

The PERCS Index Inc.

Evidence Manager



The Evidence Manager system developed by the PERCS Index Inc is a completely integrated product for large and small police departments. The system is being successfully used by many police agencies nationwide. Users of the system praise its intuitive user interface, ease of use and powerful reporting features. Listed below are some of the highlights of the system:

1. Powerful Chain of custody tracking features The chain of custody features found in Evidence Manager allows property to be tracked from collection through disposition. You can specify a date, time, officer, locker/bin, custody status, electronic signature and a comment for each custody transaction. Property Items can be updated one at a time or in a batch. With the Multi-Item Status update function it is easy to update multiple items. Detailed reports can be generated for chain of custody, item location, and status.

2. Flexible Case Find Features The Case Find function allows users to find property or cases by many different methods. Users can specify a department case number or scroll through cases by case number to find the case they are looking for. Cases can also be found by the name of the offender, victim, witness, or property owner. Typing a few letters of the last name and then one or two letters of the first name is all that is needed to locate any case by name. (Business names can also be used to find cases.) **Property items can be assigned a serial / reference number.** This reference number can be used to locate a case. This can really come in handy for credit cards, cell phones, or other types of property that have this kind of unique identification number. A case can also be brought up by scanning the barcode from the property item.

3. Property Disposition by expiration date It's important to retain property that needs to be kept and to dispose of property that you no longer need. Evidence Manager helps you to do this

by providing a complete set of application tools to manage property disposition. It all starts with case entry where you can specify an expiration date for the case. **Expiration dates can default from the statute of limitations** or can be set individually. The property officer can then print lists of evidence or cases by specifying an expiration date range. This is a simple way to identify what evidence has expired during a given time period.

4. Property Disposition with Form Letters Another more powerful method for managing property disposition involves Evidence Manager Letter Reports. The Letter Reports provide a means for the property control officer to identify property that has been in a locker for a given time period. For example, the property officer may want to get a status update from all officers on any property that has been sitting on the shelf for more than 6 months. He would go into the Letter Reports program and print out letters to each case officer. These letters list all the property for cases they are responsible for and provide a place for them to indicate if the property should be retained or disposed. (Methods for disposition include return to owner, auction and destruction). **Every letter report that goes out is assigned a unique report control number. This number can be used to easily update the disposition process for each item into the database.**

5. Active Bar Coding In order to fully utilize the bar code technology "Active bar coding" is used throughout the system. For example, in the Property Inventory program scanning an item label will provide immediate access to the corresponding item and case **(Scanning an item twice in a row brings up the chain of custody for that item)**. It is not necessary to go to a specific screen and to tell the computer you are about to scan a bar code (as is *required by other* systems). Evidence Manager program knows when and what type of label is scanned -and respond accordingly.

6. Field Level Audit Logging Security is always a paramount concern for criminal justice computer systems. For this reason Evidence Manager systems are equipped with field level audit logging. This function allows the security administrator to review each change to a case, name, item or status. Both the "before" and "after" image of the change is available. In addition, only the changes are recorded to save disk space. The audit log can be reviewed and for searched by user, by case, or by date.

7. Customizable security functions Access to the system can be customized for each user. The system administrator and/or designee can easily set-up access for each user based on function or program (Property Inventory, Query Reports, Letter Reports, Remote Inventory, Department Setup etc.). Users are given a password to log onto the system. The password can also be removed to prevent the user from logging on to the system.

8. Remote Inventory Reporting with bar codes on reports The remote inventory module provides a simple but accurate means for property to be inventoried. Lockers and bins can be labeled and scanned along with the items in them. When the scanning is complete, the data is downloaded to the computer and an exception report is generated. This exception report will display missing, as well as out of place items. **The bar code for each exception is printed out next to the item on the report.** This unique feature allows the user to look up each item on the computer by just scanning its bar code from the exception report. This saves hours of work.

9. Customized & Flexible Code Maintenance and Lookup Codes are used throughout the system to provide consistent and reliable data entry. The code maintenance program allows users to enter, view, print all codes. In addition, locker codes can have bar codes printed to use on

speed sheets. These speed sheets can be posted on or near lockers for quick access when processing chain of custody. Most codes can be assigned a user order. The user order provides control over what order the codes appear in the code lookup screen. Users are not allowed to enter invalid values into code fields. If the code value is known it can be typed into the field. If it is not known the code lookup screen can be used. The code lookup screen allows codes to be viewed by code order, description order, or custom order. Users can switch between these orders with a single mouse click. An incremental search is also provided in the code lookup. Typing the first few characters of a description is usually all that is required to find the desire code even in a very large list.

10. Extensive Management and Statistical Reports

One of the most powerful features of Evidence Manager system is its management and statistical reports. These reports provide information with detailed lists of information as well as summary totals. All reports can be viewed on the screen, exported to other applications (email, Microsoft app, adobe, etc ...) or printed directly to a printer. Some existing reports are master case list, master item list, case, officer, item listing, by court date, item location, item status, collection purpose, chain of custody and more.

11. Reuse of Star Numbers Many computer systems in the marketplace run into trouble when officers retire or are promoted. Many times a star number may change or be reused by another officer, as a result, computer database information tied directly to the star number becomes invalid or must be changed which can be costly and impractical. Evidence Manager program solves this problem by adding an Employee Number Field. This is a unique series of letters and numbers assigned to a person that you can guarantee will not change (Perhaps, initials followed by a number MAE1, FJR2 etc.) Users can still access records by their star number, but if the star number changes it is no problem. Using Department Setup to update the star number for the officer involved will not affect the records. All property, custody, and case information will still be attached to the officers record.

12 Mobile Crime Scene Evidence Collection While in the field, evidence collection officers can record evidence information, package, and barcode the evidence onsite. This is accomplished by installing a special subset of the same software used in the department onto a laptop computer. No additional training is required, the internal system and in car system function and look identical. Data captured on the mobile unit can be transferred via floppy disk or network connection to the main database.

13. Image Capture Digital images captured from cameras, flat bed scanners, or digital video recorders can be linked and saved with specific case names, or case items. These images are viewable with the case information from the property program or from the case viewer throughout the department. Each image is saved securely with an encryption key to an image vault to prevent tampering of the original image.

14. Paperless Chain-of-Custody By utilizing digital signatures for the chain-of-custody, the property officer no longer needs to maintain or store paper records of the chain-of-custody. The complete and update report can be printed with signatures on demand whenever proof of the chain-of-custody is required. By utilizing the latest in signature capture technology the property officer can capture electronic signature for every type of custody transaction i.e. receive, release, return, transfer). Signatures are captured using tablets connected directly to a PC running the property application. These signatures are encrypted and stored in the database to ensure no tampering of the digital file can occur.

GENERAL SPECIFICATIONS / SYSTEM FEATURES

The PERCS Index **Evidence Manager** base system includes all software, hardware (except for PC's and network) supplies and services to plan, configure, install, train and support a full evidence department.

1. Evidence Manager runs on an Intel based system and is compatible with any Windows 32bit or 64bit platform which includes Windows 7 to Windows 10. Recommended minimum requirements include a 200 GB hard drive, 2 GB RAM, and either an Intel i3 or AMD A4 or higher processor. The basic system is fully network enabled and includes an **Officers Module** enabling remote data entry and reporting outside the Evidence Room as well as a **Field Module** to be used by a laptop computer for remote data entry at a crime scene or other offsite application.
2. There are **NO** additional charges for additional users on the system. The basic system price is in essence a site license.
3. The thermal transfer bar code printer supplied is capable of printing labels off-site e.g., at a crime scene. The bar code labels also include human readable information such as the case number, item number, officer, date, item number etc. 10,000 labels are included in the base system price.
4. The software package maintains basic descriptive information as well as the ability to track movement of evidence items as they are checked in and out. The system permits the user to specify the fields of information to keep about each piece of evidence or property.
5. A new feature now includes a Case Notes tab which enables a user to detail information in free form on each case. This information can be searched and printed.
6. The attributes for an Item include item number, description and control number, seized time and location (optional), and disposal information from a drop-down list.
7. Items of evidence can be categorized, and diary dated for further action.
8. Full Chain of Custody report is tracked.
9. Concluded case files can be archived
10. The system supports the collection or input of data using a bar code scanner. The system also supports the use of both a bar code scanner attached directly to a PC or a portable handheld data collection apparatus with an integrated scanner to gather and collect data. The optional portable data terminal can store the required data and to load the data in a PC through a serial port. Each time an item is transferred or acted upon; the system automatically records the transactions.
11. The system is a PC-based turnkey software package. No additional software is necessary to run the product.

12. Full access levels (password protected), for users accessing various areas of the program.
It can restrict members from viewing sensitive files.
13. The system is capable of handling more than 1,000,000 records.
14. The system is quick to learn and user friendly.
15. The system has clear and self-explanatory data menu selections and data entry screens.
Each screen offers a series of help messages at the bottom of the screen indicating what options the users have at each point in usage of the screen. Additionally, the user can access on-line help from within the application.
16. The system provides easy inquiry and rapid response to queries of individual records within the database. Many of the searching queries can include date ranges etc.
17. The system protects the user from accidentally deleting records and confirms changes or edits to a record, to avoid the possibility of mistakes.
18. The system allows entry of many like items by easily copying the previous item record.
19. The system generates all required related reports and/or forms at the time data is entered into the system.
20. The system can share all duplicative information (i.e., name address etc.) among all relevant reports and/of forms without additional input.