



Timothy K. Cameron
SHERIFF

Office of the Sheriff

St. Mary's County, Maryland

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**An Internationally
Accredited Agency**

To: Major Michael Merican, Assistant Sheriff

Subject: Annual Audit of Property/Evidence

Date: December 4, 2018

On December 4, 2018, 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 (B4.03.028) Property Control, Standard Operating Procedure (SOP) Property and the Commission on Accreditation of Law Enforcement Agencies, Inc. (CALEA) specifically CALEA standard 84.16 (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 [REDACTED]

I found all property areas to be clean, but somewhat congested. We are working to unclutter the areas of the gun room [REDACTED]. The majority were well organized considering the limited space and 98,607 items stored. Evidence was labeled and organized by year and case numbers; and the barcoding system through Central Square Technologies, (Formerly H.T.E/ Superion) allowed items to be located and pulled for inspection with ease.

[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 continue to free storage space issues until a new facility is available in future years.

[REDACTED]

[REDACTED]

The inspection included the review of a relative sampling of property records and the retrieval of (125) items of property and evidence, including (309) 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 to be in good order. Space needs continue to be a priority and staffing concerns remain, especially as they relate to the future efforts to improve purging/destruction. Agency policies and procedures were found to be adequate and the section conducts business accordingly.

 #1164 12/14/18
Marvin C. Butler
Chief of Staff

Agree
 Yes () No, see endorsement. Major:  #2 Date 12-21-18

December 4, 2018

Bi-annual Announced Property Evidence Audit

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

General Property

Case # 13460-16 - (49) items

Case # 14359-16 - (6) items

Case # 30511-16 - (1) item

Case # 13873 -17 - (2) items

Case # 14824-17 - (10) items

Case # 39090-18 - (57) items

Total - 125

High Risk Property

Jewelry

Case # 35930 -16 - (10) items

Case # 56493-16 - (15) items

Case # 11159-17 - (1) item

Case # 37108-17 - (1) item

Sub Total by category - 27

Firearms

Case # 16509-02 - (4) items

Case # 55453-10 - (5) items

Case # 56027-10 - (6) items

Case # 09646-11 - (1) item

Case # 54844-13 - (5) items

Case # 66339-16 - (2) items

Case # 55021-18 - (9) items

Sub Total by category - 32

CDS

41485-16 - (9) items

41590-16 - (1) item

63309-16 - (20) items

15605-17 - (1) item

51646-17 - (4) items

44019-17 - (1) item

25178-18 - (1) item

25380-18 - (1) item

39596-18 - (2) items

Sub Total by category - 40

Currency

19239-07 - (10) items

62513-09 - (6) items

34722-11 - (6) items

40639-15 - (174) items

64096-15 - (11) items

64452-17 - (3) items

Sub Total by category - 210

Total High Risk - 309

Total Verified All Property Evidence - 434



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)

REASON FOR CHANGE:

Audit conducted per CALEA requirement - all items accounted for?

TRANSFER OF DUTIES

If 'NO', Explain:

OTHER:

PREVIOUS CUSTODIAN(S):

NEW CUSTODIAN(S):

I Marvin Butler 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: Marvin Butler

ON

12/4/18

(Inspecting Officer's Name - PRINTED)

(Date Inspection Completed)