ANNUAL EVIDENCE ROOM INSPECTION REPORT

Report Number:	ERI-2025-01
Inspection Date:	January 15, 2025
Conducted By:	Sergeant Michael Carter, Evidence Supervisor
Inspection Location:	River Valley Police Department Property & Evidence Room
Inspection Type:	Annual Inspection
Related Policy:	Policy 700.3 – Evidence Room Inspections

INSPECTION PURPOSE

This inspection was conducted in accordance with Policy 700.3, which requires an annual inspection of all evidence storage areas. The purpose of the inspection is to evaluate evidence security, storage conditions, access controls, documentation practices, and compliance with department evidence procedures.

AREAS INSPECTED

■ Main Evidence Storage Room	■ Temporary Evidence Lockers
■ Controlled Substance Storage Locker	■ Firearm Storage Area
■ Currency Storage Safe	■ Evidence Processing Area
■ Access Control System	■ Evidence Documentation Records

INSPECTION FINDINGS

Security Measures

- The main evidence storage room remains secured through electronic access controls requiring individually assigned access credentials.
- Access records were reviewed for the period of January 1, 2024 through December 31, 2024.
- No unauthorized access attempts were identified.
- Physical door locks, hinges, and security features were found to be in proper working condition.

Status: Compliant

Access Control Procedures

- Current access authorization records were reviewed.
- Authorized personnel list includes: Evidence Supervisor, Property & Evidence Technician, Chief of Police, and Professional Standards Lieutenant.
- No discrepancies were identified between authorized personnel records and electronic access logs.

Status: Compliant

Storage Conditions

- Evidence shelving and storage areas were inspected for cleanliness, organization, and security.
- Evidence packaging was generally found to be properly labeled and secured.
- Two evidence boxes were identified with partially detached evidence labels. The labels were replaced during the inspection.
- No evidence integrity concerns were identified.

Status: Compliant with Corrective Action Taken

Controlled Access Items

- Controlled substances, firearms, and currency were inspected.
- Inventory records matched storage records for all controlled access items reviewed during the inspection.
- Separate storage areas remain secured and access restricted.
- No discrepancies were identified.

Status: Compliant

Documentation Review

- A sample review of twenty (20) evidence submissions was conducted, including incident reports, property reports, evidence submission records, and chain of custody documentation.
- Nineteen (19) submissions contained complete documentation.
- One (1) submission was missing a receiving employee signature on a chain of custody record. The discrepancy was corrected and reviewed with involved personnel.

Status: Compliant with Corrective Action Taken

CORRECTIVE ACTIONS

Finding	Corrective Action	Completion Date
Detached evidence labels on two evidence boxes	Labels replaced and verified during inspection	January 15, 2025
Missing receiving signature on chain of custody record	Documentation corrected; employee counseled	January 15, 2025

All corrective actions were completed during the inspection process.

OVERALL ASSESSMENT

The Property & Evidence Function is operating in compliance with department policies governing evidence security, access control, storage conditions, and documentation procedures. Minor deficiencies identified during the inspection were corrected immediately and do not impact overall compliance. No significant security concerns, accountability concerns, or evidence integrity issues were identified.

RECOMMENDATIONS

- Continue annual inspections in accordance with Policy 700.3.

- Reinforce chain of custody documentation requirements during quarterly evidence handling training.
- Continue periodic spot-checks of evidence labeling and packaging procedures.

INSPECTION CERTIFICATION

I certify that this inspection was conducted in accordance with department policy and that the findings documented in this report accurately reflect the conditions observed at the time of inspection.

Submitted By:

Name:	Sergeant Michael Carter
Title:	Evidence Supervisor
Date:	January 15, 2025
Signature:	____

COMMAND REVIEW

Name:	Lieutenant Sarah Bennett
Title:	Professional Standards Lieutenant
Date:	January 22, 2025
Signature:	____
Comments:	No additional action required. Corrective actions were completed and documented appropriately.