



Timothy K. Cameron
Sheriff

Office of the Sheriff

St. Mary's County, Maryland

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An Internationally
Accredited Agency

April 10, 2013

TO: Major John Horne, Assistant Sheriff

SUBJECT: Annual Unannounced Inspection of Property and Evidence

Sheriff Timothy K. Cameron has designated me to conduct the annual unannounced inspection of the Sheriff's Office property and evidence areas.

On April 10, 2013, I conducted an unannounced inspection of the Sheriff's Office property and evidence areas to ensure the continuity of custody of property and evidence. The unannounced inspection was completed pursuant to Commission on Accreditation of Law Enforcement Agencies (CALEA) standards 84.1.6 (bullet d). The locations inspected were

I found all the property areas were neat, clean and well organized. Evidence was packaged, labeled and organized by year and case numbers. Drugs, weapons and money were separated and secured in locked rooms, cabinet and/or safe.

I observed all guns were properly stored in the gun room and no guns were stored in the regular property storage area. The weapons storage room was clean and well organized, but contained several hundred weapons for such a small room. The weapons storage area is not adequate to store the quantity of weapons seized and/or stored by the Sheriff's Office. Although, there is a large volume of weapons in the storage it must be noted the Property Specialist were able to locate all items inspected quickly.

The inspection included the review of the property record and the retrieval of the property. See the attached documents of the property inspected.

Major J. Horne, Assistant Sheriff – April 10, 2013

SUBJECT: Annual Unannounced Inspection of Property and Evidence

The inspection was completed and I found that Agency policies and procedures were being adhered to and additional space remains a critical and major concern. The overall operations of the BCI Property Section are being conducted in accordance to Agency Policies and Procedures.

BCI Property Specialist Greb and Ferrari are to be commended for their continued exemplary performance.

Brian S. Eley #1077

Brian S. Eley #1077
Civilian Administrator

Agree

Yes

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No, see indorsement

Major:

J. Horne

Date

4/12/13



Office of the Sheriff
St. Mary's County, Maryland

EVIDENCE / PROPERTY ROOM INSPECTION REPORT

- SEMI-ANNUAL INSPECTION by Property Custodian (January/July)
ANNUAL AUDIT BY OTHER COMMANDER
CHANGE OF PROPERTY CUSTODIAN AUDIT (Refer to CALEA Manager for requirements)
UNANNOUNCED ANNUAL INSPECTION AS ASSIGNED BY CEO

HEADQUARTERS EVIDENCE / PROPERTY ROOMS

- Is the evidence and property area maintained in a clean and orderly fashion and the property protected from damage and/or deterioration?
Are the evidence temporary lockers and the key drop box in good working condition and being used correctly?
Is access to these areas limited to only authorized personnel?
Is status of all evidence and property reflected in agency records?
High security items were checked for proper storage (i.e. weapons, jewelry, C D S and money)

OTHER EVIDENCE / PROPERTY STORAGE AREAS (only required for semi-annual inspection)

- Are refrigerated evidence items properly maintained?
Are the off-site evidence/property storage areas properly maintained (i.e., clean, neat, orderly fashion)?
Is off-site property being protected from damage and/or deterioration?
Is access limited to only authorized personnel?

CUSTODIAL CHANGES (Complete only when property custodian changes)

- Audit conducted per CALEA requirement - all items accounted for?
TRANSFER OF DUTIES
OTHER:

PREVIOUS CUSTODIAN(S):

NEW CUSTODIAN(S):

I have inspected the St. Mary's Co. Sheriffs Office Property Room and/or off-site locations indicated above and found it to be in compliance with all applicable policies, with any discrepancies noted (separate sheet attached if necessary).

INSPECTION CONDUCTED BY: Brian S. Eley #1077 ON April 10, 2013
(Inspecting Officer's Name - PRINTED) (Date Inspection Completed)
Brian S. Eley #1077 (Signature) (SEE REVERSE SIDE)

EVIDENCE / PROPERTY ROOM INSPECTION REPORT (Cont.) Itemized Verification

PROPERTY ROOM PERSONNEL: Darryl Greb #1092 / Charles Ferrari #1107

NOTE: BAR CODING LOG REFLECTING ITEM VERIFICATION CAN BE USED IN LIEU OF THIS PAGE.

ITEM #	Case # <u>11228-11</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>two (2) cell phones</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>12690-11</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>cell phone</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>2068-12</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>cell phone, business cards, two (2) empty prescription bottles</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>37625-12</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>flashlight, two (2) gloves</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>12095-13</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>cell phone</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>10783-13</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>1 TB Hard Drive - Toshiba</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>60103-11</u>	TYPE OF PROPERTY:	<input checked="" type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>10080-11</u>	TYPE OF PROPERTY:	<input checked="" type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>60776-12</u>	TYPE OF PROPERTY:	<input checked="" type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>25145-12</u>	TYPE OF PROPERTY:	<input checked="" type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

EVIDENCE / PROPERTY ROOM INSPECTION REPORT (Cont.)
Itemized Verification

PROPERTY ROOM PERSONNEL: Darryl Geb #1092 / Charles Ferrari #1107

NOTE: BAR CODING LOG REFLECTING ITEM VERIFICATION CAN BE USED IN LIEU OF THIS PAGE.

ITEM #	Case #	<u>288-13</u>	TYPE OF PROPERTY:	<input checked="" type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
				<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO				

ITEM #	Case #	<u>11550-13</u>	TYPE OF PROPERTY:	<input checked="" type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
				<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO				

ITEM #	Case #	<u>21207-11</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input checked="" type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
				<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO				

ITEM #	Case #	<u>9855-12</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input checked="" type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
				<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO				

ITEM #	Case #	<u>61818-12</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input checked="" type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
				<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO				

ITEM #	Case #	<u>12552-12</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input checked="" type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
				<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO				

ITEM #	Case #	<u>2485-07</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input checked="" type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
				<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	<u>jacket, ski mask, body spray</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO				

ITEM #	Case #	<u>27192-07</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
				<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>cables, hat</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO				

ITEM #	Case #	<u>50206-07</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
				<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>Compaq computer</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO				

ITEM #	Case #	<u>54081-07</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
				<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>tazer housing probes, two (2) micro dots</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO				

EVIDENCE / PROPERTY ROOM INSPECTION REPORT (Cont.) Itemized Verification

PROPERTY ROOM PERSONNEL: Darryl Greb #1092 / Charles Ferrari #1107

NOTE: BAR CODING LOG REFLECTING ITEM VERIFICATION CAN BE USED IN LIEU OF THIS PAGE.

ITEM #	Case # <u>35640-07</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>card board piece</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>4387-97</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>homicide</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>23227-89</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>homicide</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>3821-89</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>homicide</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>23282-98</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>homicide</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # <u>13080-05</u>	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input checked="" type="checkbox"/> OTHER	<u>homicide</u>
VERIFIED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # _____	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	_____
VERIFIED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # _____	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	_____
VERIFIED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # _____	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	_____
VERIFIED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO			

ITEM #	Case # _____	TYPE OF PROPERTY:	<input type="checkbox"/> NARCOTICS	<input type="checkbox"/> FIREARMS	<input type="checkbox"/> CURRENCY
			<input type="checkbox"/> JEWELRY	<input type="checkbox"/> OTHER	_____
VERIFIED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO			