



Office of the Sheriff

St. Mary's County, Maryland



Timothy K. Cameron
SHERIFF

Headquarters
23150 Leonard Hall Drive
Leonardtown, MD 20650
301-475-4200 Ext. 1900
301-475-4047 Fax

Detention Center
41880 Baldrige Street – P.O. Box 960
Leonardtown, MD 20650
301-475-4200 Ext. 3200
301-475-4095 Fax

An Internationally
Accredited Agency

April 25, 2017

To: Sheriff Timothy K. Cameron
Subject: Annual Audit of Property/Evidence

On April 24, 2017, I conducted the annual audit of property and evidence in the custody of the St. Mary's County Sheriff's Office. This inspection was completed pursuant to the St. Mary's County Sheriff's Office Policy B4.03 Property Control, Standard Operating Procedure (SOP) – Property, and the Commission on Accreditation of Law Enforcement Agencies, Inc. (CALEA) specifically CALEA standard 84.1.6(d) and Appendix K, requiring "an annual audit of property and evidence by a supervisor not routinely connected with control of property and evidence".

The storage areas inspected included [REDACTED]

I found all property storage areas to be neat and clean. The majority were well organized, considering the limited space and 85,844 items stored. Evidence was labeled and organized by year and case numbers; and the barcoding system through H.T.E. allowed items to be located and pulled for inspection with ease. [REDACTED]

[REDACTED] The revised firearm and general property purging procedures established in 2015 and continuing, have progressively reduced the number of items held in storage, and have freed storage room and continue to ease the storage space issues until a new facility is available in future years.

[REDACTED]

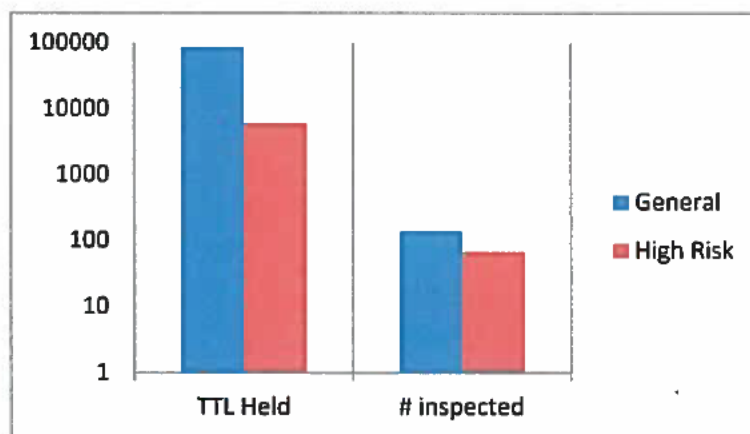
[REDACTED]

Sheriff Timothy K. Cameron – April 25, 2017

SUBJECT: Annual Audit of Property/Evidence



This audit included the review of a relative sampling of property records, and the retrieval of 250 items of property and evidence, including 112 items of high risk items. An inventory of the pulled items is attached.



The inspection was completed and the overall operations of the Property Evidence section were found in good order. Space needs continue to be a priority and staffing concerns remain especially as they relate to the future of such initiatives as 'propertyroom.com' and efforts to improve purging/destruction. Agency policies and procedures were found to be adequate and the section conducts business accordingly.


Major Michael R. Merican
Assistant Sheriff

Agree

() Yes () No, see endorsement. Sheriff:  Date 5/1/17



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

X YES [] NO 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:

X YES [] NO Are the evidence temporary lockers and the key drop box in good working condition and being used correctly?

If 'NO', Explain:

X YES [] NO Is access to these areas limited to only authorized personnel?

If 'NO', Explain:

X YES [] NO Is status of all evidence and property reflected in agency records?

If 'NO', Explain:

X YES [] NO 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)

[] YES [] NO Are refrigerated evidence items properly maintained?

If 'NO', Explain:

[] YES [] NO Are the off-site evidence/property storage areas properly maintained (i.e., clean, neat, orderly fashion)?

If 'NO', Explain:

[] YES [] NO Is off-site property being protected from damage and/or deterioration?

If 'NO', Explain:

[] YES [] NO Is access limited to only authorized personnel?

If 'NO', Explain:

CUSTODIAL CHANGES (Complete only when property custodian changes)

REASON FOR CHANGE:

[] YES [] NO Audit conducted per CALEA requirement - all items accounted for?

[] TRANSFER OF DUTIES

If 'NO', Explain:

[] OTHER:

PREVIOUS CUSTODIAN(S):

NEW CUSTODIAN(S):

I Major Michael R. Merican have inspected the St. Mary's Co. Sheriffs Office Property Room X and/or off-site locations X 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: Major Michael R. Merican (Inspecting Officer's Name - PRINTED)

ON 4/26/17 (Date Inspection Completed)

Handwritten signature of Major Michael R. Merican

(Signature)

(SEE REVERSE SIDE)

Annual Audit Property Evidence

April 26, 2017

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

Case #	Type of Property/ # entries:	CDS	Firearms	Currency	Jewelry	General	Verified Y/N
1-14-000363			13				Y
1-15-001821		3				4	Y
1-15-032880						5	Y
1-15-036725						7	Y
1-15-052716		2				12	Y
1-15-067184		2		1		11	Y
1-16-001602						3	Y
1-16-008827						6	Y
1-16-012963						4	Y
1-16-015512				1		9	Y
1-16-016975						5	Y
1-16-017218				1		3	Y
1-16-023179		3	1			13	Y
1-16-035930		1		1	10	13	Y
1-16-036936			1			6	Y
1-16-056493					15		Y
1-16-065201			4				Y
1-17-000859		3	1	1		7	Y
1-17-001995		1	2			4	Y
1-17-002943						22	Y
1-17-006603				1		4	Y
1-16-063309		6					Y
1-17-000859		3	1	1			Y
1-17-001226			1				Y
1-17-001715		1		1			Y
1-17-001693		2					Y
1-17-002166		3					Y
1-17-003102					1		Y
1-17-003399				1			Y
1-17-003995				1			Y
1-17-004618			3	1			Y
1-17-004999		4	4	3			Y
1-17-010723			7				Y
Sub Total by Category		34	38	14	26	138	
Total High Risk					112		
Total							250

Property Pulls verified by: Pamela O. McKay, Civilian Administrator