



Drug Exhibit Audit

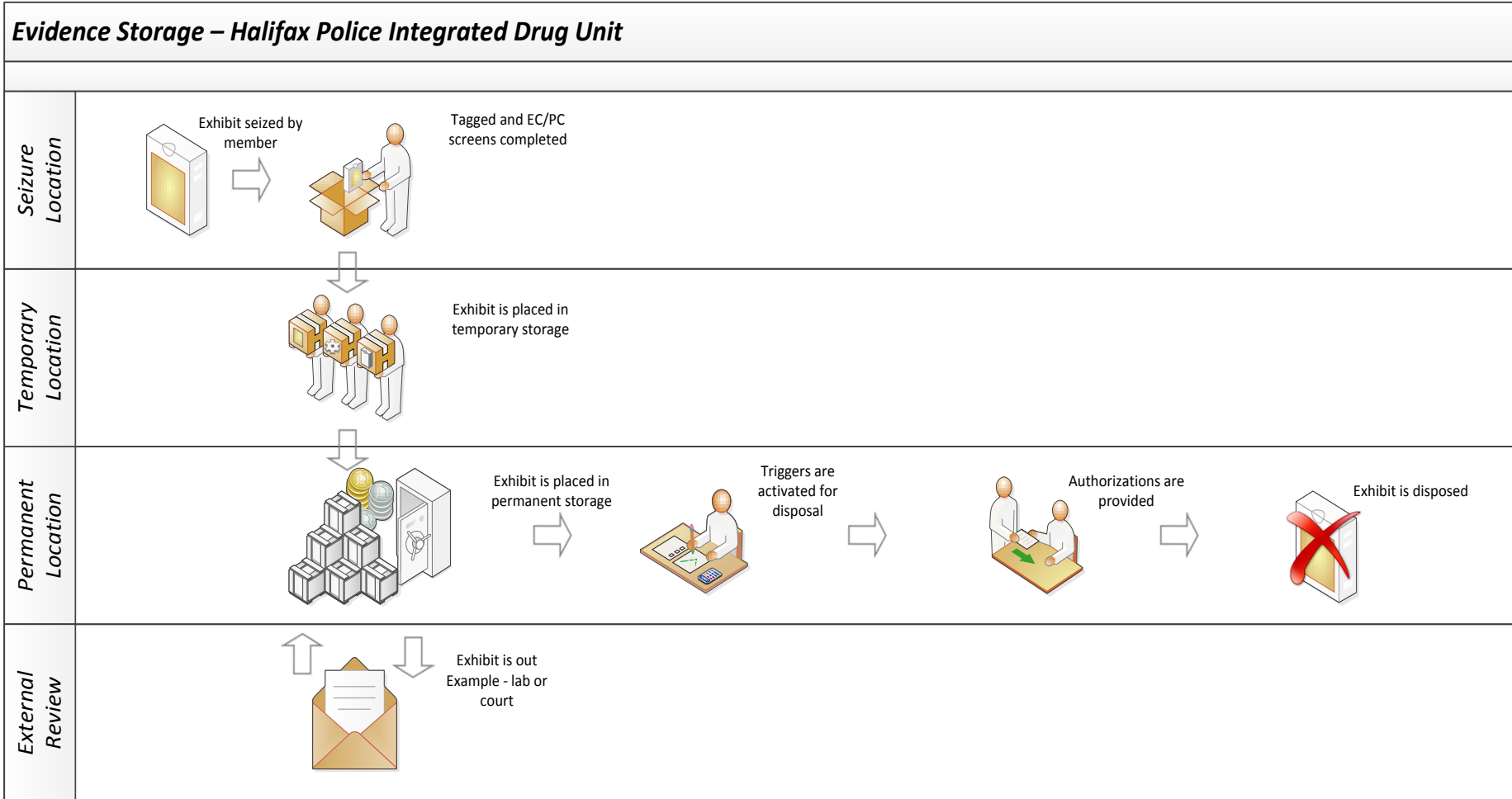
Halifax Regional Police

By : Chief Jean-Michel Blais, Halifax Regional Police

Origins of the Drug Exhibit Audit

Personnel matter involving a member of the Halifax Regional Police which resulted in criminal charges being laid by the Serious Incident Response Team and internal disciplinary measures being initiated.

Drug Exhibit Storage



Audit Findings & Recommendations

- 1. Continuity - Primary/Secondary Locations, Reviews, Property Screens*
- 2. Misplaced Exhibits – Destroyed Exhibits, Audits, Purging, NCO Responsibilities*
- 3. Currency – Monetary Exhibits, Money Counts, Bank Account*
- 4. Policies – Processing Exhibits, Documentation, Authority, Procedure*
- 5. Training – Exhibit Process, Mailing Exhibits, Integrated Policy, Safe handling*
- 6. Supervision - NCO Responsibilities, Bulk Disposal, Reviews*
- 7. Infrastructure – Key Access, Alarms, Doors, Authentication, Safe Storage*

Explanation of Exhibit Tracking

HRP exhibits are tracked within our records management system (Versadex) from the time they are seized until their final disposal. Exhibit seizure information can be found on the evidence/continuity control screen, the property control screen and is summarized on the evidence continuity report (see below). The evidence continuity report provides a chronological list of the who, what, when, where and why of HRP evidence storage.

Evidence/Continuity Control

Property Report 544907 / GOR HP 2014-3407 / Home SECID - HRM POLICE

Evidence Continuity Control

CANADIAN CURRENCY 51318.00 CHRISTIAN ALLISON Viewing 1 of 3

HP: CA

Transfer From: 440 BURGOLA STANLEY

Location: 4400 LOCKER RD

Date: 2014-01-30

Transfer To: 4400 LOCKER RD

Expected return date: 3333

Reason: Adm

Returned by: 3333

Received Date: 2014-Jan-30

Property Storage Control

Property Report 544907 / GOR HP 2014-3407 / Home SECID - HRM POLICE

Property Storage Control

CANADIAN CURRENCY 51318.00 CHRISTIAN ALLISON

Storage information: HP Storage location: DIV: MCHERY WILLS

Condition: SEALED

Final case date: 3333

Deposed return date: 3333

Reason: WIVES FOR COURT

Special handling: None

Disposal details: Authorized to dispose by: Method: Date: Deposed by: Under authority: Location:

Entered: 2014-Jan-30 By: R51352 Updated: 2015-Sep-22 By: R52071

Evidence Continuity Report

Property Report 544907 / GOR HP 2014-3407 / Home SECID - HRM POLICE

Print

Property Report: 51318.00 Date generated: Thu, 2015-09-22 13:14:45

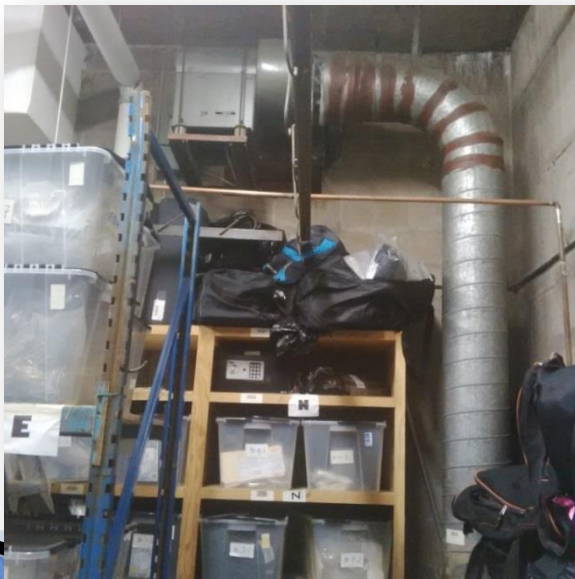
Date	Time	Location	By	Reason	Status
2014-01-30	13:14:45	440 BURGOLA STANLEY	R51352	Adm	Seized
2014-01-30	13:14:45	4400 LOCKER RD	R51352	Adm	Transferred
2014-01-30	13:14:45	4400 LOCKER RD	R51352	Adm	Received
2015-09-22	13:14:45	4400 LOCKER RD	R52071	Adm	Updated

1. Continuity Observations

- A) Primary/Secondary Locations - These locations are rarely filled in correctly in Versadex.*
- B) Three Primary Locations- Presently there are not just 3 primary locations listed in Versadex but in fact dozens.*
- C) Review Diary Dates – Exhibits that are sent out are not tracked well, they do not receive diary date reviews.*
- D) Destroyed /Non-Destroyed Exhibits/Disposal Authority – Property Control Screens are rarely filled out correctly.*

2. Inaccurate Recording of Exhibits

A random audit was conducted in Versadex on exhibits identified as being in one of the three main vaults. It was found that 24% of Drug Vault 2 (DV2) exhibits could not be located where indicated in Versadex, 90% of Drug Vault 1 (DV1) exhibits could not be located where indicated in Versadex and 55% of Money Vault (MV) exhibits could not be located where indicated in Versadex.



DV2



2. Exhibits Observations

A) Destroyed Exhibits – Exhibits are often listed in Versadex as destroyed when in fact they are not.

B) Exhibit Audits – Annual audits and inventories are not taking place.

C) Exhibit Purging – There are approximately 2000 drug exhibits still to be purged.

D) NCO Responsibilities – A significant amount of the drug NCOs' day is spent processing drug exhibits.

3. Currency

Currency, for the most part, is recorded inaccurately/inconsistently in Versadex Evidence Continuity. The Seized Property Management Directorate (SPMD) has Forfeiture Orders for currency that are recorded in HRP's possession and yet we are unable to locate it.



3. Currency Observations

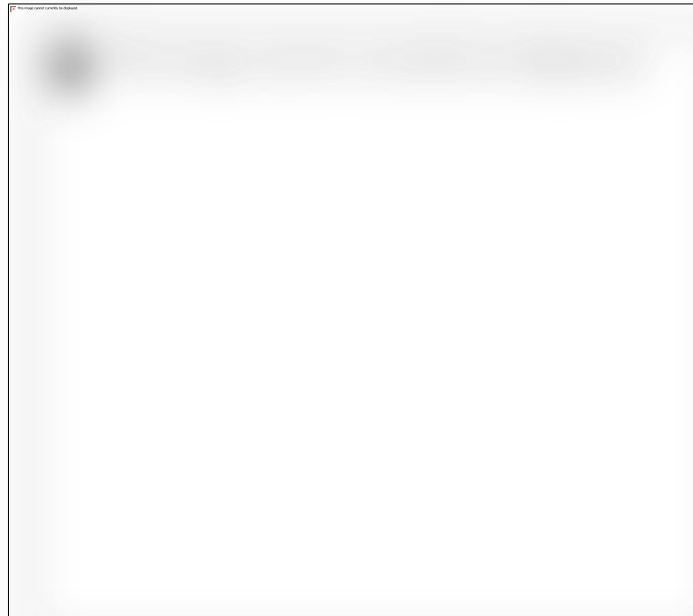
A) Monetary Exhibits – High-risk amounts of cash (over \$100,000) are often found stored within the Money Vault.

B) Money Counts – Money counts do not always include their denomination. This leads to errors.

C) Bank Account – The current process dealing with money deposited in the HRP exhibit bank account is not easily understood or recorded. Also, it is an interest-bearing account.

4. Policy

In reviewing HRP's Drug Enforcement Policy, it appears that there are several sections that are not being followed and other sections appear to be outdated. The addition of adding sections, such as proper exhibit processing, would be beneficial.



4. Policy Observations

- A) Sealing Drug Exhibits- Drug exhibits are often stored in Ziploc bags and not sealed as stated in policy.
- B) Disposal Authority - The disposal authority for drug exhibits is often listed as Non Returnable Property and not court order as stated in policy .
- C) Outdated Policy - There several policy sections that need to be reviewed to ensure the policy is current.
- D) Property Documentation - There are very few policy sections dealing with property documentation within Versadex.
- E) Disposal Review Date - Approximately 60% of all drug files lack disposal review date.
- F) Report to Justice - Report to Justice forms are rarely used for no charge seizures.
- G) Two Person Rule - The two person rule should be in place for both the counting of money and the weighing of drugs exhibits.
- H) Burn Box Security - Burn box exhibits require tighter security than what we presently have.
- I) Burn Box Disposal - Readily available burn box disposal methods need to be established so that exhibits are destroyed in a timely manner.
- J) Forfeiture Order Lists - Forfeiture order lists are not currently added to Versadex causing files to be less than complete.

5. Training

Training for drug members needs to be standardized both in terms of handling exhibits and in the way they are recorded within Versadex. This would include hands-on training and the creation of an exhibit user guide/manual.

5. Training Observations

- A) Exhibit Process Training – A review of current drug exhibit processing uncovered numerous errors.
- B) Mailing Drug Exhibits – Drug exhibits are not shipped using a secure method.
- C) Integrated Drug Policy – There should be one drug policy used by all integrated members.
- D) Safe Handling Training – Members need to be trained on the proper safe handling of drug exhibits.

6. Supervision

Interviews conducted with drug section NCOs indicate that they do not have adequate time to devote to exhibits. This hampers not only their ability to fulfill the evidence custodian duties but it also effects their ability to perform their supervisory functions.

6. Supervision Observation

- A) NCO Responsibilities – Exhibit processing is currently not listed in their daily duties and responsibilities.
- B) Bulk Disposal – Exhibits should not be disposed using bulk disposal methods as this easily leads to errors.
- C) Property Reviews – NCOs need to review property submissions for accuracy.

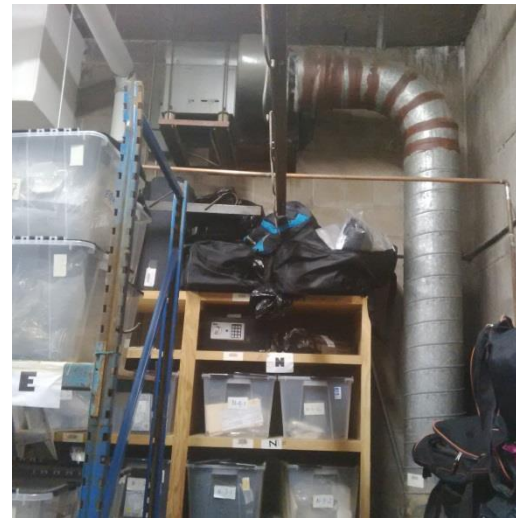
7. Infrastructure

Drug vaults (excluding the money vault) that are presently being used were not originally designed for that use. This has resulted in a number of security and health concerns.

Drying Rack in DV1



Building Ventilation in DV2



7. Infrastructure Observations

- A) Re-key Access Doors – Vault door locks should be removed from current master key systems and all users should be forced to use electronic access.
- B) Intrusion Alarms – Our current vault alarm system uses a single code for all users and records limited information.
- C) CCTV – High-risk areas such as drug and/or money vaults should have cameras to record ongoing activity.
- D) Security Doors – DV2 wooden doors should be replaced with steel security doors.
- E) Two Level Authentication – Door access should be more tightly controlled and monitored. High-risk security areas should have 2 level authentication.
- F) Combination Change – Due to the high risk that is associated with the money vault, entry combinations should be tightly controlled and changed as required.
- G) Drug Storage – Proper drug exhibit storage leads to a safe and healthy work environment.

