

Cobourg Police Service Property Audit 2020

10th of November 2020

This property audit consists out of a complete audit of Cash, Drugs and Firearms. It was scheduled for a maximum of two days, but due to unforeseeable circumstances it was staggered over a period of four days. The total duration of this audit was 10 hours.

The audit was conducted by Specialist Assistant Sabrina Veltkamp and Senior Management-Administrative Assistant Christine Zealand. Special Constable Alex Wilson and Forensic Identification Officer Vicky Darbyshire assisted only in updating the NICHE Property Management log and relabeling the currency evidence bags.

The following headings will be used in this report to provide detail how this audit was conducted, the conclusion and the recommendation stemming from this:

1. Cash
2. Drugs
3. Firearms

CASH

A total of 70 cash exhibits were audited that were stored in different locations within the property vault. This consists 13.6% out of the total property audit.

The cash exhibits were audited on their packaging and location within the property vault. The cash was recounted, witnessed, repackaged and re-labelled. The new evidence bag with their associated number used for repackaging was updated in the NICHE Property Management Log to maintain the continuity of evidence. Let it be noted that the Cash portion of the audit took up most of the time.

Conclusion:

- All cash exhibits were accounted for and found in their assigned Stores-location.
- Only one exhibit was counted in-correctly and was short \$0.20. A nickel was possibly mistaken for a quarter.
- Only one exhibit bag was not initialed and dated by two members of the Service.
- Only one bag had the wrong denomination written on the bag, but the total was correct.
- A few labels didn't have the denomination specified, which means that that information is not in NICHE.
- Two exhibits of Counterfeit money were found, which should have been send off to the RCMP. Vicky Darbyshire was notified at the time.

Recommendation:

- Purchase a digital currency counter and sorter- large stacks of bills and coins were seized from Drug Warrants that had to be recounted.
- Purchase money bags with denomination broken down for banknotes as well as broken down for coin – we only have them for banknotes with a total for the coins only.
- Place tags or write the tag number on the outside of the bag - Overall the exhibits were easily found in their Stores-location, however at times several exhibits were placed in one bag with no tags on the outside of it.

DRUGS

A total of 417 drug exhibits were audited that were stored in different locations within the property vault. This consists 81.1% out of the total property audit.

The active drug exhibits were audited on their packaging and location within the property vault. Every drug for disposal exhibit was disposed of via incineration by the Property management team, a week prior to this audit, therefor not included in this audit.

Conclusion:

Every active drug exhibit was packaged according to the Health Canada guidelines, accounted for and found in their assigned Stores-location.

Recommendation: None

FIREARMS

A total of 27 firearm exhibits were audited that were stored in one designated location within the property vault. This consists 5.3% out of the total property audit.

The firearm exhibits were audited on their location within the property vault. Every firearm for disposal exhibit was disposed of via incineration by the Property management team, a week prior to this audit, therefor not included in this audit.

Conclusion:

Every firearm exhibit was accounted for and found in their assigned Stores-location.

Recommendation: None

Conclusion

I would still recommend the following outstanding from the previous audit:

1. Firearm proving station for the basement.
2. Computer Workstation on Wheels (COW), preferably a laptop configured with barcode reader and access to NICHE/RMS that can moved throughout the property vault system and Cobourg Police Service facility in the case of an extraordinary large property/evidence seizure that would occupy an entire room or area within the building.
3. Upon the return of property/evidence to the rightful owner the ability to “Digitally Sign” for return of property/evidence (similar to custody module in Niche).
4. Internal master cage system within the property vault to supplement the fob entry as a second means of safety (i.e. gain entry via the fob system to main vault, secondary cage system interior of property vault acting as a second master system).
5. Areas separate within cage system for Active Drugs, Drugs for Disposal, Drug Paraphernalia (Awaiting court disposition and for Destruction), Documents Section (Evidence, statements, DVDs, certificates, quotes for damages, restitution etc.), Securities – Cash Currency Safe, Firearms, Ammunition, Other Weapons, Evidence area to include any property or evidence linked to a case, Items for Auction, Property/Evidence for Ident including Ident Fridge or Freezer, Items for Disposal/Destruction, Property/Evidence awaiting court appeal disposition.
6. An inventory should be conducted to compare property/evidence associated to outstanding warrant files to determine the reasonable prospect of conviction, are witnesses still available for court, and would the Crown consent to rescinding or vacating any outstanding warrants once appropriately analyzed. Items could then be disposed of within existing retention periods.
7. Diagrams and explanations of “how to” properly file exhibits.

Respectfully submitted,

Sabrina Veltkamp