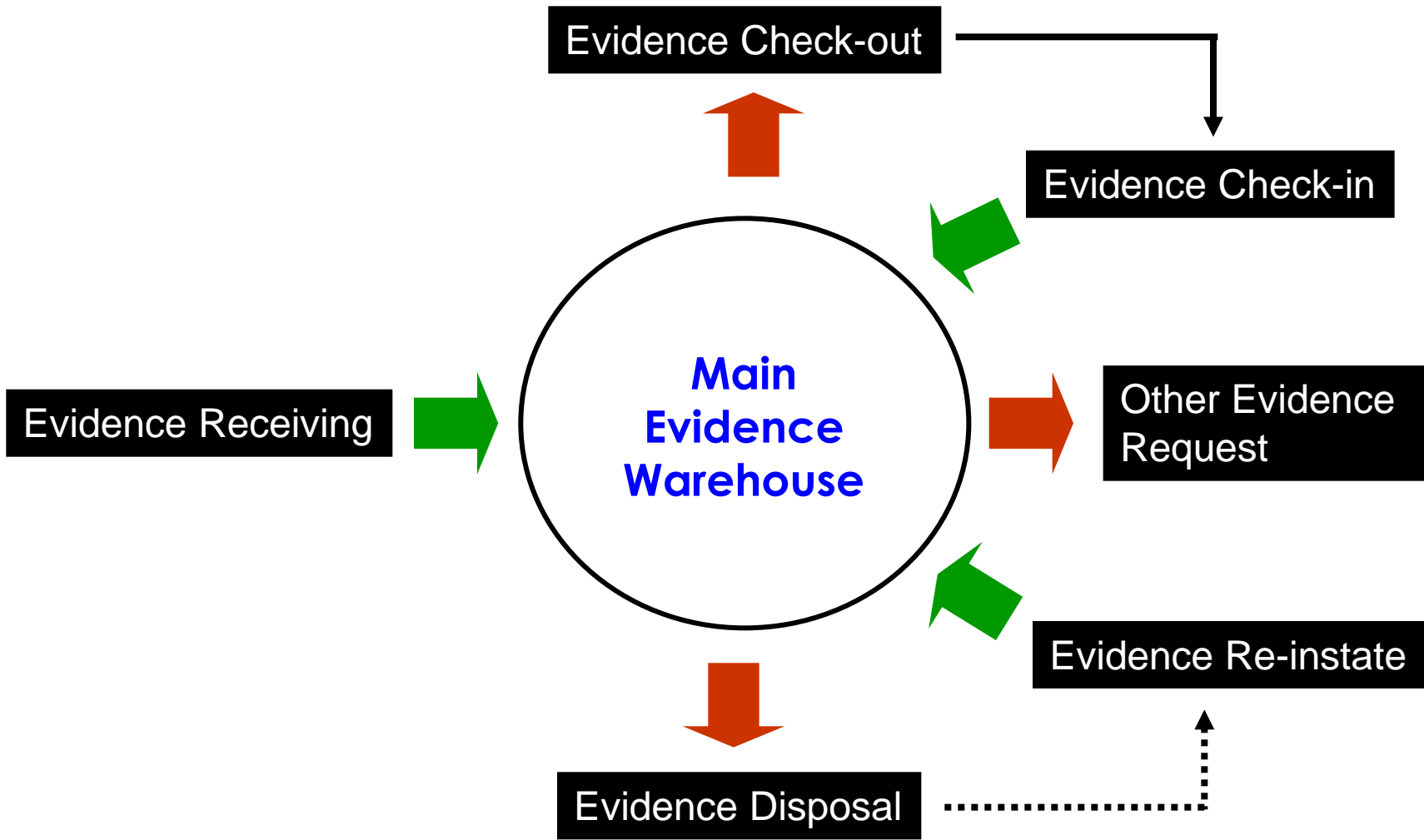
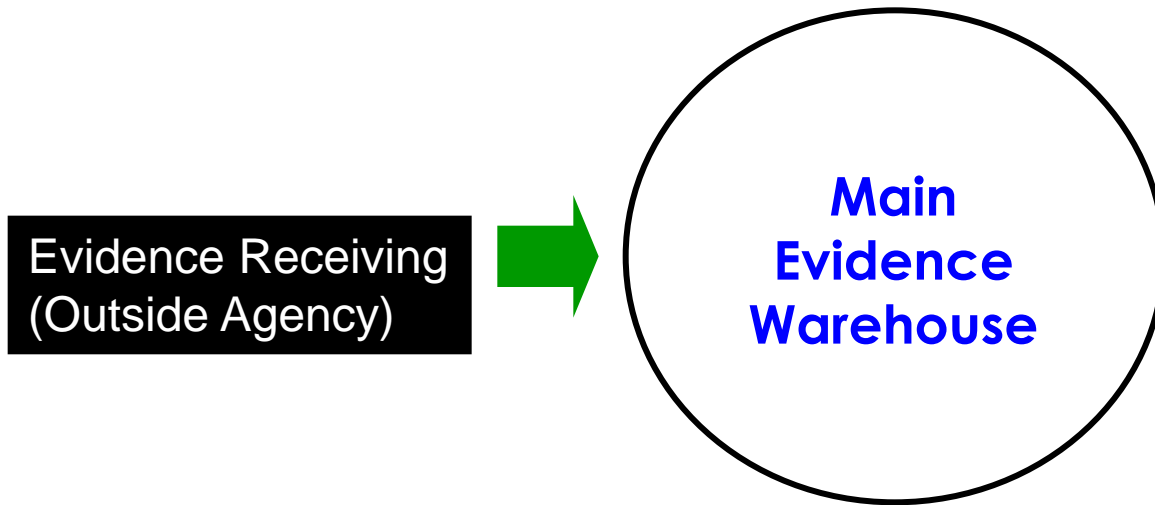


# Evidence Flow – Front Office



# Evidence Flow – Front Office



# Evidence Receiving Process Flow (Outside Agency)

## Outside Agency



Actual Evidence

evidence  
submission

A large green arrow pointing from the 'Outside Agency' box to the 'Front Counter' box, indicating the direction of the evidence submission process.

## Front Counter



Check criteria (new case, in addition to, re-submit).



Check the evidence form (EVID-1) completeness.



Check the actual evidence submitted (packing and labeling).



Assign a case number and barcode.



Data entry (Liberty/Sentinel).



Evidence packaging and put-away.

# Evidence Receiving Process Flow (Outside Agency)



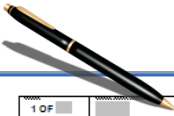
## Check criteria – NEW CASE

1. Assign a case number from the log book.
2. Check the evidence form (EVID-1) if filled-out correctly.
3. Ensure the packaging is properly sealed (initial and date).
4. Verify the evidence label is correct.
5. Write your ARJIS, date and time on the evidence form.
6. Assign a barcode on the form and on the evidence.
7. Make three (3) photo copies of the evidence form (EVID-1).
  - Original - P&E warehouse (jacket)
  - Copy 1 - P&E warehouse (inside the evidence package)
  - Copy 2 - Outside agency copy
  - Copy 3 - Crime laboratory copy
8. Data entry (case, affiliate and item).
9. Package the evidence appropriately for storage.

# Evidence Receiving Process Flow (Outside Agency)



Check criteria – **NEW CASE**



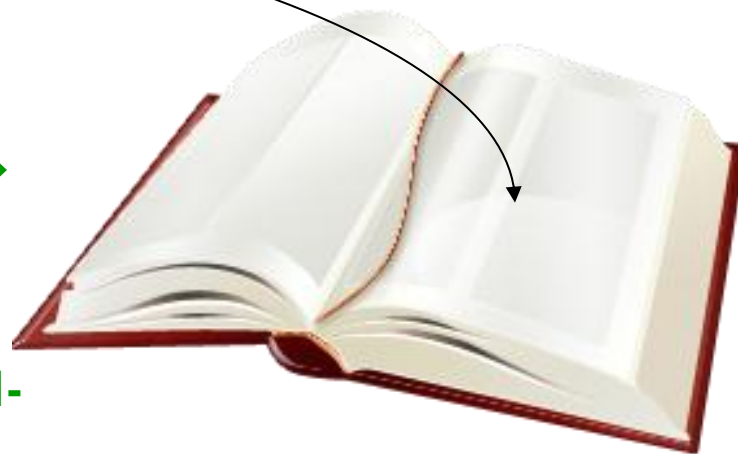
PROPERTY/EVIDENCE FORM		1 OF	
San Diego Sheriff's Department			
PROPERTY INFORMATION			
THIS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE? <input type="checkbox"/> Y <input type="checkbox"/> N			
PEOPLE AFFILIATED WITH THE LISTED PROPERTY			
EVIDENCE INFORMATION SECTION			
PLACE BAR CODE LABEL HERE			
PLACE BAR CODE LABEL HERE			
PLACE BAR CODE LABEL HERE			

EVID-1 (04-2004) Page 1 of \_\_\_\_\_

Assign a case number from the log book.



Check the evidence form (EVID-1) if filled-out correctly.



# Evidence Receiving Process Flow (Outside Agency)



Data entry (Liberty/Sentinel) – **NEW CASE**

Liberty Sentinel - Sheriff's Main Database

File Edit Tools Window Help

Case Receiving

Case Receiving

OK Ease Cancel New: 2 Item 3 Affil

Entered: 8/11/09 1:57 pm  
By: RGALACSH

Case Number: [ ]

Case Type: [ ]

Incident Type: [ ]

Description: [ ]

Division ID: [ ]

Originating Officer: [ ]

Case Officer: [ ]

Case Date: 08/11/09

Key Case Number: [ ]

Memo: [ ]

Search Warrant: [ ]

Retain Case: [ ]

Search Warrant #: [ ]

TCRIM

Don't use this memo field.

PROPERTY/EVIDENCE FORM  
San Diego Sheriff's Department

PAGE 1 OF [ ] SOISO CASE NUMBER [ ]

SEIZURE DATE	INCIDENT TYPE	DIVISION	BILLING CODE	JUVENILE CASE? <input type="checkbox"/> Y <input type="checkbox"/> N
CRIME DATE	INCIDENT LOCATION	KEY CASE NUMBER		
REPORTING OFFICER	ID	ASSIGNED DETECTIVE	ID	STATION/UNIT
LAB STOP	DETECTIVES PHONE NUMBER	PERSON SUBMITTING (OTHER THAN ABOVE)	OUTSIDE AGENCY	OUTSIDE AGENCY CASE#
PHONE NUMBER	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	DATE NEEDED		
HAS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE? <input type="checkbox"/> Y <input type="checkbox"/> N				
PEOPLE AFFILIATED WITH THE LISTED PROPERTY				
AFFILIATE TYPE	NAME (LAST, FIRST, MIDDLE)	RACE	SEX	DOB
	HOME ADDRESS, CITY, STATE, ZIP	HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE
AFFILIATE TYPE	NAME (LAST, FIRST, MIDDLE)	RACE	SEX	DOB
	HOME ADDRESS, CITY, STATE, ZIP	HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE
AFFILIATE TYPE	NAME (LAST, FIRST, MIDDLE)	RACE	SEX	DOB
	HOME ADDRESS, CITY, STATE, ZIP	HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE

# Evidence Receiving Process Flow (Outside Agency)



## Data entry (Liberty/Sentinel) – AFFILIATE RECEIVING

Liberty Sentinel - Sheriff's Main Database

File Edit Tools Window Help

OK Erase Cancel New: 1 Case 2 Item

Case Number: [ ]

Relation ID: [ ]

Last Name [ ] First Name [ ] Middle Name [ ]

Telephone: [ ] - [ ]

Birthdate: 00/00/0000 Age: [ ] Sex:  Male  Female

Address [ ] Memo [ ]

AUTO FILL/MANUAL ENTRY

PROPERTY/EVIDENCE FORM  
San Diego Sheriff's Department

PAGE 1 OF [ ] SOSO CASE NUMBER [ ]

SEIZURE DATE	INCIDENT TYPE	DIVISION	BILLING CODE	JUVENILE CASE? <input type="checkbox"/> Y <input type="checkbox"/> N			
CRIME DATE	INCIDENT LOCATION			KEY CASE NUMBER			
REPORTING OFFICER	ID	ASSIGNED DETECTIVE	ID	STATION/UNIT	MAIL STOP	DETECTIVES PHONE NUMBER	
PERSON SUBMITTING (OTHER THAN ABOVE)			OUTSIDE AGENCY	OUTSIDE AGENCY CASE#	PHONE NUMBER		
HAS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE? <input type="checkbox"/> Y <input type="checkbox"/> N				LAS SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	DATE NEEDED		
<b>PEOPLE AFFILIATED WITH THE LISTED PROPERTY</b>							
AFFILIATE TYPE	NAME (LAST, FIRST, MIDDLE)			RACE	SEX	DOB	AGE
	HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE			
	EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)			BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE	
AFFILIATE TYPE	NAME (LAST, FIRST, MIDDLE)			RACE	SEX	DOB	AGE
	HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE			
	EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)			BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE	
AFFILIATE TYPE	NAME (LAST, FIRST, MIDDLE)			RACE	SEX	DOB	AGE
	HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE			
	EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)			BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE	

# Evidence Receiving Process Flow (Outside Agency)



## Data entry (Liberty/Sentinel) – ITEM RECEIVING ; Part1

Liberty Sentinel - Sheriff's Main Database

File Edit Tools Window Help

Item Receiving

Item Receiving

OK Erase Cancel Memo

New: 1 Case 3 Affil

Case Number:

Item ID:

Description:

Description 2:

Category ID:

Incident Type:

Serial Number:

Qty Received:  UOM: EA

Value:

Location ID:

Container:

Seizure Date: 00/00/00

Disposal Dest:

C/O approval:

Owner No:

Notify Owner:

Received

By:

From:

When: 08/13/09 15:35:31

Afs Type:

Afs Category:

Make:

Caliber:

Model:

FWC:

PROPERTY/EVIDENCE FORM  
San Diego Sheriff's Department

PAGE 1 OF 1

SEIZURE DATE:  INCIDENT TYPE:  DIVISION:  BILLING CODE:  JUVENILE CASE?  Y  N

CRIME DATE:  INCIDENT LOCATION:  KEY CASE NUMBER:

REPORTING OFFICER:  ID:  ASSIGNED DETECTIVE:  ID:  STATION/UNIT:  MAIL STOP:  DETECTIVES PHONE NUMBER:

PERSON SUBMITTING (OTHER THAN ABOVE):  OUTSIDE AGENCY:  OUTSIDE AGENCY CASE#:  PHONE NUMBER:

HAS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE?  Y  N LAB SERVICE?  Y  N DATE NEEDED:

AUTO FILL / MANUAL ENTRY

EVIDENCE INFORMATION SECTION

ITEM#	LAB SERVICE?	ITEM DESCRIPTION	QUANTITY
<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="text"/>
MAKE	MODEL	CALIBER	VALUE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ID/SERIAL NUMBER	EVIDENCE TYPE	FILE CONTROL #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PROP AFFILIATION	NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N	FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LAB REQUEST / COMMENT	<input type="text"/>		

PLACE BAR CODE LABEL HERE

ITEM#	LAB SERVICE?	ITEM DESCRIPTION	QUANTITY
<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="text"/>
MAKE	MODEL	CALIBER	VALUE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ID/SERIAL NUMBER	EVIDENCE TYPE	FILE CONTROL #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PROP AFFILIATION	NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N	FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LAB REQUEST / COMMENT	<input type="text"/>		

PLACE BAR CODE LABEL HERE

ITEM#	LAB SERVICE?	ITEM DESCRIPTION	QUANTITY
<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="text"/>
MAKE	MODEL	CALIBER	VALUE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ID/SERIAL NUMBER	EVIDENCE TYPE	FILE CONTROL #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PROP AFFILIATION	NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N	FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LAB REQUEST / COMMENT	<input type="text"/>		

PLACE BAR CODE LABEL HERE

FIREARMS,  
COMPUTER, CELL  
PHONE

F7 FOR SELECTION  
LIST

F7 FOR SELECTION LIST



# Evidence Receiving Process Flow (Outside Agency)



## Data entry (Liberty/Sentinel) – ITEM RECEIVING ; Part2

Liberty Sentinel - Sheriff's Main Database

File Edit Tools Window Help

Item Receiving

Item Receiving

OK Erase Cancel Memo

New: 1 Case 3 Affil

Case Number:

Item ID:

Description:

Description 2:

Category ID:

Incident Type:

Serial Number:

Qty Received: 1 UOM: EA

Value:

Location ID:

Container:

Seizure Date: 00/00/00

Disposal Dest:

C/O appro

Owner

Notify Ow

Received

By:

From:

When: 08/13/09 15:35:31

Afs Type:

Afs Category:

Make:

Caliber:

Model:

Item Memo

Memo: (200 characters maximum)

OK

Cancel

Help

INITIAL&ARJIS, MM/DD/YY, TIME

PROPERTY/EVIDENCE FORM  
San Diego Sheriff's Department

PAGE 1 OF  SUBO CASE NUMBER

SEIZURE DATE	INCIDENT TYPE	DIVISION	BILLING CODE	JUVENILE CASE? <input type="checkbox"/> Y <input type="checkbox"/> N
CRIME DATE	INCIDENT LOCATION	REPORTING OFFICER	ASSIGNED DETECTIVE	STATION/UNIT
PERSON SUBMITTING (OTHER THAN ABOVE)	OUTSIDE AGENCY	OUTSIDE AGENCY CASE#	PHONE NUMBER	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N
HAS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE? <input type="checkbox"/> Y <input type="checkbox"/> N				DATE NEEDED <input type="text"/>

EVIDENCE INFORMATION SECTION

ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTITY
MAKE	MODEL	CALIBER	VALUE
ID/SERIAL NUMBER		EVIDENCE TYPE	FILE CONTROL #
PROP AFFILIATION	NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N	FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
LAB REQUEST / COMMENT			

PLACE BAR CODE LABEL HERE

ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTITY
MAKE	MODEL	CALIBER	VALUE
ID/SERIAL NUMBER		EVIDENCE TYPE	FILE CONTROL #
PROP AFFILIATION	NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N	FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
LAB REQUEST / COMMENT			

PLACE BAR CODE LABEL HERE

ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTITY
MAKE	MODEL	CALIBER	VALUE
ID/SERIAL NUMBER		EVIDENCE TYPE	FILE CONTROL #
PROP AFFILIATION	NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N	FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
LAB REQUEST / COMMENT			

PLACE BAR CODE LABEL HERE

## Evidence Receiving Process Flow (Outside Agency)



### Check criteria – **IN ADDITION TO**

1. Locate for a case number in the log book. Make a notation on the logbook (“Add to”, date, ARJIS).
2. Check the evidence form (EVID-1) if filled-out correctly. Write “In addition to” in the form.
3. Ensure the packaging is properly sealed (initial and date).
4. Verify the evidence label is correct.
5. Write your ARJIS, date and time on the evidence form.
6. Assign a barcode on the form and on the evidence.
7. Make three (3) photo copies of the evidence form (EVID-1).
  - Original - P&E warehouse (jacket)
  - Copy 1 - P&E warehouse (inside the evidence package)
  - Copy 2 - Outside agency copy
  - Copy 3 - Crime laboratory copy
8. Data entry (item receiving).
9. Package the evidence appropriately for storage.

# Evidence Receiving Process Flow (Outside Agency)



Check criteria – **IN ADDITION TO**

PROPERTY/EVIDENCE FORM  
San Diego Sheriff's Department

1 OF [ ]

HAS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE?  Y  N

PEOPLE AFFILIATED WITH THE LISTED PROPERTY

EVIDENCE INFORMATION SECTION

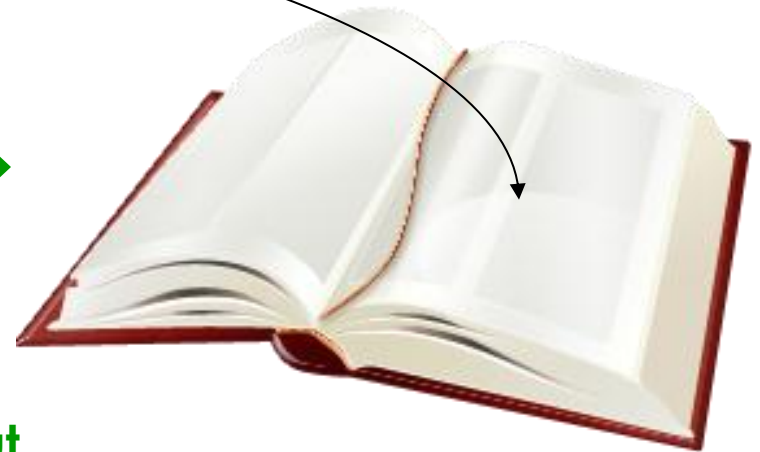
PLACE BAR CODE LABEL HERE

EVID-1 (04-2004) Page 1 of \_\_\_\_\_

Annotate  
logbook (Add  
to, date/Arjis)



Check  
evidence form  
(EVID-1) if  
correctly fill-out



# Evidence Receiving Process Flow (Outside Agency)



## Data entry (Liberty/Sentinel) – ITEM RECEIVING ; Part1

Liberty Sentinel - Sheriff's Main Database

File Edit Tools Window Help

Item Receiving

Item Receiving

OK Erase Cancel Memo

New: 1 Case 3 Affil

Case Number:

Item ID:

Description:

Description 2:

Category ID:

Incident Type:

Serial Number:

Qty Received:  UOM: EA

Value:

Location ID:

Container:

Seizure Date: 00/00/00

Disposal Dest:

C/O approval:

Owner No:

Notify Owner:

Received

By:

From:

When: 08/13/09 15:35:31

Afs Type:

Afs Category:

Make:

Caliber:

Model:

FWC:

PROPERTY/EVIDENCE FORM  
San Diego Sheriff's Department

PAGE 1 OF 1

SDSO CASE NUMBER

SEIZURE DATE	INCIDENT TYPE	DIVISION	BILLING CODE	JUVENILE CASE? <input type="checkbox"/> Y <input type="checkbox"/> N
CRIME DATE	INCIDENT LOCATION	KEY CASE NUMBER		
REPORTING OFFICER	ID	ASSIGNED DETECTIVE	ID	STATION/UNIT
PERSON SUBMITTING (OTHER THAN ABOVE)	OUTSIDE AGENCY	OUTSIDE AGENCY CASE#	PHONE NUMBER	DETECTIVES PHONE NUMBER
HAS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE? <input type="checkbox"/> Y <input type="checkbox"/> N			LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	DATE NEEDED

AUTO FILL / MANUAL ENTRY

EVIDENCE INFORMATION SECTION

ITEM#	LAB SERVICE?	ITEM DESCRIPTION	QUANTITY
<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="text"/>
MAKE	MODEL	CALIBER	VALUE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ID/SERIAL NUMBER	EVIDENCE TYPE	FILE CONTROL #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PROP AFFILIATION	NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N	FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAB REQUEST / COMMENT			
PLACE BAR CODE LABEL HERE			

ITEM#	LAB SERVICE?	ITEM DESCRIPTION	QUANTITY
<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="text"/>
MAKE	MODEL	CALIBER	VALUE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ID/SERIAL NUMBER	EVIDENCE TYPE	FILE CONTROL #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PROP AFFILIATION	NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N	FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAB REQUEST / COMMENT			
PLACE BAR CODE LABEL HERE			

ITEM#	LAB SERVICE?	ITEM DESCRIPTION	QUANTITY
<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="text"/>
MAKE	MODEL	CALIBER	VALUE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ID/SERIAL NUMBER	EVIDENCE TYPE	FILE CONTROL #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PROP AFFILIATION	NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N	FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAB REQUEST / COMMENT			
PLACE BAR CODE LABEL HERE			

FIREARMS,  
COMPUTER, CELL  
PHONE

F7 FOR SELECTION  
LIST

F7 FOR SELECTION LIST

# Evidence Receiving Process Flow (Outside Agency)



## Data entry (Liberty/Sentinel) – ITEM RECEIVING ; Part2

Liberty Sentinel - Sheriff's Main Database

File Edit Tools Window Help

Item Receiving

Item Receiving

OK Erase Cancel Memo

New: 1 Case 3 Affil

Case Number:

Item ID:

Description:

Description 2:

Category ID:

Incident Type:

Serial Number:

Qty Received: 1 UOM: EA

Value:

Location ID:

Container:

Seizure Date: 00/00/00

Disposal Dest:

C/O appro

owner

Notify Ow

Received

By:

From:

When: 08/13/09 15:35:31

Afs Type:

Afs Category:

Make:

Caliber:

Model:

Item Memo

Memo: (200 characters maximum)

OK

Cancel

Help

INITIAL&ARJIS, MM/DD/YY, TIME

PROPERTY/EVIDENCE FORM  
San Diego Sheriff's Department

PAGE 1 OF  SUBO CASE NUMBER

SEIZURE DATE	INCIDENT TYPE	DIVISION	BILLING CODE	JUVENILE CASE? <input type="checkbox"/> Y <input type="checkbox"/> N
CRIME DATE	INCIDENT LOCATION	REPORTING OFFICER	ASSIGNED DETECTIVE	STATION/UNIT
PERSON SUBMITTING (OTHER THAN ABOVE)	OUTSIDE AGENCY	OUTSIDE AGENCY CASE#	PHONE NUMBER	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N
HAS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE? <input type="checkbox"/> Y <input type="checkbox"/> N				DATE NEEDED <input type="text"/>

EVIDENCE INFORMATION SECTION

ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTITY
MAKE		MODEL	VALUE
ID/SERIAL NUMBER		EVIDENCE TYPE	FILE CONTROL #
PROP AFFILIATION		NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N
LAB REQUEST / COMMENT			FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N

PLACE BAR CODE LABEL HERE

ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTITY
MAKE		MODEL	VALUE
ID/SERIAL NUMBER		EVIDENCE TYPE	FILE CONTROL #
PROP AFFILIATION		NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N
LAB REQUEST / COMMENT			FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N

PLACE BAR CODE LABEL HERE

ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTITY
MAKE		MODEL	VALUE
ID/SERIAL NUMBER		EVIDENCE TYPE	FILE CONTROL #
PROP AFFILIATION		NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N
LAB REQUEST / COMMENT			FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N

PLACE BAR CODE LABEL HERE

# Evidence Receiving Process Flow (Outside Agency)



## Check criteria – **RE-SUBMIT**

1. Locate for a case number in the log book. Make a notation on the logbook (“Re-submit”, date, ARJIS).
2. Check the evidence form (EVID-1) if filled-out correctly. Write “Re-submit” in the form.
3. Ensure the packaging is properly sealed (initial and date).
4. Verify the evidence label is correct.
5. Write your ARJIS, date and time on the evidence form.
6. Make three (3) photo copies of the evidence form (EVID-1).
  - Original - P&E warehouse (jacket)
  - Copy 1 - P&E warehouse (inside the evidence package)
  - Copy 2 - Outside agency copy
  - Copy 3 - Crime laboratory copy
7. Data entry (refer to **Re-instate Module**).
8. Package the evidence appropriately for storage.

# Evidence Receiving Process Flow (Outside Agency)



Check criteria – **RE-SUBMIT**

PROPERTY/EVIDENCE FORM  
San Diego Sheriff's Department

1 OF 1

HAS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE?  Y  N

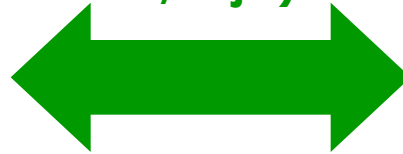
PEOPLE AFFILIATED WITH THE LISTED PROPERTY

EVIDENCE INFORMATION SECTION

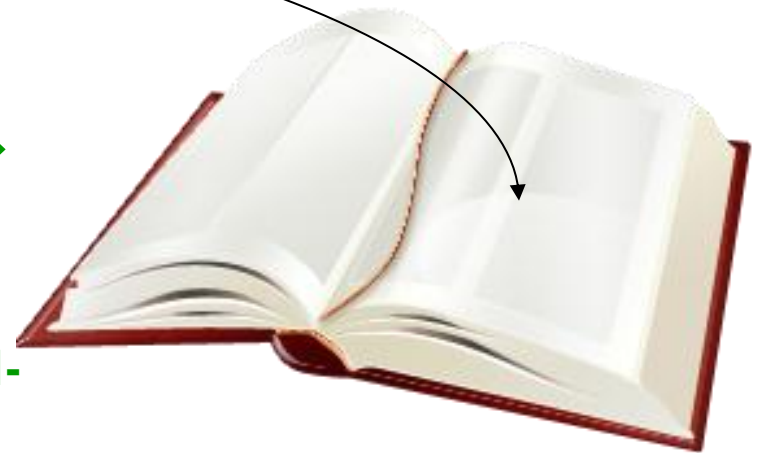
PLACE BAR CODE LABEL HERE

EVID-1 (04-2004) Page 1 of \_\_\_\_\_

Annotate logbook  
(re-submit,  
date/Arjls)



Check the  
evidence form  
(EVID-1) if filled-  
out correctly.



Re-submit evidence requires a new evidence form with the barcode written in the barcode box (do not accept a photocopy of previous form).

# Evidence Receiving Process Flow (Outside Agency)



Evidence packaging

## Physical and Narco

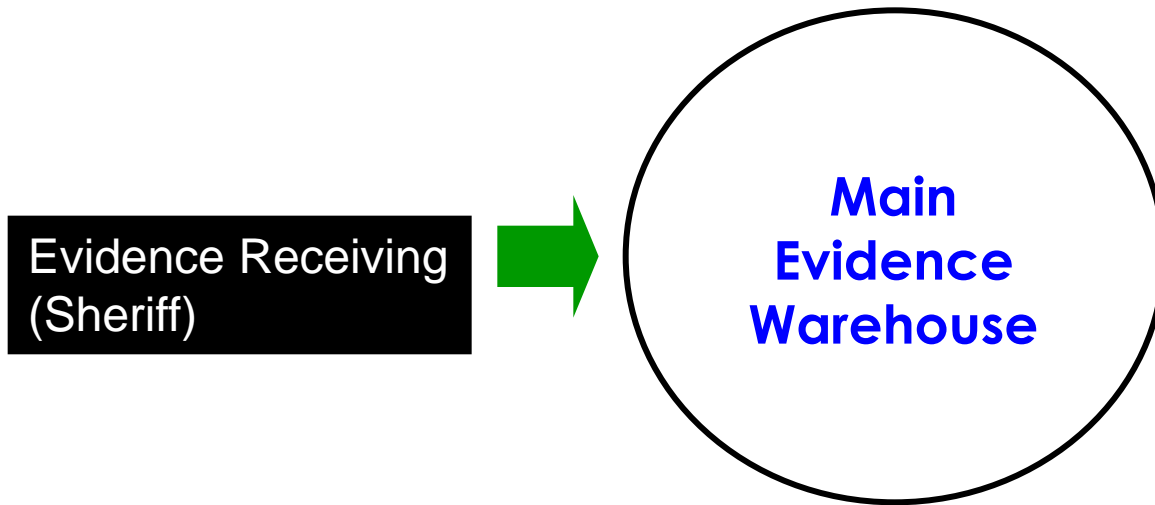
1. Clasp envelope - small physical and narcotics items (outside agency).
2. Pocket folder - media items and small narcotics items (sheriff).
3. Paper bag - miscellaneous items and wet marijuana/mushrooms.
4. Kapak (poly bags) - currency, jewelry and narcotics.
5. Ziplock bag – freezer or refrigerator items.

## Firearms

1. Window boxes - for handguns, rifles, other weapons.

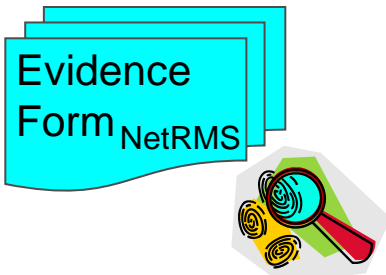


# Evidence Flow – Front Office



# Evidence Receiving Process Flow (Sheriff)

SHERIFF



Actual Evidence

evidence  
submission

A large green arrow pointing from the Sheriff side to the Front Counter side, indicating the direction of evidence submission.

Front Counter



Check criteria (new case, in addition to).



Check the evidence form (NetRMS Property & Evidence report) completeness.



Check the actual evidence submitted (packing and labeling).



Data entry (Liberty/Sentinel).



Evidence packaging and put-away.

**Note:** Homicide detectives and Crime Lab personnel is allowed to submit evidence using EVID-1.

# Evidence Receiving Process Flow (Sheriff)



## Check criteria – NEW CASE

1. Check NetRMS property & evidence form if filled-out correctly.
2. Ensure the packaging is properly sealed (initial and date).
3. Verify the evidence label is correct.
4. Write your ARJIS, date and time on the evidence form.
5. Assign a barcode on the form and on the evidence.
6. Make two (2) photo copies of the evidence form.
  - Original - P&E warehouse (jacket)
  - Copy 1 - P&E warehouse (inside the evidence package)
  - Copy 2 - Detective / crime lab personnel copy
  - Copy 3 - Optional, if crime lab request is needed
7. Data entry (case, affiliate and item).
8. Package the evidence appropriately for storage.

# Evidence Receiving Process Flow (Sheriff)



## Data entry (Liberty/Sentinel) – NEW CASE

Liberty Sentinel - Sheriff's Main Database

File Edit Tools Window Help

Case Receiving

Case Receiving

OK Erase Cancel New: 2 Item 3 Affil

Entered: 8/11/09 1:57 pm  
By: RGALACSH

Case Number:

Case Type:

Incident Type:

Description:

Division ID:

Originating Officer:

Case Officer:

Case Date: 08/11/09

Key Case Number:

Memo:

SearchWarrant:

Retain Case:

SrchWarrant #:

CRIM

San Diego County Sheriff's Department  
Property and Evidence Report

Case No.

1

Page 1 of 4

GENERAL CASE INFORMATION			
REPORTING AGENCY: SH - Sheriff	CALL FOR SERVICE NUMBER (CAD):	OFFENSE TYPE:	DIVISION: SD SO - SD Sheriff's Office
DATE OF INCIDENT:	INCIDENT LOCATION, CITY, STATE, ZIP:		CASE NUMBER: SEARCH WARRANT NUMBER: KEY CASE NUMBER:
REPORTING OFFICER:	ID:	DIVISION:	
ASSIGNED DETECTIVE:	ID:	DIVISION:	
INVOLVED PEOPLE			
AFFILIATION: V1	NAME (Last, First, Middle):	DOB:	AGE: SEX: RACE:
	HOME ADDRESS, CITY, STATE, ZIP:		HOME PHONE:
AFFILIATION: V2	NAME (Last, First, Middle):	DOB:	AGE: SEX: RACE:
	HOME ADDRESS, CITY, STATE, ZIP:		HOME PHONE:
AFFILIATION: V3	NAME (Last, First, Middle):	DOB:	AGE: SEX: RACE:
	HOME ADDRESS, CITY, STATE, ZIP:		HOME PHONE:

Don't use this memo field.

# Evidence Receiving Process Flow (Sheriff)



## Data entry (Liberty/Sentinel) – AFFILIATE RECEIVING

Liberty Sentinel - Sheriff's Main Database

File Edit Tools Window Help

OK Erase Cancel New: 1 Case 2 Item

Case Number: [ ]

Relation ID: [ ]

Last Name [ ] First Name [ ] Middle Name [ ]

Telephone: [ ] - [ ]

Birthdate: 00/00/0000 Age: [ ]

Sex  
 Male  Female

Address [ ] Memo [ ]

AUTO FILL/ MANUAL ENTRY

San Diego County Sheriff's Department  
Property and Evidence Report

Case No. 1  
Page 1 of 4

GENERAL CASE INFORMATION				
REPORTING AGENCY: SH - Sheriff	CALL FOR SERVICE NUMBER (CAD):	OFFENSE TYPE:	DIVISION:	BILLING CODE: SD SO - SD Sheriff's Office
DATE OF INCIDENT:	INCIDENT LOCATION, CITY, STATE, ZIP:			CASE NUMBER:
REPORTING OFFICER:	ID:	DIVISION:		
ASSIGNED DETECTIVE:	ID:	DIVISION:		
SEARCH WARRANT NUMBER:				
KEY CASE NUMBER:				

INVOLVED PEOPLE				
AFFILIATION: V1	NAME (LAST, FIRST, MIDDLE):	DOB:	AGE:	SEX:
	HOME ADDRESS, CITY, STATE, ZIP:		HOME PHONE:	RACE:
AFFILIATION: V2	NAME (LAST, FIRST, MIDDLE):	DOB:	AGE:	SEX:
	HOME ADDRESS, CITY, STATE, ZIP:		HOME PHONE:	RACE:
AFFILIATION: V3	NAME (LAST, FIRST, MIDDLE):	DOB:	AGE:	SEX:
	HOME ADDRESS, CITY, STATE, ZIP:		HOME PHONE:	RACE:

# Evidence Receiving Process Flow (Sheriff)



## Data entry (Liberty/Sentinel) – ITEM RECEIVING ; Part1

Liberty Sentinel - Sheriff's Main Database

File Edit Tools Window Help

Item Receiving

Item Receiving

OK Erase Cancel Memo New: 1 Case 3 Affil

Case Number:

Item ID:

Description:

Description 2:

Category ID:

Incident Type:

Serial Number:

Qty Received:  UOM: EA

Value:

Location ID:

Container:

Seizure Date: 00/00/00

Disposal Dest:

C/O approval:

Owner No:

Notify Owner:

Received

By:

From:

When: 08/13/09 15:35:31

Afs Type:

Afs Category:

Make:

Caliber:

Model:

FWC:

AUTO FILL / MANUAL ENTRY

EVIDENCE INFORMATION SECTION			
ITEM NUMBER:	PROPERTY DESCRIPTION:	SEIZED ON DATE	PLACE BAR CODE LABEL HERE
VALUE:	COUNT:	MAKE/MANUFACTURER:	
MODEL:	CALIBER:	SERIAL NUMBER:	
PROPERTY TYPE:	PROPERTY STATUS:	SEARCH WARRANT:	
FWC:	PROPERTY DISPOSITION:		
RELATED PERSON:	RELATION TYPE:		
RELATED PERSON:	RELATION TYPE:		
NOTES:			

FIREARMS,  
COMPUTER, CELL  
PHONE

F7 FOR SELECTION  
LIST

F7 FOR SELECTION LIST

# Evidence Receiving Process Flow (Sheriff)



## Data entry (Liberty/Sentinel) – ITEM RECEIVING ; Part2

Liberty Sentinel - Sheriff's Main Database

File Edit Tools Window Help

Item Receiving

Item Receiving

OK Erase Cancel Memo

New: 1 Case 3 Affil

Case Number:

Item ID:

Description:

Description 2:

Category ID:

Incident Type:

Serial Number:

Qty Received:  UOM: EA

Value:

Location ID:

Container:

Seizure Date: 00/00/00

Disposal Dest:

C/O appro:

Owner:

Notify Ow:

Received

By:

From:

When: 08/13/09 15:35:31

Afs Type:

Afs Category:

Make:

Caliber:

Model:

Item Memo

Memo: (200 characters maximum)

OK

Cancel

Help

San Diego County Sheriff's Department  
Property and Evidence Report

INITIAL&ARJIS, MM/DD/YY, TIME

Case No. 1

Page 1 of 2

GENERAL CASE INFORMATION

REPORTING AGENCY: SH - Sheriff	CASE NUMBER
CALL FOR SERVICE NUMBER (CAS)	SEARCH WARRANT NUMBER
OFFENSE TYPE	BILLING CODE SDSO - SD Sheriff's Office
DIVISION	KEY CASE NUMBER
DATE OF INCIDENT	ACCIDENT LOCATION, CITY, STATE, ZIP
REPORTING OFFICER:	ID:
ASSIGNED DETECTIVE:	DIVISION:

EVIDENCE INFORMATION SECTION

ITEM NUMBER:	PROPERTY DESCRIPTION:	SEIZED ON DATE	PLACE BAR CODE LABEL HERE
VALUE:	COUNT:	MAKE/MANUFACTURER:	
CALIBER:	SERIAL NUMBER:	PROPERTY TYPE:	
PROPERTY STATUS:	SEARCH WARRANT:	FWIC:	
PROPERTY DISPOSITION:			
RELATED PERSON:	RELATION TYPE:		
RELATED PERSON:	RELATION TYPE:		
NOTES:			

## Evidence Receiving Process Flow (Sheriff)



### Check criteria – IN ADDITION TO

1. Check NetRMS property & evidence form if filled-out correctly.
2. Ensure the packaging is properly sealed (initial and date).
3. Verify the evidence label is correct.
4. Write your ARJIS, date and time on the evidence form.
5. Assign a barcode on the form and on the evidence.
6. Make two (2) photo copies of the evidence form.
  - Original - P&E warehouse (jacket)
  - Copy 1 - P&E warehouse (inside the evidence package)
  - Copy 2 - Detective / crime lab personnel copy
  - Copy 3 - Optional, if crime lab request is needed
7. Data entry (case, affiliate and item).
8. Package the evidence appropriately for storage.



# Evidence Receiving Process Flow (Sheriff)



## Data entry (Liberty/Sentinel) – ITEM RECEIVING ; Part1

Liberty Sentinel - Sheriff's Main Database

File Edit Tools Window Help

Item Receiving

Item Receiving

OK Erase Cancel Memo New: 1 Case 3 Affil

Case Number:

Item ID:

Description:

Description 2:

Category ID:

Incident Type:

Serial Number:

Qty Received:  UOM: EA

Value:

Location ID:

Container:

Seizure Date: 00/00/00

Disposal Dest:

C/O approval:

Owner No:

Notify Owner:

Received

By:

From:

When: 08/13/09 15:35:31

Afs Type:

Afs Category:

Make:

Caliber:

Model:

FWC:

San Diego County Sheriff's Department  
Property and Evidence Report

INITIAL&ARJIS, MM/DD/YY, TIME

Case No. 1

GENERAL CASE INFORMATION

REPORTING AGENCY SH - Sheriff	CASE NUMBER
CALLER SERVICE NUMBER (CAD)	OFFENSE TYPE
DIVISION	BILLING CODE SDSO - SD Sheriff's Office
SEARCH WARRANT NUMBER	

MANUAL ENTRY

EVIDENCE INFORMATION SECTION

ITEM NUMBER:	PROPERTY DESCRIPTION:	SEIZED ON DATE
VALUE:	COUNT:	MAKE/MANUFACTURER:
MODEL:	CALIBER:	SERIAL NUMBER:
PROPERTY TYPE:	PROPERTY STATUS:	SEARCH WARRANT:
FWIC:	PROPERTY DISPOSITION:	
RELATED PERSON:	RELATION TYPE:	
RELATED PERSON:	RELATION TYPE:	
NOTES:		

PLACE BAR CODE LABEL HERE

FIREARMS,  
COMPUTER, CELL  
PHONE

F7 FOR SELECTION  
LIST

F7 FOR SELECTION LIST

Note: If case number do not exists this is a new case.

# Evidence Receiving Process Flow (Sheriff)



## Data entry (Liberty/Sentinel) – ITEM RECEIVING ; Part2

Liberty Sentinel - Sheriff's Main Database

File Edit Tools Window Help

Item Receiving

Item Receiving

OK Erase Cancel Memo

New: 1 Case 3 Affil

Case Number:

Item ID:

Description:

Description 2:

Category ID:

Incident Type:

Serial Number:

Qty Received:  UOM: EA

Value:

Location ID:

Container:

Seizure Date: 00/00/00

Disposal Dest:

C/O appro:

Owner:

Notify Ow:

Received

By:

From:

When: 08/13/09 15:35:31

Afs Type:

Afs Category:

Make:

Caliber:

Model:

Item Memo

Memo: (200 characters maximum)

OK

Cancel

Help

San Diego County Sheriff's Department  
Property and Evidence Report

INITIAL&ARJIS, MM/DD/YY, TIME

Case No. 1

Page 1 of 2

GENERAL CASE INFORMATION

REPORTING AGENCY: SH - Sheriff	CASE NUMBER
CALL FOR SERVICE NUMBER (CAS)	SEARCH WARRANT NUMBER
OFFENSE TYPE	BILLING CODE SDSO - SD Sheriff's Office
DIVISION	KEY CASE NUMBER
DATE OF INCIDENT	INCIDENT LOCATION, CITY, STATE, ZIP
REPORTING OFFICER:	ID:
ASSIGNED DETECTIVE:	DIVISION:

EVIDENCE INFORMATION SECTION

ITEM NUMBER:	PROPERTY DESCRIPTION:	SEIZED ON DATE	PLACE BAR CODE LABEL HERE
VALUE:	COUNT:	MAKE/MANUFACTURER:	
CALIBER:	SERIAL NUMBER:	PROPERTY TYPE:	
PROPERTY STATUS:	SEARCH WARRANT:	FWIC:	
PROPERTY DISPOSITION:			
RELATED PERSON:	RELATION TYPE:		
RELATED PERSON:	RELATION TYPE:		
NOTES:			

# Evidence Receiving Process Flow (Sherriff)



## Check criteria – RE-SUBMIT

1. Item re-submit by DA's Office from Sheriff case don't need an evidence form when reinstating.
2. Ensure the packaging is properly sealed (initial and date).
3. Obtain the Name and ID number of the personnel re-submitting the item.
4. Data entry (refer to **Re-instate Module**).
5. Package the evidence appropriately for storage.

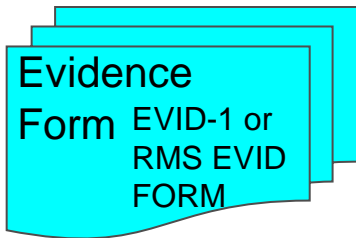
Evidence Flow – Front Office

Evidence Check-out



# Evidence Check-out Process Flow (Crime Lab)

Crime Lab



check-out  
request



Front counter – CL window



Check CL request box periodically.



Check evidence form completeness (personnel & date for check-out) and log in the board.



Check location.



Pull or pick item.



Data entry (prepare check-out form).



Item check-out.

# Evidence Check-out Process Flow (Crime Lab)



Check CL request box (periodically).



Check evidence form completeness (personnel & date for check-out) and log into the board.



Check location.



# Evidence Check-out Process Flow (Crime Lab)



Pull or pick item.



# Evidence Check-out Process Flow (Crime Lab)



Data entry (prepare check-out release form).

**Liberty Sentinel - Sheriff's Main Database**

File Edit Records Tools Window Help

Item Check-Out

Record ID: -9367  
Case Number:   
Destination:

Released  
By:   
When: 10/12/09 09:25:11 now  
To:

Entered: 10/12/09 9:25 am By: RGALACSH

Item ID	Quantity	Memo
---------	----------	------

Master Record 40 of 40 Inserted

**New Check-Out**  
Build Item List  
Print Pick List  
Scan Items...  
Print Release Form  
Check-Out Items  
Modify Detail  
Delete All Items

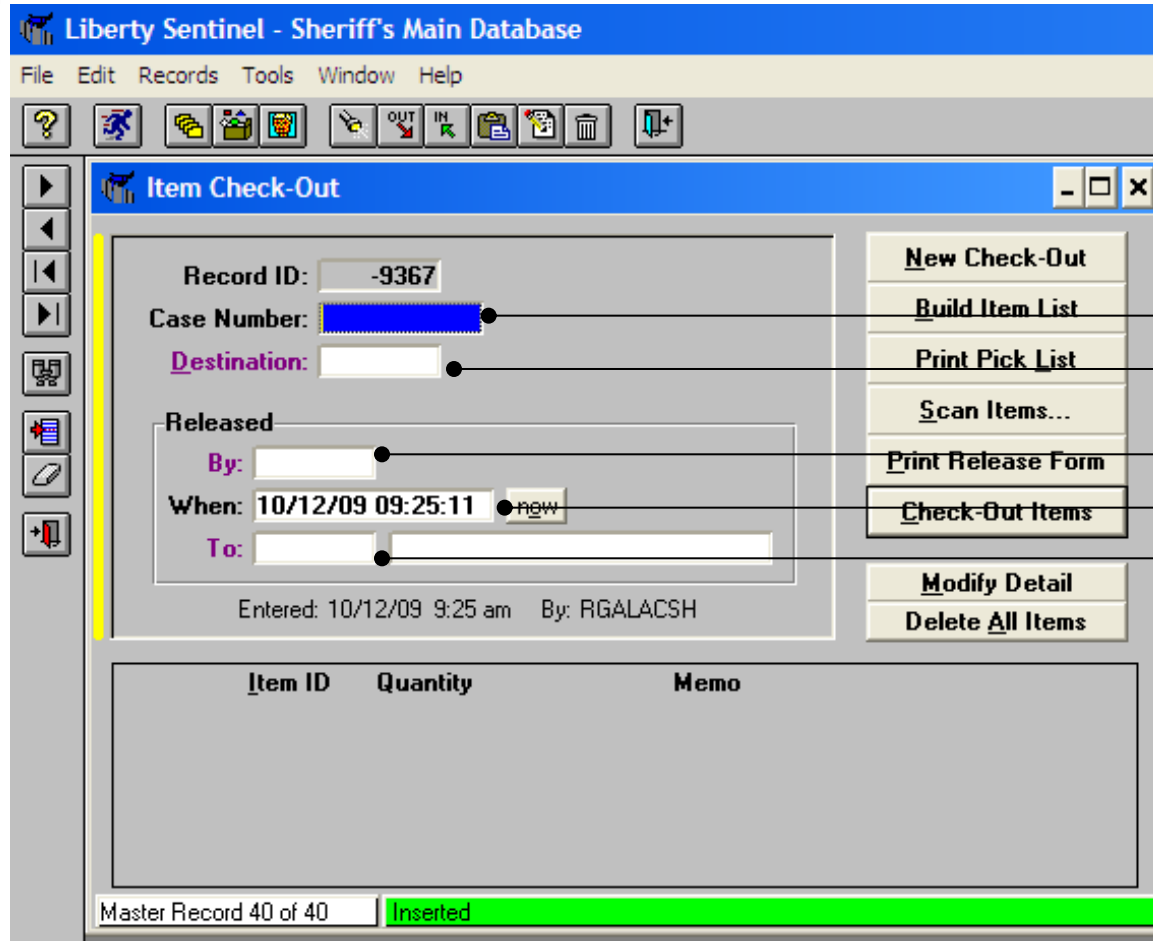
Click on New Check-out



# Evidence Check-out Process Flow (Crime Lab)



Data entry (prepare check-out release form).



The screenshot shows the 'Item Check-Out' window in the Liberty Sentinel database. The window title is 'Liberty Sentinel - Sheriff's Main Database' and the menu bar includes 'File', 'Edit', 'Records', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for navigation and actions. The main form area is titled 'Item Check-Out' and contains the following fields and buttons:

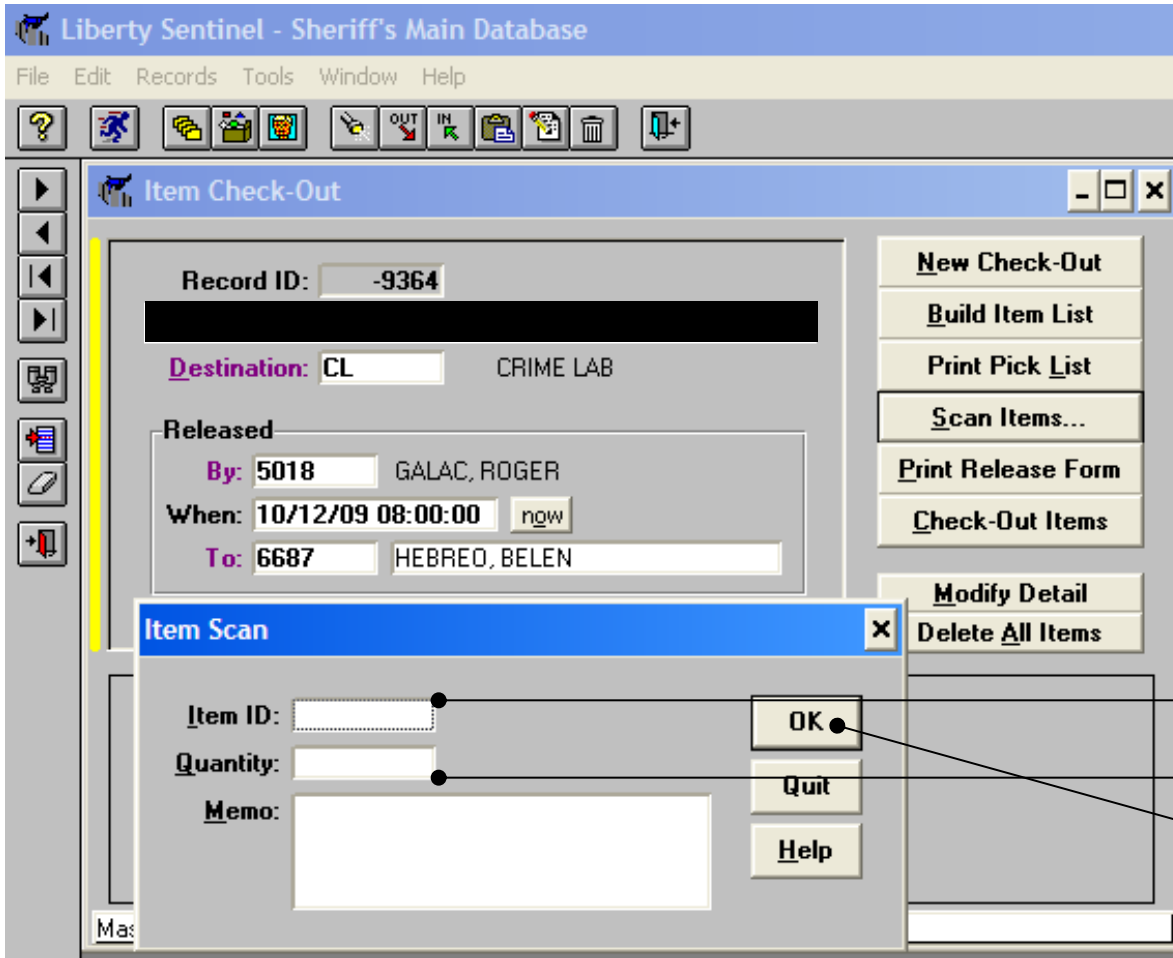
- Record ID:** -9367
- Case Number:** [Redacted]
- Destination:** [Redacted]
- Released By:** [Redacted]
- When:** 10/12/09 09:25:11
- To:** [Redacted]
- Buttons:** New Check-Out, Build Item List, Print Pick List, Scan Items..., Print Release Form, Check-Out Items, Modify Detail, Delete All Items
- Footer:** Master Record 40 of 40, Inserted

- Case number
- CL for crime lab
- P&E ARJIS
- Date of check-out
- Crime lab personnel Liberty number.

# Evidence Check-out Process Flow (Crime Lab)



Data entry (prepare check-out release form).



The screenshot displays the 'Liberty Sentinel - Sheriff's Main Database' application. The main window is titled 'Item Check-Out' and contains the following fields and buttons:

- Record ID: -9364
- Destination: CL CRIME LAB
- Released section:
  - By: 5018 GALAC, ROGER
  - When: 10/12/09 08:00:00 now
  - To: 6687 HEBREO, BELEN
- Buttons on the right: New Check-Out, Build Item List, Print Pick List, Scan Items..., Print Release Form, Check-Out Items, Modify Detail, Delete All Items.

An 'Item Scan' dialog box is overlaid on the main window, containing:

- Item ID: [text input field]
- Quantity: [text input field]
- Memo: [text area]
- Buttons: OK, Quit, Help.

- Scan or enter barcode number
- Confirm quantity
- Click OK

# Evidence Check-out Process Flow (Crime Lab)



Data entry (prepare check-out release form).

Liberty Sentinel - Sheriff's Main Database

File Edit Records Tools Window Help

Item Check-Out

Record ID: -9354

Destination: CL CRIME LAB

Released

By: 5018 GALAC, ROGER

When: 10/12/09 08:00:00 now

To: 6687 HEBREO, BELEN

Entered: 10/12/09 10:02 am By: RGALACSH

Item ID	Quantity	Memo
1 I1044783	2	Scanned

Master Record 40 of 40

New Check-Out  
Build Item List  
Print Pick List  
Scan Items...  
Print Release Form  
Check-Out Items  
Modify Detail  
Delete All Items

Click on Print Release Form to print.

# Evidence Check-out Process Flow (Crime Lab)



Data entry (prepare check-out release form).

**Liberty Sentinel - Sheriff's Main Database**

File Display Tools Window Help

Check-Out Release Form

### Check-Out Release Form

<b>Property Facility</b>	<b>Destination</b>
SAN DIEGO COUNTY SHERIFF 5255 MT. ETNA DRIVE SAN DIEGO, CA 92117  (858) 467-4464	CRIME LAB 5255 MOUNT ETNA DRIVE SAN DIEGO, CA 92117  (858) 467-4600

Case Number:	[REDACTED]	Rec ID: -9354
Case Officer:	[REDACTED]	
Released By:	[REDACTED]	Date: 10/12/09
Released To:	[REDACTED]	Time: 8:00 am

Item ID	Description	Serial Number	Quantity
I1044783	NARCOTICS, HEROIN		2

## Evidence Check-out Process Flow (Crime Lab)



### Item check-out.

1. Crime lab personnel will check the evidence versus the item requested.
2. Crime lab personnel will ensure the packaging is properly sealed (initial and date) before checking-out the item.
3. The check-out release form will be signed by the requesting party and return to P&E personnel or place on the check-out box.
4. Update the check-out screen using the signed check-out release form.
5. Place the updated check-out release form into the bin for filing.

# Evidence Check-out Process Flow (Sheriff Personnel)

Sheriff Personnel

Property <sup>EVID-3</sup>  
release &  
receipt.

Evidence <sup>EVID-5</sup>  
viewing  
request

**Other forms of  
request from the  
sworn staff.**

check-out  
request



Front office



Check form completeness  
(personnel & date for check-out).



Check item location.



Pull or pick item.



Data entry (prepare check-out form).



Item check-out.

# Evidence Check-out Process Flow (Sheriff)



Data entry (prepare check-out release form).

**Liberty Sentinel - Sheriff's Main Database**

File Edit Records Tools Window Help

Item Check-Out

Record ID: -9367  
Case Number:   
Destination:

Released  
By:   
When: 10/12/09 09:25:11 now  
To:

Entered: 10/12/09 9:25 am By: RGALACSH

**New Check-Out**  
**Build Item List**  
**Print Pick List**  
**Scan Items...**  
**Print Release Form**  
**Check-Out Items**  
**Modify Detail**  
**Delete All Items**

Item ID	Quantity	Memo
---------	----------	------

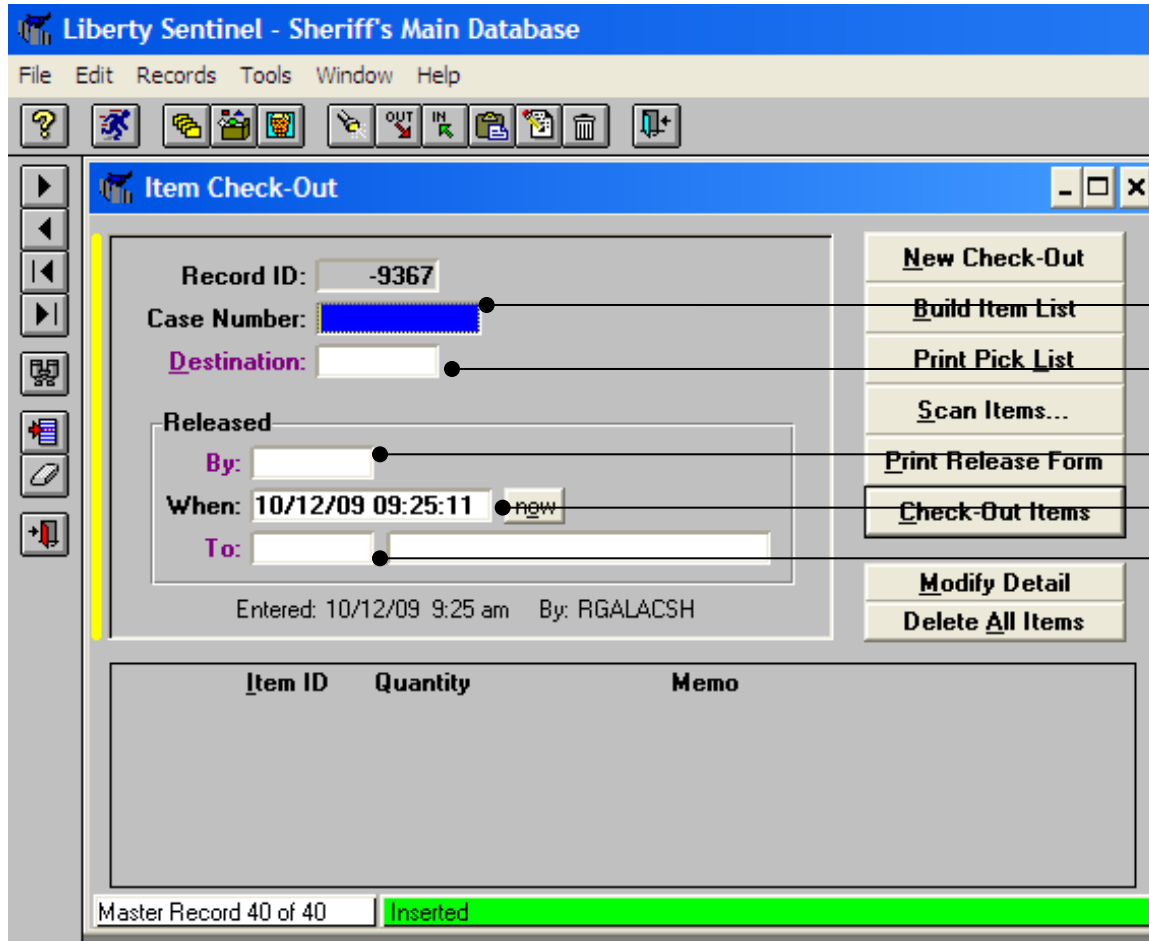
Master Record 40 of 40 Inserted

Click on New Check-out

# Evidence Check-out Process Flow (Sheriff)



Data entry (prepare check-out release form).



The screenshot shows the 'Liberty Sentinel - Sheriff's Main Database' application window. The 'Item Check-Out' form is active, displaying the following fields and buttons:

- Record ID:** -9367
- Case Number:** [Redacted]
- Destination:** [Empty]
- Released By:** [Empty]
- When:** 10/12/09 09:25:11
- To:** [Empty]
- Buttons:** New Check-Out, Build Item List, Print Pick List, Scan Items..., Print Release Form, Check-Out Items, Modify Detail, Delete All Items
- Table:** A table with columns 'Item ID', 'Quantity', and 'Memo'.
- Status:** Master Record 40 of 40, Inserted

→ Case number

→ Location where the evidence to be checked-out.

→ P&E ARJIS

→ Date of check-out

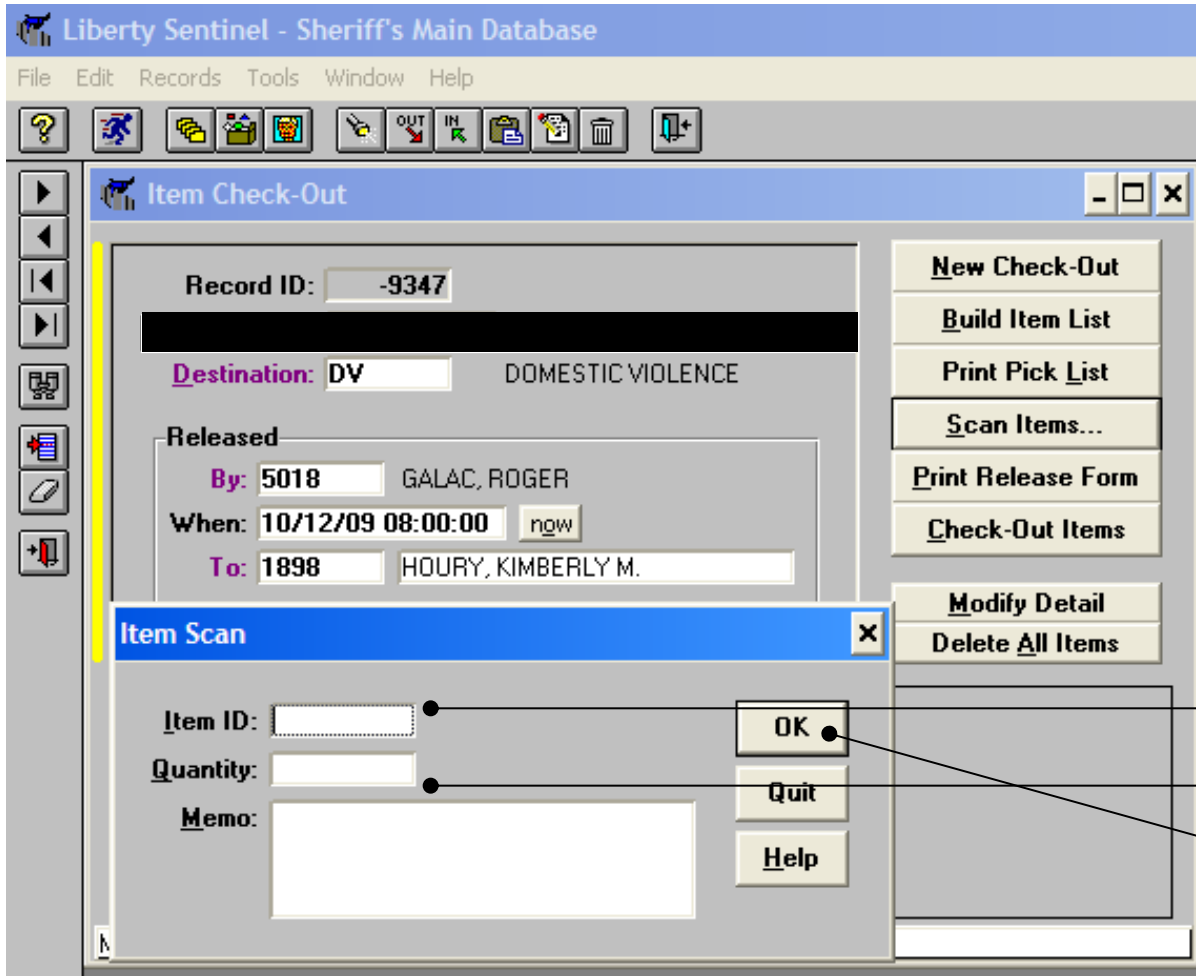
→ Sworn staff ARJIS or Liberty number.



# Evidence Check-out Process Flow (Sheriff)



Data entry (prepare check-out release form).



Liberty Sentinel - Sheriff's Main Database

File Edit Records Tools Window Help

Item Check-Out

Record ID: -9347

Destination: DV DOMESTIC VIOLENCE

Released

By: 5018 GALAC, ROGER

When: 10/12/09 08:00:00 now

To: 1898 HOURY, KIMBERLY M.

Item Scan

Item ID:

Quantity:

Memo:

OK

Quit

Help

New Check-Out

Build Item List

Print Pick List

Scan Items...

Print Release Form

Check-Out Items

Modify Detail

Delete All Items

- Scan or enter barcode number
- Confirm quantity
- Click OK

# Evidence Check-out Process Flow (Sheriff)



Data entry (prepare check-out release form).

Liberty Sentinel - Sheriff's Main Database

File Edit Records Tools Window Help

Item Check-Out

Record ID: -9347

Destination: DV DOMESTIC VIOLENCE

Released

By: 5018 GALAC, ROGER

When: 10/12/09 08:00:00 now

To: 1898 HOURY, KIMBERLY M.

Entered: 10/12/09 12:04 pm By: RGALACSH

Item ID	Quantity	Memo
1 I1046560	1	Scanned

Master Record 13 of 13

New Check-Out  
Build Item List  
Print Pick List  
Scan Items...  
Print Release Form  
Check-Out Items  
Modify Detail  
Delete All Items

Click on Print Release Form to print.

# Evidence Check-out Process Flow (Sheriff)



Data entry (prepare check-out release form).

**Liberty Sentinel - Sheriff's Main Database**

File Display Tools Window Help

Check-Out Release Form

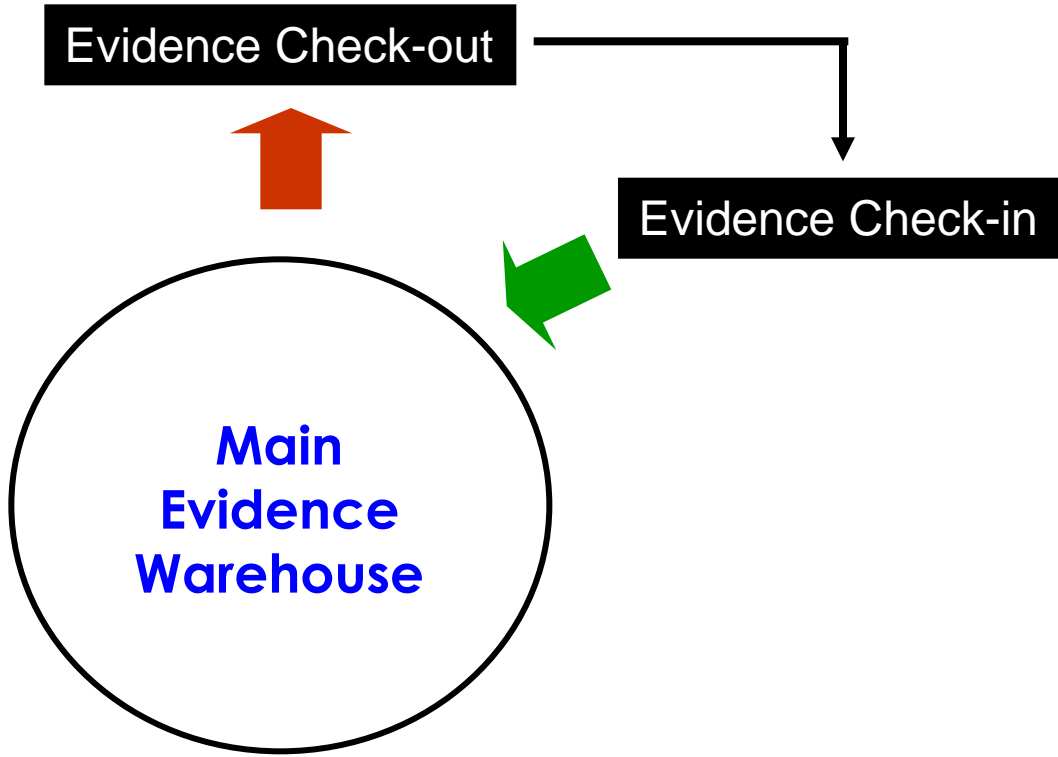
### Check-Out Release Form

<b>Property Facility</b>	<b>Destination</b>
SAN DIEGO COUNTY SHERIFF 5255 MT. ETNA DRIVE SAN DIEGO, CA 92117  (858) 467-4464	DOMESTIC VIOLENCE  ( ) -

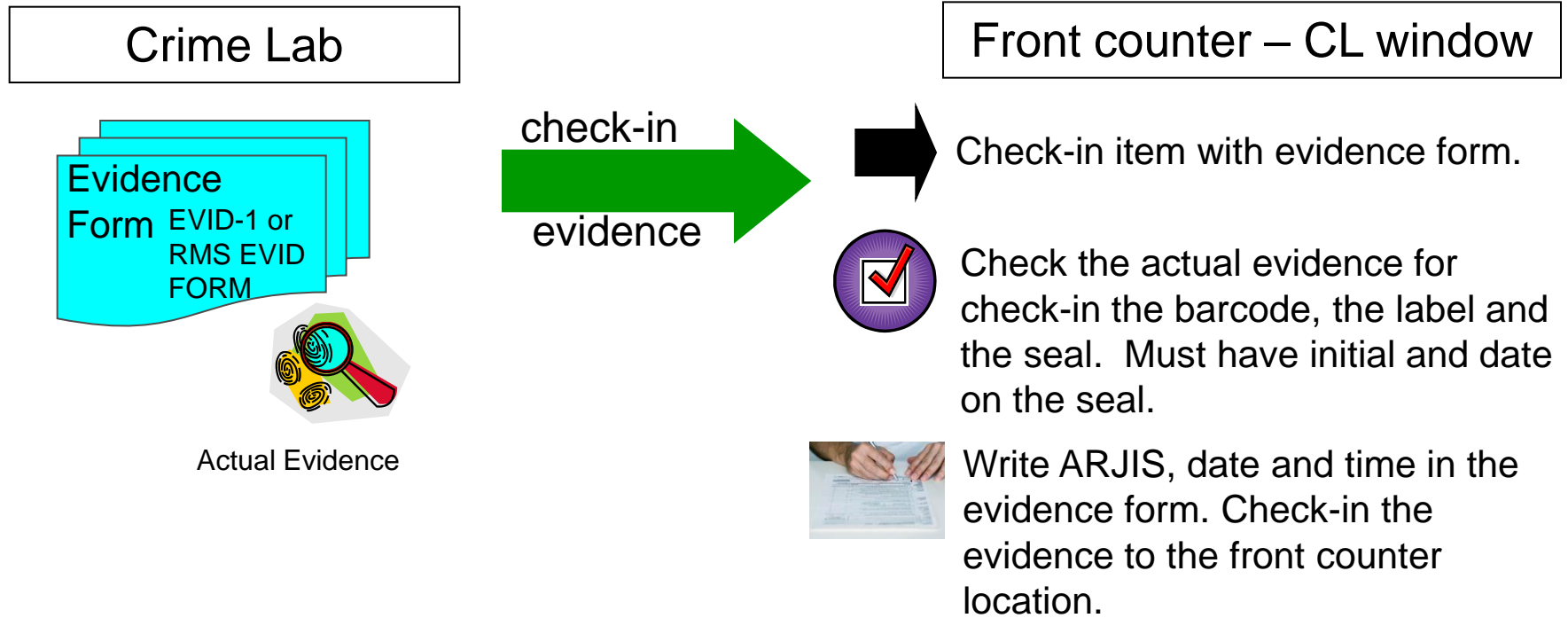
Case Number:		Rec ID: -9347
Case Officer:		Date: 10/12/09
Released By:		Time: 8:00 am
Released To:		

Item ID	Description	Serial Number	Quantity
I1046560	MEDICAL RECORDS		1

# Evidence Flow – Front Office



# Evidence Check-in Process Flow (Crime Lab)



Note : If submitting a new item on an existing case during check-in, please refer on the next page.

## Evidence Receiving Process Flow (New item from check-in)



### Check criteria – **IN ADDITION TO**

1. Check the evidence form (EVID-1) if filled-out correctly.
2. Ensure the packaging is properly sealed (initial and date).
3. Verify the evidence label is correct.
4. Write your ARJIS, date and time on the evidence form.
5. Assign a barcode on the form and on the evidence.
6. Make three (3) photo copies of the evidence form (EVID-1).
  - Original - P&E warehouse (jacket)
  - Copy 1 - P&E warehouse (inside the evidence package)
  - Copy 2 - Outside agency copy
  - Copy 3 - Crime laboratory copy
7. Data entry (item receiving).
8. Package the evidence appropriately for storage.

# Evidence Check-in Process Flow (Sheriff)

Sheriff



Actual Evidence

check-in  
evidence



Front counter

Check-in item without evidence form.



Ensure the packaging is properly sealed (initial and date).



Obtain information (Name, ARJIS, date and time submitted) from person checking-in the evidence.



Check-in the evidence to the front counter location.

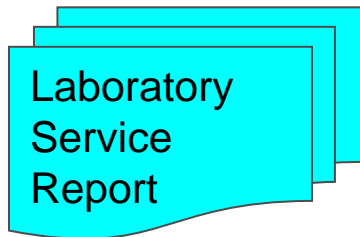
# Evidence Flow – Front Office





# Evidence Disposal Process Flow (Outside Agency)

Crime lab front office



Evidence  
for disposal



Front Office

Check status of the evidence in the system;

**If IN status** – get location, pull the item, prepare disposal release form.

**If OUT status** – place the laboratory service request in respective file or box with some notes to check status later.

**If DISPOSED status** – provide the copy to the agency and make note “Report Only - Disposed”.



Data entry (prepare disposal form).

# Evidence Disposal Process Flow (Outside Agency)



Check status of the evidence in the system;

**If IN status** – get location, pull the item, prepare disposal release form.

Status

In  
9/3/2009

San Diego Sheriff's Department  
CRIME LABORATORY  
5255 Mt. Etna Drive, San Diego, CA 92117  
(619) 467-4600

LABORATORY SERVICE REPORT

CASE OFFICER: [REDACTED]  
AGENCY/DIVISION: [REDACTED]  
SUSPECT: [REDACTED]  
SUSPECT 2: [REDACTED]

SERVICE REQUESTED: CONTROLLED SUBSTANCE ANALYSIS

RESULTS:

ITEM NUMBER:					
COCAINE (PRESUMPTIVE ONLY)	1	gpl			
HEROIN					
LYSERGIC ACID DIETHYLAMIDE (LSD)					
MARIJUANA					
METHAMPHETAMINE					
NO CONTROLLED SUBSTANCES DETECTED					
NOT EXAMINED					
APPROXIMATE NET WEIGHT (GRAMS)	under				

DISPOSITION: ALL ITEMS IN THIS CASE WERE RETURNED TO THE PROPERTY AND EVIDENCE UNIT.

ANALYST: [REDACTED] /11/11/09  
VIEWER / DATE: [REDACTED]  
Page 1 of 1

Liberty Sentinel - Sheriff's Main Database

File Edit Display Tools Window Help

Case and Item Inquiry

OK Print Case Disp Status Ebase Cancel  
Item

Case Number: [REDACTED] Open  
Incident Type: [REDACTED] Case Type: TCRIM  
Case Officer: [REDACTED] Case Date: 8/25/09

Item 1 of 1

Item ID: I1037194 NARCOTICS, COCAINE In  
Seizure Date: 8/19/09 9/3/2009  
Incident Type: C11350  
Category ID: DRUG Received: 8/25/09 10:00 am  
Location ID: LMNFIL  
Container: Qty: Rec'd 1 Disp'd 0 Out 0 In 1

Event	Date/Time	Qty	By	To/From	Dest/Loc	Memo
4 Chkd-In	9/3/09 3:00 pm	1	3337	1751	LMNFIL	
3 Chkd-Out	9/3/09 8:00 am	1	9828	1751	CL	
2 Audited	8/27/09 8:00 am	1	9828		LMNFIL	
1 Received	8/25/09 10:00 am	1	5018	SDSU13	LMFC2	

# Evidence Disposal Process Flow (Outside Agency)



Data entry (prepare disposal form).

Liberty Sentinel - Sheriff's Main Database

File Edit Records Tools Window Help

Item Disposal

Record ID: -9063

Destination: [Redacted]

Case Number: [Redacted]

Released

By: [Redacted]

When: 10/15/09 09:49:36 ngw

To: [Redacted]

Entered: 10/15/09 9:49 am By: RGALACSH

Item ID	Quantity	Memo
---------	----------	------

Master Record 51 of 51 | Inserted

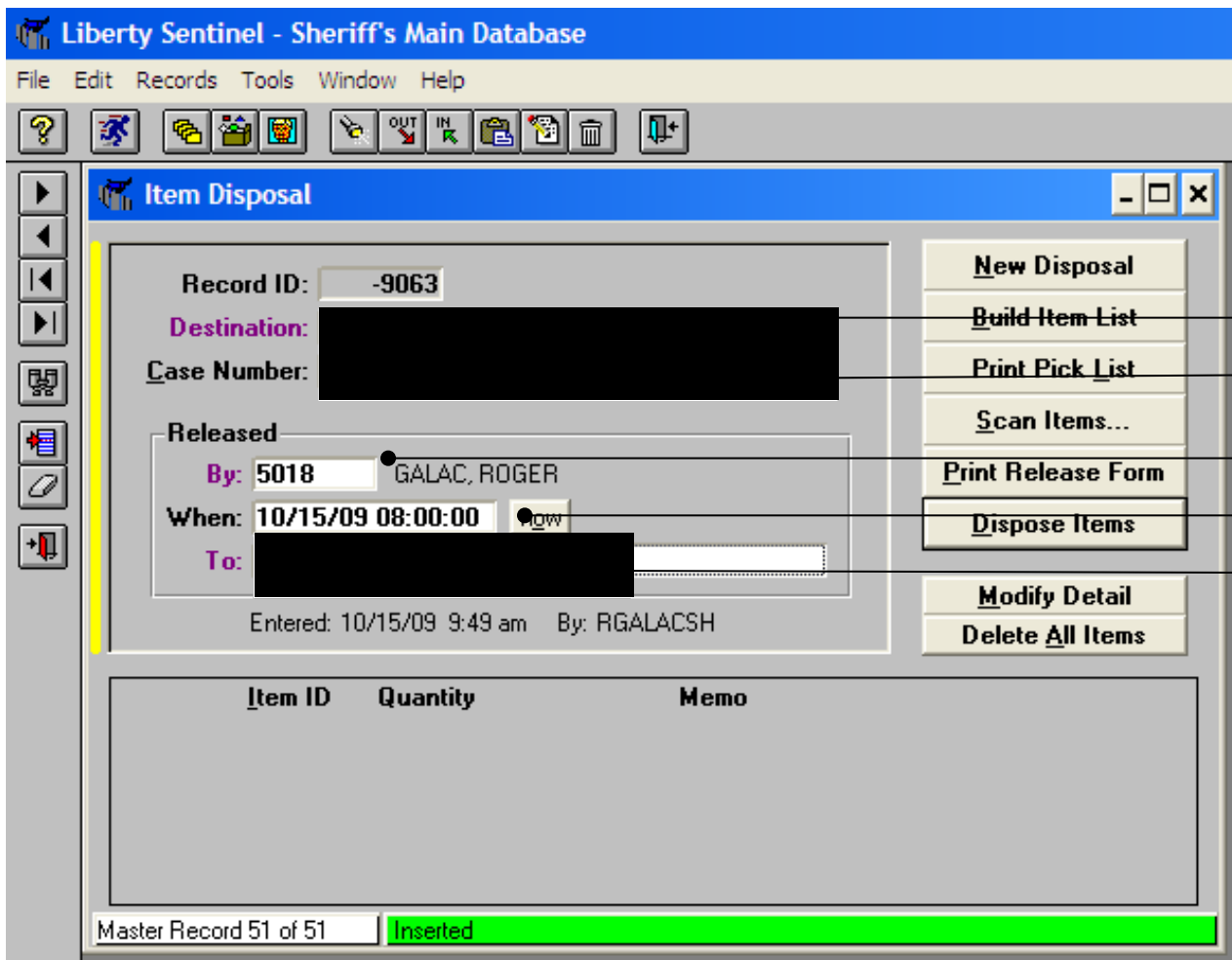
New Disposal  
Build Item List  
Print Pick List  
Scan Items...  
Print Release Form  
Dispose Items  
Modify Detail  
Delete All Items

Click on New Disposal

# Evidence Disposal Process Flow (Outside Agency)



Data entry (prepare disposal form).



The screenshot shows the 'Liberty Sentinel - Sheriff's Main Database' application window. The 'Item Disposal' form is open, displaying the following fields and buttons:

- Record ID:** -9063
- Destination:** [Redacted]
- Case Number:** [Redacted]
- Released By:** 5018 GALAC, ROGER
- When:** 10/15/09 08:00:00
- To:** [Redacted]
- Buttons:** New Disposal, Build Item List, Print Pick List, Scan Items..., Print Release Form, Dispose Items, Modify Detail, Delete All Items
- Footer:** Master Record 51 of 51, Inserted

→ Outside Agency code

→ Case number

→ P&E ARJIS

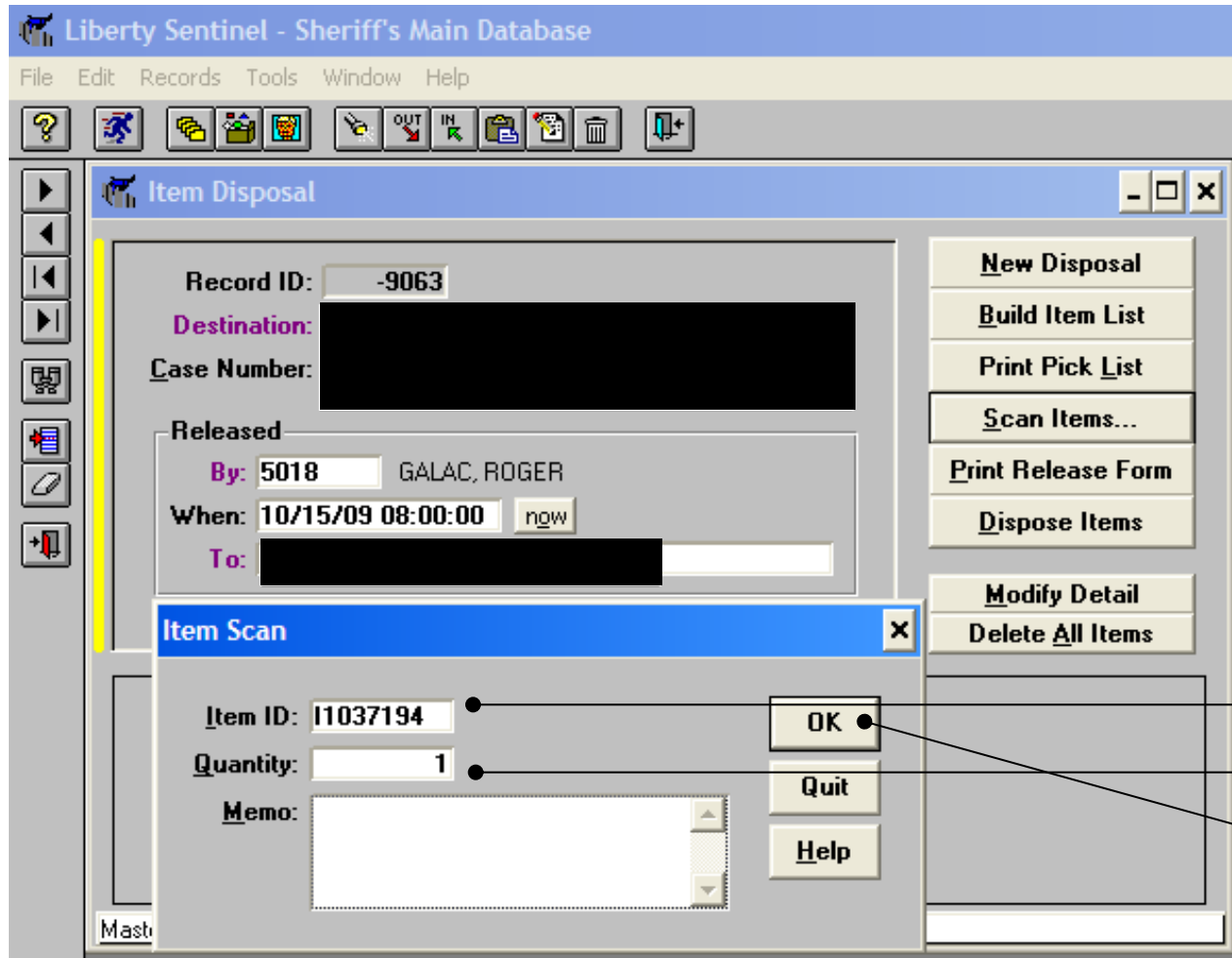
→ Disposal date & time

→ Outside agency staff Liberty number.

# Evidence Disposal Process Flow (Outside Agency)



Data entry (prepare disposal form).



Liberty Sentinel - Sheriff's Main Database

File Edit Records Tools Window Help

Item Disposal

Record ID: -9063

Destination: [Redacted]

Case Number: [Redacted]

Released

By: 5018 GALAC, ROGER

When: 10/15/09 08:00:00 now

To: [Redacted]

New Disposal

Build Item List

Print Pick List

Scan Items...

Print Release Form

Dispose Items

Modify Detail

Delete All Items

Item Scan

Item ID: I1037194

Quantity: 1

Memo:

OK

Quit

Help

Scan or enter  
barcode number

Confirm quantity

Click OK

# Evidence Disposal Process Flow (Outside Agency)



Data entry (prepare disposal form).

Liberty Sentinel - Sheriff's Main Database

File Display Tools Window Help

Disposal Release Form

### Disposal Release Form

<b>Property Facility</b>	<b>Destination</b>
SAN DIEGO COUNTY SHERIFF 5255 MT. ETNA DRIVE SAN DIEGO, CA 92117  (858) 467-4464	
Case Number: [REDACTED] Case Officer: [REDACTED] Released By: [REDACTED] Released To: [REDACTED]	Rec ID: -9063  Date: 10/15/09 Time: 8:00 am

Item ID	Description	Serial Number	Quantity
I1037194	NARCOTICS, COCAINE		1

# Evidence Disposal Process Flow (Outside Agency)





Check status of the evidence in the system;

**If DISPOSED status** – provide the copy to the agency and make note “Report Only”.

Status

**Disposed**  
**9/29/2009**


 San Diego Sheriff's Department  
 CRIME LABORATORY  
 5255 Mt. Etna Drive, San Diego, CA 92117  
 (658) 467-4800
 

LABORATORY SERVICE REPORT

CASE OFFICER: [REDACTED]  
 AGENCY/DIVISION: [REDACTED]  
 SUSPECT: [REDACTED]  
 SUSPECT 2: [REDACTED]

SERVICE REQUESTED: CONTROLLED SUBSTANCE ANALYSIS

RESULTS:

ITEM NUMBER:	30w1				
COCAINE					
HEROIN					
LYSERGIC ACID DIETHYLAMIDE (LSD)					
MARIJUANA					
METHAMPHETAMINE	6b				
NO CONTROLLED SUBSTANCES DETECTED					
NOT EXAMINED					
APPROXIMATE NET WEIGHT (GRAMS)	0.53				

DISPOSITION: ALL ITEMS IN THIS CASE WERE RETURNED TO THE PROPERTY AND EVIDENCE UNIT

[REDACTED]

Liberty Sentinel - Sheriff's Main Database

File Edit Display Tools Window Help

Case and Item Inquiry

Case
  Item

Case Number: [REDACTED]   
 Incident Type: [REDACTED] Case Type: TCRIM  
 Case Officer: [REDACTED] Case Date: 8/30/09

Item 1 of 1

**Item ID:** I1037404 NARCOTICS, METHAMPHETAMINE **Disposed**  
 Seizure Date: 8/30/09 **9/29/2009**

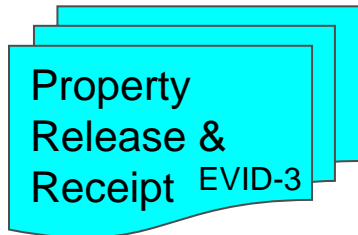
Incident Type: C11377A  
 Category ID: DRUG Received: 9/1/09 8:00 am  
 Location ID: LMRTOA  
 Container: [REDACTED]

Qty:	Rec'd	Disp'd	Out	In
1	1	0	0	0

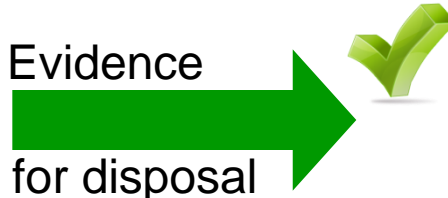
Event	Date/Time	Qty	By	To/From	Dest/Loc	Memo
6	Disposed 9/29/09 8:00 am	1	5018	CB18	TCBPD	
5	Audited 9/25/09 8:54 am	1	5018		LMRTOA	
4	Chkd-In 9/25/09 8:15 am	1	5018	9487	LMFC5	

# Evidence Disposal Process Flow (DA Representative)

DA Representative



Evidence  
for disposal



Front Office

Check status of the evidence in the system;

**If IN status & in main evidence** – get location, pull the item, prepare disposal release form.

**If IN status & in off site location** – notify DA rep and arrange pick-up schedule.

**If IN status & in station location** – notify DA rep and arrange pick-up schedule.

**If IN status & in transit from the run** – notify DA rep and arrange pick-up schedule.

**If OUT or DISPOSED status** – notify DA rep about the status.



Data entry (prepare disposal form).

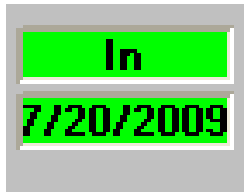


# Evidence Disposal Process Flow (DA Representative)



Check status of the evidence in the system;  
**If IN status & in main evidence** – get location, pull the item, prepare disposal release form.

Status



San Diego County  
SHERIFF'S DEPARTMENT

PROPERTY RELEASE AND RECEIPT

NAME: Vista DA's Office Representative  
 ADDRESS: 325 S. Melrose, Suite 5000  
 CITY/ STATE/ZIP: Vista, CA 92083

Our records indicate that you are the owner of the below listed property and it's now ready for disposition. To receive your property, you must contact the station or facility indicated below Monday thru Friday, 8 AM thru 5 PM, to schedule an appointment for release. You must present this form and valid picture identification at the time of release. This property will be released only to the above named individual. Should it be necessary to send another person on your behalf, a notarized original written authorization must accompany this form. All original documentation will be retained for our files. **Failure to claim this property within 90 days will result in disposal according to law. WARNING: Items released to you may have been chemically exposed to agents that can be poisonous, carcinogenic, or contain infectious materials.**

BARCODE IDENTIFIER	PROPERTY LIST	
	MASTER COPY	ITEM DESCRIPTION (OBG921)
I1023133		

SHERIFF'S STATION / FACILITY	ADDRESS	PHONE
<input type="checkbox"/> Encinitas Station	175 N. El Camino Real, Encinitas	(760) 966-3500
<input type="checkbox"/> Imperial Beach Station	845 Imperial Beach Blvd., Imperial Beach	(619) 498-2400
<input type="checkbox"/> Lemon Grove Station	3240 Main Street, Lemon Grove	(619) 337-2000
<input type="checkbox"/> Poway Station	13100 Bowron Road, Poway	(858) 813-2800
<input checked="" type="checkbox"/> Property & Evidence Unit	5255 Mount Etna Drive, San Diego	(858) 467-4464
<input type="checkbox"/> San Marcos Station	182 Santar Place, San Marcos	(760) 510-5200
<input type="checkbox"/> Santee Station	8811 Cuyamaca Street, Santee	(619) 956-4000
<input type="checkbox"/> Vista Station	325 South Melrose, Vista	(760) 940-4551
<input type="checkbox"/> Other: FALLBROOK		

Release authorized by:  
 Deputy's Signature: W. Anderson *W. Anderson* ARJIS: 1424 Station/Facility/Division: VCS1 Det.  
 Date Authorized: 10-14-09 Date Owner Notified:

Property received by:  
 Signature: *[Signature]* ARJIS: 5018  
 Date: 10/15/09 Time: 12/0

EVID-3 401

Records notified:

Liberty Sentinel - Sheriff's Main Database

File Edit Display Tools Window Help

Case and Item Inquiry

OK Print Case Item Disp Status Erase Cancel

Case Number: [Redacted] Open

Incident Type: C594B1 Case Type: CFIM

Case Officer: 1424 Case Date: 7/2/09

Item 1 of 4

Item ID: I1023133 CD-R MASTER COPY In

Seizure Date: 7/2/09 7/20/2009

Incident Type: C594B1

Category ID: DP Received: 7/20/09 4:26 pm

Location ID: LMFILE

Container: Qty: 1 0 0 1

Event	Date/Time	Qty	By	To/From	Dest/Loc	Memo
4 Audited	7/26/09 7:23 am	1	7137		LMFILE	
3 Put-Away	7/25/09 11:47 am		7137		LM297C	
2 Audited	7/21/09 10:00 am	1	7485		LCQM2	

# Evidence Disposal Process Flow (DA Representative)



Data entry (prepare disposal form).

Liberty Sentinel - Sheriff's Main Database

File Edit Records Tools Window Help

Item Disposal

Record ID: -9052

Destination: [REDACTED]

Case Number: [REDACTED]

Released

By: 5018 GALAC, ROGER

When: 10/15/09 12:10:00 now

To: DA229 ELISARA, TEU - VDA

Entered: 10/15/09 12:03 pm By: RGALACSH

New Disposal

Build Item List

Print Pick List

Scan Items...

Print Release Form

Dispose Items

Modify Detail

Delete All Items

Item ID	Quantity	Memo
---------	----------	------

→ DA location code

→ Case number

→ P&E ARJIS

→ Disposal date & time

→ DA Representative  
Liberty number.

# Evidence Disposal Process Flow (DA Representative)



Data entry (prepare disposal form).

The screenshot shows the 'Liberty Sentinel - Sheriff's Main Database' application. The main window is titled 'Item Disposal' and contains the following fields and buttons:

- Record ID:** -9052
- Destination:** [Redacted]
- Case Number:** [Redacted]
- Released** section:
  - By:** 5018 GALAC, ROGER
  - When:** 10/15/09 12:10:00 now
  - To:** DA229 ELISARA, TEU - VDA
- Entered:** 10/15/09 12:03 pm **By:** RGALACSH

Buttons on the right side of the main window include: New Disposal, Build Item List, Print Pick List, Scan Items..., Print Release Form, Dispose Items, Modify Detail, and Delete All Items.

An 'Item Scan' dialog box is open in the foreground with the following fields and buttons:

- Item ID:** [Text input field]
- Quantity:** [Text input field]
- Memo:** [Text area]
- Buttons:** OK, Quit, Help

Arrows from the right side of the image point to the 'Item ID' field, the 'Quantity' field, the 'OK' button, and the 'Memo' field.

- Scan or enter barcode number
- Confirm quantity
- Click OK
- Authorized by and date.

# Evidence Disposal Process Flow (DA Representative)



Data entry (prepare disposal form).

**Liberty Sentinel - Sheriff's Main Database**

File Display Tools Window Help

Disposal Release Form

### Disposal Release Form

<b>Property Facility</b>	<b>Destination</b>
SAN DIEGO COUNTY SHERIFF 5255 MT. ETNA DRIVE SAN DIEGO, CA 92117  (858) 467-4464	
Case Number: [REDACTED] Case Officer: [REDACTED] Released By: [REDACTED] Released To: [REDACTED]	RecID: -9052  Date: 10/15/09 Time: 12:10 pm

Item ID	Description	Serial Number	Quantity
I1023133	CD-R MASTER COPY		1

# Evidence Disposal Process Flow (RTO, FP & SK)

Assigned Detective

Property  
Release &  
Receipt EVID-3

Safekeeping Property  
Notification and  
Release Form  
EVID-7

Evidence  
for disposal



File the received copy.



The owner or the representative will call the P&E for an appointment.



Check status of the evidence in the system. Confirm appointment if the status and location are OK.



Data entry (prepare disposal form).

Front Office

**Note:** Requirements to release evidence to the rightful owner please next page.

# Evidence Disposal Process Flow (RTO, FP & SK)

## Requirements for Return To Owner (RTO)

	Property Release Form (Evid-3)	Valid Photo ID	Court Order	California Medical Marijuana ID
<b>PHYSICAL EVIDENCE (NOT SEARCH WARRANT CASE)</b>	Yes	Yes		
<b>PHYSICAL EVIDENCE (SEARCH WARRANT CASE)</b>	Yes	Yes	Yes	
<b>PRESCRIPTION PILLS</b>	Yes	Yes		
<b>MEDICAL MARIJUANA</b>	Yes	Yes	Yes	Yes

**Note:** Prescription pills patient's name must be the same person and pills not expired.

# Evidence Disposal Process Flow (RTO, FP & SK)

## State of California Medical Marijuana Program Sample of Medical Marijuana ID Cards Issued




# Evidence Disposal Process Flow (RTO, FP & SK)



Check status of the evidence in the system. Confirm appointment if the status and location are OK.

CASE # 09050184



**San Diego County  
SHERIFF'S DEPARTMENT  
Property Release Form**

William S. Kolwiler, Sheriff

Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
City/State : \_\_\_\_\_

To recover property, contact the indicated evidence facility for an appointment. Present this form, along with valid picture identification, at the time of release. This property will be released only to the above-named individual. Should it be necessary to send another party on your behalf, a written, notarized authorization must accompany this form. All original documentation will be retained in our files. Failure to claim this property within 90 days will result in disposal according to law.

Property List (include Barcode Identifier and Item (Description):  
 I1029965-Sony Receiver \_\_\_\_\_  
 I1029964-Portable DVD Player \_\_\_\_\_  
 I1029959-MP3 Player \_\_\_\_\_

Facility Locations (closed weekends and holidays):

Encinitas Station	175 North El Camino Real	(760) 966-3500
Imperial Beach Station	845 Imperial Beach Boulevard	(619) 498-2400
Lemon Grove Station	3240 Main Street	(619) 337-2000
<input checked="" type="checkbox"/> San Diego Main Office	6255 Mount Etna Drive	(658) 467-4464
Poway Station	13100 Bowron Road	(658) 513-2800
San Marcos Station	182 Santar Place	(760) 510-5200
Santee Station	8811 Cuyamaca Street	(619) 258-3100
Vista Station	325 South Melrose Drive	(760) 940-4551
Other:		

Release Authorized by:  
 Detective's Signature: Melzer ARJIS: 2582 Division: Melzer  
 Authorization Date: 10/15/09 Owner Notification Date: \_\_\_\_\_

Property Received by: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Identification: \_\_\_\_\_ Date: 10-15-09 Time: 13:30

Evid 3 (1/05) Records Notified: \_\_\_\_\_

**Liberty Sentinel - Sheriff's Main Database**

File Edit Display Tools Window Help

Case and Item Inquiry

OK Print  Case  Item Disp Status Erase Cancel

Case Number: \_\_\_\_\_ Open  
 Incident Type: C459 Case Type: CRIM  
 Case Officer: 2582 Case Date: 7/25/09

Item 17 of 24

Item ID: I1029965 SONY RECEIVER In  
 Seizure Date: 8/12/09 8/14/2009  
 Incident Type: C459  
 Category ID: R Received: 8/13/09 3:10 pm  
 Location ID: LMP093  
 Container: \_\_\_\_\_ Qty: 1 0 0 1

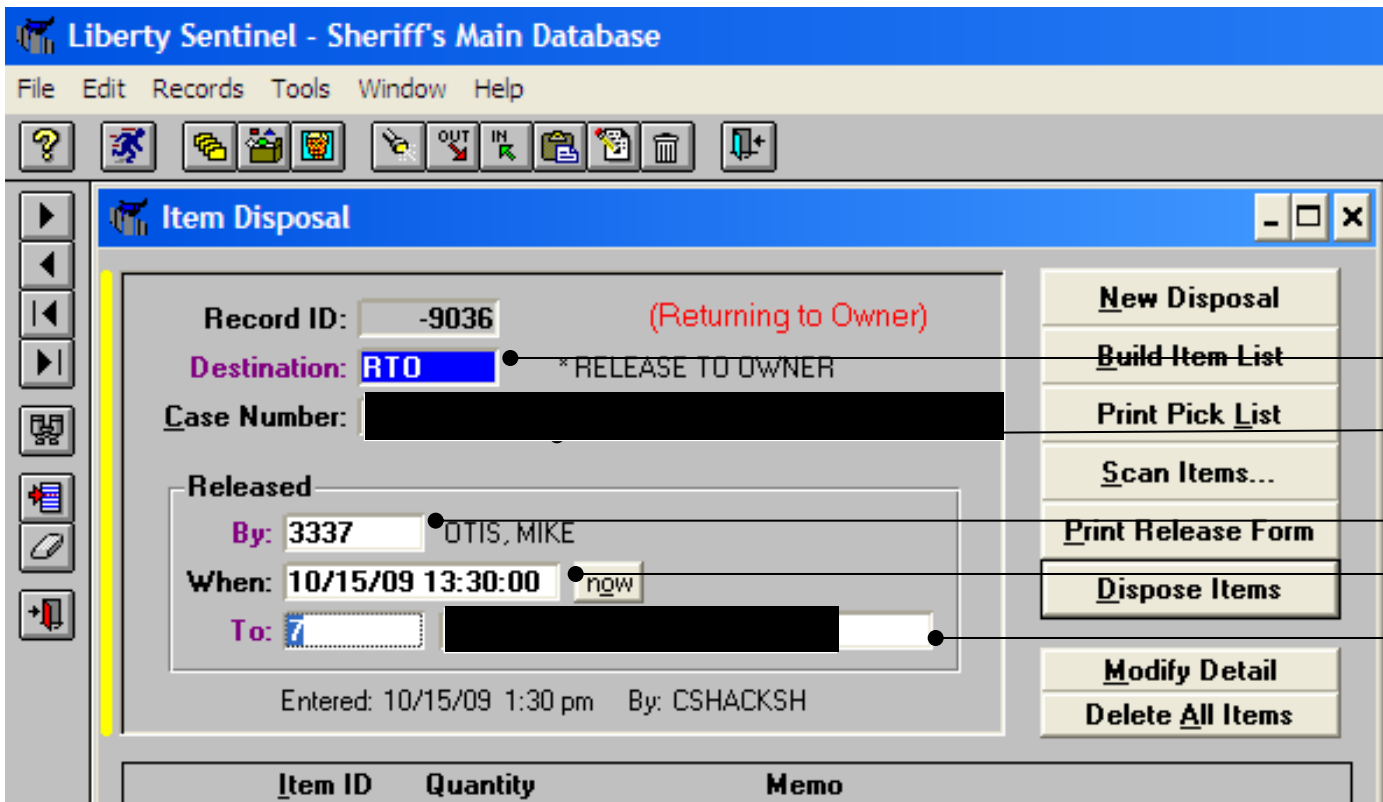
Event	Date/Time	Qty	By	To/From	Dest/Loc	Memo
3 Put-Away	8/21/09 3:43 pm		7137		LMP093	
2 Audited	8/18/09 6:32 pm	1	7993		LQM3	
1 Received	8/13/09 3:10 pm	1	7993	2582	LSM053	



# Evidence Disposal Process Flow (RTO, FP & SK)



Data entry (prepare disposal form).



Liberty Sentinel - Sheriff's Main Database

File Edit Records Tools Window Help

Item Disposal

Record ID: -9036 (Returning to Owner)

Destination: RTO \*RELEASE TO OWNER

Case Number: [REDACTED]

Released

By: 3337 OTIS, MIKE

When: 10/15/09 13:30:00 now

To: 7 [REDACTED]

Entered: 10/15/09 1:30 pm By: CSHACKSH

New Disposal

Build Item List

Print Pick List

Scan Items...

Print Release Form

Dispose Items

Modify Detail

Delete All Items

Item ID	Quantity	Memo
---------	----------	------

Release to owner  
(RTO)

Case number

P&E ARJIS

Disposal date & time

Owner's  
information

# Evidence Disposal Process Flow (RTO, FP & SK)



Data entry (prepare disposal form).

Liberty Sentinel - Sheriff's Main Database

File Edit Records Tools Window Help

Item Disposal

Record ID: -9036 (Returning to Owner)

Destination: RTO \* RELEASE TO OWNER

Case Number: [REDACTED]

Released

By: 3337 OTIS, MIKE

When: 10/15/09 13:30:00 now

To: 7 [REDACTED]

Entered: 10/15/09 1:30 pm By: CSHACKSH

New Disposal

Build Item List

Print Pick List

Scan Items...

Print Release Form

Dispose Items

Modify Detail

Delete All Items

Item Scan

Item ID: [REDACTED]

Quantity: [REDACTED]

Memo: [REDACTED]

OK

Quit

Help

Scanned Override

Scanned Override

Scanned Override

- Scan or enter barcode number
- Confirm quantity
- Click OK
- Authorized by and date.

# Evidence Disposal Process Flow (RTO, FP & SK)



Data entry (prepare disposal form).

Liberty Sentinel - Sheriff's Main Database

File Display Tools Window Help

Disposal Release Form

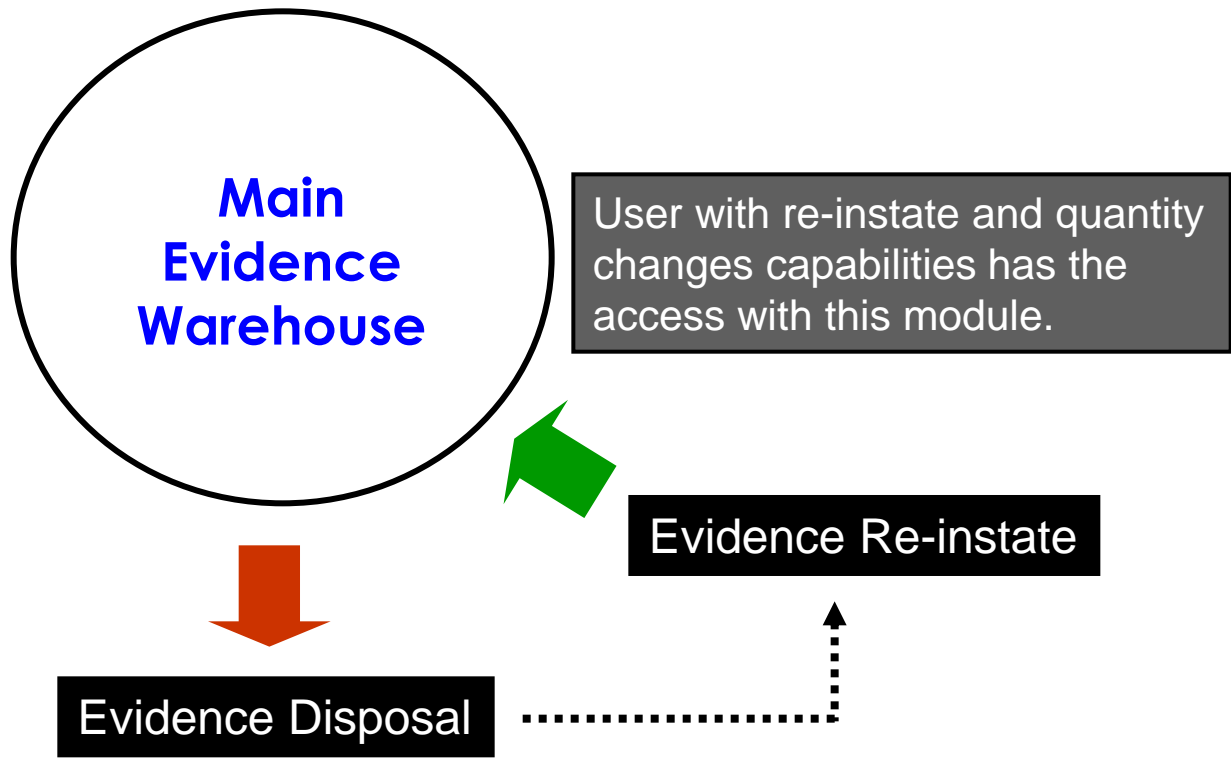
### Disposal Release Form

<b>Property Facility</b>	<b>Destination</b>
SAN DIEGO COUNTY SHERIFF 5255 MT. ETNA DRIVE SAN DIEGO, CA 92117  (858) 467-4464	* RELEASE TO OWNER

Case Number:		Rec ID: -9036
Case Officer:		
Released By:		Date: 10/15/09
Released To:		Time: 1:30 pm

Item ID	Description	Serial Number	Quantity
I1029959	MP3 PLAYER	NONE STATED	1
I1029964	PORTABLE DVD PLAYER	NONE STATED	1
I1029965	SONY RECEIVER	8831399	1

# Re-instate module process flow



# Re-instate module process flow

DA Representative



Re-submit actual evidence

Evidence submission



Front Office



Check evidence information and packaging. Record personnel's name & date received.

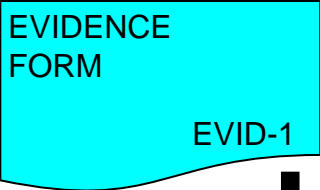


Data entry (Re-instate module).



Evidence packaging and put-away.

Outside Agency



Re-submit actual evidence with form.

Evidence submission



Front Office



Check evidence information and packaging. Write your ARJIS, date time receive on the EVID-1. Annotate on the evidence logbook.



Data entry (Re-instate module).



Evidence packaging and put-away.

# Re-instate module process flow



Data entry (Re-instate module).

Liberty Sentinel - Sheriff's Main Database

File Edit Display Tools Window Help

Case and Item Inquiry

OK Print  Case  Item Disp Status Erase Cancel

Case Number: [Redacted] Open  
Incident Type: C459 Case Type: CRIM  
Case Officer: 2391 Case Date: 5/16/09

Item 4 of 5

Item ID: I1029989 SUR VIDEOS ON CD & RECEIPTS **Disposed**  
Seizure Date: 8/17/09 **10/21/2009**

Incident Type: C459  
Category ID: DP Received: 8/19/09 5:38 pm  
Location ID: LM3161  
Container: Qty: 5 5 0 0

Event	Date/Time	Qty	By	To/From	Dest/Loc	Memo
7	Disposed 10/21/09 12:00 pm	5	5018	DA113	TVSDA	AUTH BY CRAIG 2391,
6	Put-Away 10/17/09 8:31 am		3337		LM3161	
5	Chkd-In 10/13/09 2:32 pm	5	6250	DA229	LMFC2	Reinstated

Evidence to be re-instated must be in this status :

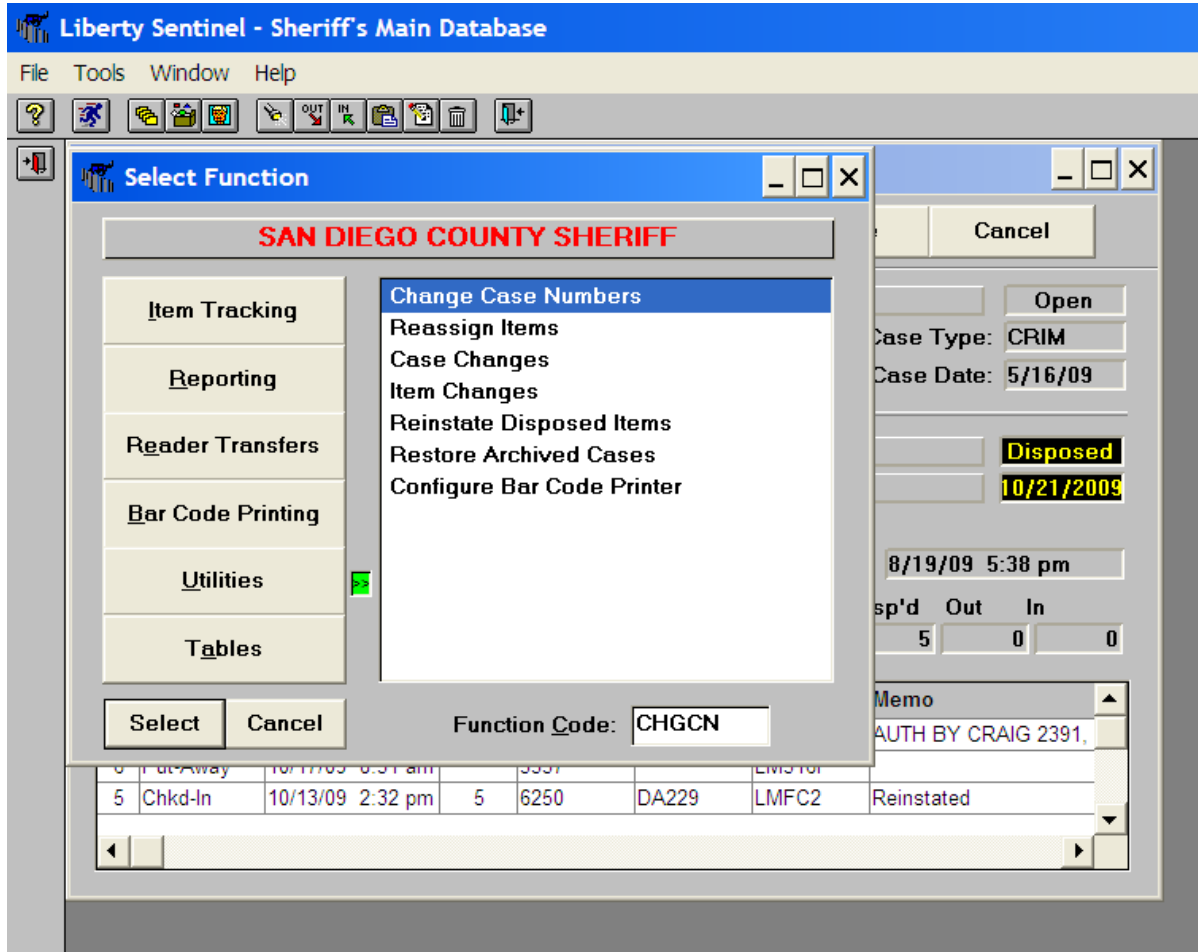


# Re-instate module process flow



Data entry (Re-instate module).

Select or click Run Function (Main Menu)



**Liberty Sentinel - Sheriff's Main Database**

File Tools Window Help

**Select Function**

**SAN DIEGO COUNTY SHERIFF**

- Item Tracking
- Reporting
- Reader Transfers
- Bar Code Printing
- Utilities
- Tables

Change Case Numbers  
Reassign Items  
Case Changes  
Item Changes  
Reinstate Disposed Items  
Restore Archived Cases  
Configure Bar Code Printer

Function Code: CHGCN

Cancel

Open

Case Type: CRIM

Case Date: 5/16/09

Disposed  
10/21/2009

8/19/09 5:38 pm

sp'd	Out	In
5	0	0

Memo  
AUTH BY CRAIG 2391,

ID	Out-Away	Date	Time	Qty	Case No	Agency	Action	
5	Chkd-In	10/13/09	2:32 pm	5	6250	DA229	LMFC2	Reinstated

# Re-instate module process flow



Data entry (Re-instate module).

1. Select or click Utilities
2. Select Reinstated Disposed Items

**Liberty Sentinel - Sheriff's Main Database**

File Tools Window Help

**Select Function**

**SAN DIEGO COUNTY SHERIFF**

- Item Tracking
- Reporting
- Reader Transfers
- Bar Code Printing
- Utilities**
- Tables

Change Case Numbers  
Reassign Items  
Case Changes  
Item Changes  
**Reinstated Disposed Items**  
Restore Archived Cases  
Configure Bar Code Printer

Function Code: CHGCN

Item ID	Status	Date	Time	...
5	Chkd-In	10/13/09	2:32 pm	...

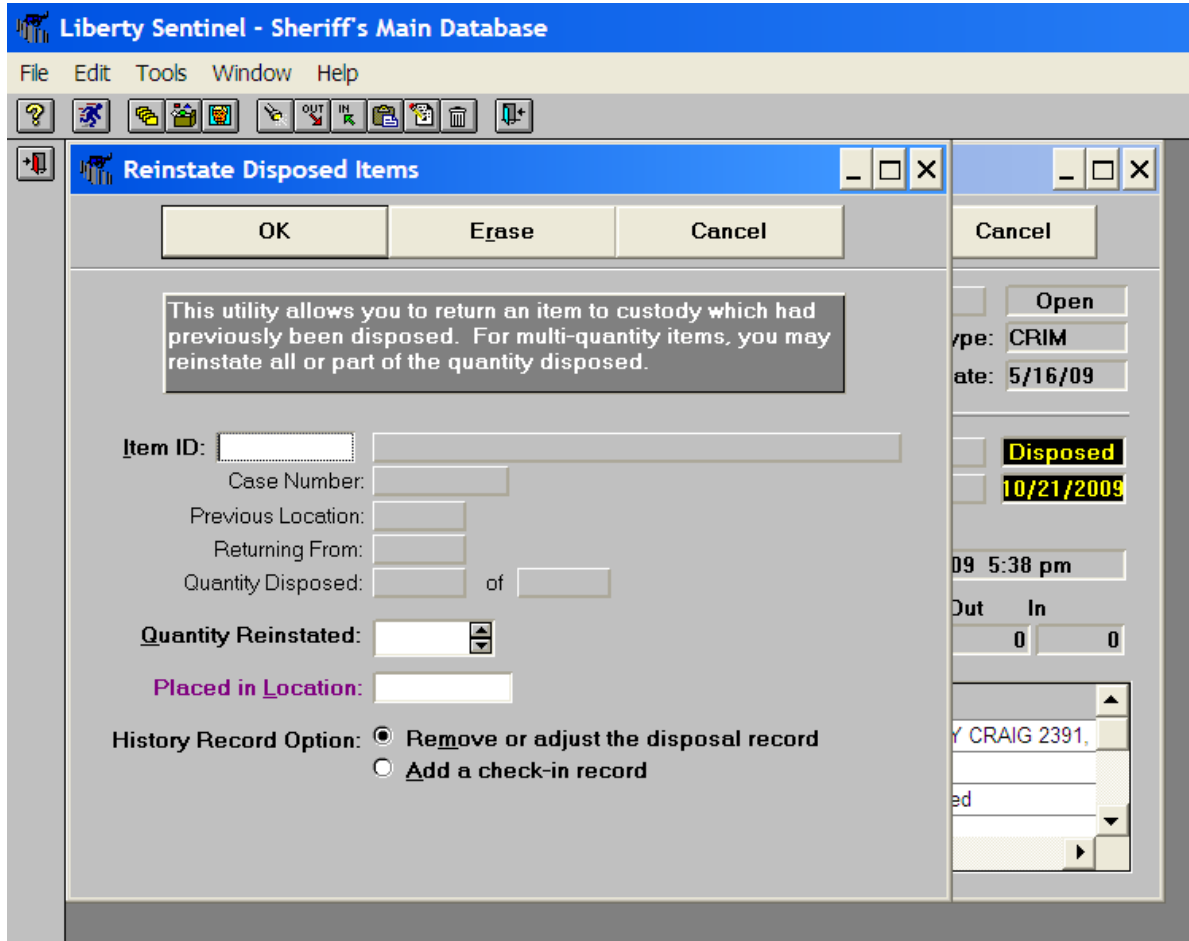


# Re-instate module process flow



Data entry (Re-instate module).

Reinstate Dispose Items screen



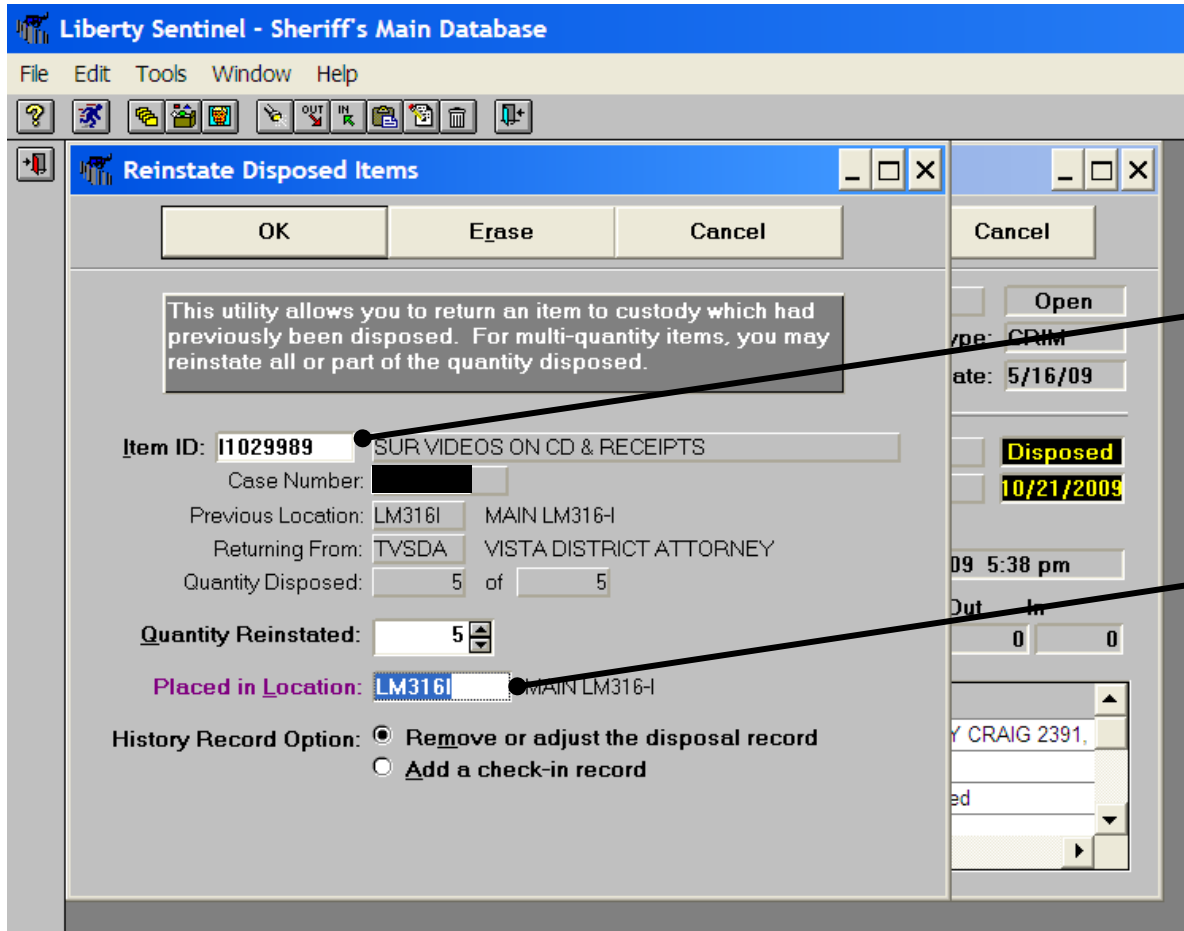
The screenshot shows a software window titled "Liberty Sentinel - Sheriff's Main Database" with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main window is titled "Reinstate Disposed Items" and contains the following elements:

- Buttons: OK, Erase, Cancel (top left); Cancel (top right).
- Text box: "This utility allows you to return an item to custody which had previously been disposed. For multi-quantity items, you may reinstate all or part of the quantity disposed."
- Form fields:
  - Item ID: [text box]
  - Case Number: [text box]
  - Previous Location: [text box]
  - Returning From: [text box]
  - Quantity Disposed: [text box] of [text box]
  - Quantity Reinstated: [spin box]
  - Placed in Location: [text box]
- History Record Option:
  - Remove or adjust the disposal record
  - Add a check-in record
- Right-hand panel:
  - Open: [checkbox]
  - Type: CRIM
  - Date: 5/16/09
  - Disposed: [checkbox]
  - 10/21/2009
  - 09 5:38 pm
  - Out: 0, In: 0
  - Search/Filter: Y CRAIG 2391, [dropdown]

# Re-instate module process flow



Data entry (Re-instate module).



The screenshot shows a software window titled "Liberty Sentinel - Sheriff's Main Database" with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main window is titled "Reinstated Disposed Items" and contains the following fields and controls:

- Buttons: OK, Erase, Cancel (top left); Cancel (top right).
- Text box: "This utility allows you to return an item to custody which had previously been disposed. For multi-quantity items, you may reinstate all or part of the quantity disposed."
- Item ID: 11029989
- Case Number: [Redacted]
- Previous Location: LM3161 MAIN LM316-I
- Returning From: TVSDA VISTA DISTRICT ATTORNEY
- Quantity Disposed: 5 of 5
- Quantity Reinstated: 5
- Placed in Location: LM3161 MAIN LM316-I
- History Record Option:  Remove or adjust the disposal record;  Add a check-in record
- Right sidebar: Open, Type: CRIM, Date: 5/16/09, Disposed 10/21/2009, 09 5:38 pm, Out In 0 0, Y CRAIG 2391, ed

Enter evidence barcode number.

Evidence previous location.

# Re-instate module process flow



Data entry (Re-instate module).

Liberty Sentinel - Sheriff's Main Database

File Edit Tools Window Help

Reinstate Disposed Items

OK Erase Cancel

Cancel

This utility allows you to return an item to custody which had previously been disposed. For multi-quantity items, you may reinstate all or part of the quantity disposed.

Item ID: I1029989 SUR VIDEOS ON CD & RECEIPTS

Case Number: [REDACTED]

Previous Location: LM316I MAIN LM316-I

Returning From: TVSDA VISTA DISTRICT ATTORNEY

Quantity Disposed: 5 of 5

Quantity Reinstated: 5

Placed in Location: LMFC2 MAIN FRONT COUNTER - TUE

History Record Option:  Remove or adjust the disposal record  Add a check-in record

Received By: [REDACTED]

Received From: [REDACTED]

Open

Type: CRIM

Date: 5/16/09

Disposed 10/21/2009

09 5:38 pm

Out In

0 0

Y CRAIG 2391

Enter front counter or hold location.

Select add a check-in record.

These fields will show-up.

# Re-instate module process flow



Data entry (Re-instate module).

The screenshot shows the 'Reinstated Disposed Items' window in the Liberty Sentinel software. The window title is 'Liberty Sentinel - Sheriff's Main Database'. The menu bar includes 'File', 'Edit', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for navigation and actions. The main area contains the following fields and options:

- Item ID:** 11029989
- Case Number:** [Redacted]
- Previous Location:** LM316I MAIN LM316-I
- Returning From:** TVSDA VISTA DISTRICT ATTORNEY
- Quantity Disposed:** 5 of 5
- Quantity Reinstated:** 5
- Placed in Location:** LMFC2 MAIN FRONT COUNTER - TUE
- History Record Option:**  Remove or adjust the disposal record,  Add a check-in record
- Received By:** 5018 GALAC, ROGER
- Received From:** DA229 ELISARA, TEU - VDA

Buttons at the top include 'OK', 'Erase', and 'Cancel'. A 'Cancel' button is also present on the right side. A text box explains: 'This utility allows you to return an item to custody which had previously been disposed. For multi-quantity items, you may reinstate all or part of the quantity disposed.' On the right, there are fields for 'Open', 'Type: CRIM', 'Date: 5/16/09', 'Disposed' status, and '10/21/2009'. A clock shows '09 5:38 pm' and a table with 'Out' and 'In' columns (0, 0). A list box shows 'Y CRAIG 2391' and 'ed'. An arrow points from the 'Received By' and 'Received From' fields to a callout box.

Enter Liberty number received BY and received FROM.  
Click OK.

# Re-instate module process flow



Data entry (Re-instate module).

Inquiry status to check

Evidence after re-instated must be in this status :



Liberty Sentinel - Sheriff's Main Database

File Edit Display Tools Window Help

Case and Item Inquiry

OK Print  Case  Item Disp Status Erase Cancel

Case Number: [REDACTED] Open

Incident Type: C459 Case Type: CRIM

Case Officer: 2391 Case Date: 5/16/09

Item 4 of 5

Item ID: I1029989 SUR VIDEOS ON CD & RECEIPTS In

Seizure Date: 8/17/09 10/27/2009

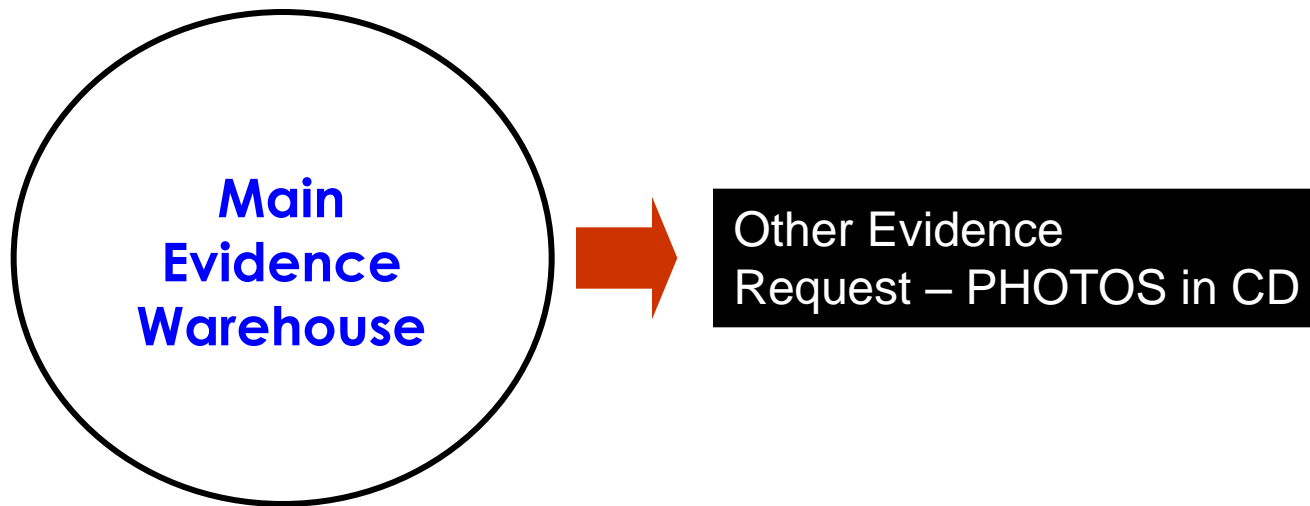
Incident Type: C459

Category ID: DP Received: 8/19/09 5:38 pm

Location ID: LMFC2

Container: Qty: 5 0 0 5

	Event	Date/Time	Qty	By	To/From	Dest/Loc	Memo
8	Chkd-In	10/27/09 11:51 am	5	5018	DA229	LMFC2	Reinstated
7	Disposed	10/21/09 12:00 pm	5	5018	DA113	TVSDA	AUTH BY CRAIG 2391,
6	Put-Away	10/17/09 8:31 am		3337		LM316I	



# Other Evidence Request – Photos in CD

## Requirements for Request of Photos in CD

	Subpoena from the Court	Authorization from the Client thru Insurance or Lawyer	Court Order	Authorization from the P&E Mgr.
<b>TRAFFIC ACCIDENT CASE</b>	Yes	OR Yes		
<b>HOMICIDE CASE</b>	Yes		Yes	OR Yes
<b>CHILD ABUSE CASE</b>	Yes		Yes	OR Yes

### Fees:

CD/DVD - \$25.00 per copy  
 Mailing - 5.00

### Free of charge:

All units under the Sherriff's Department

# Other Evidence Request – Photos in CD (TRAFFIC accident)

Client Request thru Law Office or Insurance Company

Front Office

**Subpoena**

**or**

**Authorization from the client**

Documents submitted via  
postal mail, walk-in, or e-mail



Check information (case number, affiliate, address, etc) for verification.

**If evidence is not submitted notify case detective about the client request.**



Pull or pick item.



Verify contents of the CD, make a copy of the CD. Prepare evidence form (EVID-1) for the derivative copy and entered in the system. Sealed the evidence (master/copy). Prepare Property Release and Receipt (EVID-3).



Notify the client if the requested item is ready. Inform the requesting party about fees, mode payment, and mailing policy.

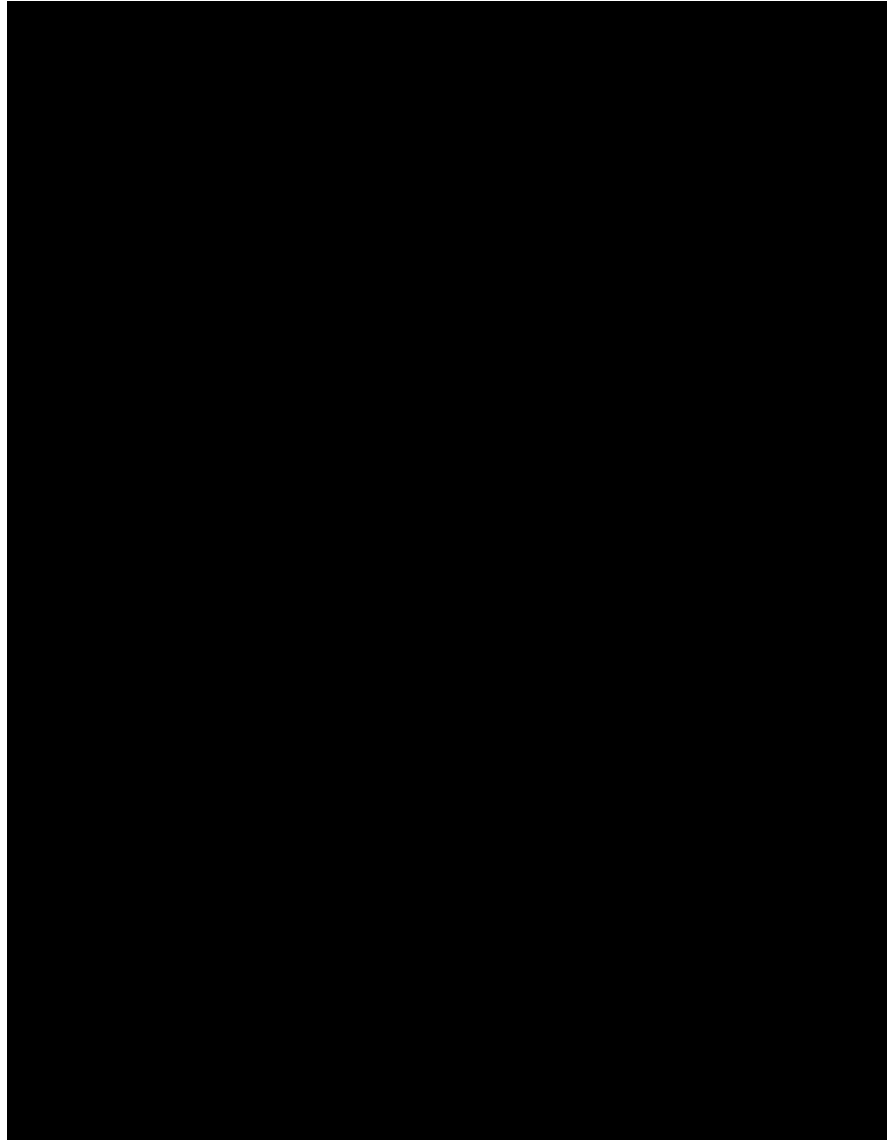
### Mailing policy:

1. The client must send check payment (payable to San Diego County Sheriff's Department) before we mail the CD.
2. Upon receiving of the payment, the P&E personnel will prepare the following :Disposal Release Form, receipt, copy of the Property Release and Receipt (EVID-3), and a return stamped envelope.
3. The above mentioned documents and the CD will be sent through registered mail.



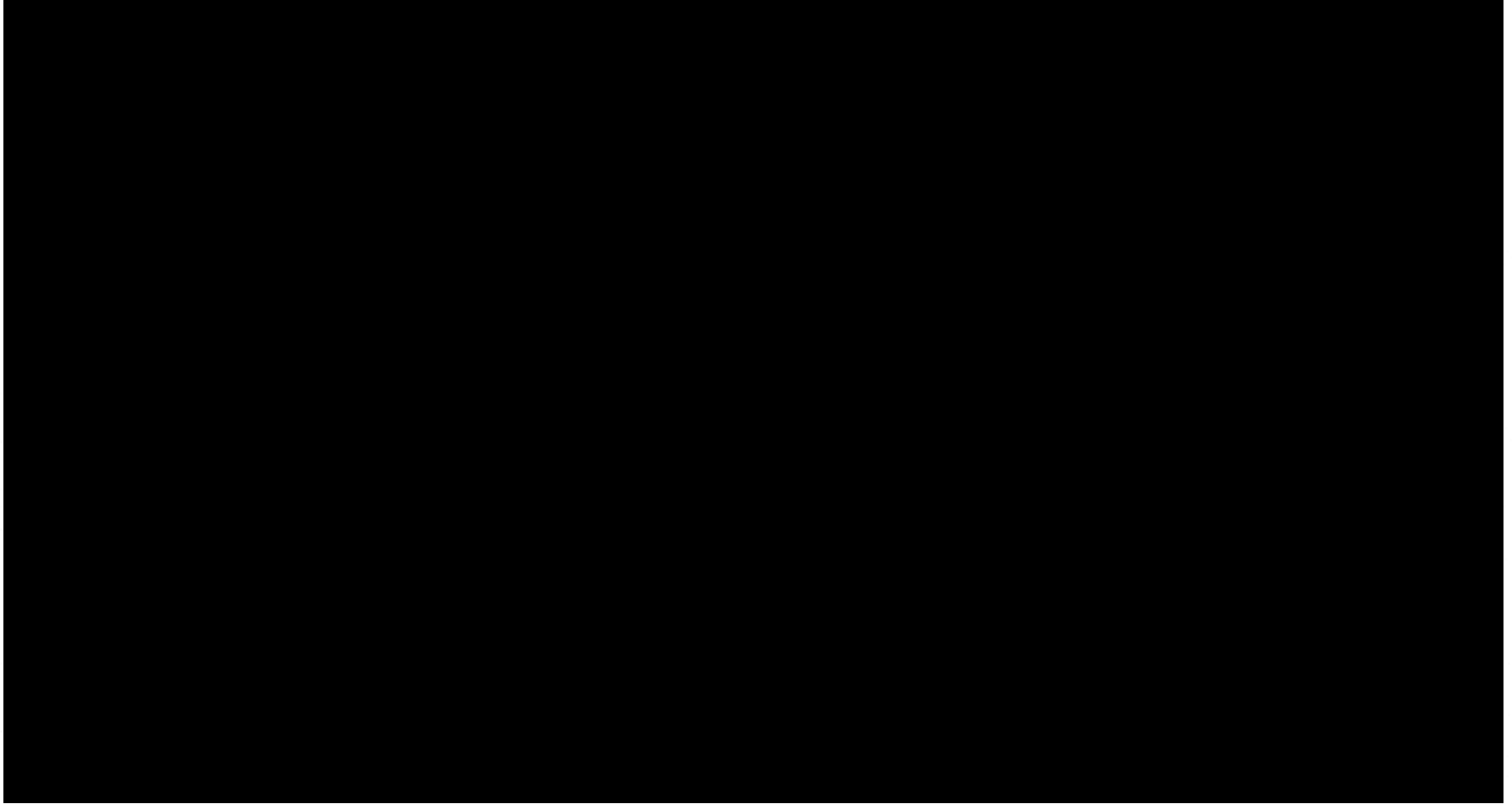
# Other Evidence Request – Photos in CD (TRAFFIC accident)

Sample document:  
SUBPOENA



# Other Evidence Request – Photos in CD (TRAFFIC accident)


Sample documents : Client's Authorization



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# Other Evidence Request – Photos in CD (TRAFFIC accident)

Sample document : Evidence Form (EVID-1) for the copy CD

PROPERTY/EVIDENCE FORM									
San Diego Sheriff's Department									
SEIZURE DATE	INCIDENT TYPE	DIVISION	BILLING CODE	JUVENILE CASE ? <input type="checkbox"/> Y <input type="checkbox"/> N					
CRIME DATE	INCIDENT LOCATION			KEY CASE NUMBER					
REPORTING OFFICER	ID	ASSIGNED DETECTIVE	ID	STATION/UNIT	MAIL STOP	DETECTIVES PHONE NUMBER			
PERSON SUBMITTING (OTHER THAN ABOVE)		OUTSIDE AGENCY	OUTSIDE AGENCY CASE#	PHONE NUMBER					
HAS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE? <input type="checkbox"/> Y <input type="checkbox"/> N				LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N		DATE NEEDED			
PEOPLE AFFILIATED WITH THE LISTED PROPERTY									
AFFILIATE TYPE	NAME (LAST, FIRST, MIDDLE)			RACE	SEX	DOB	AGE		
	HOME ADDRESS, CITY, STATE, ZIP				HOME PHONE				
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP				BUSINESS PHONE			
AFFILIATE TYPE	NAME (LAST, FIRST, MIDDLE)			RACE	SEX	DOB	AGE		
	HOME ADDRESS, CITY, STATE, ZIP				HOME PHONE				
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP				BUSINESS PHONE			
AFFILIATE TYPE	NAME (LAST, FIRST, MIDDLE)			RACE	SEX	DOB	AGE		
	HOME ADDRESS, CITY, STATE, ZIP				HOME PHONE				
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP				BUSINESS PHONE			
EVIDENCE INFORMATION SECTION									
ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION			QUANTITY	S.D. SHERIFF P&E			
MAKE	37 PHOTOS		MODEL	VALUE	 *T1851201*				
SERIAL NUMBER		EVIDENCE TYPE		FILE CONTROL #		FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N			
PROP. AFFILIATION		NAME		SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N		FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N			
LAB REQUEST / COMMENT									
ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION			QUANTITY	PLACE BAR CODE LABEL HERE			
MAKE			MODEL	VALUE					
SERIAL NUMBER		EVIDENCE TYPE		FILE CONTROL #					
PROP. AFFILIATION		NAME		SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N		FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N			
LAB REQUEST / COMMENT									

# Other Evidence Request – Photos in CD (TRAFFIC accident)

Sample document : Property Release and Receipt (EVID-3) for the copy CD



## San Diego County SHERIFF'S DEPARTMENT

### PROPERTY RELEASE AND RECEIPT

CASE NUMBER: [REDACTED]

NAME: [REDACTED]  
 ADDRESS: [REDACTED]  
 CITY/ STATE/ZIP: [REDACTED]

Our records indicate that you are the owner of the below listed property and it's now ready for disposition. To receive your property, you must contact the station or facility indicated below Monday thru Friday, 8 AM thru 5 PM, to schedule an appointment for release. You must present this form and valid picture identification at the time of release. This property will be released only to the above named individual. Should it be necessary to send another person on your behalf, a notarized original written authorization *must* accompany this form. All original documentation will be retained for our files. **Failure to claim this property within 90 days will result in disposal according to law. WARNING:** Items released to you may have been chemically exposed to agents that can be poisonous, carcinogenic, or contain infectious materials.

PROPERTY LIST	
BARCODE IDENTIFIER	ITEM DESCRIPTION
I1051201	CD - COPY (I1043984)

SHERIFF'S STATION / FACILITY	ADDRESS	PHONE
<input type="checkbox"/> Encinitas Station	175 N. El Camino Real, Encinitas	(760) 966-3500
<input type="checkbox"/> Imperial Beach Station	845 Imperial Beach Blvd., Imperial Beach	(619) 498-2400
<input type="checkbox"/> Lemon Grove Station	3240 Main Street, Lemon Grove	(619) 337-2000
<input type="checkbox"/> Poway Station	13100 Bowron Road, Poway	(858) 513-2800
<input checked="" type="checkbox"/> Property & Evidence Unit	5255 Mount Etna Drive, San Diego	(858) 467-4464
<input type="checkbox"/> San Marcos Station	182 Santar Place, San Marcos	(760) 510-5200
<input type="checkbox"/> Santee Station	8811 Cuyamaca Street, Santee	(619) 956-4000
<input type="checkbox"/> Vista Station	325 South Melrose, Vista	(760) 940-4551
<input type="checkbox"/> Other:		

Release authorized by:  
 Deputy's Signature: J. FLORES ARJIS: 6008 Station/Facility/Division: P/E  
 Date Authorized: 10/26/09 Date Owner Notified:

Property received by:  
 Signature: X [REDACTED]  
 Identification: [REDACTED]

# Other Evidence Request – Photos in CD (TRAFFIC accident)

Sample document : Disposal Release Form for copy CD

**Disposal Release Form**

<b>Property Facility</b>	<b>Destination</b>								
SAN DIEGO COUNTY SHERIFF 5255 MT. ETNA DRIVE SAN DIEGO, CA 92117	VARIOUS PHOTOCOPY SERVICES								
(858) 467-4464									
Case Number: [REDACTED] Case Officer: [REDACTED] Released By: [REDACTED] Released To: [REDACTED]	Rec ID: -8065 Date: 11/4/09 Time: 3:12 pm								
<table border="1" style="width: 100%;"><thead><tr><th>Item ID</th><th>Description</th><th>Serial Number</th><th>Quantity</th></tr></thead><tbody><tr><td>I1051201</td><td>PHOTO CD - COPY (I1043984)</td><td></td><td style="text-align: center;">1</td></tr></tbody></table>		Item ID	Description	Serial Number	Quantity	I1051201	PHOTO CD - COPY (I1043984)		1
Item ID	Description	Serial Number	Quantity						
I1051201	PHOTO CD - COPY (I1043984)		1						

Page 1 of 1, 1 items  
1 total items released

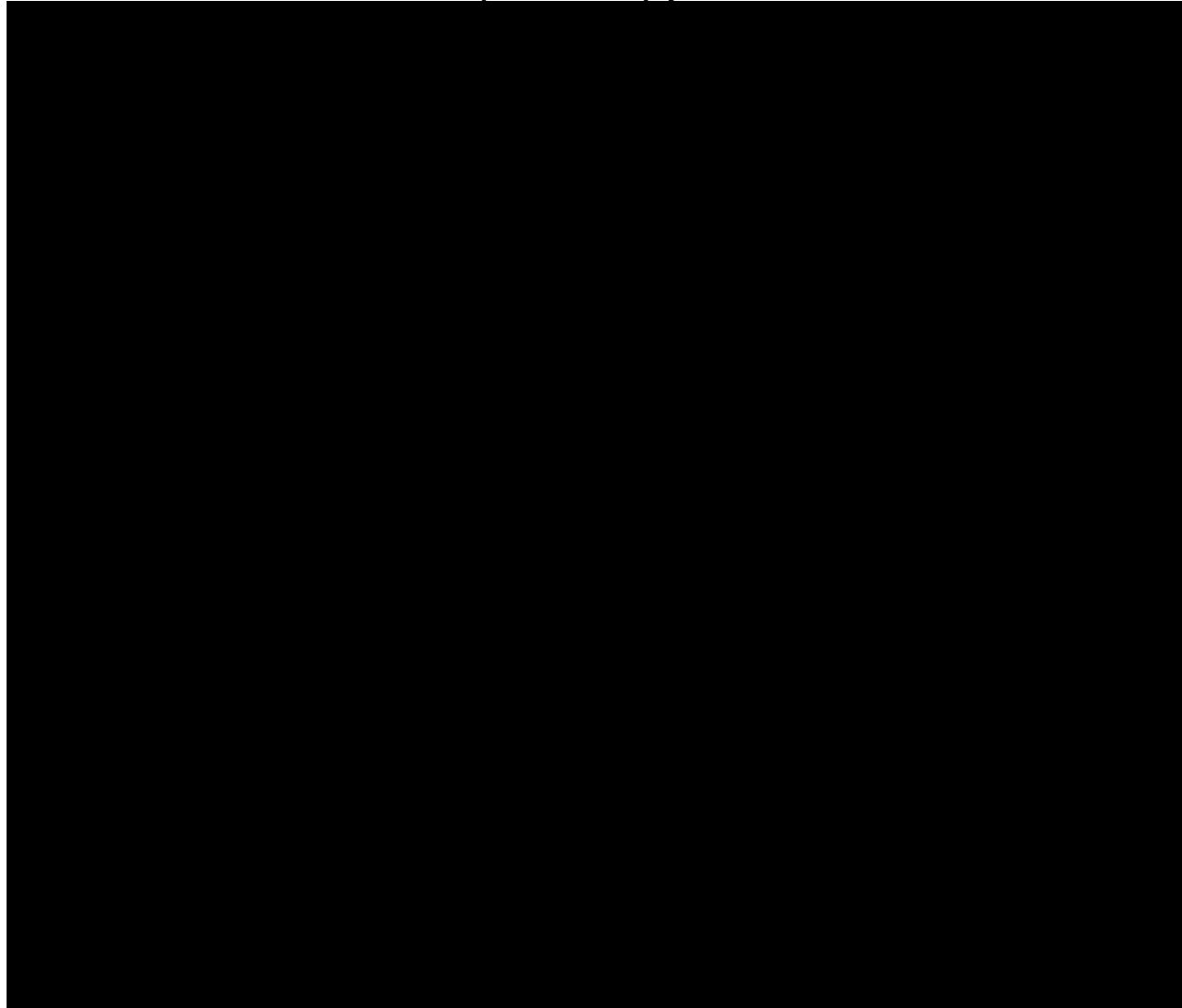
SIGNER ACKNOWLEDGES RECEIPT OF ABOVE  
ITEMS WHICH ARE NOW CONSIDERED  
DISPOSED BY THE SAN DIEGO SHERIFFS

2

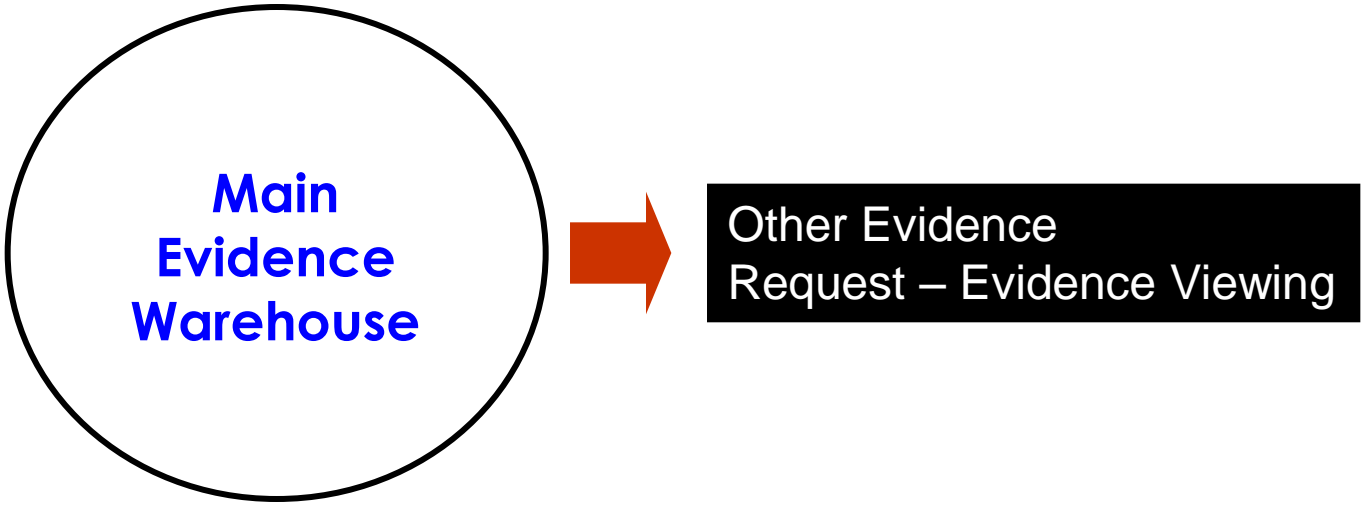
[REDACTED SIGNATURE]

Other Evidence Request – Photos in CD (TRAFFIC accident)

Sample document : Check and Receipt for copy CD



# Other Evidence Request – Evidence Viewing



# Other Evidence Request – Evidence Viewing

## SHERIFF

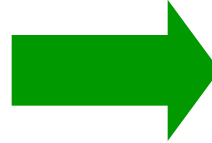
The viewing of property and/or evidence must be pre-approved or authorized by the case detective.

Evidence  
Viewing  
Request EVID-5

Case detective can arrange viewing schedule thru;

1. Telephone
2. Fax
3. Email
4. Walk-ins

Provided that EVID-5 must be completed before the actual viewing.



## Front Counter



Check date and room for availability.



Collect information such as case number, barcode or item number to be viewed, person/s involve in the viewing if Evidence Viewing Request (EVID-5) is not available.



Check location of the items for viewing.



Pull or pick items.



Data entry (prepare check-out form).



Items check-out for viewing.



**Evidence Viewing Request (EVID-5)** will only be used if one or more person will view the evidence aside from the case detective.

The case number, date and time of viewing, viewing location, item/s to be viewed, signature, ARJIS, date of detective/deputy authorizing viewing and names of all individuals viewing the evidence.



## San Diego County SHERIFF'S DEPARTMENT

### EVIDENCE VIEWING REQUEST

View all items

View only the following items: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

Viewing Date / Time: \_\_\_\_\_

Room Assignment: \_\_\_\_\_

#### VIEWING AUTHORIZATION

Detective Signature: \_\_\_\_\_ ARJIS: \_\_\_\_\_ Date: \_\_\_\_\_

#### SHERIFF'S DEPARTMENT PERSONNEL

Name (print) \_\_\_\_\_ ARJIS \_\_\_\_\_ Name (print) \_\_\_\_\_ ARJIS \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

#### OUTSIDE AGENCY PERSONNEL

Agency / Business \_\_\_\_\_ Agency / Business \_\_\_\_\_

Name (print) \_\_\_\_\_ Title \_\_\_\_\_ Name (print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Agency / Business \_\_\_\_\_ Agency / Business \_\_\_\_\_

Name (print) \_\_\_\_\_ Title \_\_\_\_\_ Name (print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

EVID-5 09/01

# Other Evidence Request – Evidence Viewing

EVID-16

In the event that the case detective allows an individual to view evidence without his/her presence, the case detective must fill-out **Evidence Release Form (EVID-16)**. In addition to **Evidence Viewing Request (EVID-5)**. The case detective must specify on the special instruction portion if his/her presence is not needed.



William D. Gore, Sheriff

Case Number:

San Diego County  
**SHERIFF'S DEPARTMENT**  
**EVIDENCE RELEASE FORM**

NAME : \_\_\_\_\_  
AGENCY : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
\_\_\_\_\_

The following evidence has been authorized for release. To obtain these items, present this form and valid picture identification at the time of release.

**EVIDENCE LIST**

BARCODE NO.	ITEM DESCRIPTION

Special instruction:

<b>Released authorized by:</b>	
Detective's Signature: _____	ARJIS: _____
Division : _____	Date: _____

<b>Evidence received by:</b>	<b>Evidence released by:</b>	
Signature: _____	Signature: _____	ARJIS: _____
Identification: _____	Date: _____	Time: _____

EVID-16 11/09



San Diego County  
**SHERIFF'S DEPARTMENT**

**EVID-5**

**EVIDENCE VIEWING REQUEST**

CASE NUMBER: \_\_\_\_\_  
Viewing Date / Time: \_\_\_\_\_  
Room Assignment: \_\_\_\_\_

View all items  
 View only the following items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIEWING AUTHORIZATION**  
Detective Signature: \_\_\_\_\_ ARJIS: \_\_\_\_\_ Date: \_\_\_\_\_

**SHERIFF'S DEPARTMENT PERSONNEL**  
Name (print) \_\_\_\_\_ ARJIS \_\_\_\_\_ Name (print) \_\_\_\_\_ ARJIS \_\_\_\_\_  
Signature \_\_\_\_\_ Signature \_\_\_\_\_

**OUTSIDE AGENCY PERSONNEL**  
Agency / Business \_\_\_\_\_ Agency / Business \_\_\_\_\_  
Name (print) \_\_\_\_\_ Title \_\_\_\_\_ Name (print) \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Signature \_\_\_\_\_

Agency / Business \_\_\_\_\_ Agency / Business \_\_\_\_\_  
Name (print) \_\_\_\_\_ Title \_\_\_\_\_ Name (print) \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Signature \_\_\_\_\_

EVID-5 08/11

