



# June 2024 Rural Roundtable

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*June 20, 2024*

This presentation is funded through Grant No. 15PBJA-21-GK-03942-RURA from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this material are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.

# Event Logistics

- Event is being recorded
- Event evaluation
- Facilitated Discussion and Questions and Answers



# Agenda

- Presentation by Chief Ken Clary, Bellevue, NE Police Department and RVCRI SME
- RVCRI Grantee Presentations
  - Kent, New York Police Department
  - Webster County, Iowa Sheriff's Office
- Facilitated Discussion and Q&A



**Rural**  
VIOLENT CRIME  
REDUCTION INITIATIVE



National  
Policing  
Institute

# Evidence Management and Retention Policy Considerations and Promising Practices

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*Chief Ken Clary - Bellevue, NE*

# Evidence Management and Retention

Evidence management and retention is the proper collection and preservation of property and evidence (P/E) items that enter into the possession of a law enforcement agency.

This includes the possession/custody, storage, documentation, inspection, and release of P/E to ensure uninterrupted control and integrity of all materials.

# Considerations for Policy Language

- Start by defining evidence and property (non-evidence)
  - Clear distinctions between the handling of each
    - Including retention periods, records management, and destruction for each
  - Outline items not accepted
    - i.e. food, leaking materials, etc.

# Storage Considerations



- Have a designated and secure area to store P/E
  - Extra-level of security for:
    - Items of great value (cash, jewelry, etc.)
    - Dangerous items (guns, explosives, etc.)
    - Narcotics
  - Consider unique storage requirements such as:
    - Large items (vehicles)
    - Temperature control (perishables)

# Additional Storage Considerations

Designate a temporary secure storage area for drop-off

(When P/E is closed)

This is important as evidence should not remain in vehicles

Evidence should never be left in personal spaces  
(i.e. desk, locker, residence, etc.)

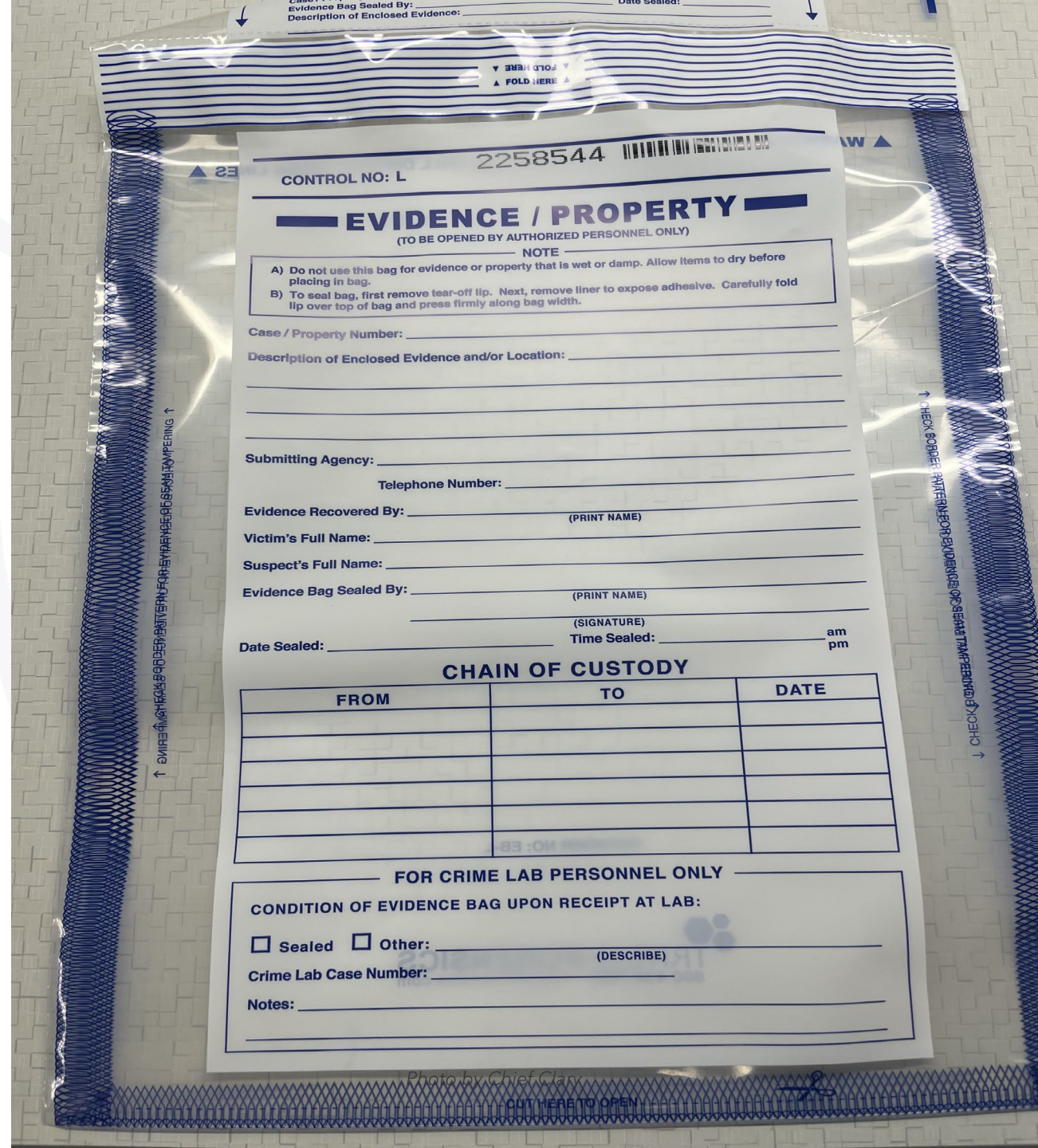




# Packaging Considerations

Should have detailed guidelines for packaging, including:

- Packaged so that P/E personnel do not need to open it to verify contents
- Detailed labeling instructions
- Proper storage containers for all items (i.e. liquids, powders, sharp objects, items that may mold, body fluids, etc.)
- Attach written report
- Attach chain of custody paperwork



# Other Considerations

- Should have forms for removal (i.e. court, lab, disposal, release)
- Develop timelines for retention
  - Including schedule for holding types of P/E (i.e. destroying evidence after trial, donation of found property if not claimed, etc.)

# Digital Evidence

Consider a separate policy for digital evidence storage

- To include body and in-car cameras, digital photography, surveillance footage, etc.
- Should include handling, storage, release, and destruction of these items
- Instructions on how to handle devices that can be accessed remotely



***Poll: Do you currently complete  
inspections/audits of your  
Property and Evidence Room?***

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# Inspections and Audits

- Meant to ensure integrity and control of P/E
  - Outline timeline for audit frequency
  - Ensure that more than one person participates in audit
  - Consider using a trusted law enforcement partner to participate in audit
  - Full audit should be strongly considered for anytime there is a change in P/E control

# Firearms Considerations

- Some thought should be given to special testing for firearms, including:
  - Fingerprinting and DNA
  - Test Firing (noting if it is fully functional, as well as operating appropriately – not sustained fire etc.)
  - Bureau of Alcohol, Tobacco, and Firearms (ATF) traces (National Integrated Ballistic Information Network (NIBIN) casing traces)



# State-specific Considerations



NPI is working on a repository of sample policies for P/E



There may also be state-specific considerations to ensure you meet your local requirements

Consider collaborating with City/County Attorney and/or in-state partner agencies for input

State law enforcement partners should have access to additional helpful resources

# RVCRI Grantee Presentations

- Kent, New York, Police Department
  - Lt. Alex VanderWoude
- Webster County, Iowa Sheriff's Office and Fort Dodge Community Foundation
  - Sheriff Luke Fleener
  - Detective Alex Winninger
  - Safe Communities Coordinator Jeanette Potter



# RVCRI Grantee Presentations

- Describe your agency and community.
- What prompted you to apply for RVCRI funding?
- Summarize your RVCRI program and work accomplished to date.
- Discuss any challenges are successes realized/accomplished to date.
- Outline sustainability planning.

# *Facilitated Discussion and Q&A*

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# What's Next?

- Complete the event evaluation feedback survey.
- Summer 2024: Rural-Focused Policy Repository and Guidance
- July 18 at 2:00pm, ET: Crime Data in Rural Communities Webinar
- September 26 at 2:00pm, ET: Revitalization as a Sustainability Strategy Knowledge Sharing Event



Evaluation Feedback  
Survey