



Timothy K. Cameron
SHERIFF

Office of the Sheriff

St. Mary's County, Maryland

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An Internationally
Accredited Agency

May 5, 2016

TO: Major John D. Horne, Assistant Sheriff
SUBJECT: 2016 Annual Announced Property and Evidence Audit

On April 28, 2016, I conducted an annual audit of the Sheriff's Office property and evidence areas to ensure property and evidence in the custody of the Sheriff's Office was properly accounted for and all related documents were available. This audit was conducted pursuant to the Commission on Accreditation of Law Enforcement Agencies (CALEA) standards 84.1.6(c). Current Policy and Procedures are adequate and adhered to by agency personnel. The locations audited were the [REDACTED].

All property areas were neat, clean, and well organized. Evidence was labeled and organized by year and case number. All of the evidence selected for inspection contained a bar code and was properly sealed utilizing evidence labels with the exception of firearms, controlled dangerous substances, currency, and weapons were separated and secured in locked rooms, file cabinets, and/or storage areas.

[REDACTED]

[REDACTED]

[REDACTED] was found to [REDACTED]

The property is stored in a neat and orderly manner by year and case number. All property requested for the audit was located and matched the CAD entry listing the property.

The audit included the random selection of a case number and presentation of the property and correct CAD entry. During the audit at least 100 pieces of high value evidence were inspected to include controlled dangerous substance, currency, firearms, and jewelry. Also, during the inspection of the headquarters property storage area, I pulled random pieces of property from the storage bins and had Mr. Greb lookup the property by case number in the CAD system and he was able to tell me the correct bin the property belonged.

Both Mr. Charles Ferrari and Mr. Darryl Greb take great pride in their work, they strive to keep the ever increasing amount of property and evidence maintained in an organized manner. Both were more than accommodating during the audit and should be commended.

Lt. Russell Trow 90
Russell C. Trow
Lieutenant
Vice/Narcotics Division

Agree

Yes () No, See Indorsement Major: [Signature] Date: 5/11/16



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?

If 'NO', Explain:

Are the evidence temporary lockers and the key drop box in good working condition and being used correctly?

If 'NO', Explain:

Is access to these areas limited to only authorized personnel?

If 'NO', Explain:

Is status of all evidence and property reflected in agency records?

If 'NO', Explain:

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?

If 'NO', Explain:

Are the off-site evidence/property storage areas properly maintained (i.e., clean, neat, orderly fashion)?

If 'NO', Explain:

Is off-site property being protected from damage and/or deterioration?

If 'NO', Explain:

Is access limited to only authorized personnel?

If 'NO', Explain:

CUSTODIAL CHANGES (Complete only when property custodian changes)

Audit conducted per CALEA requirement - all items accounted for?

If 'NO', Explain:

REASON FOR CHANGE:

TRANSFER OF DUTIES

OTHER:

PREVIOUS CUSTODIAN(S):

NEW CUSTODIAN(S):

I Lt. Russell C. Trow 90 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: Lt. Russell C. Trow 90

(Inspecting Officer's Name - PRINTED)

ON

April 28, 2016

(Date Inspection Completed)

Lt Russell Trow 90

(Signature)

Announced Property Inspection

April 28, 2016

Property Room Personnel: Darryl R. Greb #1092/Charles T. Ferrari #1107

CASE #	TYPE OF PROPERTY/ # entries:	CDS	FIREARMS	CURRENCY	JEWELRY	GENERAL	VERIFIED Y/N
1076-14		1					Y
7134-14		2					Y
23261-15		3					Y
48183-14		2					Y
13902-14		2	8				Y
11475-14		3					Y
38524-15		4					Y
42497-14		3					Y
16418-15		2					Y
26450-15		2					Y
10067-16		1			5		Y
31007-15					4		Y
70100-15					3		Y
36725-15					16		Y
64465-14				1			Y
64687-14				1			Y
1449-15				2			Y
4359-15				3			Y
33753-15				1			Y
43682-15				1			Y
70559-15				1			Y
146-16				2			Y
3885-16				4			Y

Announced Property Inspection

April 28, 2016

16957-16				11			Y
48363-14				1			Y
62980-14				1			Y
13498-15				1			Y
15728-15				3			Y
17815-16			9				Y
8232-16			7				Y
3099-16			5				Y
68233-15			4				Y
47626-15			2				Y
Sub-Total by Category		25	35	33	28	0	
Total							121
Property Pulls verified by: Lt. Russell C. Trow							