

October 20, 2021

Chief Larry Larson
Coburg Police Department
91136 N Willamette Street
Coburg, OR 97408

Chief Larson,

On October 8, 2021, I completed a simple audit of the property and evidence function at the Coburg Police Department. My objective was to review evidence management policies and procedures and to propose recommendations. Sergeant David Gregory and I reviewed policy and practices and my findings are included in the following documentation. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Mikal McPherson', with a stylized flourish at the end.

Mikal McPherson
Administrative Sergeant
Oakridge Police Department
Member Internal Association for Property & Evidence

AUDIT FINDINGS AND RECOMMENDATIONS

Coburg Police Department

June 8th, 2018

Organizational Placement:

Property and Evidence organization should fall under the direct supervisor of a department employee NOT employed as a police officer. Coburg Police Department meets this placement by assigning the responsibility to Records/Evidence Technician David Gregory.

Security:

Property and evidence is processed by officers in a room requiring a key to enter the locked door. This room has video surveillance. The hard drive for the video system is based in David's office and is password protected. The room is inside the Coburg City Hall and Police Department which is locked and alarmed after business hours. Property and evidence is moved from the temporary room through a former bank vault for final storage and a third layer of security. David is the only employee with access to the bank vault. The code to the vault is saved with the city attorney. If David were to leave employment the code would then be changed for reassignment.

There is an outside storage container for found property and safekeeping. The key for this building is stored in the temporary holding room.

Evidence Processing:

Officers submitting evidence enter the locked temporary holding room and document their entry. Once inside the room there is a large counter to process evidence. There is a unit of lockers for officers to place processed evidence until it can be moved to the vault by David. There is a "how to" handbook to aid officers in processing evidence correctly. There is PPE and first aid supplies. The temporary lockers have signs so officers can label a locker if it contains a hazardous item. There is a small fridge in the processing room for biological evidence.

Coburg Police Department uses PMI software. This was incorporated in 2018. PMI software allows David to conduct regular random audit. David shared a sample of a previous random audit and we reviewed evidence today from a random audit he pulled prior to my arrival.

Evidence Vault:

The evidence room is the former bank vault. David is the only person at Coburg Police Department who knows the combination to the vault. There are no windows in the vault. There is one exhaust fan, and one wall vent that goes to the temporary side of the property room. The room contains a telephone, fire extinguisher, PPE, and first aid supplies for added safety measures. Property is stored in boxes on metal

shelving. There is a step stool to aid in reaching higher boxes. The ventilation system pulls odors from the space as I did not smell anything.

Packaged and labeled evidence is stored in boxes labeled by year. Weapons are stored separately from these boxes. Money is given to the City of Coburg finance department for deposit. There are no flammables or explosives stored in the vault.

Cases Reviewed:

Cases were reviewed from the PMI random audit David printed out the morning of the audit. All items reviewed were located in the correct location. Of the reviewed cases, all paperwork and chain of custody was complete and accurate. David stated he does random audits to meet or exceed department policy requirements. City of Coburg is a Lexipol member, and the Property and Evidence policy was last updated 4/20/2020.

Disposition and Purging Process:

Evidence and property purging is conducted in an ongoing process. David has worked diligently to purge evidence and property. He is following best practices to dispose of property and is aided by other staff for witnesses.

Conclusion:

Coburg Police Department maintains a safe and secure evidence facility. Records/Evidence Technician David Gregory is thorough, well-trained and committed to meeting his responsibilities. His purging and streamlining processes is very evident compared to my last audit. The Best Practice Evidence Audit done by Dave Nelson with CIS in May 2019 is a great resource for Coburg Police Department and I observed some of his recommendations have been implemented. My suggestion would be to continue with those recommendations and the department's goal for IAPE Accreditation.

MIKAL MCPHERSON
PO BOX 283
OAKRIDGE, OR 97463

INVOICE

October 21, 2021

BILL TO:

COBURG POLICE DEPARTMENT
PO BOX 8306
COBURG, OR 97408

DESCRIPTION	AMOUNT
2021 Evidence Audit	Total Due \$300.00