

A Top 10 Evidence Management Challenge

REPORTS... A KEY TO SUCCESS OR FAILURE.

REPORTS QUESTIONS to ASK

- Can I access any report or statistic on demand?
- Can I easily create new reports as needed?
- Can I provide my Chief with a report on guns, drugs and money on hand within seconds?
- Am I able to generate reports electronically that match existing manual/ hand written reports?
- Can I generate an inventory report?
- Can I easily generate the appropriate report(s) for an audit?
- Can I say "yes" to any or all of these? ... If not, read on.

AN EVIDENCE MANAGEMENT SYSTEM THAT INADEQUATELY GENERATES REPORTS CAN HAMSTRING A LAW ENFORCEMENT AGENCY... After all, with no way to extract key data and statistics on various aspects of evidence quickly and easily, an agency's

“ It is invaluable that our chief can get reports on virtually any detail or details of a piece or group of evidence instantly. ”

top management—the chief, in particular—could become vulnerable. For example, what if the chief suddenly needed a report on number of guns seized for a certain time period as he reports to the city council on criminal activity in a specific part of his jurisdiction? Or, what if there is an investigation of a police department's evidence management practices and methods, but no reports available to demonstrate proper chain of custody? These very real scenarios only worsen if an evidence management system is simply unable to run reports and statistics at all.

It is for these reasons that FileOnQ, Inc., not only has built into its EvidenceOnQ software the ability for users to generate any report, in the



Chief Johnson - FairView PD makes evidence a priority for success.

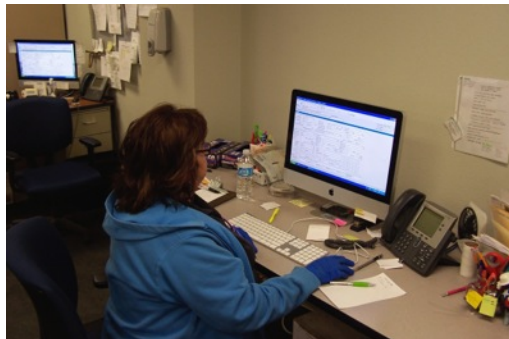
exact format required, but also has identified the inability to run reports and statistics as one of the Top Ten Evidence Management Challenges among law enforcement agencies.

FileOnQ realizes that no two agencies manage property and evidence the same way, and may have special reporting needs. Also, many other types of evidence management software provide only standard reports that are limited in the

information they provide and the format in which they can be generated. For this reason, EvidenceOnQ is flexible to allow creation of reports to meet your department's specific needs, and giving you complete control over what fields are provided in a report and how they appear.

Top Management Requests For Reports Filled Easily

At the San Antonio, Texas, PD, Darrell Allen, property room supervisor, and a user of EvidenceOnQ, noted his top management has inquired if reports can be produced on critical evidence aspects such as currency, narcotics, and firearms, along with requests for purging status and by what department unit. "They've asked us if we can provide these reports," Allen said. "So, it's extremely pleasant to be able to tell them, at the drop of a hat, yes, I can.



San Antonio PD evidence technician runs a standard report of drugs on hand.

They (top management) tell me what they want and I think about what

categories of data we're capturing on the main page (within EvidenceOnQ)," Allen continued. "If it's there, I can generate a report for it." In a couple of instances, there have been some ad hoc requests for reports. For example, one request was to get a report on how many rape kits were in the property room and which of these kits were tested versus untested. "The police department was going to build a separate database for this," Allen said, "but this was avoided because EvidenceOnQ already had this capability."

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Improved Purging

Chief Ron Noble of the McMinnville, Oregon, Police Department is more hands-on than most police chiefs when it comes to evidence management. This is why he sent his

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evidence technician to be trained at an IAPE (International Association of Property and Evidence) class. While he is "hands-off" regarding daily management of evidence, he still wants specific reports from the EvidenceOnQ software being used. For example, Chief Noble said, "To create an audit, I want to know how many total items we have in our evidence facility. This gives me an idea of how well we're purging."



Chief Ron Noble - McMinnville PD expresses the importance of a good evidence system and how it is crucial part of their agencies success.

The chief can get reports on virtually any detail or details of a piece or group of evidence. The reports help guide him to contain potential liability issues such as security of evidence, and purging of evidence that is no longer needed. Furthermore, adds Chief Noble, "Sometimes, we will be asked to respond on evidence issues occurring at agencies outside of McMinnville and what we are doing to prepare ourselves for something similar."

More Exact Statistics

For Helga Ritter, Evidence Technician for the Sonoma County, California, Sheriff's



Sonoma County officer enters evidence into the EvidenceOnQ system. Streamlined evidence entry and powerful reporting are just a few of the improvements they have benefited from since implementing EvidenceOnQ.

Office, also an EvidenceOnQ user, the software's reporting function is versatile, comprehensive and time saving. She vividly recalls how developing statistics with her prior, outdated evidence management system was nearly impossible. "When someone came to me and asked how many guns we have, I didn't know this," Ritter said. "You could not leaf through all those pieces of paper and come up with a number. There was just too much."

If the sheriff comes to me and asks me how many guns I have on hand I can give him a detailed report of not only how many, but what types, in 15 minutes or less.

With the EvidenceOnQ system in place, generating such reports is now the difference between night and day, Ritter noted. "The sheriff can come to me and ask how many guns we have right now," she explained. "I can give him a report on this in 15 minutes or less. I can break it down into what kinds of guns we have."

Ritter also likes the evidence retention feature in EvidenceOnQ. "When we take an item in, we figure out what the approximate retention would be for a particular case and we put it in there," Ritter said. "Then we can easily pull up a report and see what items have passed their retention date and look at them to see if they can be purged. We can easily pull up lists like this and do things more proactively," Ritter added.

About the FileOnQ Inc. (Developers of EvidenceOnQ)

Formed in May 1996 as Integrated Software Solutions, we have specialized—from the beginning—in the development of products focused on lifecycle records management for the corporate, departmental, and workgroup user. For the past nine years, we have dedicated ourselves to powerful and customizable solutions for Law Enforcement to track and manage their property and evidence from the crime scene to the court room. Police and sheriff departments, district attorneys, and prosecutors value the ability to access, view, manage, and track evidence and associated documents, media instantly using a web browser. Allowing them to communicate and work together on cases and evidence like never before.

Agencies at the local, state, and federal level have successfully implemented our system to not only [manage evidence](#) but also [officer equipment](#), [assets](#), [critical incident scenes](#), [fleet vehicles](#), [case management](#), and more. Agencies have discovered that what we offer is much more than a software system. It is a powerful platform with the tools needed to increase efficiencies throughout their entire jurisdiction.

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