



Timothy K. Cameron  
SHERIFF

# Office of the Sheriff

St. Mary's County, Maryland

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

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



An Internationally  
Accredited Agency

To: Major Michael Merican, Assistant Sheriff

Subject: Annual Audit of Property/Evidence

Date: October 22, 2020

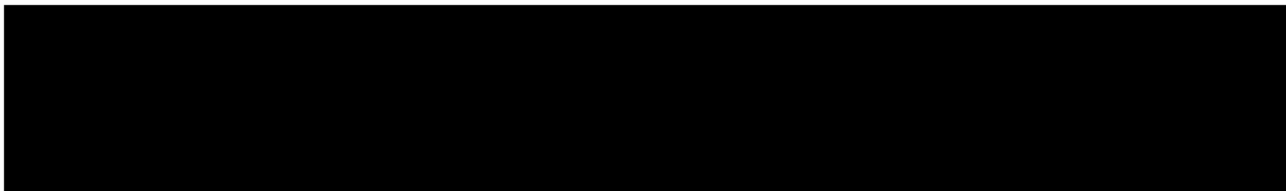
On October 22, 2020, I conducted the annual audit of property and evidence in the custody of the St. Mary's County Sheriff's Office. This inspection was completed pursuant to the St. Mary's County Sheriff's Office Policy (B4.03.028) Property Control, Standard Operating Procedure (SOP) Property and the 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] Both **General and High Risk, (Firearms, CDS, Currency and Jewelry)** property items were reviewed.

I found all property areas to be clean but congested. We are working to unclutter the areas of the gun room [REDACTED]. The majority were well organized considering the limited space and **118,530** 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]  
[REDACTED] However, during this announced inspection one high risk case file error was noted in **CCN-10518-12**. (See related **CCN-10518-12** information on next page).

The revised firearm and general property purging procedures established in 2015 and to date, 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.



The audit inspection included the review of a relative sampling of property records, to include the total retrieval of (554) pieces of property from (40) respective cases, (32) of those being **High Risk** cases, and over \$784.95 in US currency which were all in good order, except for **CCN-10518-12**, for which the property record shows an amount of \$86 recovered. After checking further, the plastic currency pouch/bag contained an additional \$.94 cents, (2-Quarters, 4-Dimes, 4-Pennies). This \$.94 cents was not listed on the property form. (There was a note, regarding an email that was sent out to the recovering officer back in 2012, however the officer never contacted the property section to correct the error).

An inventory of each case audited 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.



Marvin C. Butler  
Chief of Staff

10/28/20

Agree

Yes ( ) No, see endorsement.

Major:



Date

11-10-20

October 22, 2020

**Bi-Annual Announced Property Evidence Audit**

Property Personnel: Charles T. Ferrari #1107

**High-Risk Property**

**Jewelry**

Case # 18-46098 - (18) items

Case # 18-62276 - (12) items

Case # 19-36092 - (13) items

Case # 20-19849 - (1) item

Case # 20-52439 - (14) items

**Subtotal by High Risk Category - 42**

**Firearms**

Case # 07-43921 - (1) item

Case # 10-40998 - (1) item

Case # 10-49216 - (1) item

Case # 17-1622 - (2) items

Case # 17-21556 - (2) items

Case # 19-2414 - (2) items

**Firearms (Cont'd):**

Case # 19-4404 - (3) items

Case # 19-4428 - (12) items

Case # 20-61163 - (5) items

Case # 20-61168 - (1) item

**Subtotal by High Risk Category - 30**

**CDS**

Case # 19-28612 - (1) item

Case # 19-45088 - (5) items

Case # 19-48601 - (5) items

Case # 19-61227 - (11) items

Case # 20-694 - (11) items

**Subtotal by High Risk Category - 33**

## US Currency

Case # 05-13080 - (12) items

Case # 08-16565 - (34) items

Case # 08-26503 - (155) items

Case # 12-10518 - (22) items

Case # 14-64660 - (5) items

Case # 14-64687 - (12) items

Case # 17-64452 - (3) items

Case # 18-66592 - (10) items

Case # 19-42257 - (13) items

Case # 20-3082 - (1) item

Case # 20-20742 - (31) items

Case # 20-58166 - (107) items

**Subtotal by High-Risk Category - 405**

**Total High-Risk Items- 510**

General Property

Case # 18-19993 - (7) items

Case # 18-21958 - (22) items

Case # 19-2414 - (1) item

Case # 19-7940 - (5) items

Case # 19-9360 - (2) items

Case # 19-11949 - (2) items

Case # 20-881 - (4) items

Case # 20-1000 - (1) item

Total - 44

Total items verified for all Property Evidence - 554