



# ADAMS Solution Guide

## Physical Evidence

### Physical Property & Evidence Collection, Storage and Management

The ADAMS Property & Evidence solution (P&E) gives you rock-solid control over the collection, storage and management of evidence gathered at crime scenes. With its highly configurable screens and reports, ADAMS P&E allows you to tailor the software to your Standard Operating Procedures (SOPs). You can streamline evidence processing, reduce redundant data entry, increase efficiency, and improve check-in response time. Using barcode bag-and-tag at the crime scene, and rigorous check-in and check-out processes, your chain of custody is locked down from the time evidence is collected to laboratory analysis to its day in court and final disposition.

#### Highlights

**Gather evidence at a crime scene.** Collect, document and check in evidence.

**Enter property item detail.** Describe property item details such as when the item was collected and where it was located along with other customizable, category-specific fields at the crime scene or at the agency.

**Create property sub-items.** Use sub-items for tracking samples for analysis. Identify clippings from clothing, DNA samples, cartridges for firearms analysis, etc. Display a user-friendly view of the item/sub-item hierarchy. Create sub-items of sub-items for a complete, detailed chain-of-custody.

The screenshot displays the ADAMS Property & Evidence software interface. The main window shows a table of property items for Case #20160511-02. Below the table, the 'Item : 2-1 - Drug Paraphernalia' details are shown, including status, barcode ID, collection date, and location. An 'Add Property' modal window is open, showing a form for entering submission information, including item number, collection date, time, and category.

#	Category	Status	Type	Location
1-1	Firearms	Checked In	Evidence	Gun Locker
2-1	Drug Paraphernalia	New	Evidence	Not Set
2-2	Narcotics	New	Evidence	Not Set

**Item : 2-1 - Drug Paraphernalia**

**Submission Info**

- Status: New
- Barcode ID: PI-0017
- Collected By: Detective
- Collected On: 5/11/2016 9:00 AM
- Collected From Person: Full Name: Jane Doe
- Recovery Location: Drug Paraphernalia
- Category: Drug Paraphernalia
- Quantity: 1
- Description: Pipe, green
- Package Type: Brown bag
- Analysis Type: None
- Analysis Notes:

**Add Property**

**Submission Info**

**Property Item**

**Item # required**: 1

**Collected By optional**: Me (Change...)

**Collected On required**: 5/12/2016 At 10:10 AM

**Collected From Person optional**: No One (Change...)

**Property Owner optional**: Unknown (Change...)

**Recovery Location optional**

**Category required**: Drug Paraphernalia

**Quantity required**: 1

**Description optional**: Pipe, green

**Package Type required**: Brown bag

**Analysis Type optional**: None (checked)

Buttons: Add Another Item, Done, Cancel

**Highlights** continued

**Use evidence lockers.** Identify the method of delivery to the property room, whether it be in-person or by using a secure drop location.

**Select property room locations to store property items.** Determine which locations (room, shelf, bins, cold storage, etc.) should be used for each piece of submitted evidence.

**Print receipts.** Create a receipt for the person submitting the evidence as a record of the change of custody.

**Authenticate property item releases.** As an additional security step, authenticate the person that is checking out evidence using positive identification, whether they are law enforcement personnel, a common carrier, or a representative from another agency.

**Edit Receive Property Info**

Received *required*  
 At Window  From Drop Location

Released By Detective (FORAY)\Detective

ID Verification Method *required*

**Storage Location**

Select the location where the property items will be stored.

Location *required* Bin 2

Scan Location ID

- [-] Main Precinct
  - [-] Property Room
    - Disposal
    - Fridge
    - Gun Locker
    - Safe
    - Shelf 1
      - Bin 1
      - Bin 2
      - Bin 3
      - Shelf 2

**Receive Property**

Drop Location At Window

Released By Detective (FORAY)\Detective

Verification Method Verified ID

#	Category	Status	Type	Location
2-1	Drug Paraphernalia	New	Evidence	Bin 2
2-2	Narcotics	New	Evidence	Bin 2

Show 5 rows

**Authenticate Receive**

I certify that the aforementioned items have been received by me.

Authenticated By *required*

Username

Password

**Receive Property**

**Received 2 Items**

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**Highlights** continued

**Transfer**

**custody.** Check out a property item/sub-item or group of items to the crime lab, district attorney, another agency, or any other off-site location.

**Display current property item custody.**

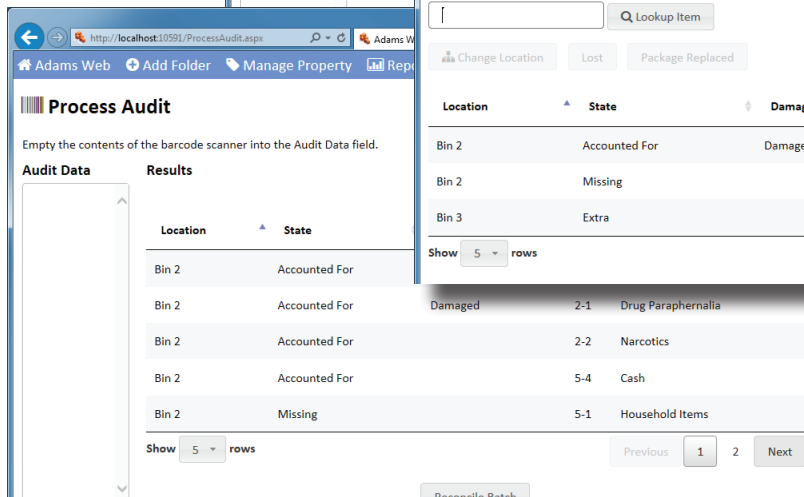
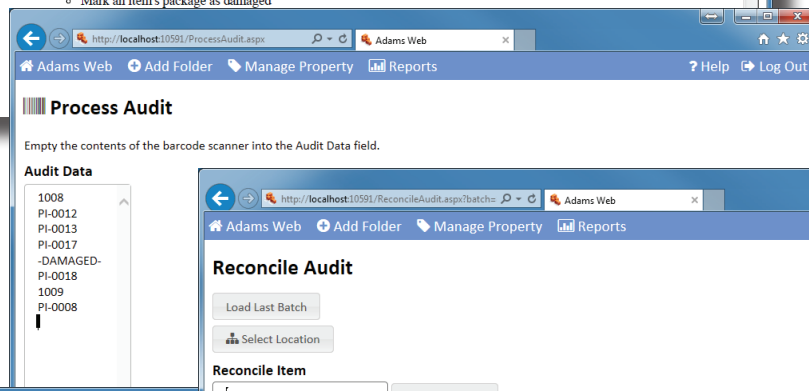
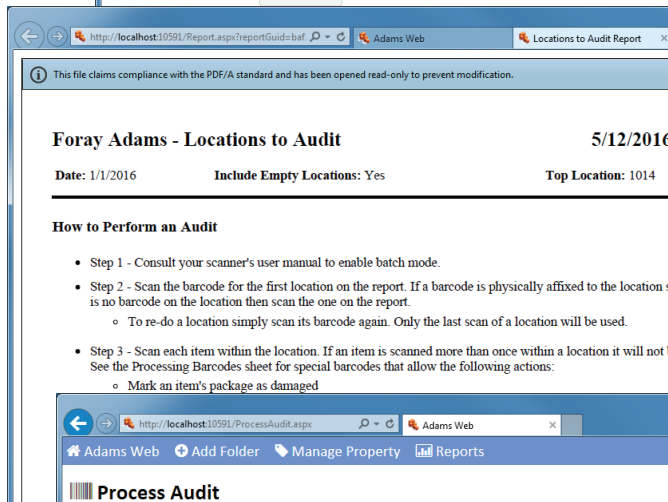
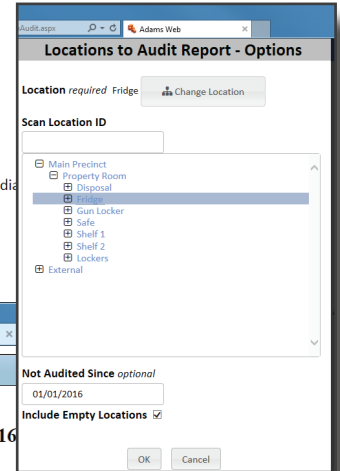
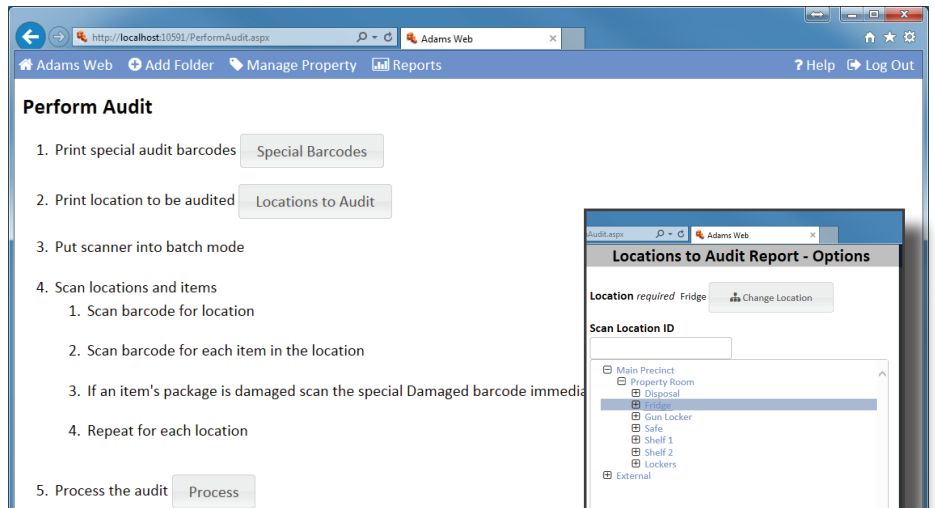
View the current location and changes in chain of custody for selected property items.

**Highlights** continued

**Audit.** Scan locations and items to verify everything is where it should be.

**Select locations to audit.** For property rooms too large to be audited at one time, create rolling audits so that the audit can be broken up over time and over selected locations.

**Record audit exceptions.** Note exceptions to the audit, document missing or extra property items, and make note of any damaged items.



**Highlights** *continued*

**Manage returns.** Generate and send custom postcards and letters informing owners that they can pick up their property. Meet SOPs for sending multiple and escalated notices.

**Dispose of assets.** Easily find items that may be eligible for disposal. Use request management to obtain authorization to dispose. Manage approved items through the destruction, auction, return, and re-purpose processes.

**Run property reports.** Generate ticklers for overdue items, items potentially eligible for disposal, items awaiting disposal, return notifications that must be sent, etc.

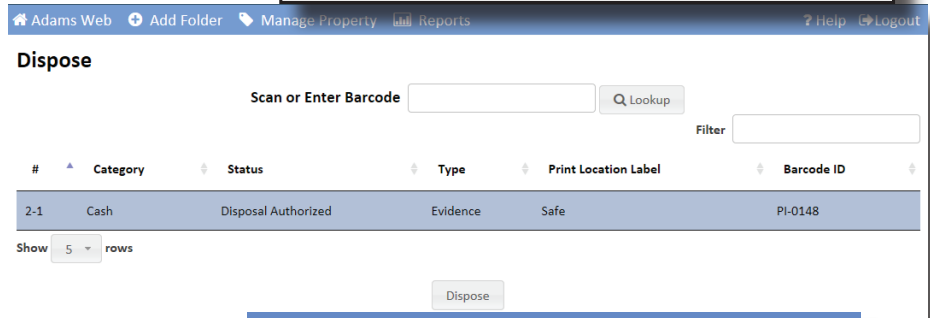
**Lay out bar code labels.** Customize the contents and layout of barcode labels.

Police Department  
123 Law Enforcement Blvd  
Anytown, NY, 01234

The following property is available for you to pickup. **Bring this card with you.**

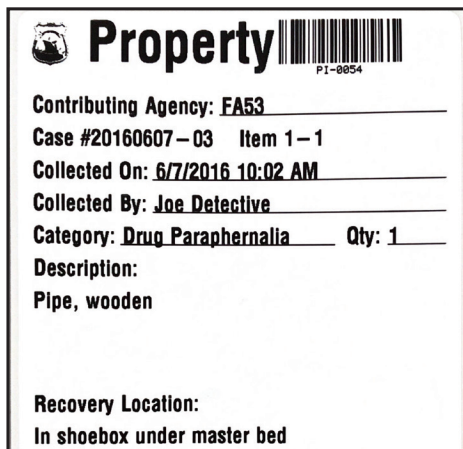
Jane Public  
100 Main St  
Anytown, NY 01234

You have **15 days** to pickup these items.  
PI-0085    Credit Card



**Property**

- Analysis Requested
- Cash within Location
- Disposal Pending
- Disposal Research
- Items by Status
- Items within Location
- Num Items by Category
- Num Items by Location Type
- Overdue Items
- Return Notification Letters - Batch
- Return Notification Postcards - Batch
- Storage Locations



**Highlights** continued

**Print reports.**

Generate numerous reports to list property items and sub-items, chain of custody, item status, bar coded audit reports, analysis reports, plus other reports useful in managing the property room.

**Foray ADAMS - Property Item Detail Report**

10/21/2010 10:21:25AM

**General Info**

Unique ID: PI-0003  
 Parent ID:  
 Status: New  
 Contributing Agency ID: Foray PD  
 Item ID: 1-1  
 Location: Not Set  
 Package Type: Gun Box  
 Quantity: 1  
 Analysis Type: Firearms/Tool mark  
 Analysis Notes:  
 Category: Firearms  
 Description: Gun found near front window



PI-0003

**Foray ADAMS - Checked In Receipt**

10/21/2010 10:53:45AM

Case #: 20101013-01  
 Crime Type: Armed Robbery  
 Date of Crime: 10/13/2010 12:00:00AM  
 Receipt Date: 10/21/2010 10:53:45AM  
 Date/Time of Collection: 10/21/2010 10:52:41 AM  
 Received By: User: Mont  
 User ID: Mont  
 Domain Name: MONT-PC  
 Distinguished Name: WinNT://WORKGROUP/MONT-PC/mont  
 SID: S-1-5-21-586787866-2284885229-3458166953-1000  
 Released By: Full Name: Sue Black  
 Organization: FedEx

**Foray ADAMS - Audit Report**

2/23/2011 10:53:37AM

Top Location: 1001  
 Including: Audited  
 Status As of Date: 02/28/2011  
 Sort Order: Location Name  
 Printed By: Mont Rothstein

Name: Property Room  
 Location Type: Property Room  
 Location ID: 1001  
 Date Last Audited:

Name: Bin 1  
 Location Type: Bin  
 Location ID: 1002  
 Date Last Audited: 2/23/2011 10:34:39 AM

**Missing Items**

Item ID: 4  
 Category: Cash  
 Description:

**Damaged Package**

Item ID: 2  
 Category: Credit Cards  
 Description:

Name: Bin 2  
 Location Type: Bin  
 Location ID: 1003  
 Date Last Audited: 2/23/2011 10:43:20 AM

**Extra Items**

Item ID: 4  
 Category: Cash  
 Correct Location:  
 Name: Bin 1  
 Type: Bin  
 ID: 1002  
 Description:

