**WP: B.2.1 Property Custodian John Denver**

**Observations and preliminary interview**

**Template 13**

**Purpose:** To gain an understanding of APD property procedure through observations / interview to determine if evidence impound procedures are consistent with APD policy.

**Source:** Auditor / Inspector spoke with Property Custodiam John Denver

**Section 1 Meeting Logistics:**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Meeting Type** | Interview / Observations |
| **Date** | 10/23/20XX |
| **Time** | 1300 EST |
| **Location** | Anytown Police Department Property (APD) and Evidence room |

**Section 2 Attendees:**

|  |  |
| --- | --- |
| **Role** | **Name / Info** |
| **Property CustodianProperty and Evidence Unit** | John Denver |
| **Inspector / Auditor** | Dan Olson |
| **Tell them the Why, What and How regarding the engagement and interview** | Why: Accreditation driven, (reason for audit) etc.What: Learn how evidence is processed and stored.How: Observe how you process evidence and ask questions regarding the process  |
| **They have any questions?** |  |
| **Additional Information** |  |
| **Confirm contact ph.**  | Cell Office:123-456-7891Office Phone:123-456-7881 |
| **Email** | j.denver@anytown PD |
| **Badge or ID #** | A1234 |
| **Supv** | Sgt. Jackson Brown |
| **LE Experience Prior to Anytown PD (APD) / Years** | None |
| **Years of service with APD** | 15 |
| **Time in rank** | 15 years |
| **Time in current position** | 15 years |
| **Previous APD assignments to property and evidence**  | N/A |
| **Role in Property and Evidence****Opportunity for them to explain what they do in general terms / job description**  | Responsible for the intake, storage and disposal of property and evidence |

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| **Section 3** |
| (Template instructions)If there were 5 property custodians, you could use this template for each. The columns, particularly the second column could be used to compare answers once imported into a spreadsheet. In this example, a comparison could be made to determine if property techs are consistently completing procedures  | Y/NL/M/H | = Yes or No =Low Medium or High level or risk associated with the procedure, based on the employee’s opinion, to include their comments as to why they feel that way. Document with appropriate letters in column to the left.  |
| A | Property and Evidence Intake Process / procedures pursuant to policy no. xxx | Y/NL/M/H | Employee responses, auditor observations and comments |
| 1 | How does the custodian - Remove items from temporary impound lockers, and place in long term storage APD Policy 123: |  |  |
| a | * Remove from pass through temporary impound locker
 | Y | Opens the pass-through lockers from the evidence room side to gain access to impounded/booked evidence items  |
| b | * Inspect for proper packaging
 | Y | Examines the package to see if it is packaged consistent with the APD evidence packaging manual. |
|  | * If error, procedure?
 | Y | If it is a minor error the tech will fix the problem and proceed. If it is a major error the item is secured in the error locker. The tech sends an email to the officer the supervisor regarding the item and that it must be properly impounded/booked and placed in the temporary impound lockers or given to the tech during business hours. The email is placed in a tickler file in the RMS and will notify the tech, impounding officer and supervisor every 48 hours until the item is properly impounded.  |
| c | * Scan barcode and locate the item in the RMS
 | Y | Insert tech description of procedure |
| d | * Verify information
 | Y | Compares data on barcode to data in RMS particularly item numbers |
|  | * + If error, procedure?
 | Y | Insert tech description of procedure |
| e | * Scan barcode into appropriate section of long-term storage
 | Y | Insert tech description of procedure |
| f | * How do they determine what section to store the item into long-term storage
 | Y | Insert tech description of procedure |
| 2 | Firearms |  |  |
| a | Packaging |  | Insert tech description of procedure |
|  | * If error, procedure
 |  | Insert tech description of procedure |
| b | Long term storage location |  | Insert tech description of procedure |
|  | * Segregated from other property?
 |  | Insert tech description of procedure |
|  | * Additional level of security
 |  | Insert tech description of procedure |
|  | * Weapon and Ammo stored separately
 |  | Insert tech description of procedure |
| 3 | Currency procedures, APD policy 1234  |  |  |
| a | Packaging |  | Insert tech description of procedure |
|  | * Two required signatures
 |  | Insert tech description of procedure |
|  | * Long term storage location
 |  | Insert tech description of procedure |
|  | * Additional level of security?
 |  | Insert tech description of procedure |
| d | Process to reconcile currency |  | Insert tech description of procedure |
| 3 | Drugs, APD policy 124 |  |  |
| a | Etc…. |  | Insert tech description of procedure |
| 4 | Etc… |  |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Post Observation/interview summary and conclusion (to be completed after the interview)****Scope:** Evidence impound procedures are completed as required by APD policy.**Procedures:** Auditor / Inspector spoke with Property Custodiam John Denver to gain an understanding of the property room procedures and operations.**Summary:** At above listed location, time, and date I spoke with APD Police Assistant Kenny Rogers regarding property room operations. *Summarize the interview and observations from the matrix below in a few paragraphs. Refer to the interview work paper for details of any follow up interviews.* **Results:** Denver advised…….**Conclusion:** Procedures are consistent with policy. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*This template is provided as an example and is not a complete representation of an interview from an engagement. Modify this template to fit your needs.*  |
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