Property/Evidence - Setup

Property Overview

The way that ARMS is set up to manage property is that an officer or dispatcher will receive a piece of property/evidence. They will then enter a case report or CAD event and add that property/evidence to the Property tab in the case report or CAD Event and put the property into an intake location. From there the Property Clerk will retrieve the property and check it in and move it to a different location or bin specific to the property or evidence.

The Property Clerk can use a barcode printer and scanner to do this. They can then Check Out the property to another entity outside of the department, Release the property to its owner, or destroy the property to remove it from the system. The Property Clerk can also pull data for all this information for reporting or to see what evidence is being kept and where.

System Defaults

Go to the Setup Menu and go into the System Defaults module. Then select the Property tab and there you will find the Number Settings and Number Formatting.

Here you can choose if you'd like your Property Number to automatically be generated in order and choose the format that you'd like that Property Number to be in.

User Access

In the User Access module, make sure that anyone that will be checking in property to a property/evidence room and/or the property clerk for your department has access under the Property tab for the "Property Clerk" permission.

Officers can still add property/evidence to a case if they have the permission to, but the Property Clerk's permission will allow that person to move it from the officer's intake location to check it into the property/evidence room and check it out, relocate, release, or destroy a piece of property.

Code List

You can customize your codes in the Code List module to fit what you want to report or track in your property/evidence module. In the Code List, choose the Category of Property/Evidence and the Subcategories will be the different drop-down fields you can customize.

Some key fields to be aware of and a short description are below:

Property Category – This is used to describe what relation this property has to the case report. There are four base property categories you'll need to relate the property categories you create to Damaged/Other, Evidence, Safe Keeping, and Stolen.

Property Type – This is used to describe what type of property it is. If your department is reporting NIBRS, you can relate the property types you create to the NIBRS property description code that matches it best.

Intake Location – This will be the location(s) where an officer will put the property for the Property Clerk to retrieve and move it into a property room and/or location bin.

Property Stored At – These will be the locations that a Property Clerk could move the property to.

Location Bin – These can/will be bins within the "Property Stored At" location that the Property Clerk could move the property to.

Property Check Out Type – This will be the reason why a property is being checked out of the department (**NOTE: This will be anything other than Released or Destroyed**)

Property Destination – This will be the location or business that a property could be checked out to by the Property Clerk.

Property/Evidence - Data Entry

Case Management

When entering data into a Case Report, you can find a "Properties" tab where you're able to add any property or evidence that is related to the case. You can click the "+ Add Property" button to add a new piece of property.
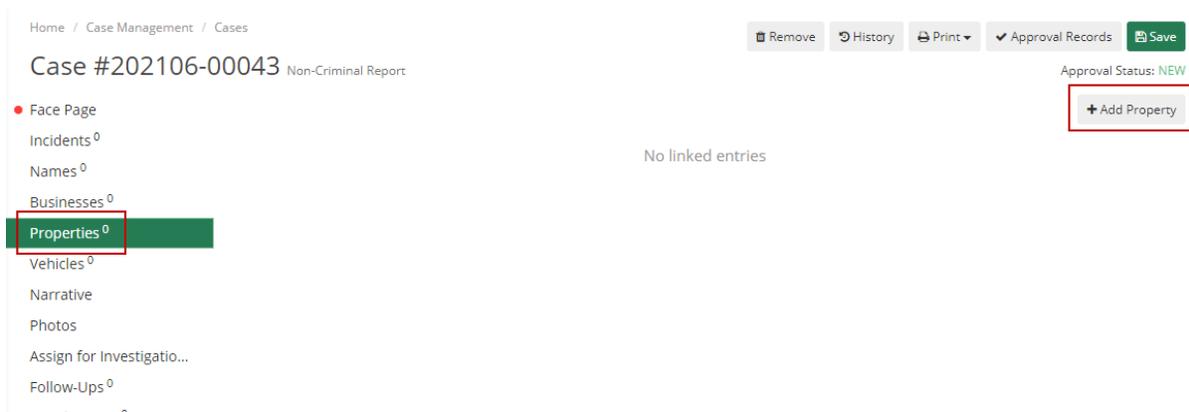
It'll first ask you to search for the property to reduce duplicates, but you most likely won't already have a piece of property in the system so you can click to Add New.
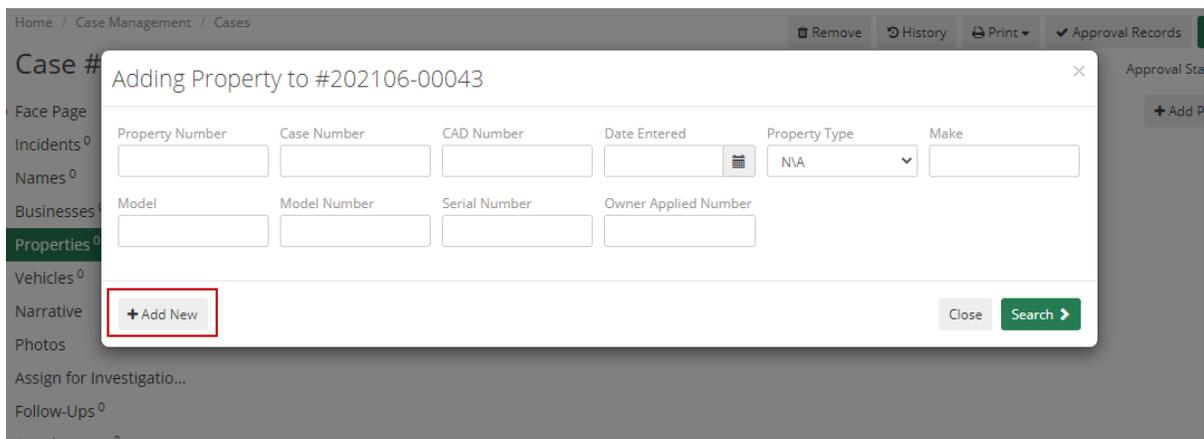
The first things required to add to a case are going to be the Property Category and Property Type, with the definitions of those fields found above.

The other two required fields below are going to be Date Entered, which auto-populates with the date that you clicked to add it, and Description, which is a text field where you can add any information you want.

Other than those fields, some notable fields and listed below with their descriptions:

Intake Location – This will be the location(s) where an officer will put the property for the Property Clerk to retrieve and move it into a property room and/or location bin.

Intake Date – The date the property was placed in the intake location, auto-populates when the user selects the intake location.

Intake Officer – The officer's name of who is placing the property in the intake location.

Review Date – The date when the property needs to be reviewed by the Property Clerk, if your Notification Manager is set up then you can send a notification to specific users when this date arrives.

Once all the information that you'd like to add about the property or evidence has been completed and you save the piece of property, you can add more information by going to the tabs at the top of the property page.

Edit Property

Case Number	CAD Number	Person / Business Involved
202105-0003		SMITH JANE - COMPLAINANT/\

General info   NCIC   Chain of Custody   Photos   Media

These tabs will let you do the following:

NCIC – This allows you to enter information regarding the NCIC Number, NCIC Entry Date, and all weapon information.
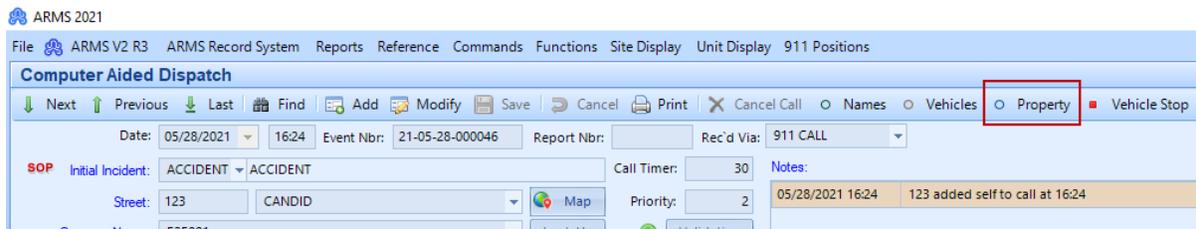
Chain of Custody – This shows the different levels of custody for the property and past statuses.

Photos – Add any photos to the property, if you are using a device with a camera, you can click to add and use the device's camera to take a photo of the property.

Media – Add any media other than photos, i.e., a video file, an audio file, or documents.

CAD

When entering data into a Case Report, you can find a "Property" tab where you're able to add any property or evidence that is related to the CAD or look at properties you've already added. All properties added in this tab will be transferred over to the Case Report when you click the Issue Report button. Any property added after clicking Issue Report will not transfer to the case.

Then you can add the data for the property and the involved party it is attached to.

Some notable fields and listed below with their descriptions:

Property Category – This is used to describe what relation this property has to the case report. There are four base property categories you'll need to relate the property categories you create to Damaged/Other, Evidence, Safe Keeping, and Stolen.

Property Type – This is used to describe what type of property it is. If your department is reporting NIBRS, you can relate the property types you create to the NIBRS property description code that matches it best.

Intake Location – This will be the location(s) where an officer will put the property for the Property Clerk to retrieve and move it into a property room and/or location bin.

Intake Date – The date the property was placed in the intake location, auto-populates when the user selects the intake location.

Intake Officer – The officer's name of who is placing the property in the intake location.

Review Date – The date when the property needs to be reviewed by the Property Clerk, if your Notification Manager is set up then you can send a notification to specific users when this date arrives.

These tabs will let you do the following:

NCIC – This allows you to enter information regarding the NCIC Number, NCIC Entry Date, and all weapon information.

Photos – Add any photos to the property.

Media – Add any media other than photos, i.e., a video file, an audio file, or documents.

You can also use the buttons at the top to print a property label or check the chain of custody. If you have the Property Clerk User Access permission, you can check in/out of the property from the ARMS system.

Property/Evidence - Management

Barcode Labels and Scanners
Purchasing the Barcode Labels and Scanners below will assist in managing your property within ARMS.
- Label Printer – Recommended: DYMO LabelWriter 550/550 Turbo
- Printing Labels – Recommended: DYMO LW Shipping Labels 2 5/16" x 4"
- USB Barcode Scanner – Recommended: IDAutomation SC5USB

Once you have those items, you can begin printing labels for the properties and use the barcode scanner to check them in and out of the system.

Before plugging in your Label Printer, you'll want to download and install DYMO Connect. The correct version you'll need can be found at this link – DYMO Connect Compatibility Chart

To print a barcode, go to the Property module on the home page and select the property you'd like to print a label for. Then select the Print button, then select Print Label.
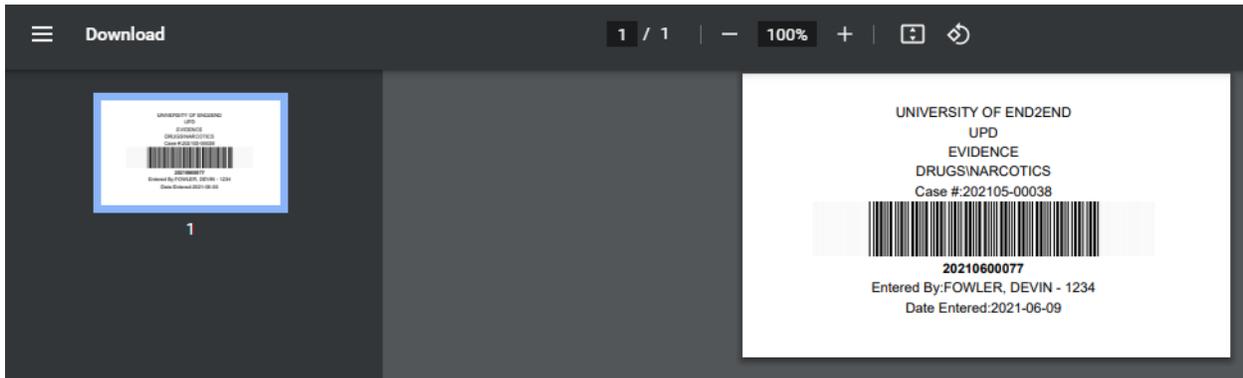
NOTE: To properly use the barcode scanning system property numbers must be unique.

This will then print the property label in a new tab.

NOTE: When you do this, a message might appear in your website bar regarding pop-ups being blocked, click on that and allow pop-ups for this site.
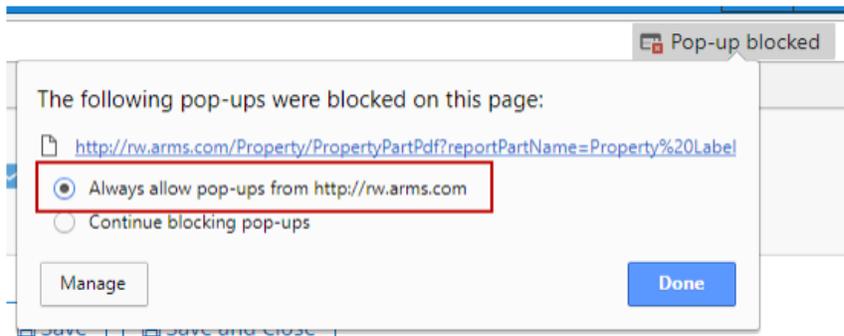
You can then print that label and put the label on the piece of property or evidence bag.

From the Property Search screen, if you're searching for a property, put the cursor in the "Property Number" field and scan the barcode to pull up your property and information. If you want to go directly to Checking In or Out the property, select the Check-In / Check-Out button and scan the barcode to pull up the check-in or check-out screen.

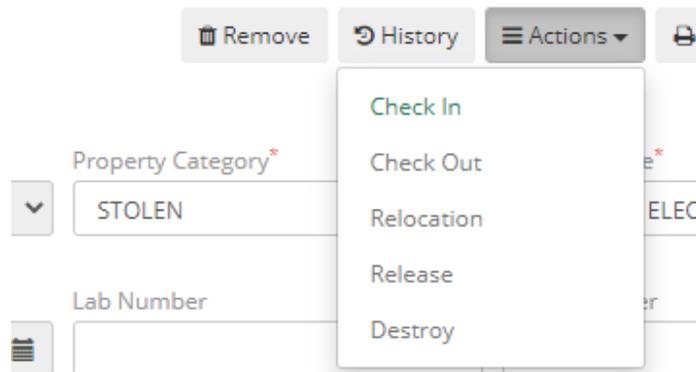Reports | Property Check In / Check Out

Property Search

Property Number	Case Number	CAD Number	Date Entered	Property Type	Make
				N\A	

Model	Model Number	Serial Number	Owner Applied Number

Clear | Search

Actions

There are multiple actions you can take to a property. From the Property screen select the Actions button. The first action you can take to a property is Check In. After a piece of property has been checked in the other options become available.

Remove | History | Actions ▾ | 🖨

Check In

Check Out

Relocation

Release

Destroy

Property Category*

STOLEN | ELEC

Lab Number

To Check In the property, select that option from the Actions drop-down and Returned By will be the officer that has brought the property to the Property Clerk, or put the property in the intake location. Then Returned To will be the Property Clerk and you can then enter the Review Date for when you want the property to be reviewed, you can set this up in Notification Manager to send an email to a user(s) when this date occurs. Then you need to choose the Property Stored At and Location Bin, add any notes regarding the check-in and then select the checkbox next to the property or properties that you want to check in.

Property Check In:20210600077

Property Number	Returned By	Check In Date
20210600077	DEVIN FOWLER	06/24/2021 13:35

Property Type	Returned To	Review Date
DRUGS\NARCOTICS	JIMMY JONES	06/29/2021

Property Stored At	Location Bin
PROPERTY ROOM	BIN 1

Check In Notes

2 grams of cocaine being moved from intake locker 1 to bin 1 in the property room

Linked properties

Property Number	Property Type	Qty	Date Entered	S/N	Make	Model	Check In
20210600077	DRUGS\NARCOTICS	0	06/09/2021	0			✔

Select Current   Select All   Unselect All   Cancel   Check In

After checking in the property, you now have the following options in the Actions drop-down:

- Check Out
- Relocation
- Release
- Destroy

For Check Out, this time you'll choose the Released By, which will be the Property Clerk, the Released To, which would be the officer being given the property, and Estimated Return Date, Check Out Type, Check Out Destination, any Check-Out Reason/Notes and finally you'll select the property or properties you are checking out. This will also give the option of printing out a check-out receipt.

The definitions for the other Action options are below:

- **Relocation –** This allows you to move the property to a different Property Stored At and Location Bin without having to check out and back in the property.
- **Release –** This allows you to release the property to anyone outside of the department, for if you are returning a property back to its owner.
- **Destroy –** This allows you to mark a property as destroyed in the system, for if you are destroying drugs/narcotics or paraphernalia for example.