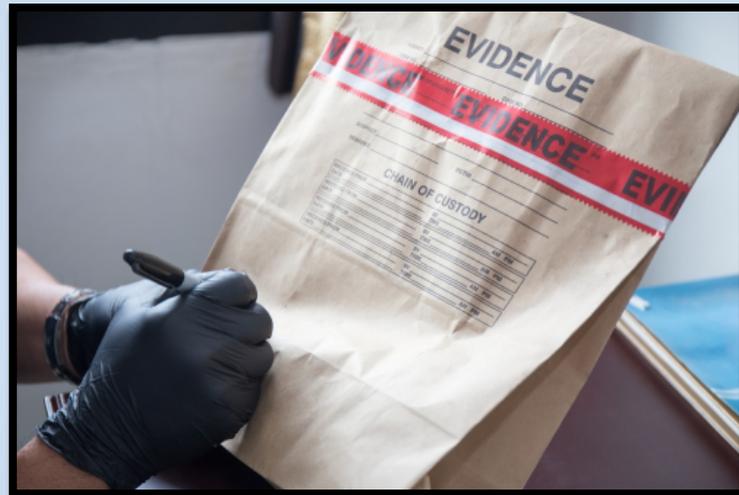




East Bay Regional Park District Public Safety Department

PROPERTY & EVIDENCE UNIT

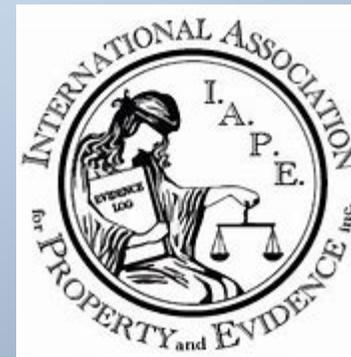


Mission of Property & Evidence

- East Bay Regional Park Public Safety Department stores and protects items of evidence and property in our custody. The Department endeavors to return property to its rightful owner as soon as practical or to facilitate the legal disposition and disposal of evidence/property.
- The Property and Evidence Unit receives, catalogs, stores and maintains the integrity of evidence, found property, and safekeeping items. This function allows for the effective prosecution of criminal offenders while victims may find truth and closure as justice is served.
- Proper packaging and storage of evidence are crucial in maintaining its integrity and ensuring its admissibility in legal proceedings. Proper packaging and storage will ensure that an item will be maintained in its original condition.
- Provide for the best possible service to the public.

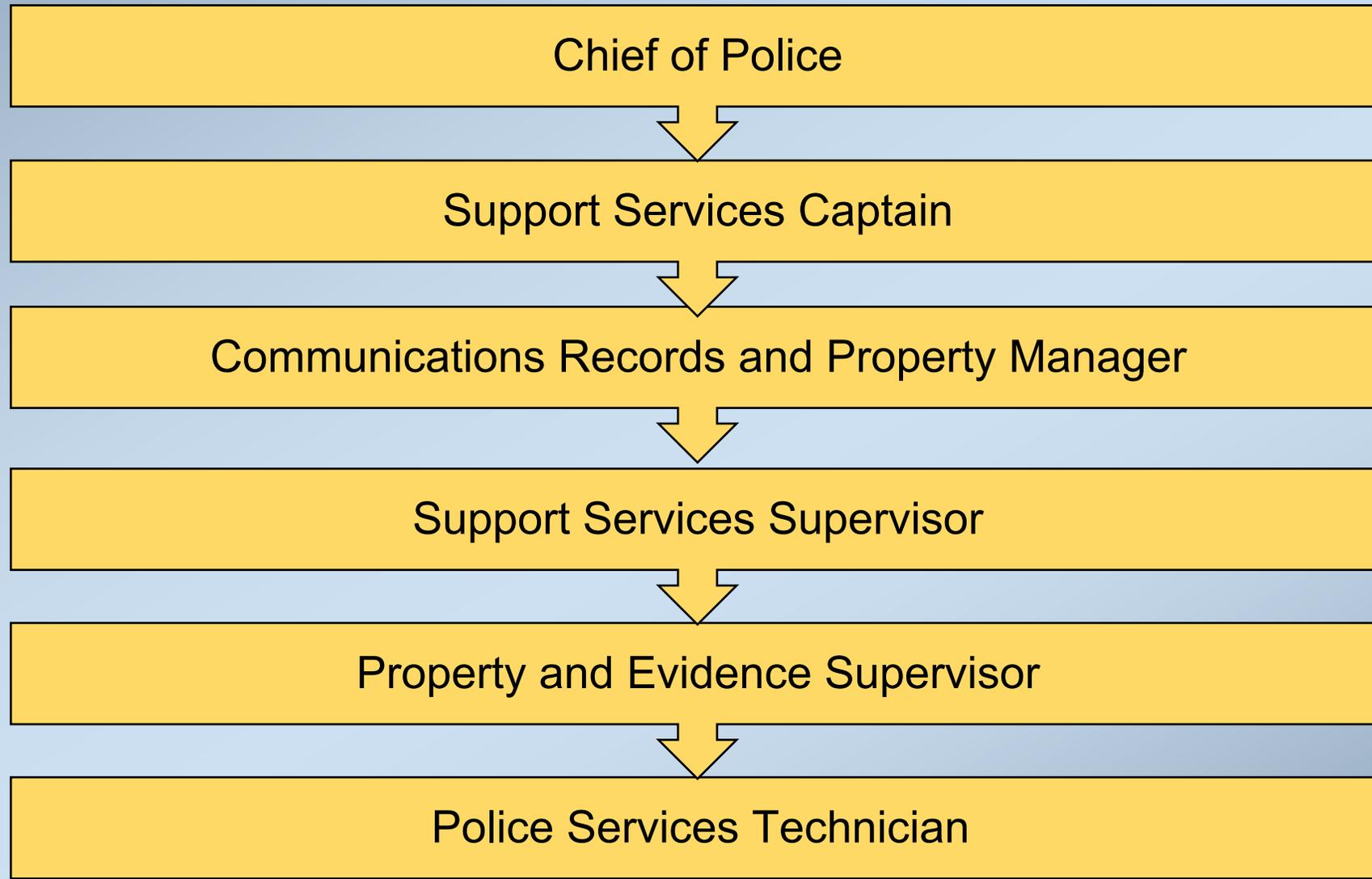
Property Regulated Resources

- California Commission on Peace Officer Standards and Training Evidence and Property Management Guide - POST
- National Institute of Standards and Technology - NIST
- Bureau of Firearms – Department of Justice - DOJ
- California Association of Property and Evidence – CAPE
- International Association of Property and Evidence - IAPE



Chain of Command

The Property and Evidence unit operates as a specialized unit within the Support Services Division, separate from the operational units that handle direct law enforcement activities.



Property Staffing - 2

Tunisha Watts – Property & Evidence Supervisor

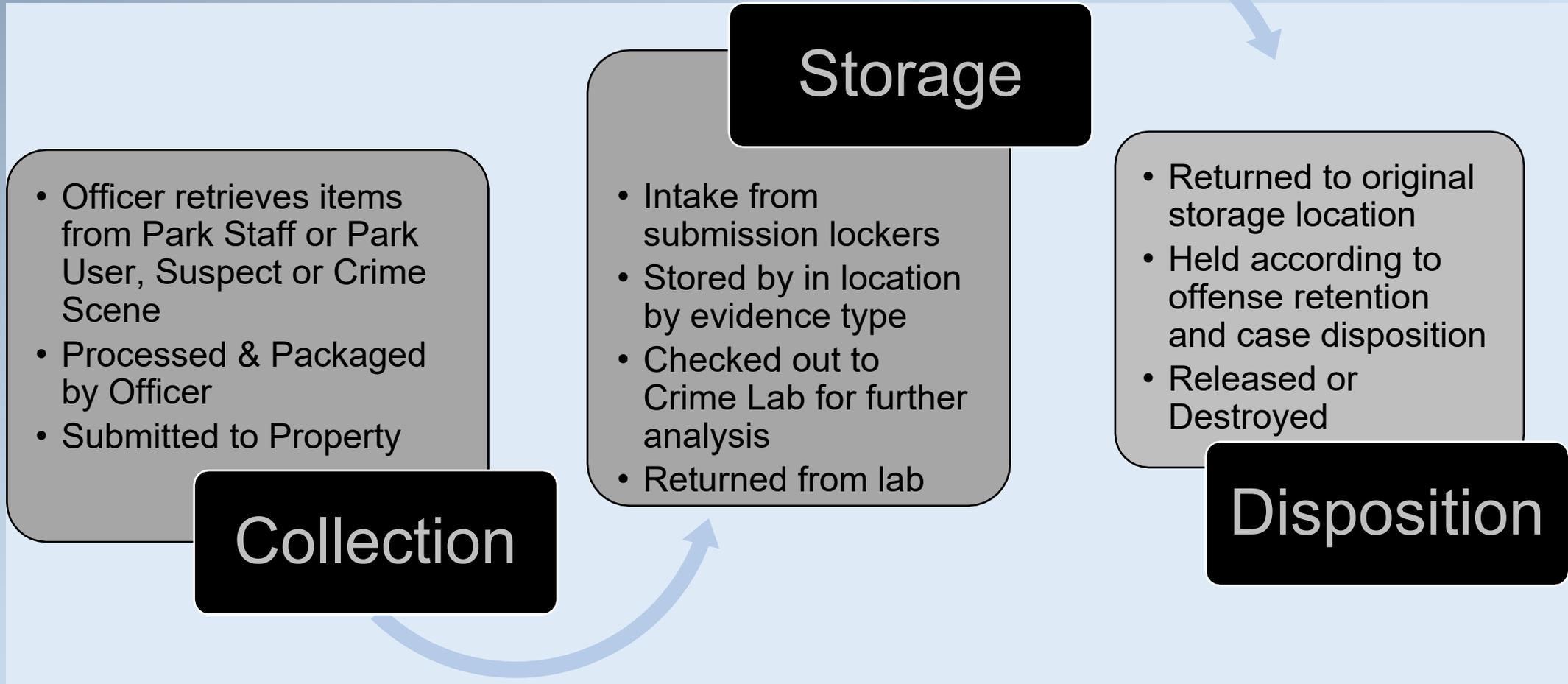
- 17 years of Law Enforcement experience, 2 with East Bay Regional Park District
- Certified member of California Association of Property & Evidence
- Bachelors of Science degree in Criminal Justice 1999
- Maintain stored property, in such a manner that the individual items are secure from theft, loss or contamination, and can be located in a timely manner.
- Coordinate the disposal of unclaimed and surplus property and the special disposal of narcotics, firearms and hazardous materials.
- Supervises Police Services Technician

Mayra Romero – Police Services Technician

- 5 years of Law Enforcement experience
- Employed with East Bay Regional Park District for 3 years
- Intake of property and evidence from lockers, outside storage and substations.



The Cycle of Evidence



Property Statistics August 2023 – August 2024
Intake Report: Received 2,539 Disposed 2,742

Property and Evidence - Audit 2023

- In order to maintain a high degree of evidentiary integrity, ensure the safekeeping of all items, and preserve the chain of custody of evidence/property, **regular audits, inventories, and inspections of the evidence/property facility are required and need to be conducted by qualified personnel and documented appropriately.**
- **Audits** focus on the systems in place to locate, track, and account for items of evidence/property in the custody of the agency.
- **Inventories** – An inventory is an accounting of all items of evidence/property in the custody of the agency.
- **Inspections** – Inspections deal with safety, cleanliness, functionality, and efficiency related to an agency's evidence/property facilities.



East Bay Regional Park District Police Department

Property & Evidence Room Comprehensive Audit



Prepared & Presented By:

*Danielle Wainstead
& Kelly O'Donnell*

info@evidencesolutionsinc.com
www.evidencesolutionsinc.com

2025

Table of Contents

- Table of Contents.....
- Our Team.....
- Our Mission.....
- Executive Summary.....
- Rating System.....
- Security Current Procedures.....
- Security Recommendations.....
- Safety Current Procedures.....
- Safety Recommendations.....
- Evidence Processing Room Current Procedures.....
- Evidence Processing Room Recommendations.....
- Packaging Current Procedures and Recommendations.....
- Storage Current Procedures / Audits and Inventory.....
- Storage Recommendations.....
- Disposition Current Procedures.....
- Destruction Current Procedures and Recommendations.....
- Release Current Procedures and Recommendations.....
- Policy / Procedures and Recommendations.....
- Evidence Management System Procedures and Recommendations.....
- Immediate Actions Items.....
- Work with us.....
- Disclaimer.....



Executive Summary

From the moment that we were introduced to the East Bay Regional Park Evidence Unit we have been shown nothing but respect and consideration. Janet Severin and Tunisha Watts were our main contacts and both were extremely responsive with our requests for information and even provided us with dinner recommendations! Prior to our arrival, we reviewed all relative materials including SOPs, policy, packaging and procedural manuals.

On November 7, 2023 we met with the Evidence Unit to complete a comprehensive audit and were immediately welcomed by Patty Gershaneck, Severin & Watts, and met Mayra Romero. All of the ladies were wonderful to meet and eager to assist us with the items that we needed while on site.

Upon our arrival, we toured all on-site locations that held and processed evidence and clarified manual materials, procedures and daily tasks of the evidence unit team.

We have since compared all of the points that we discussed with your team in person with your current policy, procedures and packaging manuals and laid it out in the following pages. We have offered immediate actions such as cameras at evidence entrances, smoke detectors and additional security on abandoned points of entrance, as well as some longer term action items that will be useful for you in the planning of your new facility design.

The listed Rating System of your Property and Evidence Unit is compiled based on our knowledge, experience, and training as well as consideration of the International Association of Property and Evidence (IAPE), Evidence Management Institute (EMI), and CALEA Property and Control standards.

ESI's overall rating is not based on the average of the listed rated areas, but a totality of the unit as a whole. The overall rating of **Above Standards** means that your Property and Evidence Unit operates well within / according to the standards set via the above listed compilations.

Your Evidence Unit is impeccable, but there is always room for continuous growth no matter how great you are; so we have included improvements that should be considered both immediately and along the way to continue your success.

We included our assessment of each section as well as recommendations for immediate(**) and long-term improvements. All products we recommend will be included at the end of this booklet under "Resources" following additional services that we are proposing for your consideration.

In our initial proposal we included a one hour virtual meeting a year from this visit. We will reach out next year to schedule that and we hope be able to come and see your new space upon its completion! Please keep in touch.

Best-
Kelly & Donelle

Rating System

Above Standard **Meets Standard** **Somewhat Meets Standard** **Below Standard**

Areas Measured:

Security Procedures	Meets Standard
Safety Procedures	Above Standard
Evidence Processing Room Procedures	Above Standard
Packaging Procedures.....	Above Standard
Storage Procedures	Meets Standard
Audit & Inventory Procedures	Above Standard
Disposition Procedures	Above Standard
Destruction Procedures	Meets Standard
Release Procedures	Above Standard
Policy and Procedures	Meets Standard
Evidence Management System	Above Standard
Overall	Above Standard

Evidence Statistics



Intake vs Destruction: Maintaining good dispositional review and destruction practices will help the evidence room from excessive storage volumes. Maintaining an annual 1:1 ratio is best practice.



Immediate Action Items:



- Add cameras to all evidence processing areas, entrance/exits, and high risk locations (drugs, guns, money, destruction processing). This includes all offsite locations.
- All keys that access any property and evidence storage locations (including the lockbox in dispatch and key fobs) should be audited annually or with personnel changes by non evidence room personnel.
- Consider reducing the number of individuals with access to evidence storage rooms to reduce liability.
- Ensure there is no way for someone to enter through evidence temp lockers by securing inside latches.
- Add Access Logs to all areas where evidence is stored outside the processing room and Dry Shed.
- Add smoke detectors in HQ indoors and Warehouse.
- Update Packaging Manual and print for each location so they are easy to find when needed.
- Have a scale for recording packaged weight of drugs and document on item label. This will allow you to ensure no material has left the package.
- Consider adding evidence tape to heat sealed evidence as they are known to have a seal break.
- Add Right to Refusal to your policy.
- Refer to the NIST guidelines for blood / urine kits.



MODIFICATIONS

- Cameras will be integrated into the new Public Safety Building and added at current location as possible.
- Keys to the evidence/property facility are limited to essential personnel only.
- Pass through lockers are equipped with security features; size, anti-pry tabs, double-walled doors, front lock-out and no exit access these features prevent access into the property room.
- Access logs are displayed in secure locations where property is stored.
- Current Manual stored electronically, will update manual editions
- Calibrated scales are utilized when packaging drugs. Process is captured on officer's body worn camera.
- Current packaging policy is sufficient.
- National Institute of Standards and Technology (NIST) guidelines are currently being utilized for temperature control of stored blood and urine samples.

Safety Recommendations

1

Install fire/smoke alarms in all evidence storage areas. **

2

Consider a duress button, especially in secure areas, due to seclusion in the event of a medical emergency.



3

Check with your local public health representative about destruction of used presumptive drug tests as these could be considered Hazardous Waste. (Currently being stored in one location with sharps.)

4

Fireworks submitted are soaked in water to render them inoperable, but the internal chemicals can still pose a risk to personnel and safety of the facility. Reach out to your Hazardous Waste department for proper disposal.

5

For the health and safety of employees, the drug storage area should include a "negative pressure" ventilation system that changes the air in the storage room a minimum of 10-12 CPH (changes/hour)

EVIDENCE SOLUTIONS INCORPORATED 2023

These recommendations are considered crucial for creating a safe and compliant workspace.

The safety recommendations have been incorporated in the building plans of the new Property Warehouse.

The new facility will include the following safety features:

- Fire/smoke alarms
- Duress button
- Separate storage for hazardous waste
- Motion detectors
- Key Card readers
- Cameras in processing, intake and release areas
- Ventilation system for stored drugs



PROPERTY & EVIDENCE

510-690-6565

Email: Evidence@ebparks.org

Tunisha Watts

Property & Evidence Supervisor | Police Department | Property & Evidence

Pronouns: she, her, hers

East Bay Regional Park District

17930 Lake Chabot Road, Castro Valley, CA 94546

T: 510-690-6566 | M: 510-604-3905

TWatts@ebparks.org | www.ebparks.org

Mayra Romero

Police Services Technician II | Police Department | Police Field Unit

East Bay Regional Park District

17930 Lake Chabot Road, Castro Valley, CA 94546

T: 510-690-6556

MRomero@ebparks.org | www.ebparks.org

