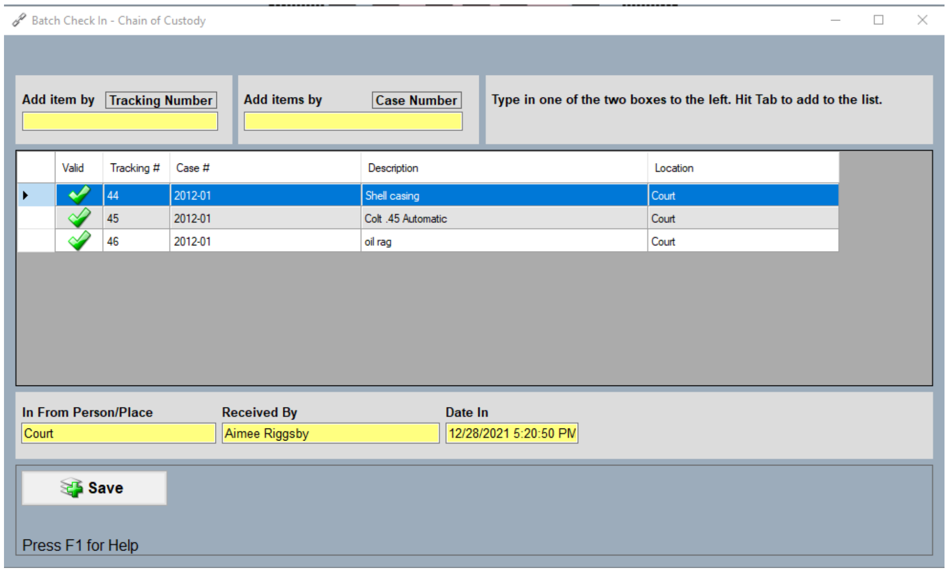
(Figure 61)

Batch In

The ***"Batch In"*** (see figure 60) option is used to batch **MULTIPLE** items into the evidence/property room. ***Remember all items the user wants to batch into the application, need to be going to the same "Evidence Room Location."*** The user will need to either scan the tracking number on the evidence label or input the tracking number via the keyboard into the yellow shaded box labeled ***"Tracking Number."***

If the items can be batched into the application, there will be a green "checkmark" shown in the "Valid" column as shown in figure 62. If the user receives a red "X" in the "Valid" column, the user will need to search the chain of custody log and verify the item was batched out.

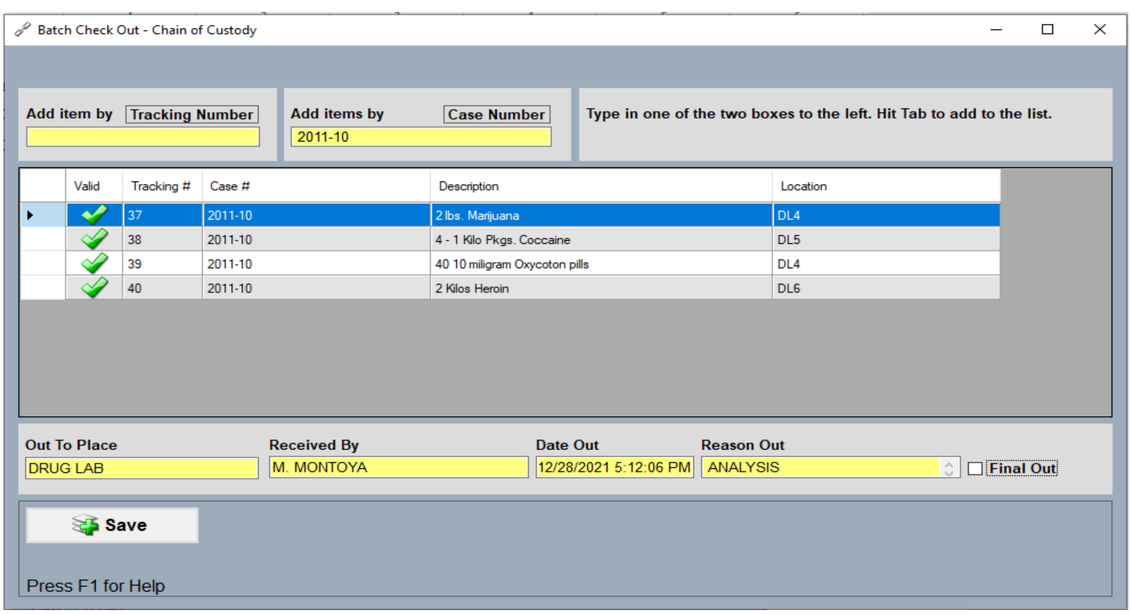
The user will then need to input information for ***"In From Person/Place,"*** and ***"Received By."*** Then the user will need to select ***"Save."*** (see figure 62)



(Figure 62)

Batch Out

The ***"Batch Out"*** (see figure 64) option is used to batch items or evidence out of the evidence/property room, for example, if an item is returned to the owner, the user would use this option. The ***"Out To Place"*** would be the disposition of that item, i.e., ***"OWNER."*** The ***"Received By"*** would be the person accepting the item from the evidence/property room. The ***"Date Out"*** is automatically stamped by the PMI application. The ***"Reason Out"*** would be information the department needs to process the item out, i.e., ***"Court Order."***



(Figure 63)

The ***"Case Number"*** option should only be used if the user is batching ***ALL*** pieces assigned to the case number in or out and to the same destination.

Final Out

The ***"Final Out"*** checkbox is used for items that will not be returned to the evidence/property room. For example, if a case is closed and some of the items were not used as exhibits in the case, the case is closed and there is a recorded conviction. The custodian will use the ***"Final Out"*** checkbox to remove the item from the evidence log and end the chain of custody.

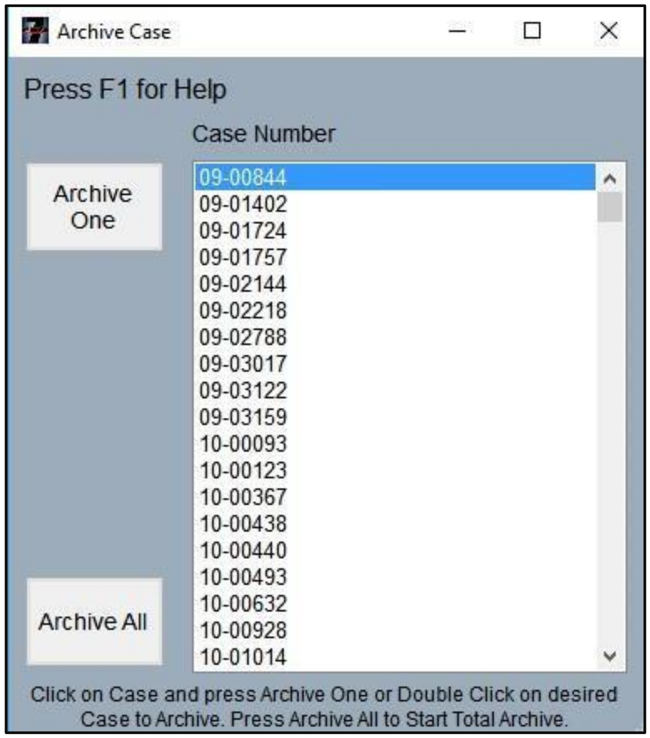
Archive

The ***"Archive"*** tab is where the user can find the ***"Archive Cases"*** (F7) which is where cases that have been set to ***"Final Out"*** will display in a list (see figure 64) and the user can now archive the case, so the items and information do not show in the application, as well as keep the database clean.

Archive Cases

When a case is completed and there is no more activity, a case can be removed from the active database and transferred to an archive database for permanent storage. Archiving keeps your active database from getting cluttered with cases that have been completed and no longer require attention.

Before a user can ***"Archive"*** a case, they will need to verify the ***"Date of Disposition"*** is listed in the record and ***ALL*** items in the case have been changed to ***"Inactive."***

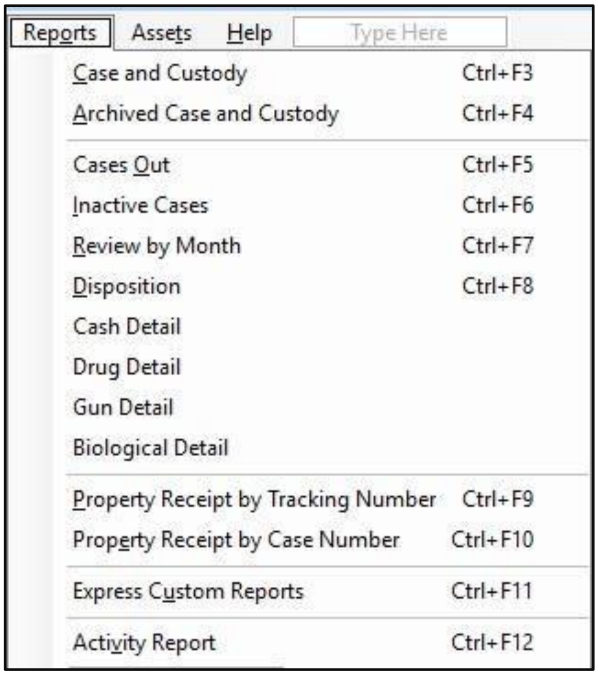


(Figure 64)

If the user wants to archive all cases listed, they only need to select ***"Archive All."*** If the user only wants to archive one case, they can either highlight the desired case number and click select ***"Archive One,"*** or double click the desired case number. The user can still edit any record in the ***"Archive Case"*** list if it has not been ***"Archived."***

Reports

The ***"Reports"*** tab has six pre-designed reports (see figure 65) that will help the user organize and maintain the evidence/property room. ***Please don't forget to set the proper permissions for users to use the application as the administrator wishes.***

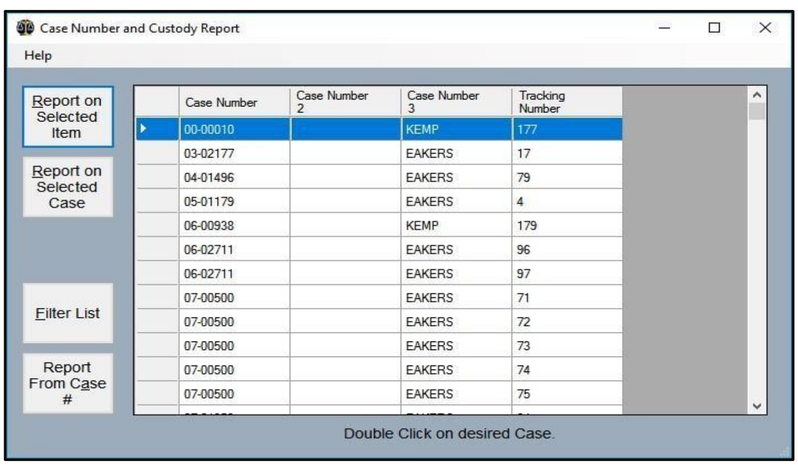


(Figure 65)

<u>Case and Custody Report</u>

The ***"Case and Custody"*** will present the user with (see figure 66) a window that will list all active items and case numbers for the user to choose from. The user can select ***"Report on Selected Item," "Report on Selected Case," "Filter List,"*** or ***"Report from Case #."***

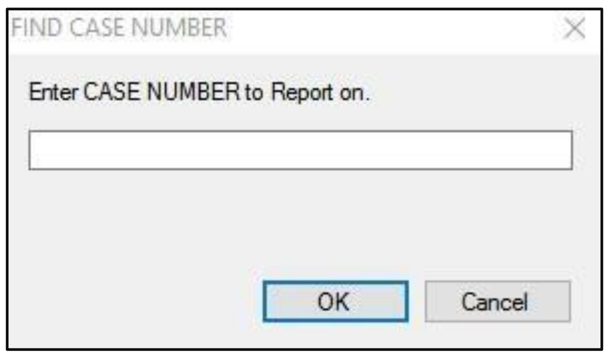
Once a case number or item in a case has been selected, the user will need to select one of the previously listed options. Once the report is generated, it provides documentation that can be placed in a case file or given to an individual their records.



(Figure 66)

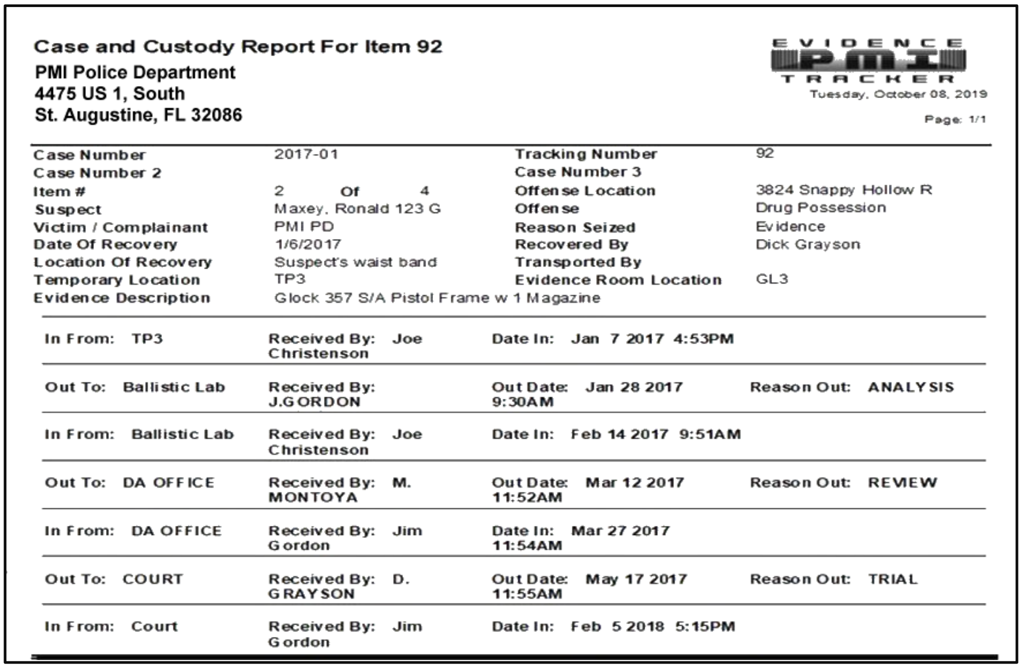
The ***"Report on Selected Item"*** option will produce information regarding the item selected and its' chain of custody log. The ***"Report on Selected Case"*** option will generate a report for ***ALL*** items listed under the selected case number and each items chain of custody records. The ***"Filter List"*** option enables the user to filter the information displayed in the list down to a case number that might have many items related to it. The ***"Report from Case #"*** (see figure 67) option will enable the user to enter the case number they wish to view case and custody information for.

Once the desired report is displayed and the user has all the information they need. They can choose to print the report by selecting the printer icon in the upper middle of the report screen. Another way to run the report is to highlight the desired case number and click onto the "Report on Selected Case." This gives you a report of all records in the case. A third way to run the report is to click onto the "Filter List" button and it gives you a drop-down to select by Case Number or by Tracking Number. A fourth way to run the report is to click onto the "Report from Case Number" button and a case number input screen will be displayed. Enter the case number you want to run a report on and click the "OK" button.



(Figure 67)

The ***"Case and Custody"*** **r**eport (see figure 68) will show the case number, the department information, and the current date at the top of the report. Each piece of evidence will be listed numerically by tracking number and will display information on each item in the case along with all chain of custody logs.



Case and Custody Report For Item 92
PMI Police Department
4475 US 1, South
St. Augustine, FL 32086

EVIDENCE PMI TRACKER
Tuesday, October 08, 2019
Page: 1/1

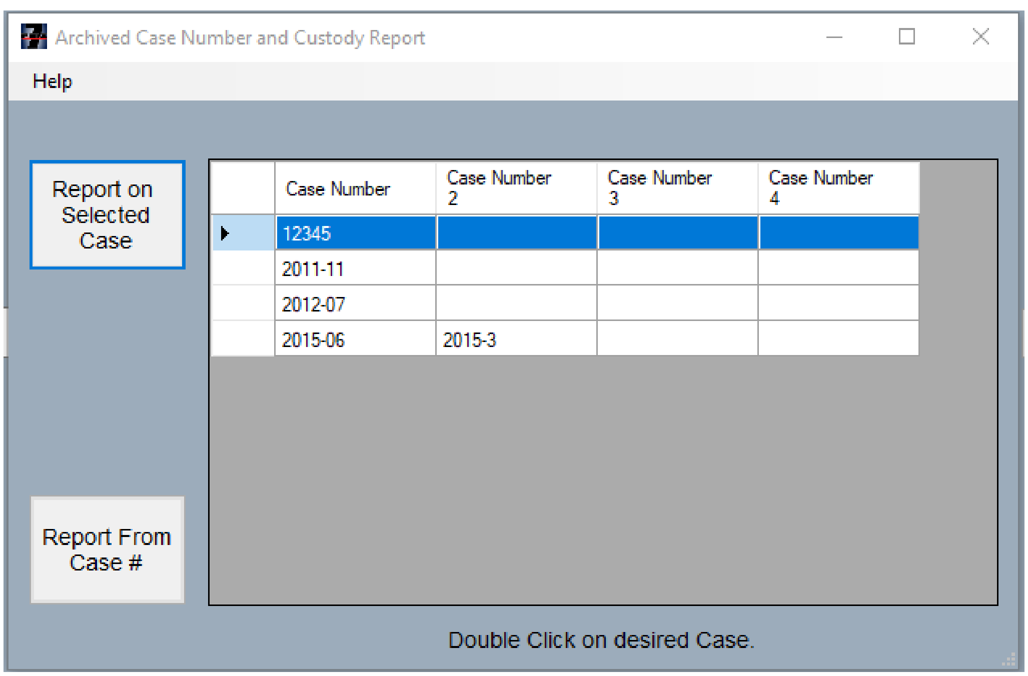
Case Number	2017-01	Tracking Number	92
Case Number 2		Case Number 3	
Item #	2 Of 4	Offense Location	3824 Snappy Hollow R
Suspect	Maxey, Ronald 123 G	Offense	Drug Possession
Victim / Complainant	PMI PD	Reason Seized	Evidence
Date Of Recovery	1/6/2017	Recovered By	Dick Grayson
Location Of Recovery	Suspect's waist band	Transported By	
Temporary Location	TP3	Evidence Room Location	GL3
Evidence Description	Glock 357 S/A Pistol Frame w 1 Magazine		

In From: TP3	Received By: Joe Christenson	Date In: Jan 7 2017 4:53PM	
Out To: Ballistic Lab	Received By: J.GORDON	Out Date: Jan 28 2017 9:30AM	Reason Out: ANALYSIS
In From: Ballistic Lab	Received By: Joe Christenson	Date In: Feb 14 2017 9:51AM	
Out To: DA OFFICE	Received By: M. MONTOYA	Out Date: Mar 12 2017 11:52AM	Reason Out: REVIEW
In From: DA OFFICE	Received By: Jim Gordon	Date In: Mar 27 2017 11:54AM	
Out To: COURT	Received By: D. GRAYSON	Out Date: May 17 2017 11:55AM	Reason Out: TRIAL
In From: Court	Received By: Jim Gordon	Date In: Feb 5 2018 5:15PM	

(Figure 68)

<u>Archive Case and Custody Report</u>

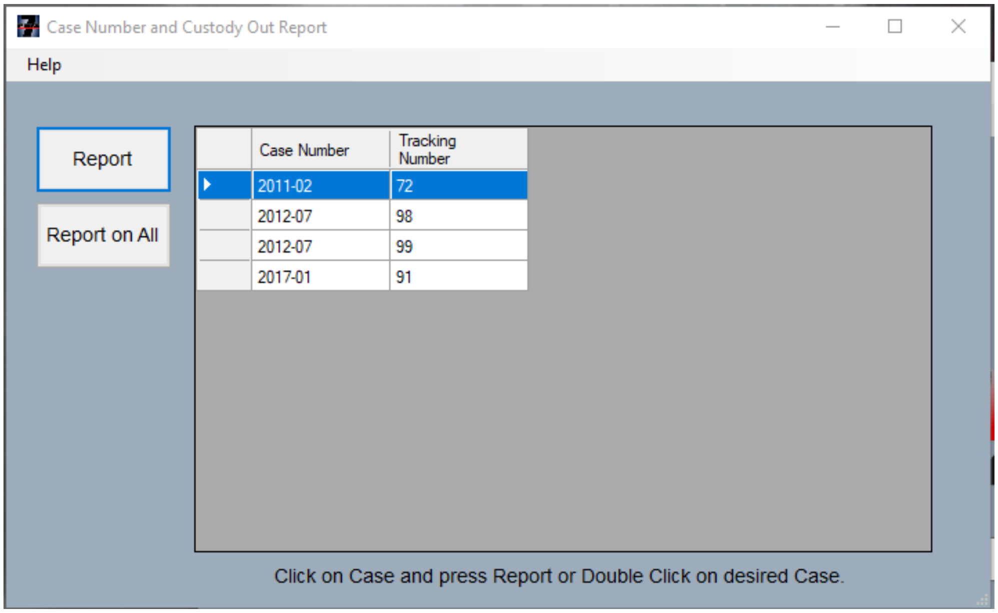
The ***"Archive Case and Custody"*** report (see figure 69) is structured similar to the ***"Case and Custody"*** report previously described with one exception; it only generates reports on cases that are archived. To run a report on an individual case number, the user will select ***"Report on Selected Case."*** If the user would like a report generated by inputting a case number, they can select the bottom option ***"Report from Case #."*** The steps are identical to the steps listed in the ***"Case and Custody"*** report.



(Figure 69)

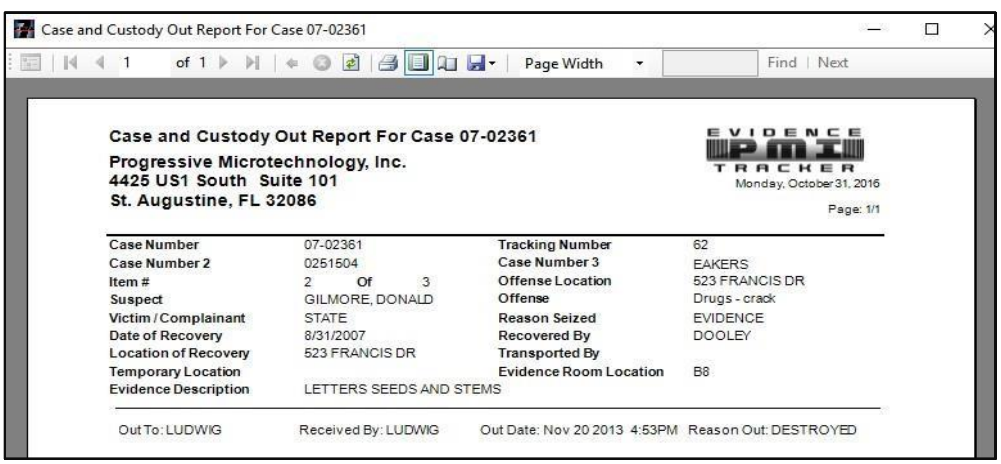
Cases Out Report

The ***"Cases Out"*** report (see figure 70) will generate a report on an item that have been batched out from the evidence/property room and not yet returned.



(Figure 70)

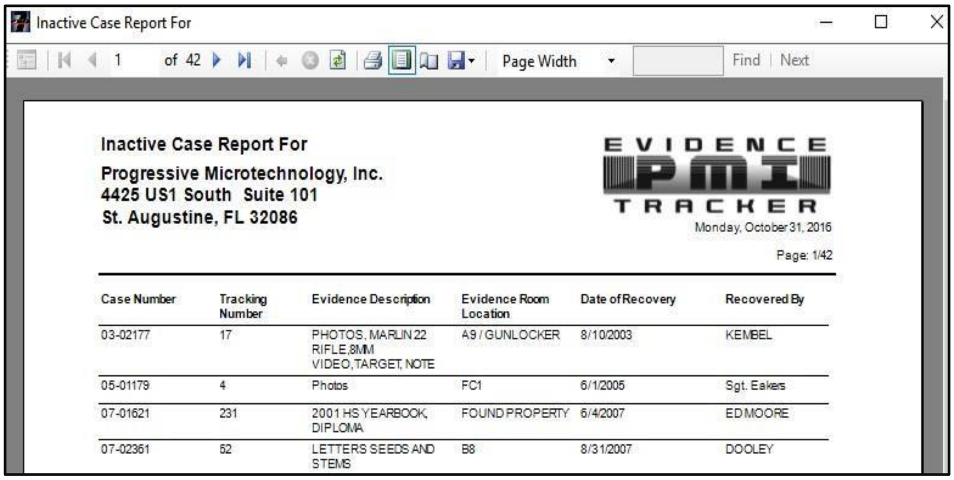
The report (see figure 71) header will display the report title, the department information, date stamp, and page count. The report will display the information on each piece listed and the batch out information regarding to its' location. The user can generate a **"*Cases Out"*** report at any time to display which pieces of evidence that are checked out of the evidence/property room. To generate a report for all items currently logged out, the user will select the ***"Report on All"*** option, and it will display a report on all the records that are out of the evidence/property room.



(Figure 71)

Inactive Cases Report

The ***"Inactive Cases"*** report (see figure 72) will display all cases marked as ***"Inactive"*** in the ***"Evidence Log."*** The ***"Inactive Cases"*** report header displays the report title, the department information, a date stamp, and page count. The report includes the ***"Case Number," "Tracking Number," "Evidence Description," "Evidence Room Location," "Date of Recovery,"*** and ***"Recovered By."*** The ***"Inactive Cases"*** report can provide the user a list of items that can be disposed of or decide which cases can be archived.


Inactive Case Report For

1 of 42 Page Width Find | Next

Inactive Case Report For

Progressive Microtechnology, Inc.
4425 US1 South Suite 101
St. Augustine, FL 32086

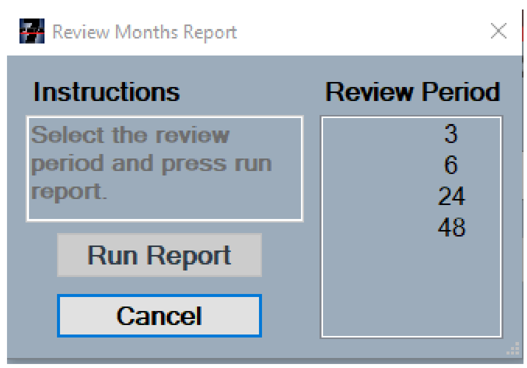
EVIDENCE PMI TRACKER
Monday, October 31, 2016
Page: 1/42

Case Number	Tracking Number	Evidence Description	Evidence Room Location	Date of Recovery	Recovered By
03-02177	17	PHOTOS, MARLIN 22 RIFLE,8MM VIDEO,TARGET, NOTE	A9 / GUNLOCKER	8/10/2003	KEMBEL
05-01179	4	Photos	FC1	6/1/2005	Sgt. Eakers
07-01621	231	2001 HS YEARBOOK, DIPLOMA	FOUND PROPERTY	6/4/2007	ED MOORE
07-02361	52	LETTERS SEEDS AND STEMS	B8	8/31/2007	DOOLEY

(Figure 72)

Review by Month Report

The ***"Review by Month"*** report (see figure 73) will display a window for the user to select a ***"Review Period,"*** then the user will select ***"Run Report."***



(Figure 73)

The report (see figure 74) will generate a list of items in the evidence/property room with a status tagged for review based on the number of months that were selected in the record. The report is often required by Local, State, and Federal jurisdictions for maintaining an accurate count for "Guns," "Drugs," "Cash," and "Biological" items.

6 Month Review Report
PMI Police Department
4475 US 1, South
St. Augustine, FL 32086

EVIDENCE PMI TRACKER
Wednesday, December 29, 2021
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Case Number	2011-10	**Tracking Number**	37
Offense	Posession (To Sell)	**Disposition**	Destroy
Date of Recovery	8/8/2011	**Days In Custody**	3796
Recovered By	Dick Grayson	**Evidence Type**	Drugs - Marijuana
Evidence Description	2 lbs. Marijuana		
Case Number	2011-10	**Tracking Number**	38
Offense	Posession (To Sell)	**Disposition**	Destroy
Date of Recovery	8/8/2011	**Days In Custody**	3796
Recovered By	Dick Grayson	**Evidence Type**	Drugs - Cocaine
Evidence Description	4 - 1 Kilo Pkgs. Coccaine		
Case Number	2011-10	**Tracking Number**	39
Offense	Posession (To Sell)	**Disposition**	Destroy
Date of Recovery	8/8/2011	**Days In Custody**	3796
Recovered By	Dick Grayson	**Evidence Type**	Drugs - RX
Evidence Description	40 10 miligram Oxycoton pills		

(Figure 74)

Disposition Report

The ***"Disposition"*** report (see figure 75) will generate a report on items where the user selected the ***"Dispose"*** checkbox. The checkbox is used to indicate the intention to dispose of the item later and is how the application will recall the items to generate the ***"Disposition"*** report.

Disposition Report For
PMI Police Department
4475 US 1, South
St. Augustine, FL 32086

EVIDENCE PMI TRACKER
Monday, January 17, 2022
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Case Number	Tracking Number	Date of Recovery	Evidence Description	Suspect	Disposition	Recovered By
2011-04	13	6/5/2011	Switch blade	Jack Napier (AKA The Joker)	Destroy	Jim Gordon
2011-04	15	6/5/2011	Plastic Coated Wire	Jack Napier (AKA The Joker)	Return to Owner	Jim Gordon
2012-02	47	3/25/2012	Hunting Knife		Destroy	Luke Allman
2012-03	50	3/14/2012	S&W .45 Revolver Serial #4425897361	Sam Slate	Auction Off	Luke Allman

(Figure 75)

Cash Detail Report

The ***"Cash Detail"*** report (see figure 76) is a detailed list of all pieces of evidence that have been tagged as ***"Cash"*** in the ***"Evidence Type"*** field. This report gives the user a grand total of cash logged into the evidence/property room at the top left under the department information. The information listed in the report for each case number will provide the user with a total bill count, a total coin count, and a grand total listed under the case number. This feature only works if the user inputs the necessary information in the trigger window after selecting ***"Cash"*** as the ***"Evidence Type,"*** and the user inputs the correct bill and coin count. The ***"Cash Detail"*** report can be used as a quick cash audit for the evidence/property room.

Detail Cash Report For

PMI Police Department
4475 US 1, South
St. Augustine, FL 32086

EVIDENCE PMI TRACKER
Monday, January 17, 2022

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Report Grand Total $ 49,473.31

Case Number	2011-06	**Tracking Number**	22
Offense Location	2478 Union Rd.	**Offense**	Assault & Battery
Evidence Type	Cash	**Suspect**	Trey Johns
Date of Recovery	6/23/2011 12:00:00 AM	**Recovered By**	Harvey Bullock
Evidence Room Location	SAFE 1	**Evidence Description**	Money in Trash Bag
Total Bills	13,659.00	**Total Coins**	94.31
Total Cash	13,753.31		

Case Number	2018-01	**Tracking Number**	97
Offense Location	5th 3rd Bank 2620 Ancient City Plaza St. Augustine, FL 32084	**Offense**	Armed Robbery

(Figure 76)

Drug Detail Report

The ***"Drug Detail"*** report (see figure 77) will list all pieces of evidence that are tagged as ***"Drugs"*** in the ***"Evidence Type"*** field. This report gives the user details relating to each piece of evidence including the quantity, weight, or volume.

Detail Drug Report For

PMI Police Department
4475 US 1, South
St. Augustine, FL 32086

EVIDENCE PMI TRACKER
Monday, January 17, 2022

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Case Number	2017-01	**Tracking Number**	91
Offense Location	3824 Snappy Hollow Rd.	**Offense**	Drug Possession
Evidence Type	Drugs - Heroin	**Suspect**	Maxey, Ronald 123 Geraldo La. St. Augustine, FL
Date of Recovery	1/6/2017 12:00:00 AM	**Recovered By**	Dick Grayson
Evidence Room Location	4E4	**Evidence Description**	Plastic bag with >1 gram Heroin
Quantity	0	**Weight**	1 gram
Volume	0		

Case Number	2011-10	**Tracking Number**	37
Offense Location	735 Hobbs Ave.	**Offense**	Posession (To Sell)

(Figure 77)

Gun Detail Report

The ***"Gun Detail"*** report (see figure 78) will display gun detail information about every piece of evidence in the evidence/property room that has been categorized as ***"Guns"*** in the ***"Evidence Type"*** field. This report provides the user with detailed information including the Make, Model, Caliber, and Serial Number of each gun entered if the record creator input the information.

Detail Gun Report For

PMI Police Department
4475 US 1, South
St. Augustine, FL 32086

EVIDENCE PMI TRACKER
Monday, January 17, 2022

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Case Number	2012-03	**Tracking Number**	50
Offense Location	4523 US 1 South	**Offense**	Armed Robbery
Evidence Type	Guns	**Suspect**	Sam Slate
Date of Recovery	3/14/2012 12:00:00 AM	**Recovered By**	Luke Allman
Evidence Room Location	GL3	**Evidence Description**	S&W .45 Revolver Serial #4425897361
Make	Smith & Wesson	**Model**	625-4
Caliber	.45	**Serial Number**	4425897361

Case Number	2017-01	**Tracking Number**	92
Offense Location	3824 Snappy Hollow Rd.	**Offense**	Drug Possession
Evidence Type	Guns	**Suspect**	Maxey, Ronald

(Figure 78)

Biological Detail Report

The ***"Biological Detail"*** report (see figure 79) will display a list of all pieces of evidence that are tagged as ***"Biological"*** in the ***"Evidence Type"*** field. This report provides the user with detailed information as to the type of biological substance has been recovered.

Detail Biological Report For

PMI Police Department
4475 US 1, South
St. Augustine, FL 32086

EVIDENCE PMI TRACKER
Monday, January 17, 2022

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Case Number	2011-09	**Tracking Number**	33
Offense Location	1420 Adams Lane	**Offense**	Rape
Evidence Type	Biological	**Suspect**	
Date of Recovery	7/26/2011 12:00:00 AM	**Recovered By**	Jim Gordon
Evidence Room Location	FRIG3	**Evidence Description**	Rape Test Kit
Biological Evidence	Sex Assault - Rape Kit		

Case Number	2011-05	**Tracking Number**	20
Offense Location	7829 Main St.	**Offense**	First Degree Murder
Evidence Type	Biological	**Suspect**	
Date of Recovery	6/13/2011 12:00:00 AM	**Recovered By**	Jim Gordon
Evidence Room Location	FRIG3	**Evidence Description**	Blood Sample
Biological Evidence	Blood Sample		

(Figure 79)

Property Receipt by Tracking Number

The ***"Property Receipt by Tracking Number"*** (see figure 80) is a receipt the user can print that will display all the information pertaining to the tracking number they input in the search bar (see figure 81). As shown in the figure below, the receipt has two signature lines, one for ***Received By"*** and the other ***"Officer Witness."***

Property Receipt For Tracking Number 15
PMI Police Department
4475 US 1, South
St. Augustine, FL 32086

EVIDENCE PMI TRACKER

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Monday, January 17, 2022

Case Number	2011-04	**Case Number 2**	
Case Number 3		**Case Number 4**	
Tracking Number	15	**Offense Location**	638 Matheson Way
Item #	3 **Of** 4	**Offense**	Assault(DeadlyWeapon)
Suspect	Jack Napier (AKA The Joker)	**Reason Seized**	Evidence
Victim / Complainant	Alfred Pennworth	**Transported By**	
Date of Recovery	6/5/2011	**Recovered By**	Jim Gordon
Location of Recovery	In front of Bank Vault	**Case Status**	Inactive
Evidence Room Location	B EV12	**Disposition**	Return to Owner
Temporary Location		**Date of Disposition**	
Evidence Description	Plastic Coated Wire		

I the undersigned, acknowledge the receipt of the above listed property.

Received By: ______________________ **Date/Time:** __________

Officer Witness: ______________________ **Date/Time:** __________

(Figure 80)

PROPERTY RECEIPT TRACKING NUMBER

Enter one or more Tracking Numbers.

15

OK Cancel

(Figure 81)

<u>Property Receipt by Case Number</u>

The ***"Property Receipt by Case Number"*** (see figure 82) is similar to the ***"Property Receipt by Tracking Number"*** except instead of entering a tracking number, the user only enters a case number for which they want to create a receipt. One receipt will be generated listing all the pieces of evidence entered under the selected case number in the ***"Evidence Log."***

Property Receipt For Case Number 2011-04
PMI Police Department
4475 US 1, South
St. Augustine, FL 32086

EVIDENCE PMI TRACKER

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Monday, January 17, 2022

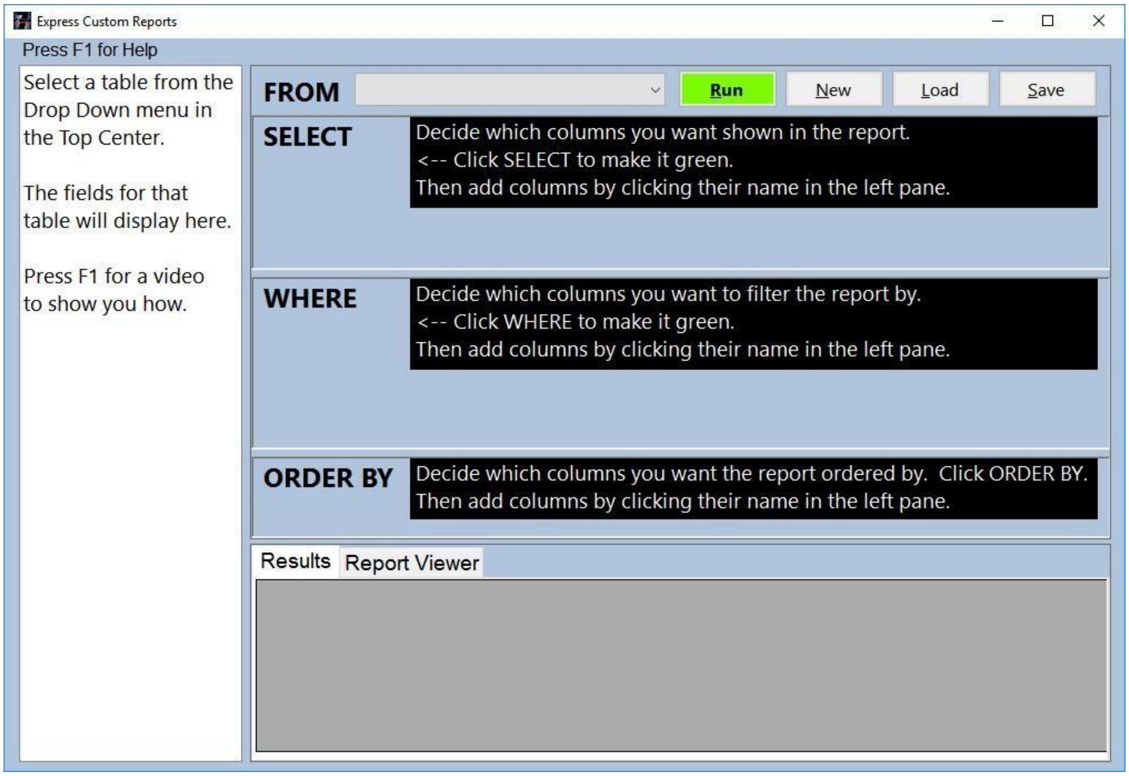
Case Number	2011-04	**Case Number 2**	
Case Number 3		**Case Number 4**	
Tracking Number	13	**Offense Location**	638 Matheson Way
Item #	1 **Of** 4	**Offense**	Assault(DeadlyWeapon)
Suspect	Jack Napier (AKA The Joker)	**Reason Seized**	Evidence
Victim / Complainant	Alfred Pennworth	**Transported By**	
Date of Recovery	6/5/2011	**Recovered By**	Jim Gordon
Location of Recovery	Bank Lobby	**Case Status**	Active
Evidence Room Location	NGL1	**Disposition**	Destroy
Temporary Location		**Date of Disposition**	
Evidence Description	Switch blade		

Case Number	2011-04	**Case Number 2**	
Case Number 3		**Case Number 4**	
Tracking Number	14	**Offense Location**	638 Matheson Way
Item #	2 **Of** 4	**Offense**	Assault(DeadlyWeapon)
Suspect	Jack Napier (AKA The Joker)	**Reason Seized**	Evidence

(Figure 82)

Express Custom Reports

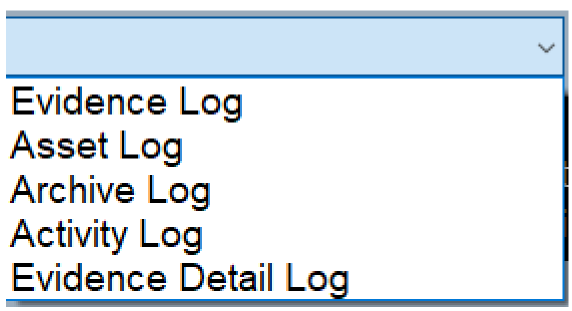
The ***"Express Custom Reports"*** option (see figure 83) was designed to give the user the ability to create various reports using information from any of the fields located in the ***"Evidence Log."***



(Figure 83)

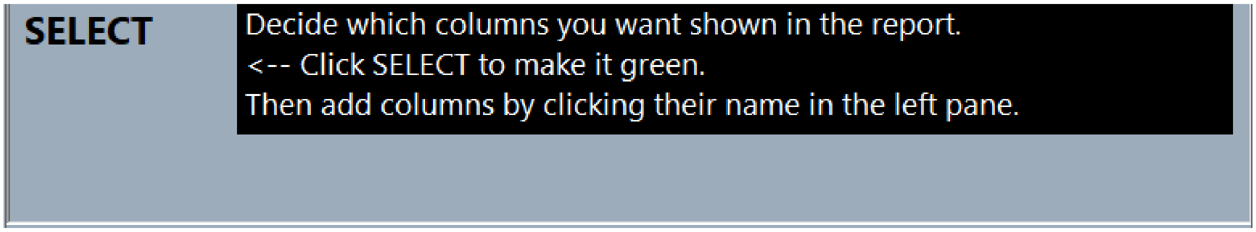
Creating a Custom Report

To create a ***"Custom Report,"*** select ***"Reports"*** located on the main screen, then select ***"Express Custom Reports" (Ctrl+F11).*** Once the custom report screen opens (see figure 83), select an option from the ***"FROM"*** drop-down list (see figure 84); (Evidence Log, Asset Log, Archive Log, Activity Log, and Evidence Detail Log).

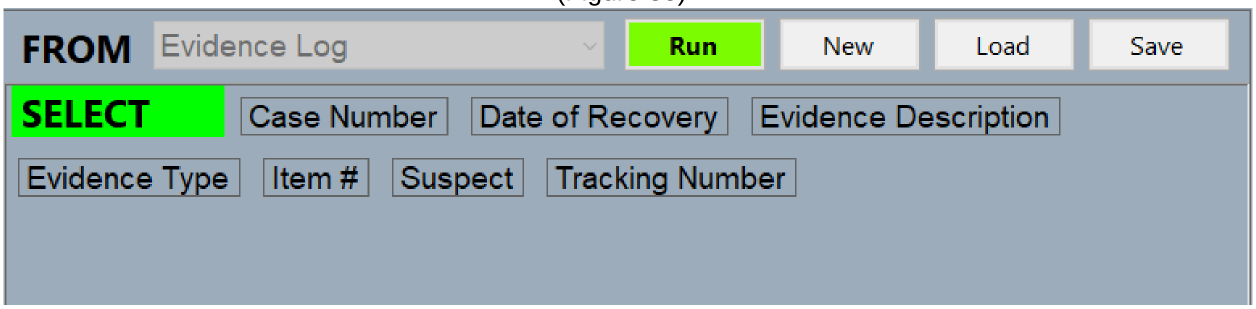


(Figure 84)

After the user has selected one of the options from the drop-down list, they will then need to add field headers to the ***"SELECT"*** field (see figure 85). The user will need to select field headers from the list in the left pane that they want the information from displayed on the report. For example, if the user needs information about case number, date of recovery, evidence description, evidence type, item#, suspect, and the tracking number, they will select those field headers from the left pane. First the user will need to select ***"SELECT"*** by clicking on it with the left mouse button. Once ***"SELECT"*** is selected it will highlight in green. The user will then select, by their desired order, the field header names they wish to recall information about (see figure 86).

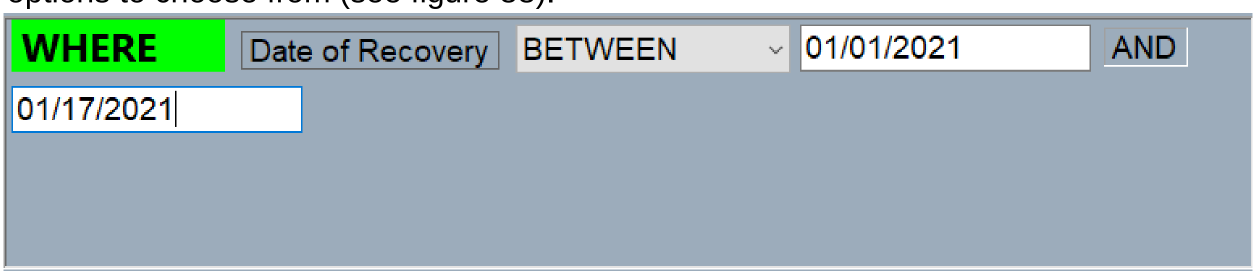


(Figure 85)



(Figure 86)

If the user has specific information they wish to find, the user will use the ***"WHERE"*** field to filter the information before the information is recalled for viewing. This is accomplished by selecting ***"WHERE"*** then, selecting an option from the left pane (see figure 87). Once the user has selected a field header from the left pane, they will need to select an option from the drop-down list i.e., ***"BETWEEN."*** There are eight options to choose from (see figure 88).

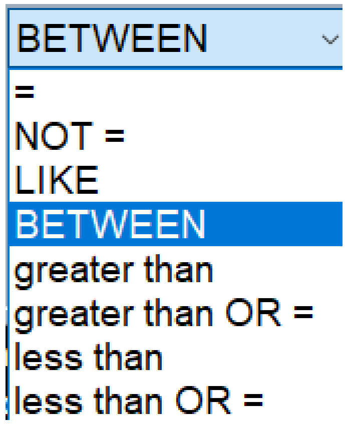


(Figure 87)

The ***"LIKE"*** option will allow the user to use "wildcards" (%) to help them find information they may not know the exact spelling or information. i.e., Evidence Type LIKE ["%Gen"] will produce any record with an Evidence Type like General, general, or any words listed in the Evidence Type that start with "gen." This can be especially useful if spelling is questioned.

Comparison and Criteria

If the user wants to filter the selected field information to only include certain conditions are met, they will need to select ***"WHERE."*** Next the user will select which field they want to use to filter the data. By clicking on a field header in the left pane. If the user selects the down-down, they will see a list of 8 options to choose from.



(Figure 88)

The available comparisons are:

"=" Use this option for exact data. (If the user wants to set the criteria where a field is blank, they need to use the ***"="*** for the comparison option and then leave the criteria field blank.) ***Not applicable for date fields.***

"NOT =" (use date or text fields for an exact comparison).

"LIKE" (choose the ***"LIKE"*** to search for word(s)) (see figure 89) Can also use wild cards.

"BETWEEN" (used for date fields)

"greater than" (used for date fields)

"greater than OR =" (used for date fields)

"less Than" (used for date fields)

"less than OR =" (used for date fields)

(Figure 89)

Once the user has selected the type of comparison to use, they need to select what the criteria will be.

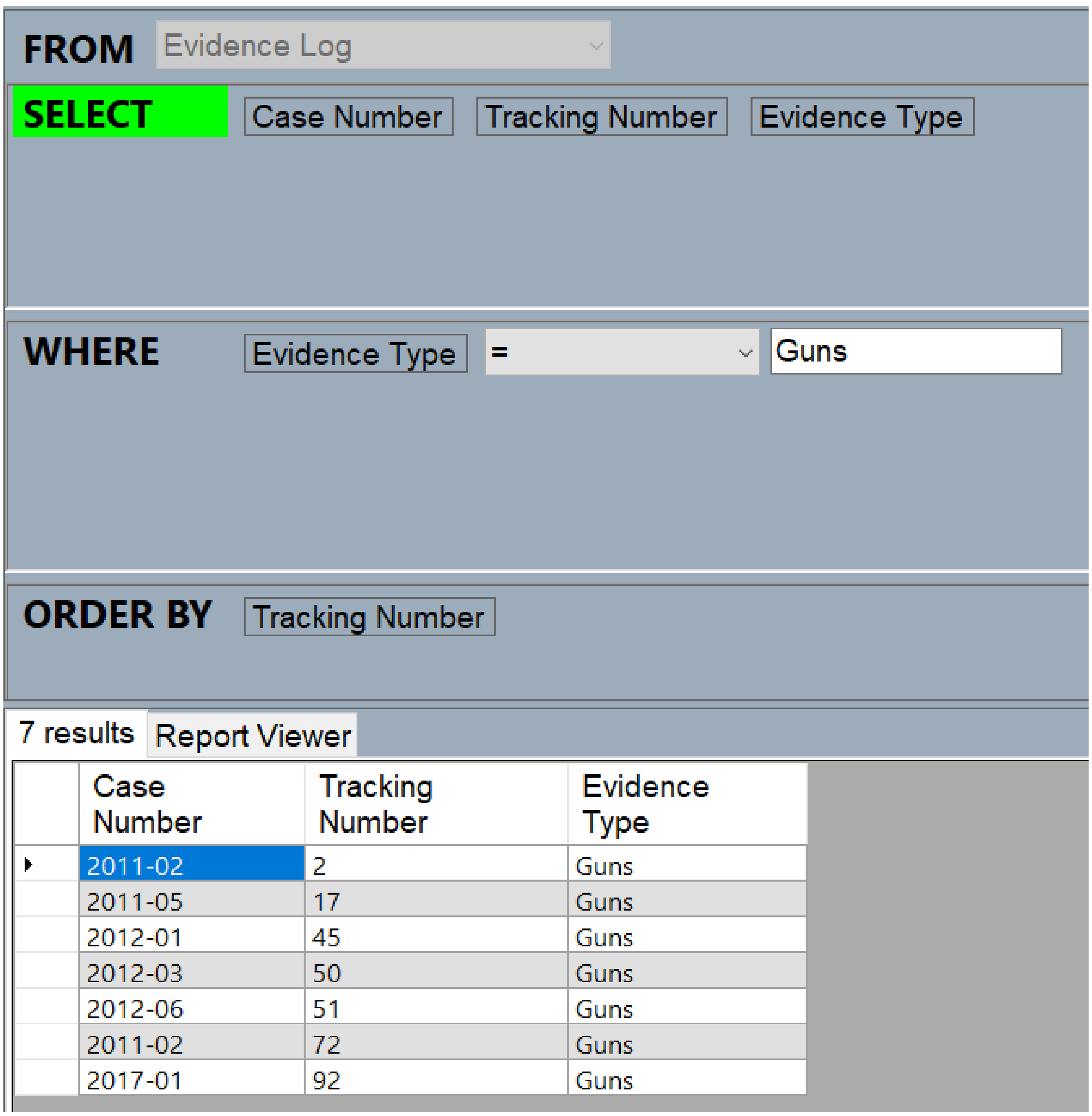
Criteria can be but is not limited to:

- **Date** – mm/dd/yyyy
- **Word** – ex. "Guns"
- **Blank** – when the user wants to pull all data that has that particular field blank or empty.
- **Wildcard Search** – use a "%" as a "wildcard" along with the key letter(s) or word(s).

Then select ***"ORDER BY"*** and select the fields (again from the left side column) the user wants to order the report by. This puts the information of the report in the specific order that the user chooses. (See figure 90).

(Figure 90)

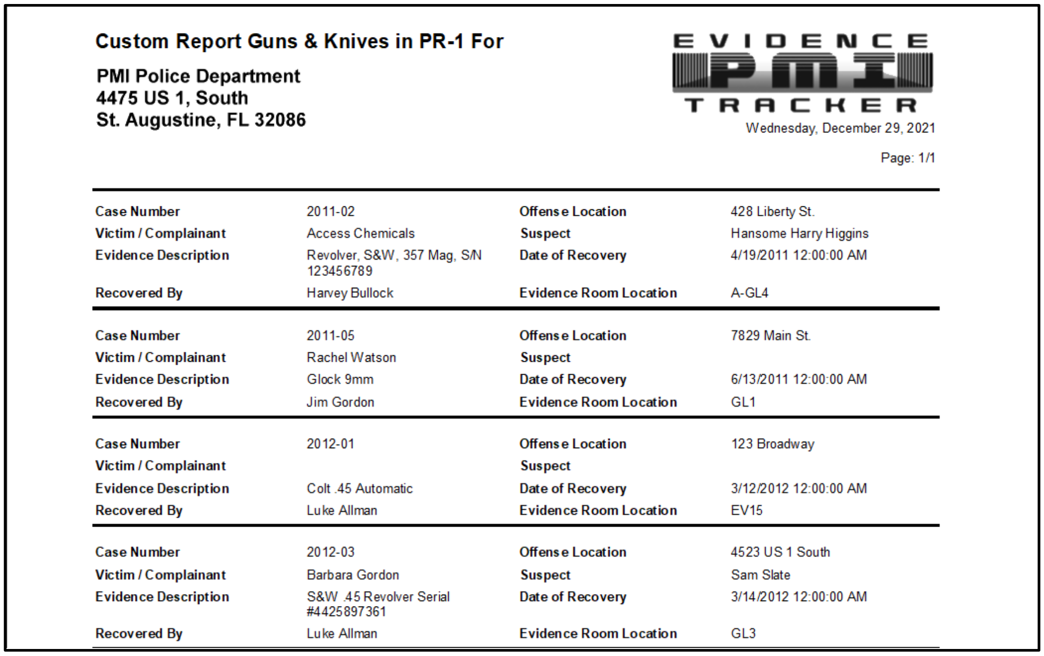
Once the has set the desired parameters, the user will select **"Run"** at the top of the window to run the report. The raw data will show up in the data matrix at the bottom of the window (see figure 91). ***Please, also notice how the data is displayed, the report is displaying the data in "ORDER BY" tracking number.***



Case Number	Tracking Number	Evidence Type
2011-02	2	Guns
2011-05	17	Guns
2012-01	45	Guns
2012-03	50	Guns
2012-06	51	Guns
2011-02	72	Guns
2017-01	92	Guns

(Figure 91)

The user can then select ***“Report View”*** to view (see figure 92) what the report will look like before printing or exporting it.



Custom Report Guns & Knives in PR-1 For

PMI Police Department
4475 US 1, South
St. Augustine, FL 32086

EVIDENCE PMI TRACKER
Wednesday, December 29, 2021

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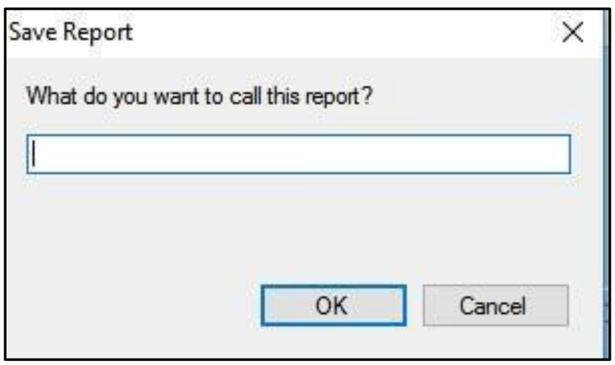
Case Number	2011-02	**Offense Location**	428 Liberty St.
Victim / Complainant	Access Chemicals	**Suspect**	Hansome Harry Higgins
Evidence Description	Revolver, S&W, 357 Mag, S/N 123456789	**Date of Recovery**	4/19/2011 12:00:00 AM
Recovered By	Harvey Bullock	**Evidence Room Location**	A-GL4
Case Number	2011-05	**Offense Location**	7829 Main St.
Victim / Complainant	Rachel Watson	**Suspect**	
Evidence Description	Glock 9mm	**Date of Recovery**	6/13/2011 12:00:00 AM
Recovered By	Jim Gordon	**Evidence Room Location**	GL1
Case Number	2012-01	**Offense Location**	123 Broadway
Victim / Complainant		**Suspect**	
Evidence Description	Colt .45 Automatic	**Date of Recovery**	3/12/2012 12:00:00 AM
Recovered By	Luke Allman	**Evidence Room Location**	EV15
Case Number	2012-03	**Offense Location**	4523 US 1 South
Victim / Complainant	Barbara Gordon	**Suspect**	Sam Slate
Evidence Description	S&W .45 Revolver Serial #4425897361	**Date of Recovery**	3/14/2012 12:00:00 AM
Recovered By	Luke Allman	**Evidence Room Location**	GL3

(Figure 92)

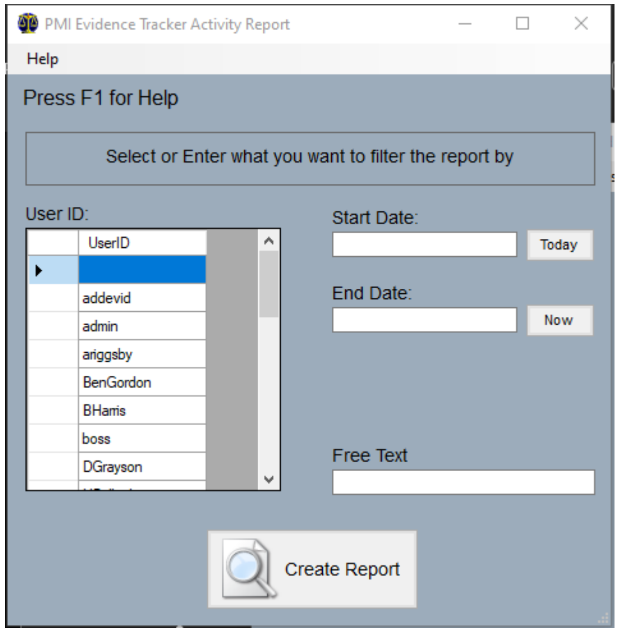
The user can also save their “custom report” by selecting ***“Save”*** at the top of the window then creating a name for the report (see figure 93).



(Figure 93)

<u>Activity Report</u>

The ***“Activity Report”*** will present the user with a screen (see figure 94) that lists all users under ***“User ID.”*** The user will select the username in question then input a ***“Start Date,” “End Date,”*** or enter ***“Free Text.”*** Once the desired parameters are entered, the user can then select ***“Create Report.”***



(Figure 94)

The report will display all actions the user performed (see figure 95) while logged into the PMI Evidence Tracker™ application. This is also known as an audit trail.

UserID:	JGordon	**MachineName:**	PMI-10SERVER	**CreateDate:**	6/28/2017 11:56:28 AM
TableName:	Custody	**Action:**	ADD_OPERATION		
Details:	Case Number has changed from '' to '2017-01'. Tracking Number has changed from '' to '92'. Out To has changed from '' to 'COURT'. Received By has changed from '' to 'D. GRAYSON'. Date Out has changed from '' to '5/17/2017 11:55:37 AM'. Reason Out has changed from '' to 'TRIAL'.				

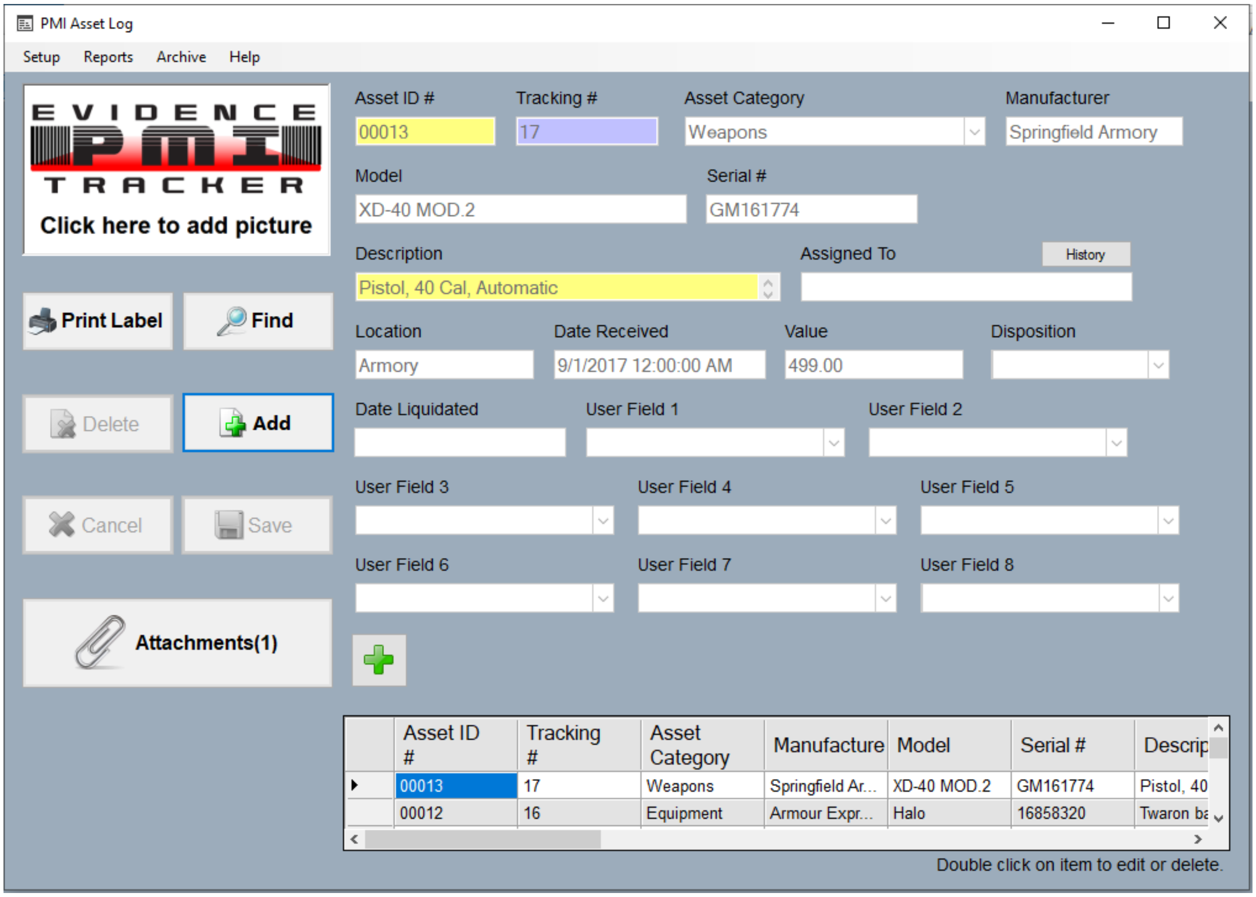
(Figure 95)

Assets

The ***"Assets"*** tab is how the user will access the ***"Asset Log"*** module of the application. The ***"Assets Log"*** is designed similarly to the ***"Evidence Log."*** This feature is available for anyone with ***"Asset"*** permissions and has 4 new tabs to choose from (Setup, Reports, Archive, and Help).

Asset Log

The ***"Assets Log"*** (see figure 96) is the primary input screen for assets and the heart of the asset management portion of the PMI Evidence Tracker™ application. All property is logged neatly and systematically into the program, ensuring that each piece of equipment is managed in a consistent and accurate manner. Information on an asset, its location, and to whom it is assigned can be quickly produced on demand.



(Figure 96)

Notice the ***"Asset Log"*** uses a simple, one-screen format for entering data as well as seven options listed in the left pane, i.e., ***"Print Label," "Find," "Delete," "Add," "Cancel," "Save,"*** and ***"Attachments"*** as in the ***"Evidence Log."***

Customizing the Asset Log

To customize the ***"Asset Log"*** the user must have ***"Administrator"*** permission. The customization process of the ***"Asset Log"*** is identical to the ***"Evidence Log."*** ***Please refer to the process for customizing the "Evidence Log" as a guide to customizing the Asset Log.***

Entering Assets

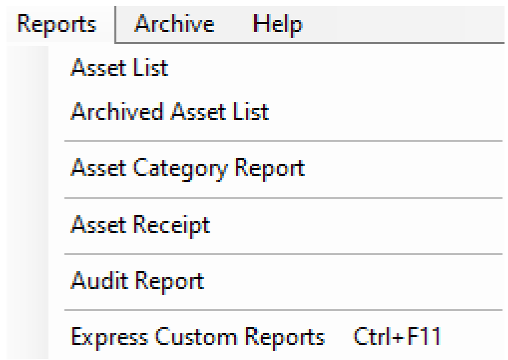
When the user first access the ***"Asset Log,"*** they will notice that some fields are shaded yellow. All yellow shaded fields are mandatory and must be filled in before a record can be saved. The user can move from field to field in this screen either by pressing the "Tab" key or by selecting the desired field.

Setup

The ***"Setup"*** tab is where the user can reset the field headers by selecting ***"Reset Field Headers."***

Reports

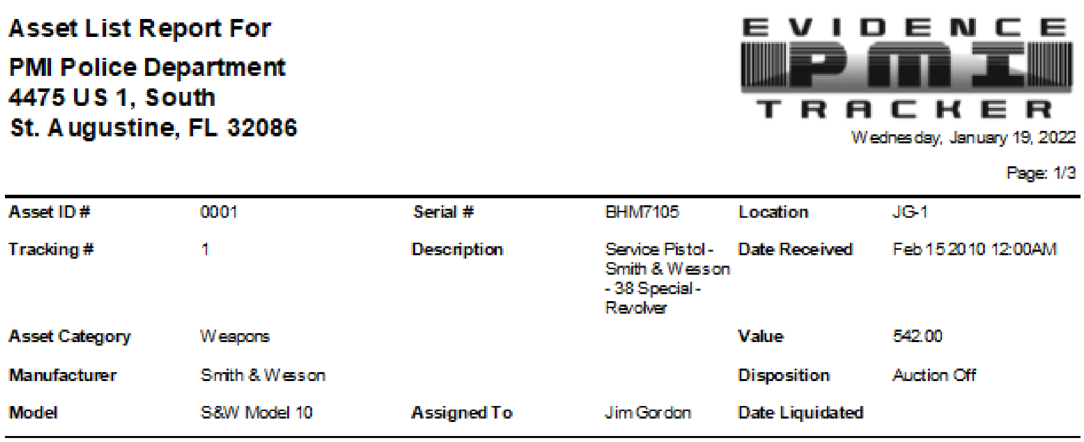
The ***"Reports"*** tab (see figure 97) will list all preloaded ***"Asset"*** reports. (Asset List, Archived Asset List, Asset Category Report, Asset Receipt, Audit Report, and Express Custom Reports (which will open the same Express Custom Reports as the reports tab on the main screen)).



(Figure 97)

Asset List

The ***"Asset List"*** report (see figure 98) generates a report that displays all assets entered in the ***"Asset Log."*** The report will also show items that have been ***"Liquidated."***



Asset List Report For
PMI Police Department
4475 US 1, South
St. Augustine, FL 32086

EVIDENCE PMI TRACKER
Wednesday, January 19, 2022
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Asset ID #	0001	**Serial #**	BHM7105	**Location**	JG-1
Tracking #	1	**Description**	Service Pistol - Smith & Wesson - 38 Special - Revolver	**Date Received**	Feb 15 2010 12:00AM
Asset Category	Weapons			**Value**	542.00
Manufacturer	Smith & Wesson			**Disposition**	Auction Off
Model	S&W Model 10	**Assigned To**	Jim Gordon	**Date Liquidated**	

(Figure 98)

Archived Asset List

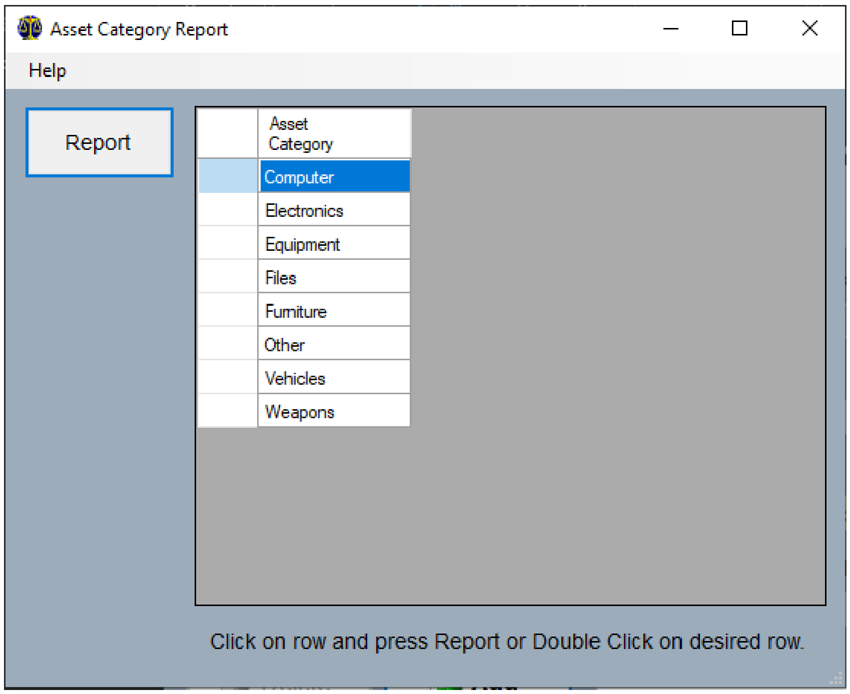
The ***"Archived Asset List"*** report (see figure 99) will display all assets that have been archived. The report will also show all information regarding that asset, it will also show the date it was liquidated.

Asset ID #	0002	**Serial #**	55647894582	**Location**	Impound Lot
Tracking #	2	**Description**	4 Door Pick-Up Truck	**Date Received**	Mar 24 2010 12:00AM
Asset Category	Vehicles			**Value**	7,500.00
Manufacturer	Dodge			**Disposition**	Auction Off
Model	Ram 2500	**Assigned To**		**Date Liquidated**	Jan 1 2012 12:00AM

(Figure 99)

Asset Category Report

The ***"Asset Category Report"*** will populate a new window (see figure 100). This window will display a list of the department's asset category. The user will then select a category from the list that they wish to recall information about.



(Figure 100)

After they select a category and select ***"Report"*** a report will populate showing all items under the category that are active (see figure 101).

Asset Category Report For
PMI Police Department
4475 US 1, South
St. Augustine, FL 32086

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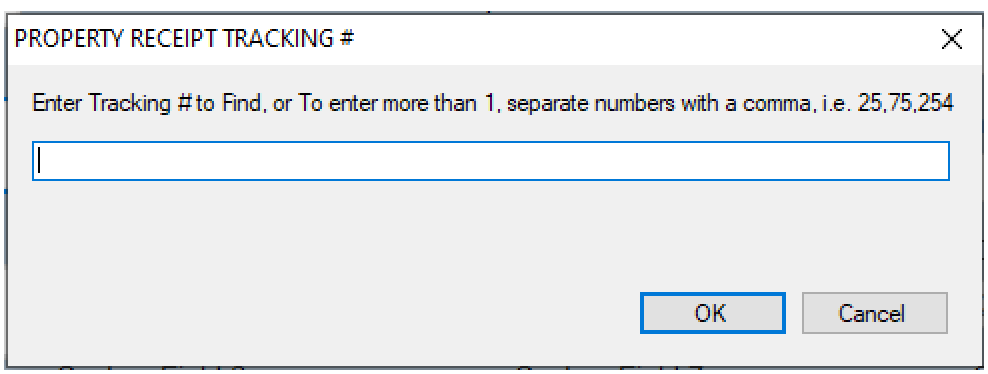
Asset ID #	0001	**Serial #**	BHM7105	**Location**	JG-1
Tracking #	1	**Description**	Service Pistol - Smith & Wesson - 38 Special - Revolver	**Date Received**	Feb 15 2010 12:00AM
Asset Category	Weapons			**Value**	542.00
Manufacturer	Smith & Wesson			**Disposition**	Auction Off
Model	S&W Model 10	**Assigned To**	Jim Gordon	**Date Liquidated**	
Asset ID #	00013	**Serial #**	GM161774	**Location**	Armory
Tracking #	17	**Description**	Pistol, 40 Cal, Automatic	**Date Received**	Sep 1 2017 12:00AM
Asset Category	Weapons			**Value**	499.00
Manufacturer	Springfield Armory			**Disposition**	
Model	XD-40 MOD 2	**Assigned To**		**Date Liquidated**	
Asset ID #	0005	**Serial #**	156880	**Location**	HB-1
Tracking #	5	**Description**	Smith & Wesson M&P45 - Black - Service Pistol	**Date Received**	Apr 15 2010 12:00AM
Asset Category	Weapons			**Value**	542.00
Manufacturer	Smith & Wesson			**Disposition**	Auction Off
Model	M&P 45	**Assigned To**	Harvey Bullock	**Date Liquidated**	

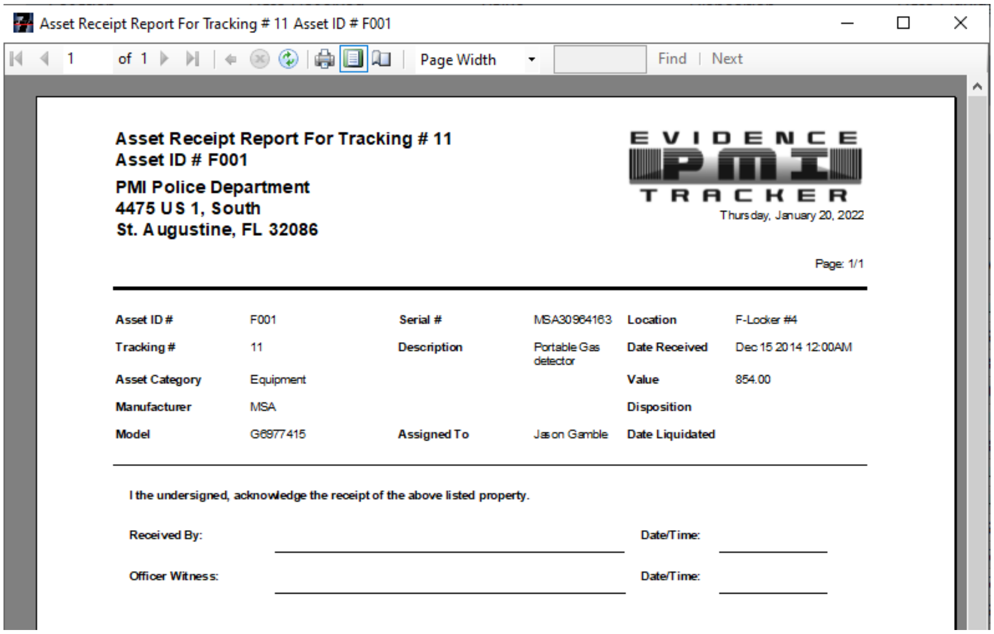
(Figure 101)

Asset Receipt

The ***"Asset Receipt"*** report (see figure 102) will produce a receipt much like the property receipt in the evidence portion of the application. When the user wants to print a receipt for an asset, they will select this option which will populate a window (see figure 103) where the user can input the tracking number of the item they wish to print a receipt for.



(Figure 103)



Asset Receipt Report For Tracking # 11 Asset ID # F001

Asset Receipt Report For Tracking # 11
Asset ID # F001

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Asset ID #	F001	**Serial #**	MSA30964163	**Location**	F-Locker #4
Tracking #	11	**Description**	Portable Gas detector	**Date Received**	Dec 15 2014 12:00AM
Asset Category	Equipment			**Value**	854.00
Manufacturer	MSA			**Disposition**	
Model	G6977415	**Assigned To**	Jason Gamble	**Date Liquidated**	

I the undersigned, acknowledge the receipt of the above listed property.

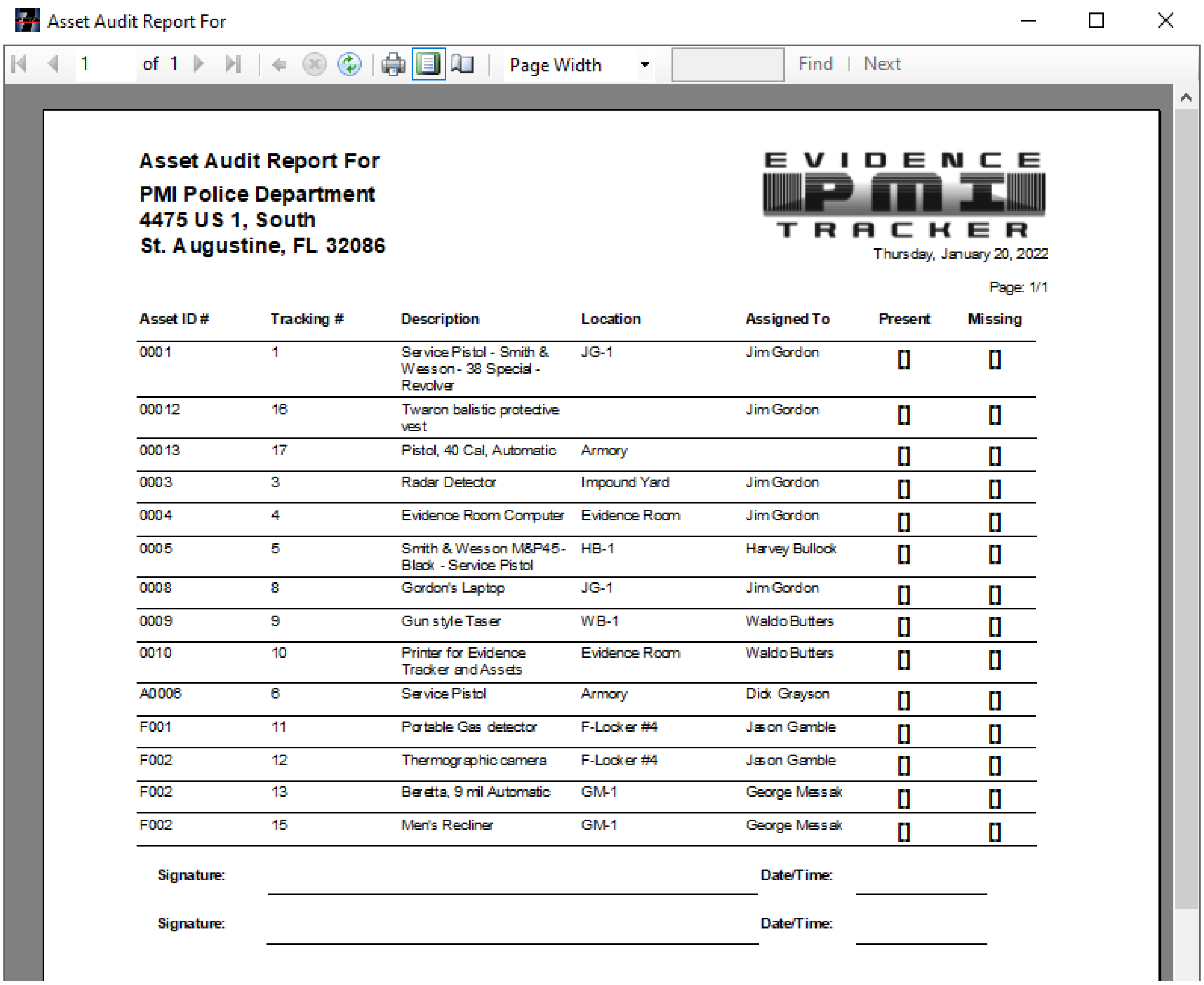
Received By: ______________________ Date/Time: __________

Officer Witness: ______________________ Date/Time: __________

(Figure 102)

Audit Report

The ***"Audit Report"*** (see figure 104) in the ***"Asset"*** module area of the application if selected will populate a window (see figure 105) for the user to input their desired audit parameters. The report is for a user to print and conduct a hand audit of the assets.



Asset Audit Report For

Asset Audit Report For
PMI Police Department
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St. Augustine, FL 32086

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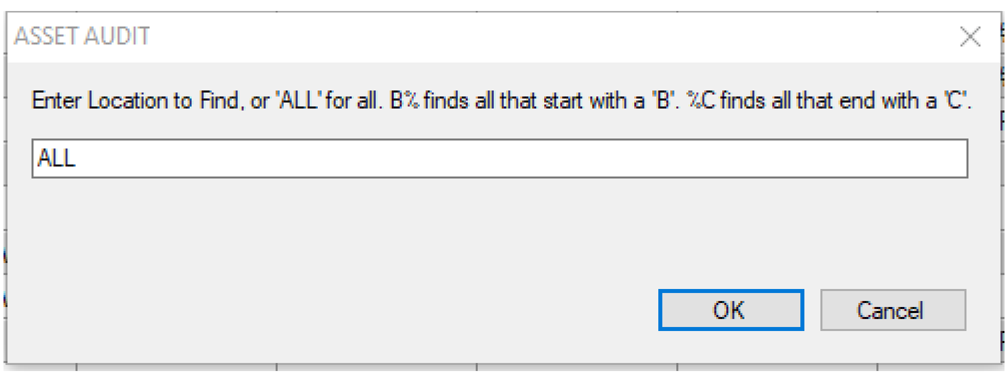
Asset ID #	Tracking #	Description	Location	Assigned To	Present	Missing
0001	1	Service Pistol - Smith & Wesson - 38 Special - Revolver	JG-1	Jim Gordon	▯	▯
00012	16	Twaron balistic protective vest		Jim Gordon	▯	▯
00013	17	Pistol, 40 Cal, Automatic	Armory		▯	▯
0003	3	Radar Detector	Impound Yard	Jim Gordon	▯	▯
0004	4	Evidence Room Computer	Evidence Room	Jim Gordon	▯	▯
0005	5	Smith & Wesson M&P45 - Black - Service Pistol	HB-1	Harvey Bullock	▯	▯
0008	8	Gordon's Laptop	JG-1	Jim Gordon	▯	▯
0009	9	Gun style Taser	WB-1	Waldo Butters	▯	▯
0010	10	Printer for Evidence Tracker and Assets	Evidence Room	Waldo Butters	▯	▯
A0006	6	Service Pistol	Armory	Dick Grayson	▯	▯
F001	11	Portable Gas detector	F-Locker #4	Jason Gamble	▯	▯
F002	12	Thermographic camera	F-Locker #4	Jason Gamble	▯	▯
F002	13	Beretta, 9 mil Automatic	GM-1	George Messak	▯	▯
F002	15	Men's Recliner	GM-1	George Messak	▯	▯

Signature: ______________________ Date/Time: __________

Signature: ______________________ Date/Time: __________

(Figure 104)



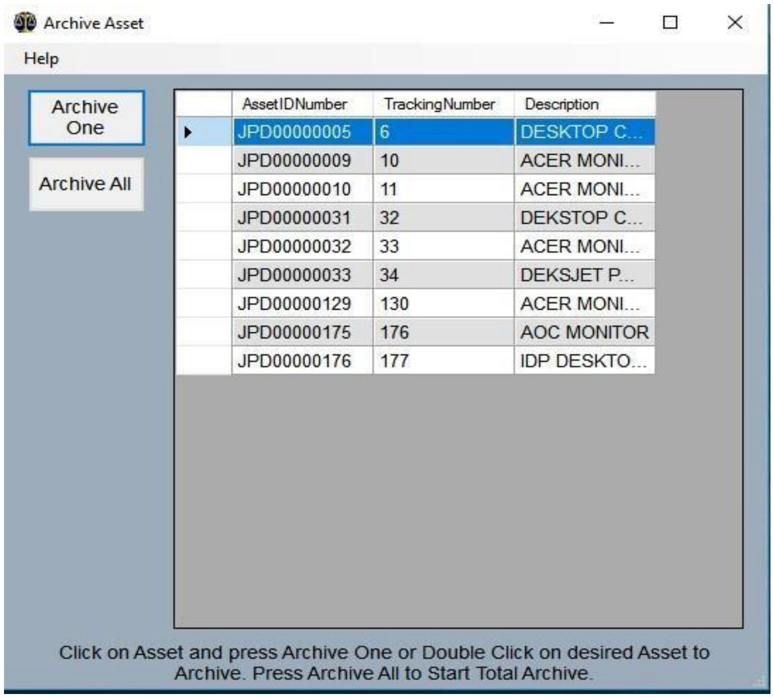
(Figure 105)

Express Custom Reports

The ***"Express Custom Reports"*** listed under ***"Reports"*** in the ***"Asset"*** module will take the user to the same express custom reports as the one listed in the ***"Main Screen."*** Please see the ***"Express Custom Reports"*** segment of this manual listed under the ***"Reports"*** heading.

Archive

To archive an asset, the user must first edit the record and add ***"Date Liquidated."*** If there is no date for the ***"Date Liquidated"*** the item will not show in the archive list (see figure 106) to be archived.



(Figure 106)

The system will not show an item in the list of assets to be archived if the ***"Date Liquidated"*** has not been entered. To move an item from active to an archive, double click an asset to archive and then select ***"Archive One."*** If the user wants to archive all the items listed in the ***"Archive Case"*** list, select ***"Archive All."*** Once completed, the item will be **PERMANENTLY** removed from Assets. The user can view the archive database at any time by running ***"Archived Asset List Report."***

Help

The ***"Help"*** tab has two options, ***"Contents"*** and ***"Search,"*** both options will navigate to dissected manual pages to help the user find information quickly.

Contents

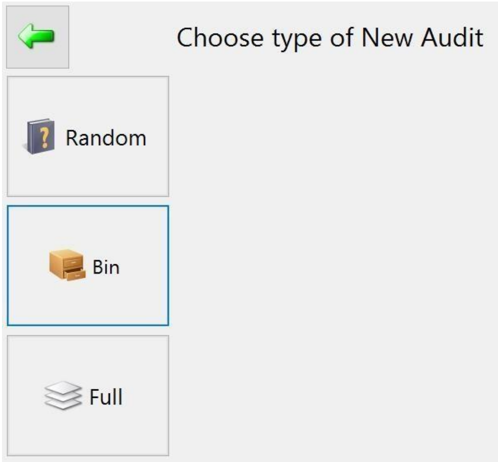
The ***"Contents"*** option will navigate to the dissected manual pages to help users find information quickly.

Search

The ***"Search"*** option functions the same as the ***"Contents"*** option.

Audit Module - Evidence

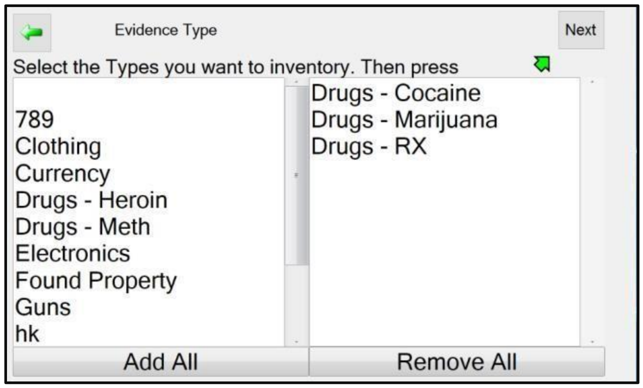
The ***"Audit Module"*** (see figure 107) enables the user to conduct audits using a tablet, laptop, or other such device. Making the audit process faster and more efficient than performing the audit by hand. If the user is not using the ***"Audit Module,"*** they will have to conduct the audit by hand. Hand audits will require the user to go into the evidence log to check missing items to see if they were batched out. The ***"Audit Module"*** includes specialized software accompanied with a small wireless barcode scanner to automate the process of conducting a ***"Random," "Bin," or "Full Audit"*** very quickly. It gives the user the ability to conduct the audit in real-time and will identify any items that are checked out, in the wrong location, or missing. Using the Audit Module can reduce the time it takes to conduct a full audit, from days to a few hours, plus the user will know the status of every item in real-time.



(Figure 107)

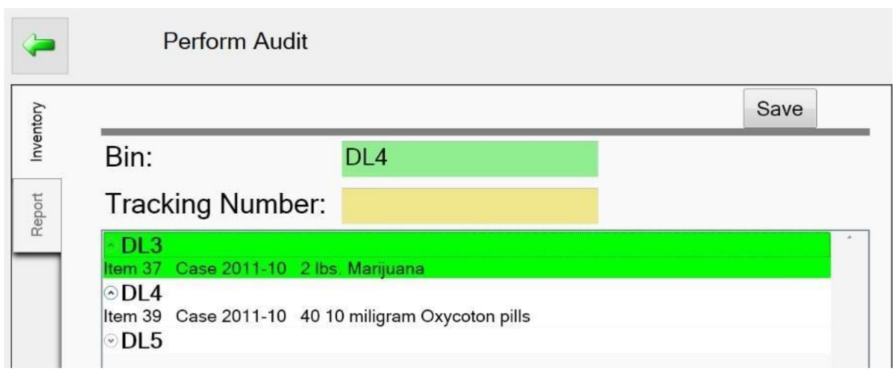
Random Audit

When a user selects ***"Random Audit,"*** (see figure 107) they will need to choose what type of evidence to inventory. To select all evidence in the system, select ***"Add All"*** (see figure 109) at the bottom of the screen. To select a certain category, select the desired choice on the left, it will move to the right side of the screen. Then select next.



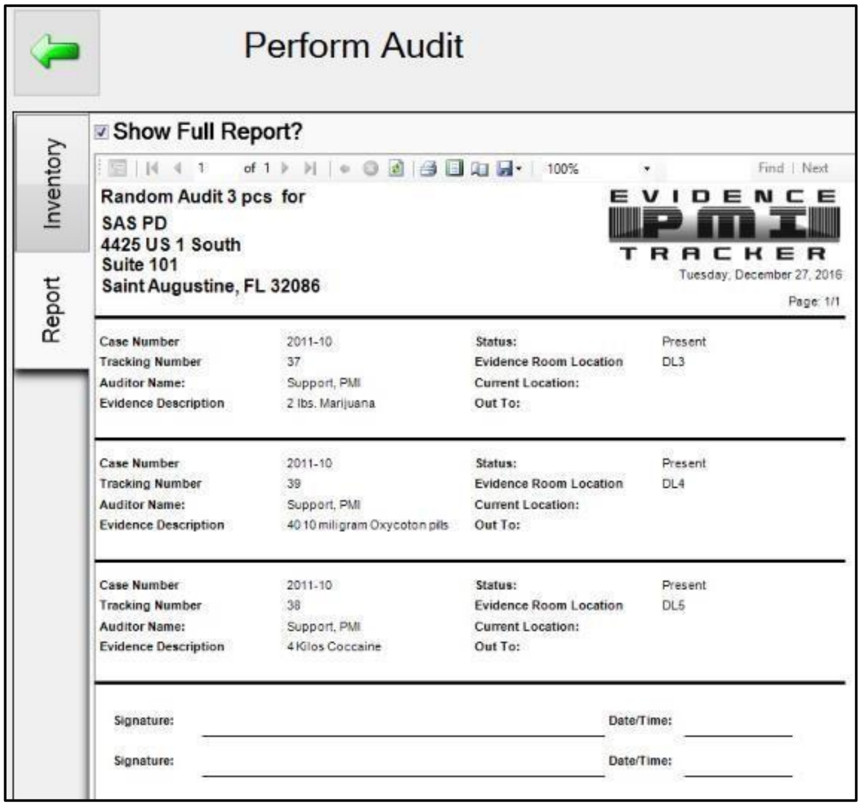
(Figure 108)

The program will randomly select several items from the database based on the quantity selected when setting up the ***"Audit Options"*** under the ***"Audit Tab."*** The next step is to perform the audit. First, scan the bin location label (see figure 109) and then scan the tracking number. If the item is in the correct location, the system will show the item highlighted in green if it is present and in the correct location.



(Figure 109)

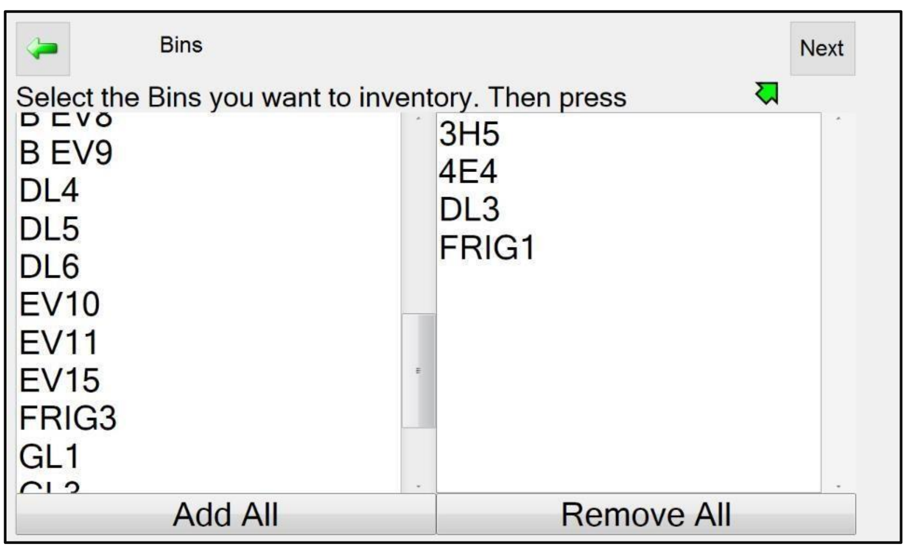
Once the audit is completed, it can be saved or printed in a report format (see figure 110). The report will present details about each piece of evidence and provide two signature lines for each officer, the officer performing the audit and the witnessing officer to sign at the bottom. After completion, the report should be saved or filed.



(Figure 110)

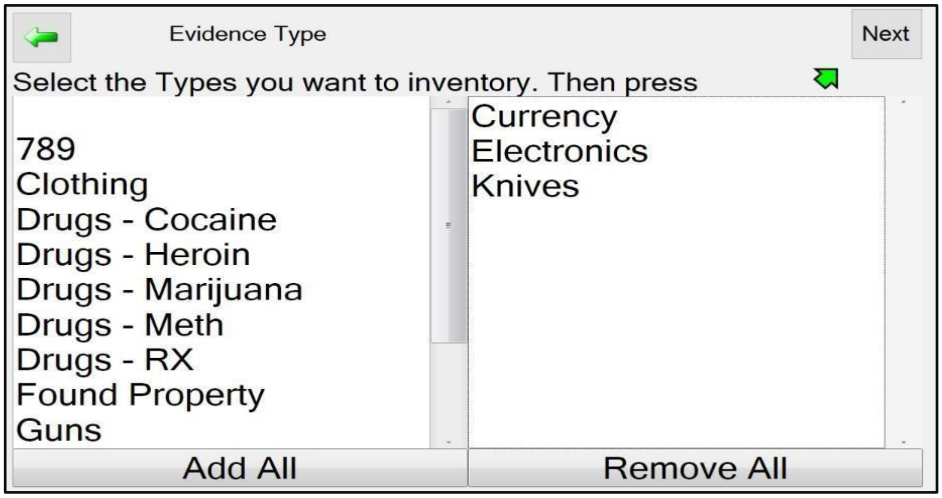
Bin Audit

When a ***"Bin Audit"*** is selected, the user will need to select which ***"Bin(s)"*** to inventory from the left pane (see figure 111). Select each bin to audit and they will then appear on the right-side pane. Once all desired bin locations have been selected, select next, the user can then choose an evidence type.



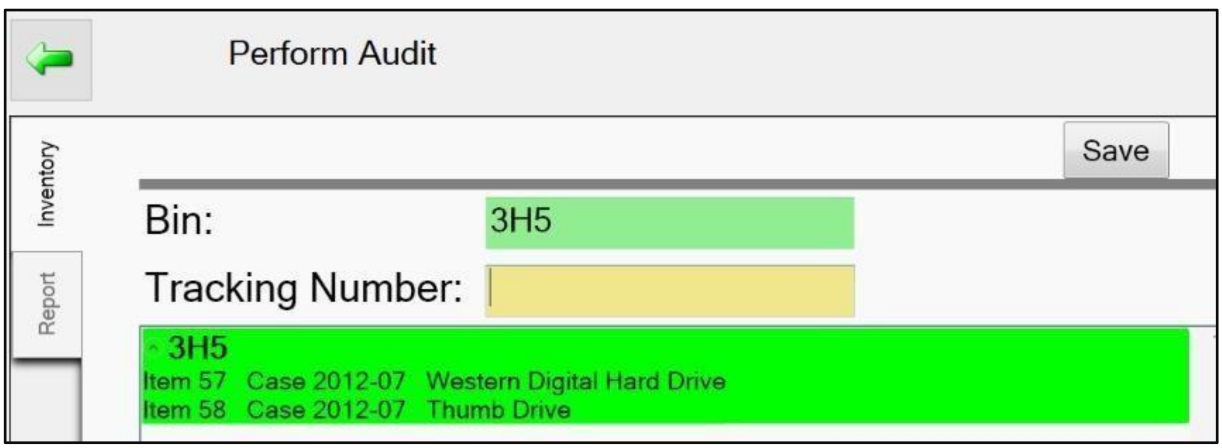
(Figure 111)

Next, the user can select an evidence type on the left pane. Once the user has selected the Evidence Type, they will move to the right pane (see figure 112). Select ***"Next"*** to perform the audit.



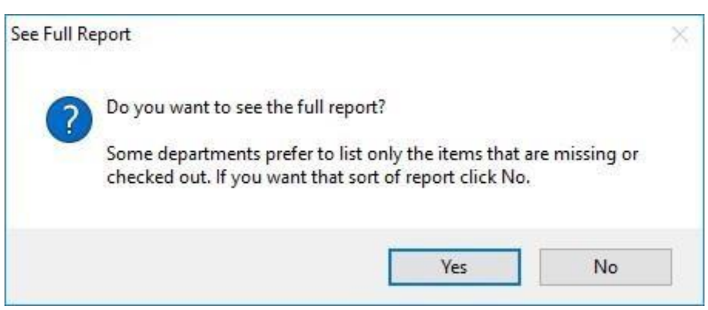
(Figure 112)

First the user will scan the Bin number (see figure 113) and then scan the ***"Tracking Number."*** If the item(s) is in the correct location and present, the item will be highlighted in green.



(Figure 113)

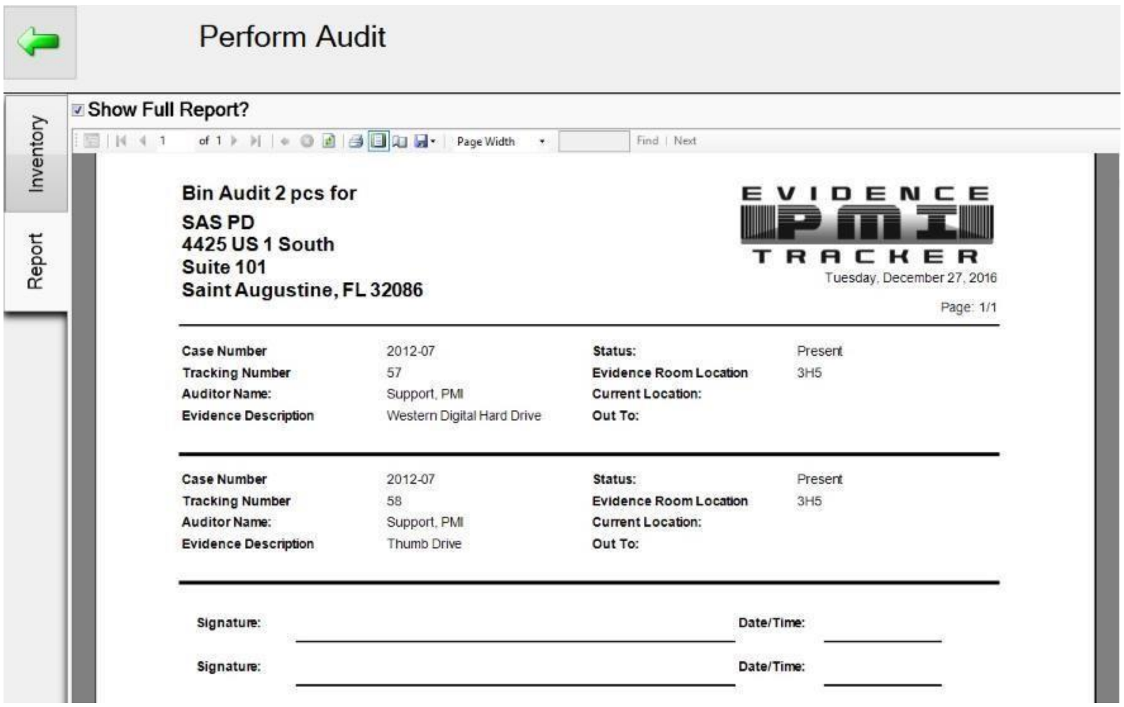
After the audit is complete, the user can save and or print the results. To run a report, select the ***"Report"*** tab at the left; the following message will display (see figure 114).



(Figure 114)

If the user wants a report to list all evidence, including those that are present, missing, or checked out they will need to select ***"Yes."*** However, if the user only wants to view items missing or checked out, they will need to select ***"No."***

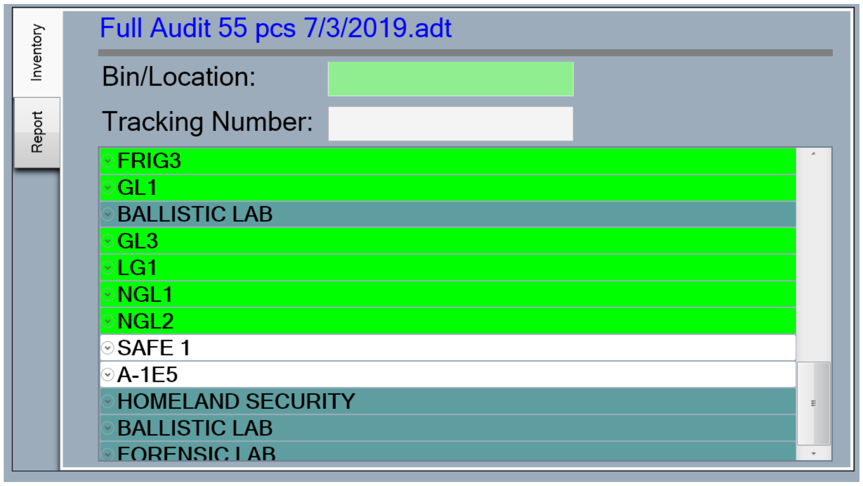
The report (see figure 115) gives details about each piece of evidence and provides two signature lines, one for the officer who performed the audit and the other for the witnessing officer. After completing, the report should be saved kept on file.



(Figure 115)

Full Audit

When the user selects a ***"Full Audit,"*** it will list all ***"Bin"*** locations (see figure 116) in the evidence room. First the user will scan the ***"Bin Number,"*** then scan the ***"Tracking Number"*** for each piece of evidence in that bin.



(Figure 116)

Once the user has completed the audit, they can save, and or, print the results. For results in a report like format, the user will need to select the ***"Report"*** tab on the left of the screen and follow the directions on the screen. If the user wants the report to list all evidence, including those that are present, missing, or checked out, they will need to select ***"Yes;"*** however, if they only want to view items missing or checked out, select ***"No."***

The report (see figure 117) will provide the user with details about each piece of evidence and has the ability to add two signature lines, one for the officer performing the audit and the other for the witnessing officer. After completing, this report should be saved and kept on file.

Full Audit 55 pcs 7/3/2019.adt for
PMI Police Department
4475 US 1, South
St. Augustine, FL 32086

EVIDENCE PMI TRACKER
Wednesday, December 29, 2021

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Case Number	2011-03	**Status:**	Present
Tracking Number	12	**Evidence Room Location**	2L16
Auditor Name:	Alex, John	**Current Location:**	
Evidence Description	Broken Rightside Mirror	**Out To:**	

Case Number	2011-05	**Status:**	Present
Tracking Number	19	**Evidence Room Location**	3H4
Auditor Name:	Alex, John	**Current Location:**	
Evidence Description	Knotted Rope	**Out To:**	

Tracking Number	10	**Evidence Room Location**	4B11
Auditor Name:	Alex, John	**Current Location:**	
Evidence Description	Single Nike Tennis Shoe	**Out To:**	

Case Number	2011-03	**Status:**	Present
Tracking Number	9	**Evidence Room Location**	4B16
Auditor Name:	Alex, John	**Current Location:**	
Evidence Description	Broken Headlight Glass	**Out To:**	

Case Number	2011-04	**Status:**	Present
Tracking Number	16	**Evidence Room Location**	4E4
Auditor Name:	Alex, John	**Current Location:**	
Evidence Description	Single Wingtip Shoe	**Out To:**	

Case Number	2015-05	**Status:**	Present
Tracking Number	73	**Evidence Room Location**	4E4
Auditor Name:	Alex, John	**Current Location:**	
Evidence Description	Man's glove, right hand.	**Out To:**	

Case Number	2012-02	**Status:**	MISSING
Tracking Number	74	**Evidence Room Location**	4E4
Auditor Name:		**Current Location:**	
Evidence Description	One Pot Meth Pipe	**Out To:**	

(Figure 117)