



Property Management Workbook

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Setup

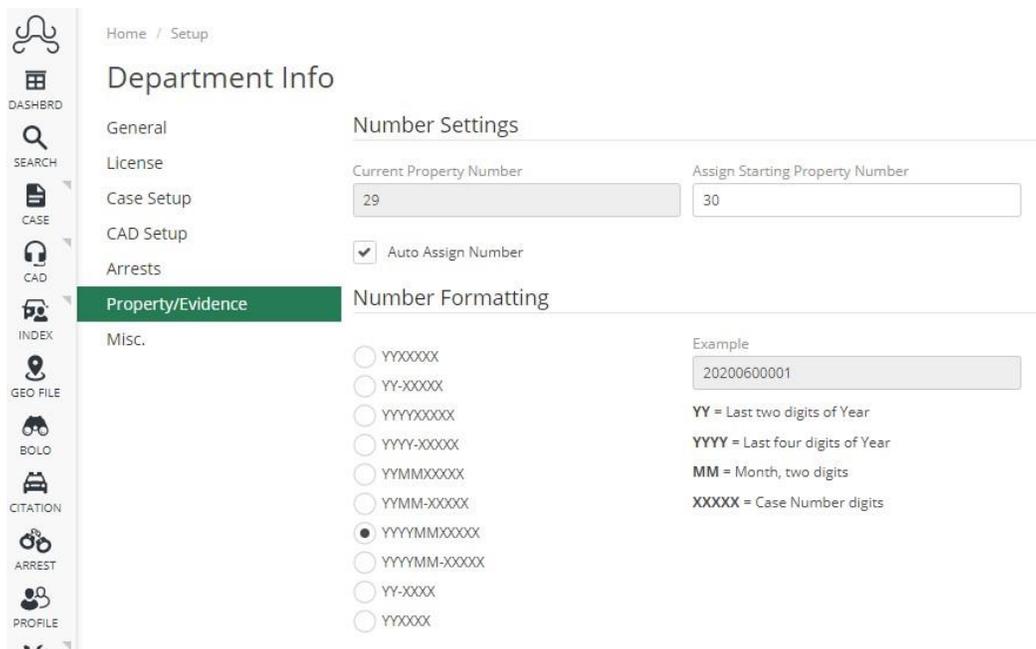
Property Overview

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.



Home / Setup

Department Info

- General
- License
- Case Setup
- CAD Setup
- Arrests
- Property/Evidence**
- Misc.

Number Settings

Current Property Number: 29

Assign Starting Property Number: 30

Auto Assign Number

Number Formatting

Misc.

- YXXXXX
- YY-XXXX
- YYYYXXXX
- YYYY-XXXX
- YYMMXXXX
- YYMM-XXXX
- YYYYMMXXXX
- YYYYMM-XXXX
- YY-XXXX
- YXXXX

Example: 20200600001

YY = Last two digits of Year
 YYYY = Last four digits of Year
 MM = Month, two digits
 XXXXX = Case Number digits

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.

Common	Permission	Access	Add	Modify	Delete
Arrests	Property Evidence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NCIC Queries	Property Clerk	<input checked="" type="checkbox"/>			
CAD	Can Export Data To CSV	<input type="checkbox"/>			
Incident Set					
BOLO					
Case Management					
Follow Up					
Supplementary					
Master Name					
Master Vehicle					
Master Business					
Property Evidence					
Moving Citations					
Report Center					
Profile Data					

Officers can still add property/evidence to a case if they have the permissions to, but the Property Clerk permission will allow that person to move it from the officer’s intake location to checking 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.

Home / Setup

Code List

Code	Description	Subcategory	Status
D	DAMAGED	Property Category	Active
E	EVIDENCE		
F	FOUND		
S	STOLEN		
SK	SAFE KEEPING		

Category: Property/Evidence

Subcategory: Property Category

- Bicycle Style
- Category
- NCIC Article Category
- NCIC Article Type
- NCIC Weapon Color
- NCIC Weapon Description
- NCIC Weapon Type
- Property Category**
- Property CheckOut Type
- Property Description
- Property Destination
- Property Disposition
- Property Intake Location
- Property Location Bin
- Property Measurement
- Property Status
- Property Stored At
- Property Type
- Property/Party Relationship
- Type Property Loss/Etc.

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 casereport. There are four base property categories you’ll need to relate the property categories you create to Damaged/Other, Evidence, Safe Keeping and Stolen.

Edit List Value

Code: D

Description: DAMAGED

Base Property Category Mapping

- D - Damaged/Other
- N/A
- D - Damaged/Other**
- E - Evidence
- S - Safe Keeping
- ST - Stolen

Buttons: Delete, Cancel, Save

- **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.

Edit List Value ×

Code

Description

Translate the above Property Type to the following NIBRS Property Description

07 - COMPUTER HARDWARE/SOFTWARE

N/A

01 - AIRCRAFT

02 - ALCOHOL

03 - AUTOMOBILES

04 - BICYCLES

05 - BUSES

06 - CLOTHES/FURS

07 - COMPUTER HARDWARE/SOFTWARE

08 - CONSUMABLE GOODS

09 - CREDIT/DEBIT CARDS

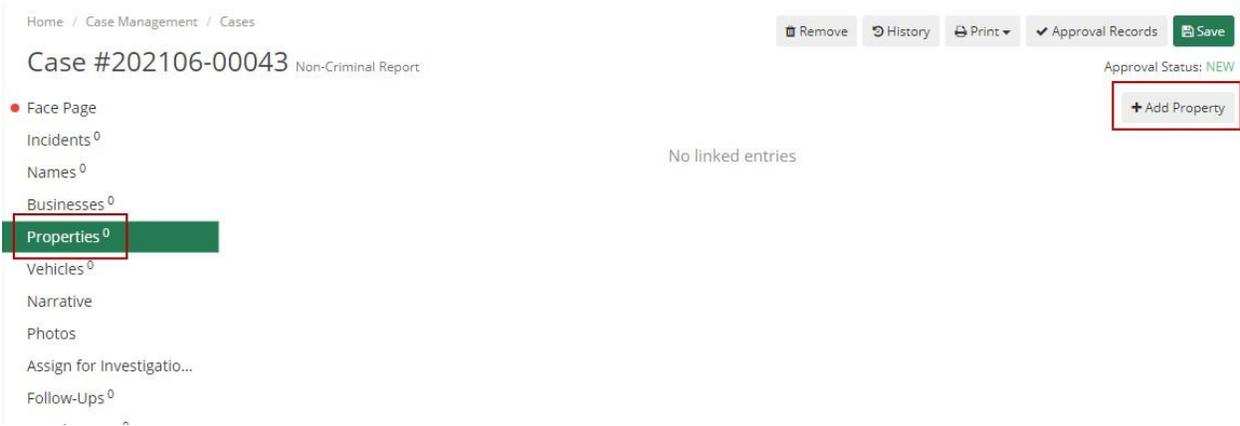
10 - DRUGS/NARCOTICS

- **Intake Location** – This will be the location(s) that an officer will put the property for the Property Clerk to retrieve it 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.

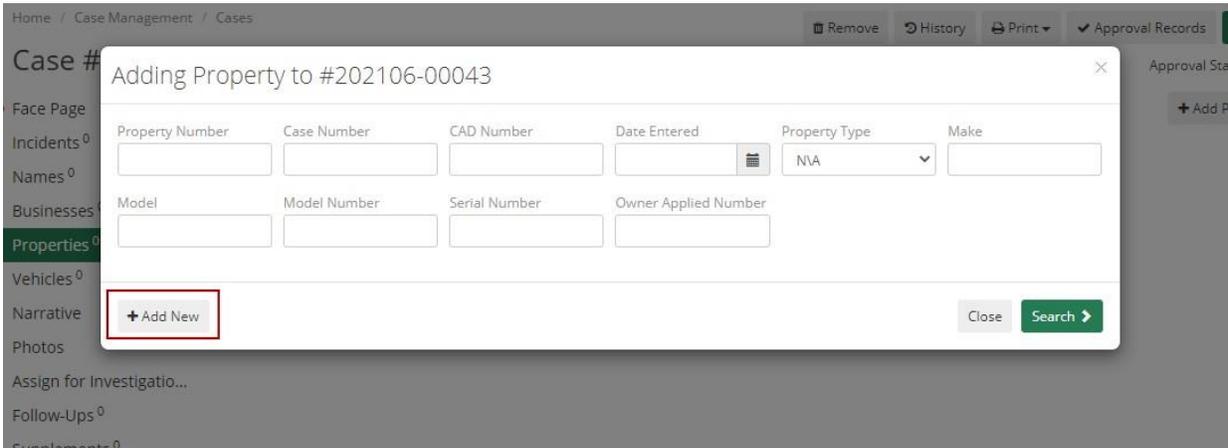
Data Entry

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.

New Property ✕

Case Number	CAD Number	Person / Business Involved	Property Category*	Property Type*
202105-000E		SMITH JANE - COMPLAINANT/A	EVIDENCE	DRUGS/NARCOTICS

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.

Property Number	Date Found	Date Entered*
20210600077	06/09/2021	06/09/2021
Lab Number	Owner Applied Number	NCIC Article Category
234		N/A
NCIC Article Type	NIBRS Type Property Loss	UCR-NIBRS Description
N/A	SEIZED	DRUGS/NARCOTICS
Weight	NIBRS Drug Measurement Type	NIBRS Suspected Drug Type
2	GRAM	COCAINE (ALL FORMS EXCEPT CRACK)
Measurement	Value	Date Stolen
N/A		
Location Found	Street Number	Street Name
Intake Location	Intake Date	Intake Officer
Intake Locker 1	06/09/2021 14:58	DEVIN FOWLER
Review Date		
06/11/2021		
Description*	2 grams of Cocaine	

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

- **Intake Location** – This will be the location(s) that an officer will put the property for the Property Clerk to retrieve it 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/A

General info	NCIC	Chain of Custody	Photos	Media
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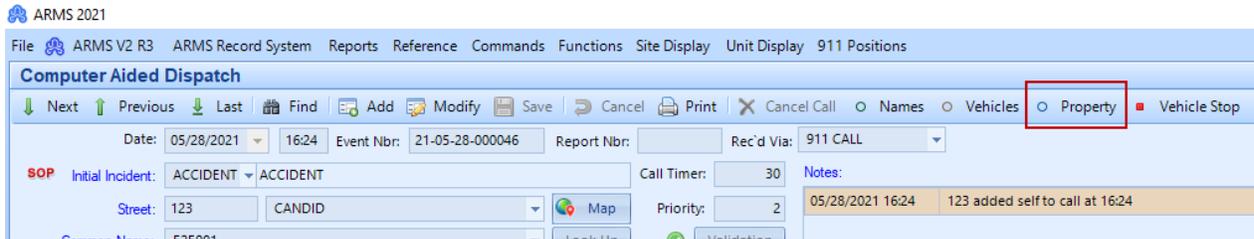
These tabs will let you do the following:

- **NCIC** – Allows you to enter information regarding the NCIC Number, NCIC Entry Date, and all weapon information.
- **Chain of Custody** – 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 property you’ve already added. All property 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 an involved party it is attached to.

The screenshot shows the 'Property Record' form. At the top, there's a menu bar with Commands and Functions. Below that is a toolbar with buttons for Look Up, Add, Modify, Save, Cancel, Chain Of Custody, Check In, Check Out, Print Label, Print, and Print Detailed. The form fields are as follows:

Case Number	CAD Number	Name must be added to case prior to associating with property.		Person Involved			
[empty]	21-05-28-000046			SMITH, JOHN H.-COMPLAINANT/VICTIM			
Detail NCIC/Recovery Bicycle Info Photos Other Media							
Property Number	Date Found	Date Entered	Lab Number	Property Type	Property Category		
20210600078	06/09/2021	06/09/2021	[empty]	PORTABLE ELECTRONIC COMMUNICA	STOLEN		
Serial Number	Owner Applied Number	NCIC Article Category	NCIC Article Type	Weapon type	Category	Caliber	
[empty]	[empty]	[empty]	[empty]	[empty]	[empty]	[empty]	
Make	Model	Model Number	Color	Size	Measurement	Value	Property Status
Apple	iPhone 12	223323334	BLACK	[empty]	[empty]	800.00	[empty]
NIBRS Type Property Loss/Etc	NIBRS Prop Description	NIBRS Date Recovered	NIBRS Suspected Drug Type	Quantity	Weight	NIBRS Drug Measurement	
STOLEN	PORTABLE ELECTRONIC	[empty]	[empty]	[empty]	[empty]	[empty]	
Location Found	Intake Location	Intake Date	Intake Officer	Review Date			
[empty]	[empty]	[empty]	FOWLER, DEVIN	[empty]			
Description	Notes						
Black iPhone 12	[empty]						

Some notable fields and listed below with their descriptions:

- **Property Category** – This is used to describe what relation this property has to the casereport. 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 isreporting 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 theProperty Clerk to retrieve it and move it into a property room and/or location bin.
- **Intake Date** – The date the property was placed in the intake location, auto-populateswhen 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.



The screenshot shows the ARMS Property Record interface. At the top, there is a 'Commands' and 'Functions' menu bar with buttons for 'Look Up', 'Add', 'Modify', 'Save', 'Cancel', 'Chain Of Custody', 'Check In', 'Check Out', and 'Print Label'. Below this, there are input fields for 'Case Number', 'CAD Number' (with the value '21-05-28-000046'), and 'Person Involved' (with the value 'SMITH, JOHN H.-COMPLAINANT/A'). A warning message states: 'Name must be added to case prior to associating with property.' At the bottom, there are tabs for 'Detail', 'NCIC/Recovery', 'Bicycle Info', 'Photos', and 'Other Media'.

These tabs will let you do the following:

- **NCIC** – 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., video file, audio file, 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 and out of the property from the ARMS system.



Management

Barcode Labels and Scanners

The first step to using Barcode Labels and Scanners to manage your property in ARMS is to purchase the items below:

- **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.

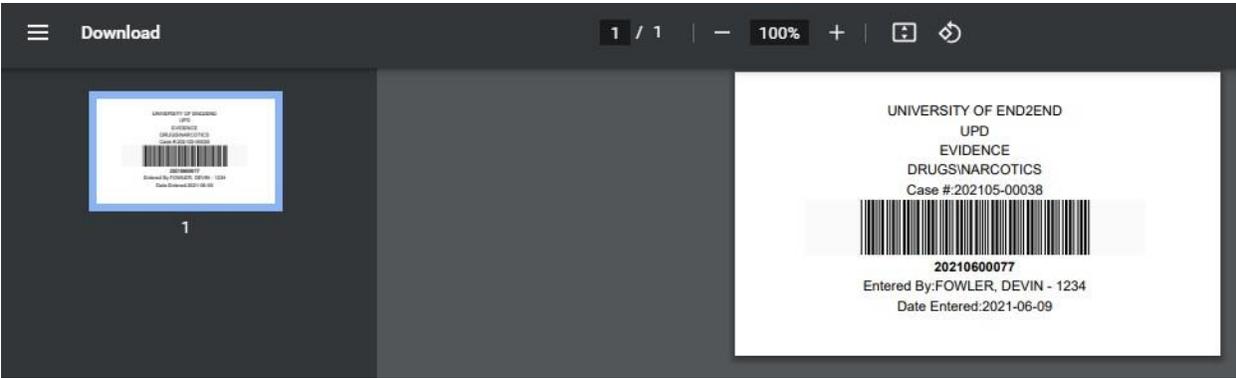
Before plugging in your Label Printer, you’ll want to download and install DYMO Connect. The correct version you’ll need can be found at this link – [DYMO Connect Compatibility Chart](#)

To print a barcode, you’ll first want to go to the Property tab on the home page and find the property you’d like to print off a label for. Then you can select the Print button, and then select Print Label.

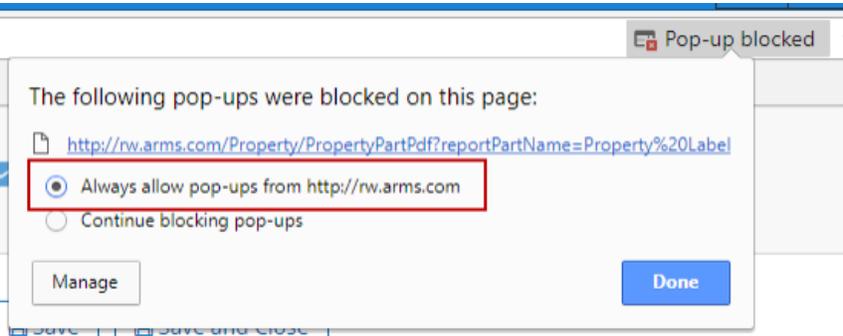
The screenshot shows the ARMS interface for editing a property. The breadcrumb is 'Home / Properties'. The title is 'Editing Property: 20210600077'. The form includes fields for Case Number (202105-00038), CAD Number, Person / Business Involved (SMITH JANE - COMPLAINANT/VICTIM), Property Category* (EVIDENCE), Property Number (20210600077), Date Found, and Date Entered* (06/09/2021). A 'Print' button is visible, and a dropdown menu is open showing options: 'Print Label', 'Print', 'Print Detailed', and 'Print Chain of Custody'. Other buttons like 'Remove', 'History', 'Actions', 'Print', and 'Save' are also present.

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.

Home Reports **Property Check In / Check Out**

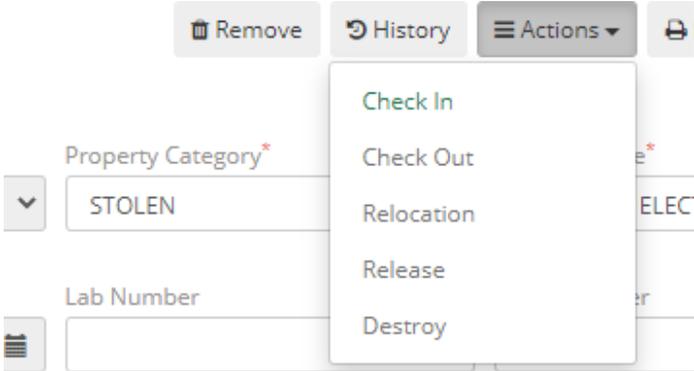
Property Search

<input type="text" value="Property Number"/>	<input type="text" value="Case Number"/>	<input type="text" value="CAD Number"/>	<input type="text" value="Date Entered"/>	Property Type NVA	<input type="text" value="Make"/>
<input type="text" value="Model"/>	<input type="text" value="Model Number"/>	<input type="text" value="Serial Number"/>	<input type="text" value="Owner Applied Number"/>		

Clear Search

Actions

You have a few options when managing your property with the actions you can take. Once in your property screen, you can select the Action button and the only option you will first have is going to be Check In. Once the property is checked in you will then have access to the other options.



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 ReviewDate 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 20210600077	Returned By DEVIN FOWLER	Check In Date 06/24/2021 13:35
Property Type DRUGSNARCOTICS	Returned To JIMMY JONES	Review Date 06/29/2021
Property Stored At PROPERTY ROOM	Location Bin 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	DRUGSNARCOTICS	0	06/09/2021	0			<input checked="" type="checkbox"/>

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, an 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 checkout receipt.

Property Check Out:20210600077

Property Number: 20210600077
Released By: JIMMY JONES
Check Out Date: 06/24/2021 13:47

Property Type: DRUGS\NARCOTICS
Released To: DEVIN FOWLER
Estimated Return Date: 07/01/2021

Check Out Type: Court
Check Out Destination: DAY COUNTY COURT

Check Out Reason: 2 grams of cocaine being checked out for the court hearing

Property Number	Property Type	Qty	Date Entered	S/N	Make	Model	Check Out
20210600077	DRUGS\NARCOTICS	0	06/09/2021	0			<input checked="" type="checkbox"/>

Select Current Select All Unselect All Cancel Check Out



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 if you are returning a property back to its owner.
- **Destroy** – This allows you to mark a property as destroyed in the system if you are destroying drugs/narcotics or paraphernalia for example.



Reporting

Chain of Custody

The chain of custody tab for the piece of property will show you all of the Actions that have occurred to it. This will allow you to see when and any notes regarding an Intake, Check In, Check Out, Relocation, Release, or if the property was Destroyed.

Home / Properties Remove History Actions Print Save

Editing Property: 20210600077 Checked In: 06/24/2021

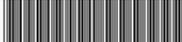
Case Number: 202105-00038 CAD Number: Person / Business Involved: SMITH JANE - COMPLAINANT/VICTIM Property Category: EVIDENCE Property Type: DRUGS/NARCOTICS

Operation	By	To	Date Time
▼ Check In	DEVIN FOWLER	JIMMY JONES	06/24/2021 13:54
Property Stored At		Location Bin	
PROPERTY ROOM		BIN 2	
Check In Notes			
checking 2 grams of cocaine in after the court hearing			
▶ Check Out	JIMMY JONES	DEVIN FOWLER	06/24/2021 13:47
▶ Check In	DEVIN FOWLER	JIMMY JONES	06/24/2021 13:35
▶ Intake	DEVIN FOWLER		06/09/2021 14:58

General info
 NCIC
Chain of Custody
 Photos
 Media

You can also print this out by clicking the Print button and choosing Print Chain of Custody.

UNIVERSITY OF END2END
UPD
Property Chain Of Custody



ITEM #	DATE OF CASE REPORT	CASE #	INCIDENT #	OFFICER
1	May 13, 2021	202105-00038		FOWLER, DEVIN
CRIME				
LARCENY Larceny / Theft - From Motor Vehicle				
PROPERTY #	DATE FOUND	DATE ENTERED	QUANTITY	PROPERTY TYPE
20210600077		06/09/2021	0	DRUGS/NARCOTICS
SERIAL #	OWNER APPLIED #	VALUE	PROPERTY STATUS	LOCATION
	0	0.00		
DESCRIPTION				
2 grams of cocaine				
ENTERED ON	RECOVERED ON	RECOVERY VALUE	REVIEW DATE	DISPOSED ON
			06/29/2021	
DISPOSITION				
ASSOCIATED WITH:				
NAME			HOME PHONE	WORK PHONE
SMITH, JANE				
ADDRESS				
OPERATION	BY	TO	DATE	
CHECK IN	FOWLER, DEVIN	JONES, JIMMY	06/24/2021 13:54	
LOCATION BIN	PROPERTY STORED AT			
BIN 2	PROPERTY ROOM			
CHECK IN NOTES				
checking 2 grams of cocaine in after the court hearing				
OPERATION	BY	TO	DATE	
CHECK OUT	JONES, JIMMY	FOWLER, DEVIN	06/24/2021 13:47	
ESTIMATED RETURN DATE	DESTINATION			
07/01/2021	DAY COUNTY COURT			
CHECK OUT TYPE				
Court				
REASON				
2 grams of cocaine being checked out for the court hearing				

Data

You have a few options for pulling the data on property, including CSV export, Property Reports, and Report Center.

- **CSV export** – This will allow you to use the search in the Property module to pull the data that you want and use the To CSV button to export the file so that you can view and manipulate it in Microsoft Excel.
- **Property Reports** – This will give you a few options for property-specific reports to help you pull the data you are looking for using certain parameters.
- **Report Center** – This will allow you to use the Canned Reports and Custom Reports to pull the data you are looking for.

Home [Reports](#) [Property Check In / Check Out](#)

Property Search

Property Number Case Number CAD Number Date Entered From Date Entered To Property Type

Make Model Model Number Serial Number Owner Applied Number

[Clear](#) [Search](#) [Advanced Search](#)

[To CSV](#) 1 - 10 of 80 items



20210600077
 Checked In: 06/24/2021
 Case Number: 202105-00038
 CAD Number: —
 Property Type: DRUGS/NARCOTICS
 Description: 2 grams of cocaine

Quantity: 0
 Date Entered: 06/09/2021
 Serial Number: —

Make: —
 Model: —