Property Management Workbook

Contents

Setup 2

Property Overview 2

System Defaults 2

User Access 3

Code List 4

Data Entry 6

Case Management 6

CAD 9

Management 11

Barcode Labels and Scanners 11

Actions 13

Reporting 16

Chain of Custody 16

Data 17

Setup

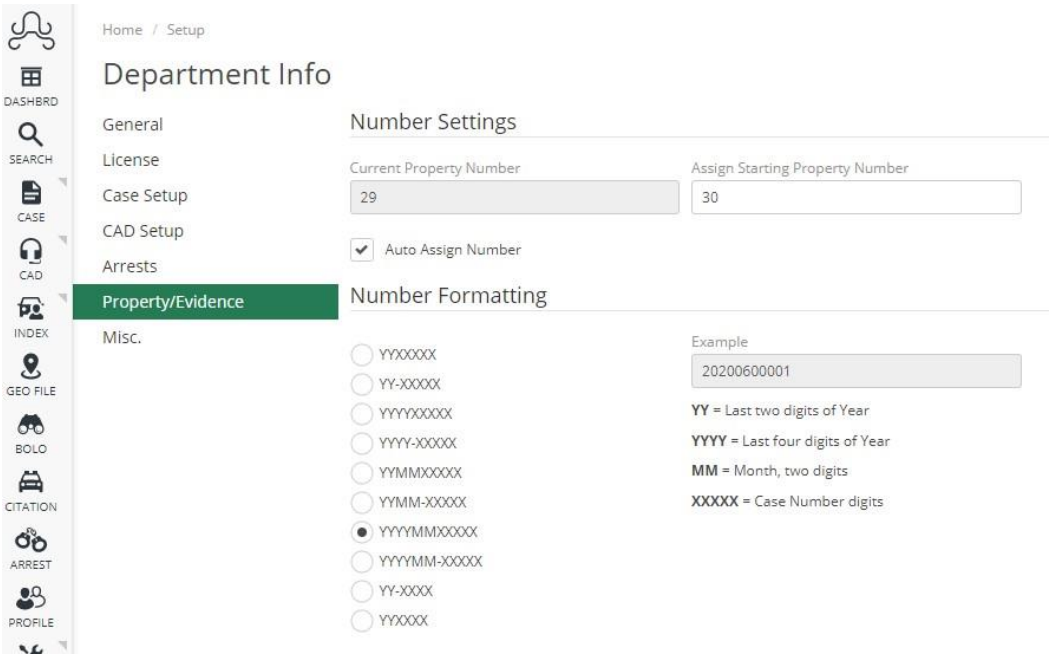
Property Overview

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

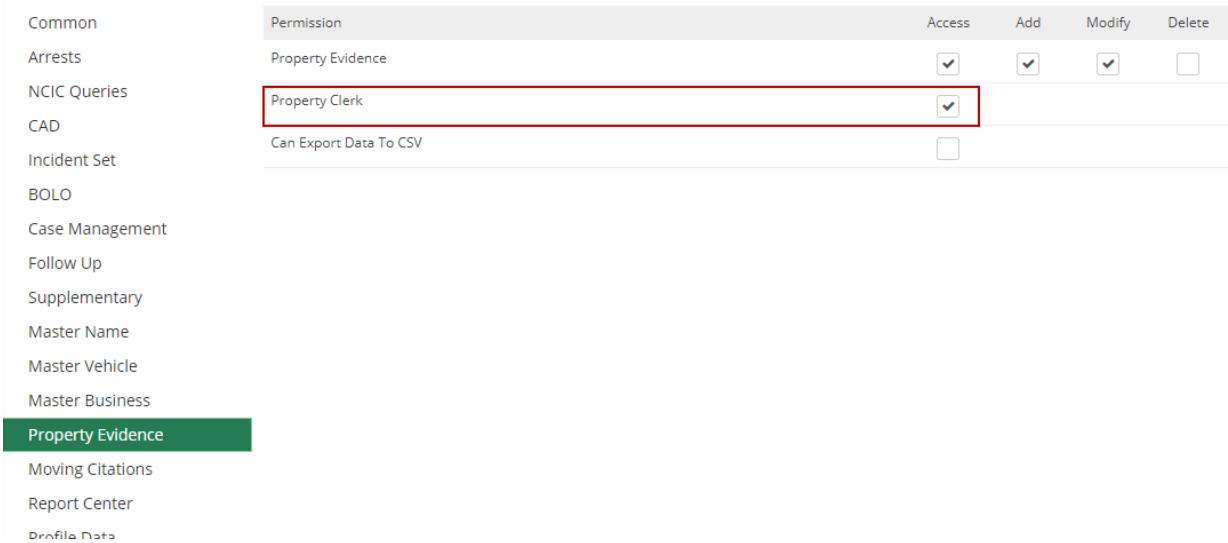
Go to the Setup Menu and go into the System Defaults module. Then select the Property tab and there you will find the Number Settings and Number Formatting.



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

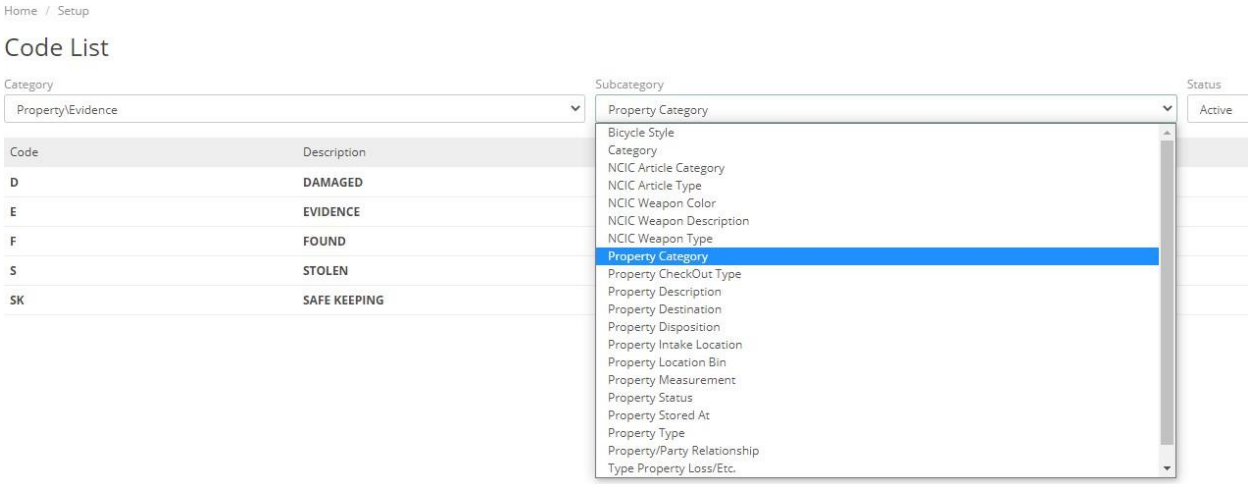
In the User Access module, make sure that anyone that will be checking in property to a property/evidence room and/or the property clerk for your department has access under the Property tab for the “Property Clerk” permission.



Officers can still add property/evidence to a case if they have the 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.

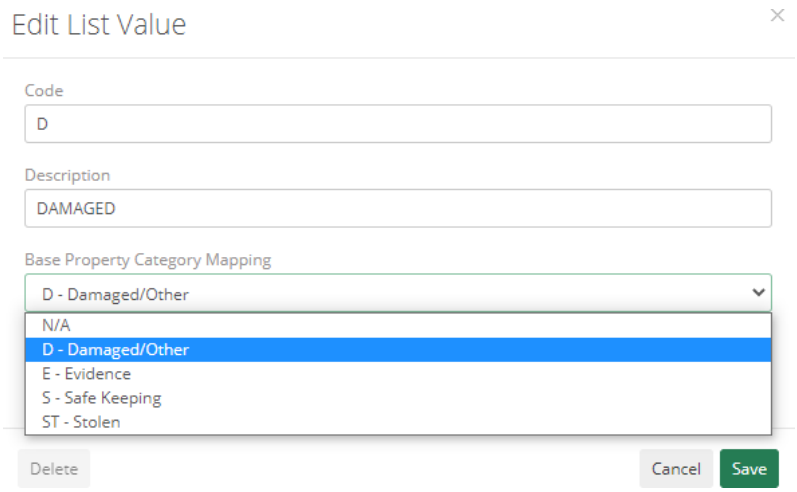
Code List

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.

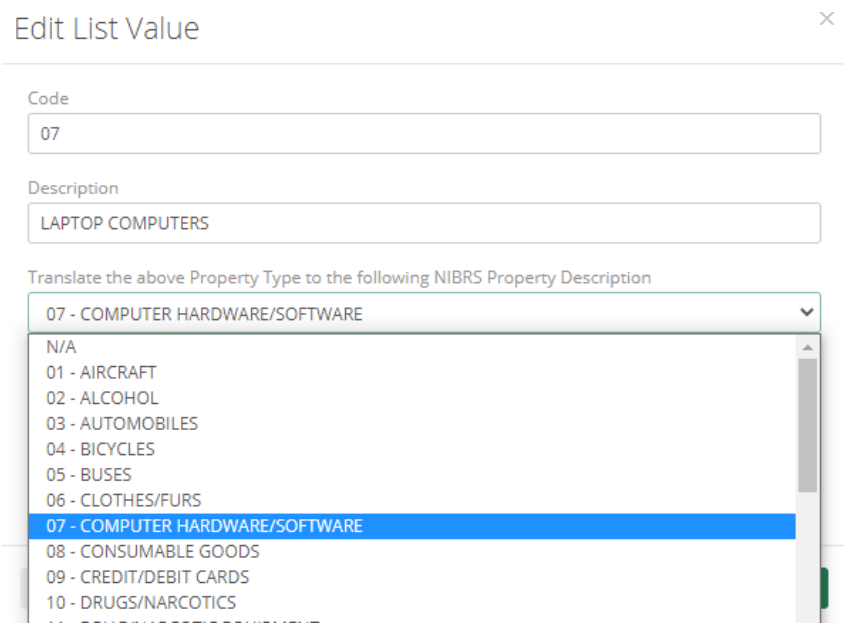


Some key fields to be aware of and a short description are below:

- **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.



- **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.

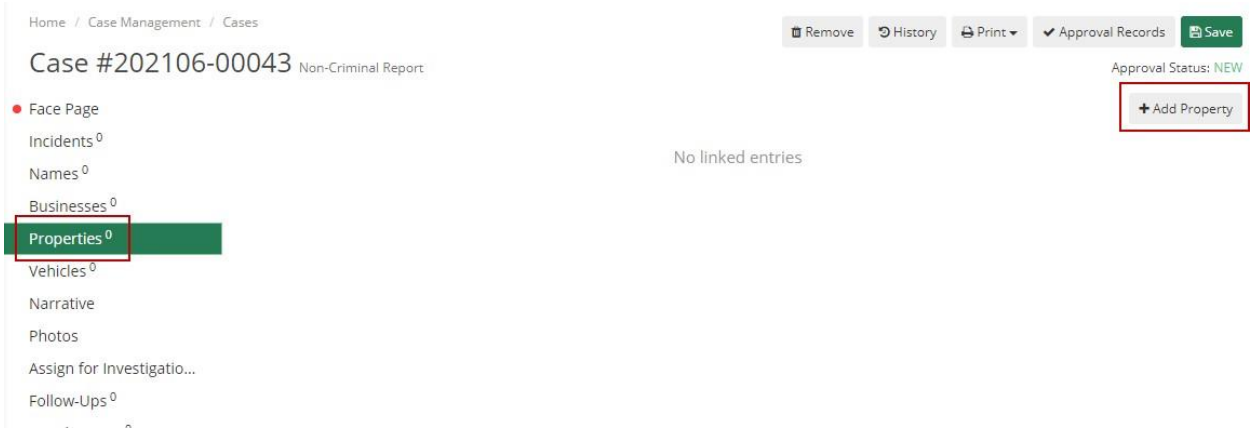


- **Intake Location –** This will be the location(s) that an officer will put the property for the Property Clerk to retrieve it and move it into a property room and/or location bin.
- **Property Stored At –** These will be the locations that a Property Clerk could move theproperty to.
- **Location Bin –** These can/will be bins within the "Property Stored At" location that theProperty 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 bechecked out to by the Property Clerk.

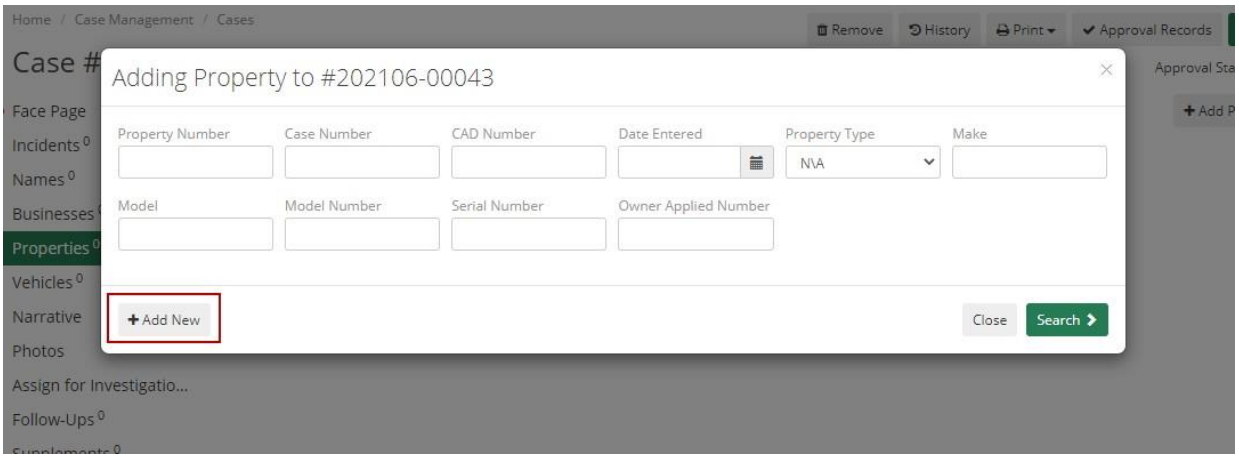
Data Entry

Case Management

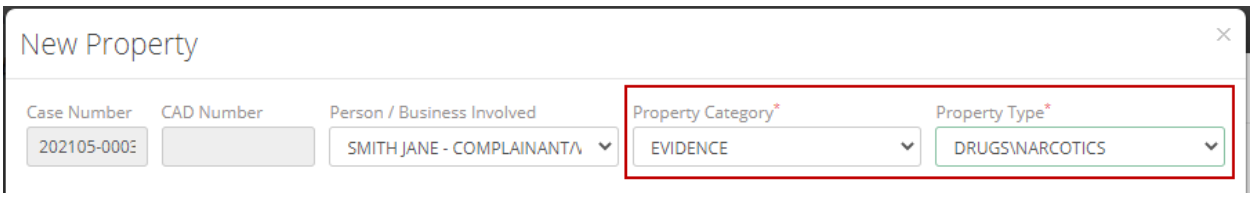
When entering data into a Case Report, you can find a “Properties” tab where you’re able to add any property or evidence that is related to the case. You can click the “+ Add Property” button to add a new piece of property.



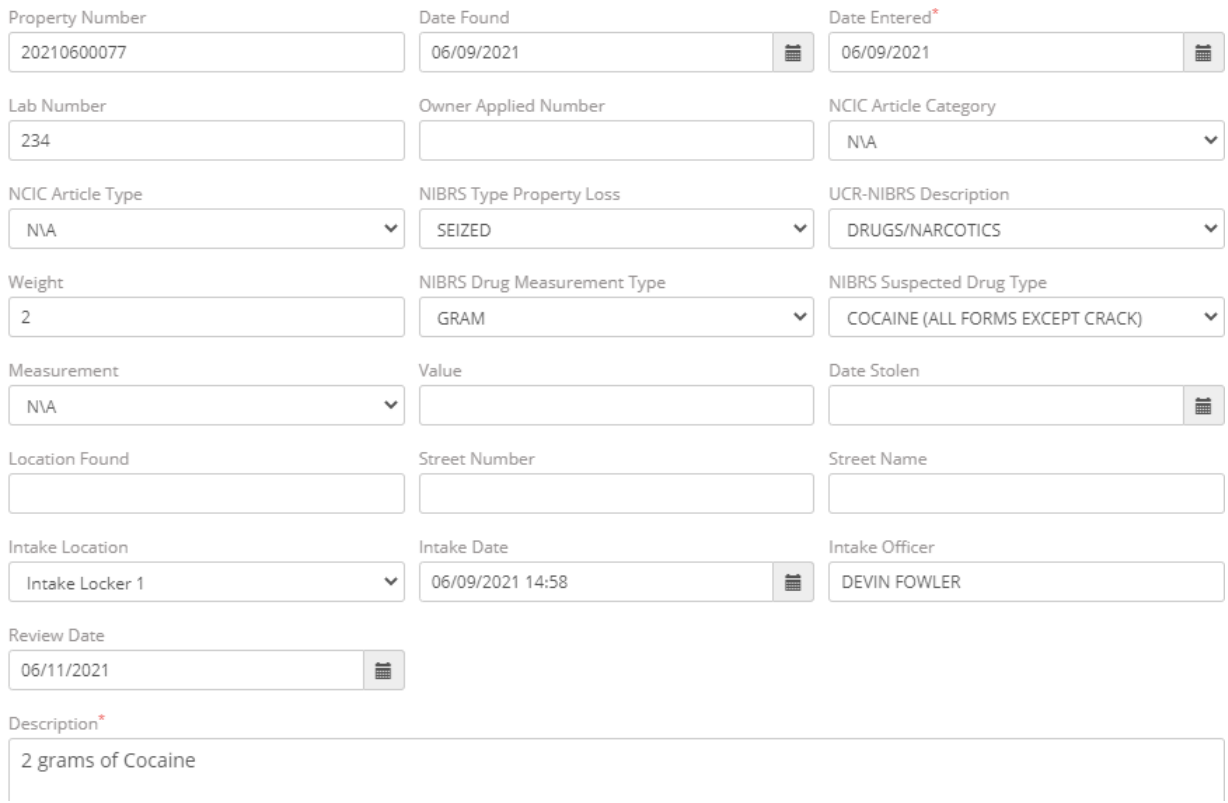
It’ll first ask you to search for the property to reduce duplicates, but you most likely won’t already have a piece of property in the system so you can click to Add New.



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.



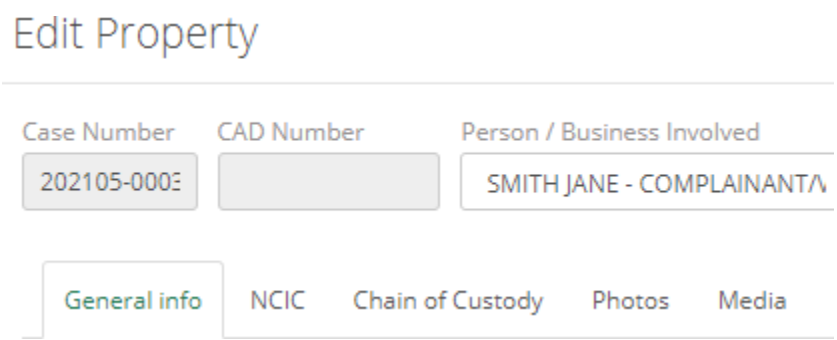
The other two required fields below are going to be Date Entered, which auto-populates with the date that you clicked to add it, and Description, which is a text field where you can add any information you want.



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

- **Intake Location –** This will be the location(s) that 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.

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.

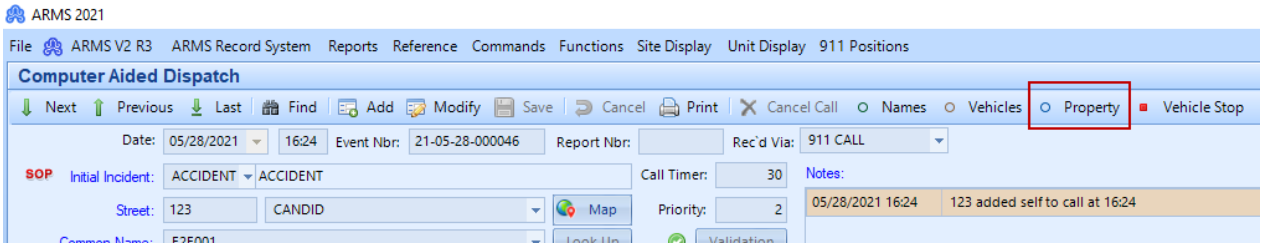


These tabs will let you do the following:

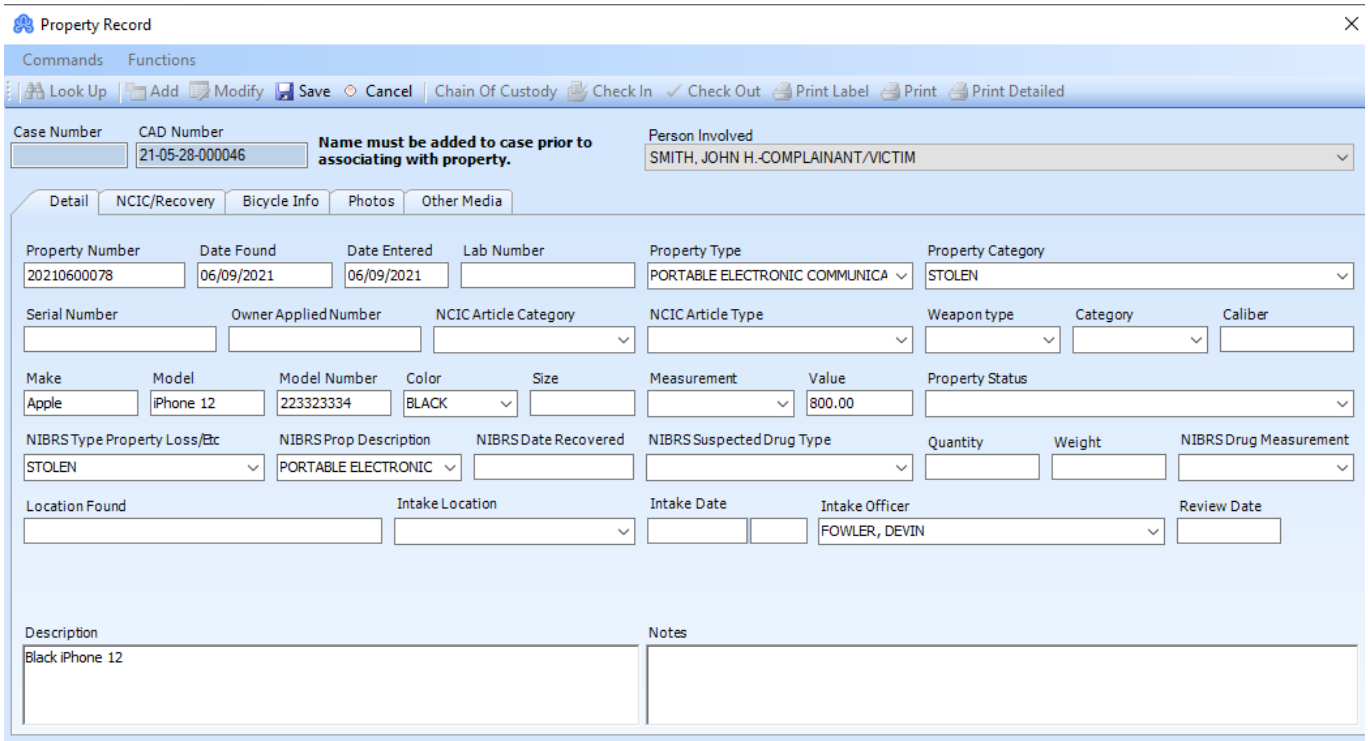
- **NCIC –** Allows you to enter information regarding the NCIC Number, NCIC Entry Date, and all weapon information.
- **Chain of Custody –** Shows the different levels of custody for the property and paststatuses.
- **Photos –** Add any photos to the property, if you are using a device with a camera, 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.



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.

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

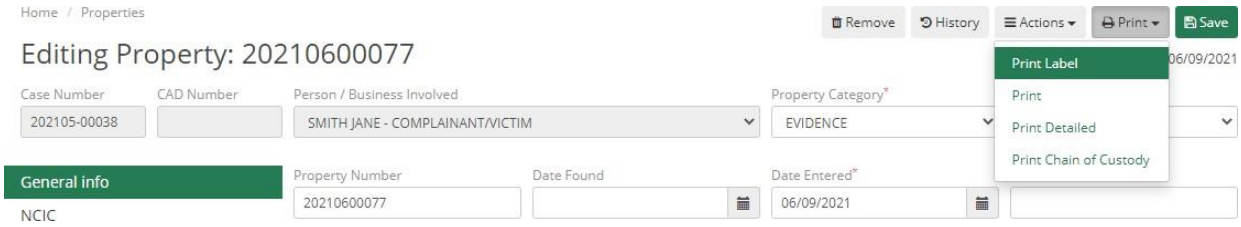
The first step to using Barcode Labels and Scanners to manage your property in ARMS is to purchase the items below:

- **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.

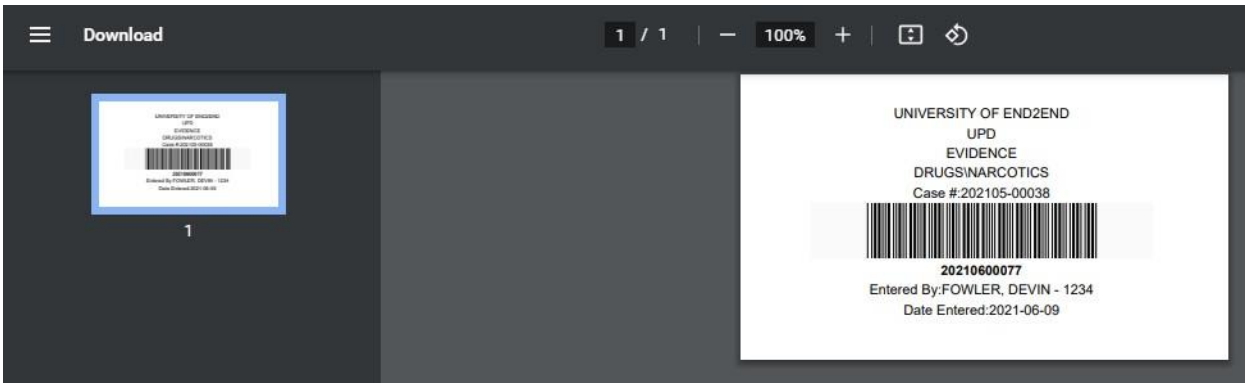
Before plugging in your Label Printer, you’ll want to download and install DYMO Connect. The correct version you’ll need can be found at this link – DYMO Connect Compatibility Chart

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.

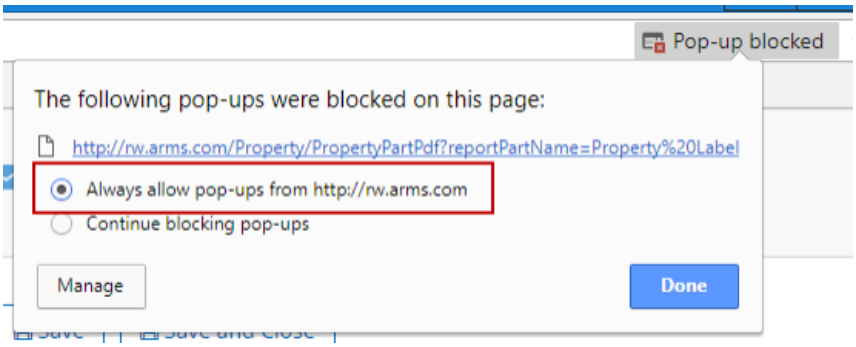


NOTE: To properly use the barcode scanning system property numbers must be unique.

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

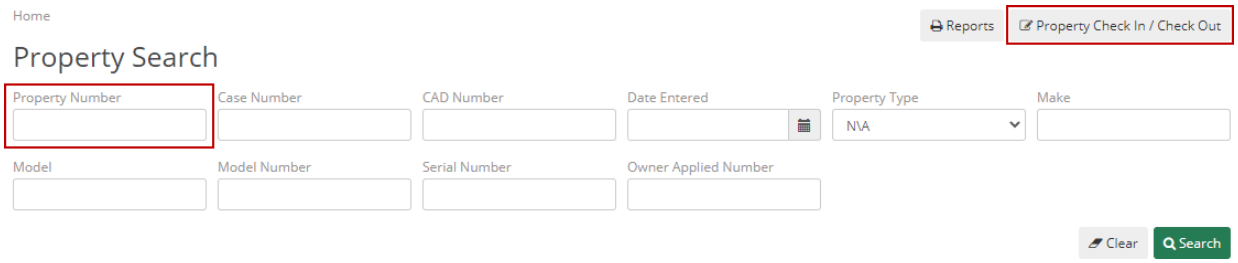


NOTE: When you do this, a message might appear in your website bar regarding pop-upsbeing blocked, click on that, and allow pop-ups for this site.



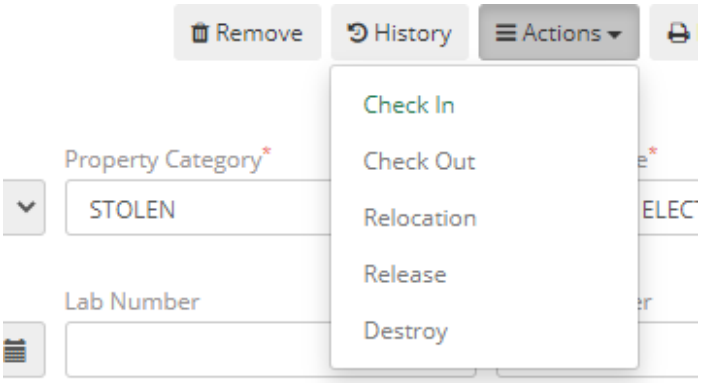
You can then print that label and put the label on the piece of property or evidence bag.

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.

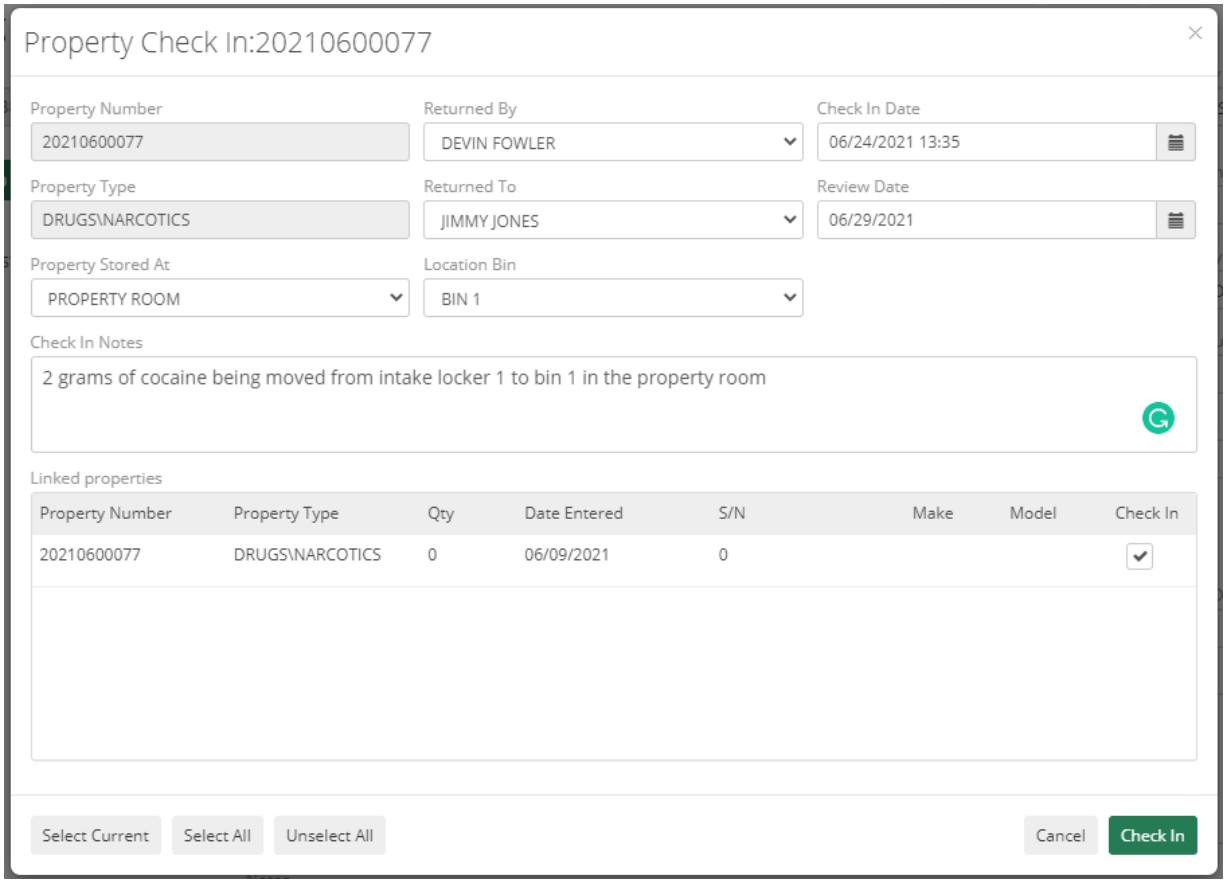


Actions

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.



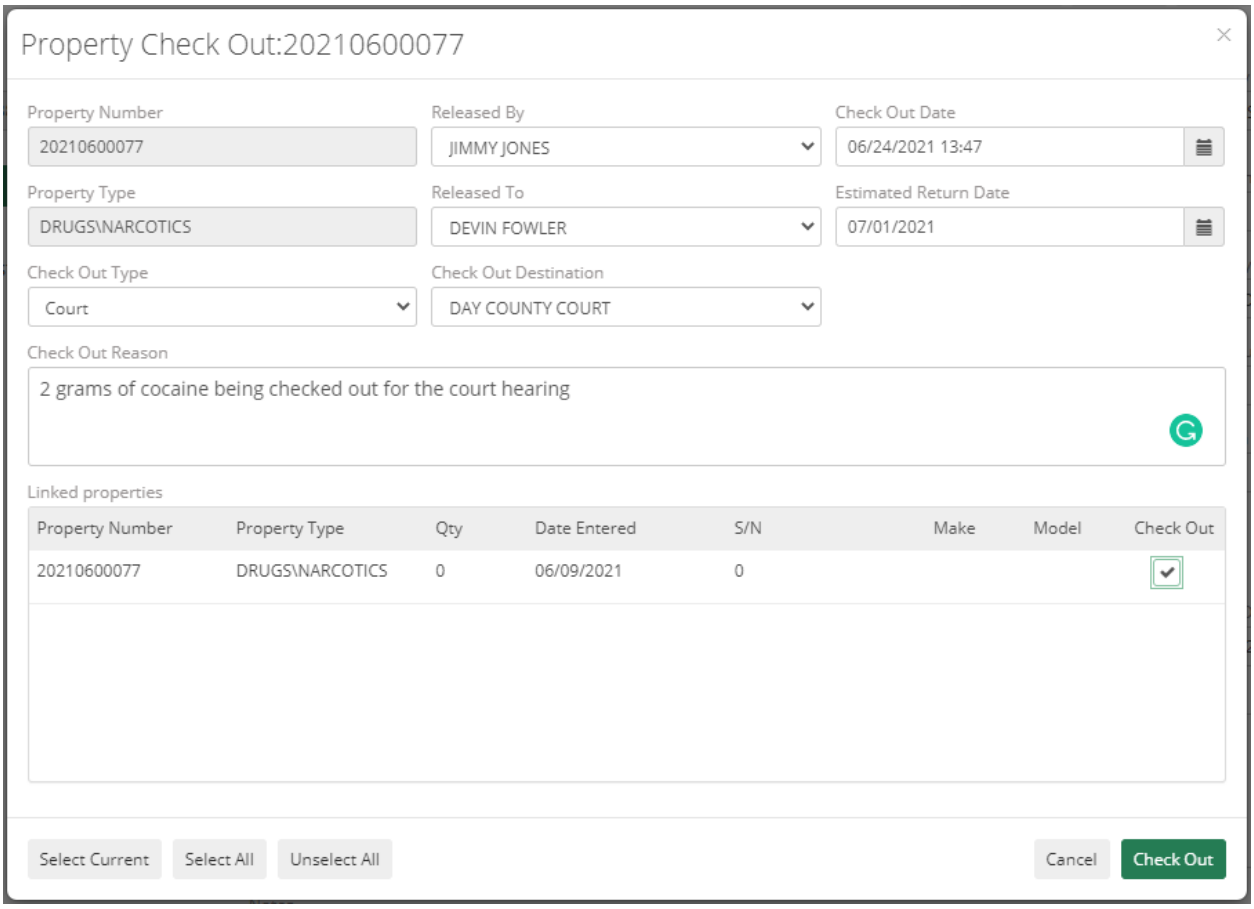
To Check In the property, select that option from the Actions drop-down and Returned By will be the officer that has brought the property to the Property Clerk, or put the property in the intake location. Then Returned To will be the Property Clerk and you can then enter the ReviewDate for when you want 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.



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.



The definitions for the other Action options are below:

- **Relocation –** This allows you to move the property to a different Property Stored At andLocation 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	CAD Number	Person / Business Involved	Property Category*	Property Type*
202105-00038		SMITH JANE - COMPLAINANT/VICTIM	EVIDENCE	DRUGS\NARCOTICS

General info
NCIC
Chain of Custody
Photos
Media

Operation	By	To	Date Time
Check In	DEVIN FOWLER	JIMMY JONES	06/24/2021 13:54
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

Property Stored At: PROPERTY ROOM
Location Bin: BIN 2
Check In Notes: checking 2 grams of cocaine in after the court hearing

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

UNIVERSITY OF END2END
UPD
Propery 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:

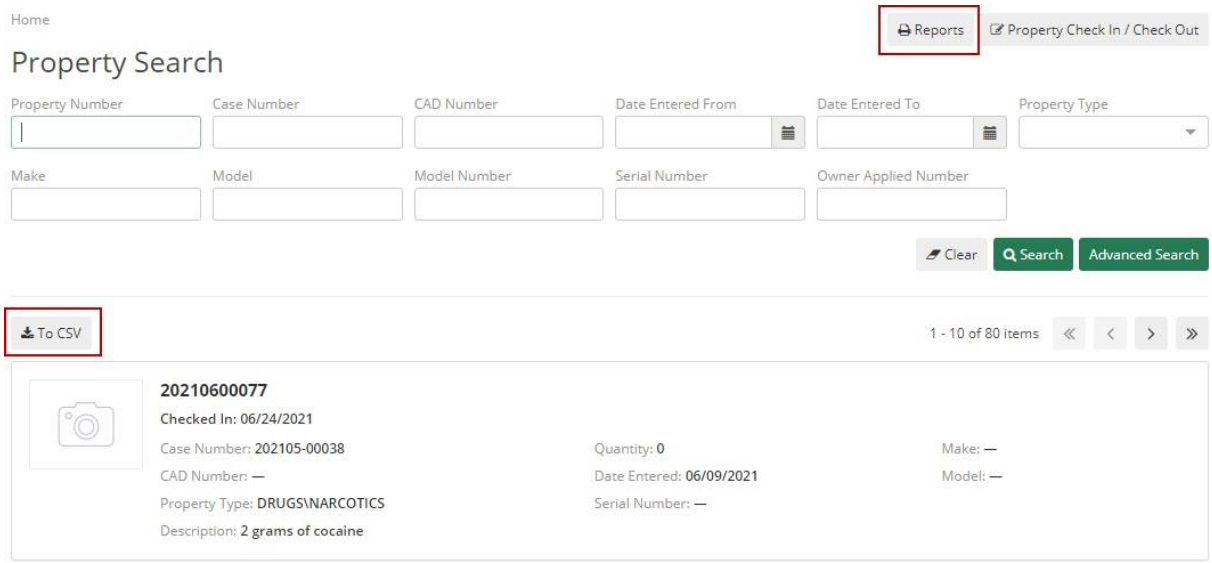
OPERATION	BY	TO	DATE
CHECK IN	FOWLER, DEVIN	JONES, JIMMY	06/24/2021 13:54

LOCATION BIN: BIN 2
PROPERTY STORED AT: 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: 07/01/2021
DESTINATION: 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 helpyou pull the data you are looking for using certain parameters.
- **Report Center –** This will allow you to use the Canned Reports and Custom Reports topull the data you are looking for.