

PROCEDURE MANUAL

12-01



MICHIGAN STATE POLICE

Entering Property into the RMS Property Segment

Purpose: This manual establishes procedures for the entry of property into the electronic RMS Property Segment. The following guidelines describe how to use the Property Segment to track property from entry for property that is in possession and property that is not in possession, to final disposition.

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Definitions:

None

Section 1: Property Segment

- a. Class Type: Property being entered is classified through selecting the appropriate description. A class type must be selected for each item of property entered. The selected class type determines the screen used to fully describe the property. When property is classified, it must be determined if the item has a serial or other identifying number or will require entry into LEIN/NCIC.
 - i. Property that has an identifying number or requires an entry into LEIN/NCIC shall not be classified as “Miscellaneous” or entered on the “Miscellaneous” screen
 - ii. Property that has a serial or other identifying number but cannot be classified into one of the class types listed on the “Property Segment” main screen, shall be classified as “Other” and entered on the “Article” screen.
 - iii. The following class types do not require entry into LEIN/NCIC. Selection of these class types automatically brings the user to the “Miscellaneous” screen to describe the property being entered:
 1. Alcohol
 2. Consumable Goods
 3. Drug/Narcotic Paraphernalia
 4. Evidence
 5. Ammunition
 6. Weapon (Non-Firearm)
 7. Checks

8. Cigarette
 9. Miscellaneous
 10. Crops
 11. Fuel
 12. Random Sampling
- iv. “Evidence” class type shall only be selected when the reason for entry is Manufactured/trace evidence (blood, latent lifts, plaster casts, and recordings (audio/video)). An item of property seized or recovered as evidence shall be classified within one of the other class types.
- b. Reason for Entry: A reason for entry must be selected for each entry into the “Property Segment.”
- i. Wanted: Enter property into the electronic RMS that is not in possession and is being sought because of its investigative value (missing person’s vehicle).
 - ii. Observed/Not Seized: Enter property that is not in possession and is being entered because of its investigative value or for informational purposes (suspect’s vehicle).
 - iii. Stolen: Enter property reported as stolen that may or may not be in possession.
 - iv. Counterfeited: Enter counterfeit property that may or may not be in possession (money, paintings, securities, etc.).
 - v. Burned: Enter property that may or may not be in possession and has been damaged by fire (primarily property that is involved in an arson investigation).
 - vi. Destroyed/Damaged/Vandalized: Enter property which may or may not be in possession and has been destroyed, damaged, or vandalized (primarily used to track the value of damaged property in a malicious destruction of property investigation).
- Note: In the “Value” field of the detailed property screen, enter the dollar value of the damage incurred to the property being entered.
- vii. Lost: Enter an item of property that has been lost (primarily used for department property: badges, guns).
 - viii. Seized: Enter seized property that is in possession.
 - ix. Found: Enter found property that is in possession.
 - x. Recovered Other Juris: Enter recovered property that had been reported as stolen, lost, or wanted by another agency.
 - xi. Purchased Evidence: Enter property that is in possession which has been purchased as evidence in a criminal investigation.
 - xii. Manufactured/Trace Evidence: Enter an item of manufactured or trace evidence that is in possession (latent lifts, plaster casts, blood samples).

- c. System Number: A sequential number shall be assigned to each item of property entered into the "Property Segment."

The computer assigns the sequential number after the required fields are completed within the property entry screen.

Section 2: In Possession Property Procedures

- a. Property taken into possession shall be entered into the "Property Segment."
- b. Detailed property screen (one of the nine screens available to describe property - article, vehicle, etc.): Each item of "Have Property" shall be described as accurately as possible by completing all applicable fields of information, including type, make, brand (manufacturer), serial number, model, etc.
 - i. Class Type selected on the "Property Segment" main screen, determines which of the nine detailed property screens shall be completed.
 - ii. The following fields of information shall be completed for each item of "Have Property" entered: quantity, type, value, recovered bin, date/time recovered, seizing enforcement member, and obtained from.
 - iii. Forfeiture of Property

The electronic RMS "Property Segment Forfeiture" screen must be completed for all property seized in compliance with federal and state forfeiture statutes. The enforcement member shall complete the forfeiture screen.
- c. Description: Use the "Description" field to describe an item of property. This field is only required for items that use the miscellaneous screen. In some cases, it will be possible to completely and accurately describe an item of property by completing only the fields of information on the detailed screen.
- d. Bin: The "Bin" field shall be completed to indicate where an item of property is being stored. Each worksite shall complete and maintain the bin table, which can be accessed from the Property Bin Management screen in the electronic RMS. This table shall include all common storage locations such as: gun shelves, crime lab, wrecker yards, etc. All worksites shall include a common bin storage labeled Long Term Storage. All users when entering a "Have Property" item, must complete the bin field and assign it a temporary bin location.
- e. Unless specific circumstances dictate otherwise, it is not necessary to enter the money by serial number and/or issue date information. In most instances, the class type of "Money" shall be selected. This brings the user to the Securities screen.
 - i. The number "1" shall be entered in the "Quantity" field to indicate one seizure
 - ii. A property type of "Federal Reserve Note (money)" shall be selected.
 - iii. The value of the money received shall be entered in the "Value" field.
 - iv. The money shall be listed by denomination in the "Description" field, e.g., 2-twenties, 4-tens, 4-ones.

- v. The receipt number shall be entered in the “Description” field.
- f. Received Controlled Substances
 - i. The “Class” type of drug/narcotic shall be selected. This will bring the user to the “Drug” screen.
 - ii. The “Estimated Quantity,” “Unit of Measure,” and “Type” fields shall be completed.
 - iii. A value of zero shall be entered in the “Value” field.
 - iv. The description field shall be used to completely and accurately describe the controlled substance (physical description, packaging, field test information). If the weight of the packaging is included in the total weight of the controlled substance, that shall be noted.
- g. Manufactured/Trace Evidence (may be entered into the electronic RMS)
 - i. The class type of “Evidence” shall be selected. This brings the user to the “Miscellaneous” screen.
 - ii. The reason for entry of “Manufactured/Trace Evidence” shall be selected.
 - iii. The evidence shall be completely and accurately described in the free text “Description” field.

Section 3: Not In Possession Property Procedures

- a. Several file classes require entry into the “Property Segment” even if the property is not in possession. The file class of the incident determines which reason for entry shall be selected on the “Property Segment” main screen.
 - i. Stolen--the following file classes require an item of property to be entered with a reason for entry of “Stolen”:
 - 1. 12000 through 12001
 - 2. 21000
 - 3. 23001 through 23007
 - 4. d. 24001
 - 5. 24003
 - 6. 26001 through 26008 (excluding 26006)
 - 7. 27000
 - 8. 30001 through 30004
 - ii. Destroyed/Damaged/Vandalized--file class 29000 requires an item of property to be entered with a reason for entry of “Destroyed/Damaged/Vandalized.”
 - iii. Burned--file class 20000 requires an item of property to be entered with a reason for entry of “Burned.”

- iv. Counterfeited--file class 25000 requires an item of property to be entered with a reason for entry of "Counterfeited, Recovered Other Juris, or Seized."
- b. Recovered Not In Possession: This box is located on the "Property Segment" main screen for property that is not in possession. It shall be used to give disposition to items that are no longer wanted or stolen.

Enter the date and reason why the item is Not In Possession

- i. An item entered as "Stolen" has been recovered and disposed of by another agency.
- ii. A retail fraud where the store-maintained possession of the stolen item.
- c. MICR edit: If an item of property has not been entered for one of the above file classes with one of the above reasons for entry, the system will display an error message when the MICR edits are calculated and will not allow the incident to be submitted for review

Section 4: Property Management

4.1 Property Review

All property entered into the electronic RMS shall be reviewed by the property sergeant/manager for accuracy of entry. The review shall be recorded in the RMS by use of the Property Management screen.

- a. Reviewing while using the property journal or disposition on the Property Management screen. The use of the Property Management screen to journal or dispose of property will automatically update the various property items as reviewed and record the date, time, and electronic signature of the enforcement member who reviewed them.
 - i. The enforcement member placing the property into the property room or disposing of the property shall sign on to the electronic RMS.
 - ii. The Property Management screen shall be used to move or dispose of the items of property.
 - iii. The information shall be saved to the server.
 - iv. This will automatically update the property as reviewed and record the date, time, and electronic signature of the enforcement member who reviewed the property

4.2 Property Journal

The "Property Segment" shall be used to track and maintain an internal chain of custody for property held in possession by the department from entry to the time of final disposition. The following status codes shall be used to track the movement of property.

- a. Placed in Agency Property
 - i. The enforcement member (property sergeant/manager) placing the property into the property room shall sign on to the electronic RMS.
 - ii. The Property Management screen shall be used to update the status of the property being placed into the worksite's possession.

- iii. The property shall be assigned a status of “Placed in Agency Property.”
 - iv. The appropriate bin location shall be selected from the pick list to indicate where the property is being stored.
 - v. Any additional information may be entered into the free text “Additional Information” field.
 - vi. The information shall be saved to the server.
 - vii. This will update the various property reports by recording the additional journal information, date, time, and electronic signature of the enforcement member who removed/added the property from the property room.
 - viii. Once saved, the property item will be considered reviewed.
- b. Temporarily Removed from Agency Property
- i. The enforcement member removing the property from the property room shall sign on to the electronic RMS.
 - ii. The Property Management screen shall be used to update multiple items of property with a status of “Temporarily Removed from Agency Property.”
 - iii. The status of “Temporarily Removed From Agency Property” shall be selected on the “Property Journal” screen
 - iv. The location where the property is being taken shall be selected from the bin drop down list
 - v. Any additional information shall be entered into the “Additional Information” field.
 - vi. The information shall be saved to the server.
 - vii. The computer will update the “Property Journal” screen with the enforcement member’s name and the date and time fields.
 - viii. This will update the various property reports by recording the additional journal information, date, time, and electronic signature of the enforcement member who removed the property from the property room.
- c. Audit

The status of Audit shall be used by enforcement members charged with maintaining and inspecting the worksite’s property.

- i. The enforcement member (property sergeant/manager) who is responsible for maintaining the worksite’s property shall use the status of Audit to aid in managing property and preparing for upcoming inspections.

Full property audits shall be conducted by the worksite commander, or their designee, consistent with written directives regarding audits. This requirement is in addition to the property audit that occurs as part of the annual worksite inspection. All property audits must be electronically recorded in the electronic RMS.

- ii. The inspecting enforcement member shall use the status of Audit to indicate which property they have inspected.
- iii. The enforcement member updating the property with a status of Audit shall sign into the electronic RMS.
- iv. The “Property Journal” screen shall be used to update the status of multiple items of property at the same time.
- v. The status of Audit shall be selected on the “Property Journal” screen.
- vi. Any additional information shall be entered into the “Additional Information” field.
- vii. The information shall be saved to the server.
- viii. This will update the property status report by recording the additional journal information, date, time, and electronic signature of the enforcement member who updated the status of the property.

d. Long Term Storage

The status of “Long Term Storage” and a bin location of long-term storage shall be used to indicate property that is being stored for the long term. Each district is responsible for their own long-term storage.

- i. The enforcement member updating the status of the property shall sign on to the electronic RMS.
- ii. The property status of “Long Term Storage” shall be selected on the “Property Journal” screen.
- iii. Any additional information shall be entered into the “Additional Information” field.
- iv. The information shall be saved to the server.

e. Authorize to Release

- i. A property status of “Authorized to Release” shall be selected on the “Final Disposition” screen.
- ii. The authorizing member shall be the person logged into the RMS. That user will be logged as the authorizing member.
- iii. The information shall be saved to the server.
- iv. The post commander or their designee is responsible for the release of all property.

f. Released

- i. A property status of “Released” shall be selected on the “Final Disposition” screen.
- ii. The authorizing member shall be the person logged into the RMS. That user will be logged as the authorizing member.
- iii. The date of release shall be entered.
- iv. The name and address of the person receiving the property shall be entered.

- v. The information shall be saved to the server.
 - vi. A property receipt shall be printed and signed by the releasing member and the person receiving the property. The “authorized to release” document may also be printed and signed by the releasing member and the person receiving the property.
 - vii. The property receipt shall be placed in the Master File.
- g. Authorize to Sell
 - i. A property status of “Authorized to Sell” shall be selected on the “Final Disposition” screen.
 - ii. The authorizing member shall be the person logged into the RMS. That user will be logged as the authorizing member.
 - iii. The information shall be saved to the server.
- h. Sold
 - i. A property status of “Sold” shall be selected on the “Final Disposition” screen.
 - ii. The authorizing member shall be the person logged into the RMS. That user will be logged as the authorizing member.
 - iii. The date shall be entered.
 - iv. The name and address of the person receiving the property shall be entered.
 - v. The information shall be saved to the server.
 - vi. A property receipt shall be printed and signed by the releasing member and the person receiving the property.
 - vii. The property receipt shall be placed in the Master File.
- i. Authorize to Retain
 - i. A property status of “Authorized to Retain” shall be selected on the “Final Disposition” screen.
 - ii. The authorizing member shall be the person logged into the RMS. That user will be logged as the authorizing member
 - iii. The information shall be saved to the server.
- j. Retained
 - i. A property status of “Retained” shall be selected on the “Final Disposition” screen.
 - ii. The authorizing member shall be the person logged into the RMS. That user will be logged as the authorizing member.
 - iii. The date shall be entered.
 - iv. The name and address of the worksite receiving the property shall be entered.
 - v. The information shall be saved to the server.

- vi. A property receipt shall be printed and signed by the retaining member.
- vii. The property receipt shall be placed in the Master File.
- k. Authorized to Destroy
 - i. A property status of “Authorized to Destroy” shall be selected on the “Final Disposition” screen.
 - ii. The authorizing member shall be the person logged into the RMS. That user will be logged as the authorizing member.
 - iii. The information shall be saved to the server.
- l. Destroyed
 - i. A property status of “Destroyed” shall be selected on the “Final Disposition” screen.
 - ii. The authorizing member shall be the person logged into the RMS. That user will be logged as the authorizing member.
 - iii. The witnessing member shall enter their login credentials in the Authentication screen. The RMS logs that person as the witnessing member.
 - iv. The date shall be entered.
 - v. The information shall be saved to the server.

4.3 Incident Property Report

The Incident Property Report tracks property from entry to disposal by recording all changes to an item of property including location and description.

- a. Log information: All changes to a property item are recorded in the Incident Log.
- b. Journal Entry: All changes to an item’s status are recorded in the Incident Property Report.
 - i. The electronic signature of the member logged into the electronic RMS will be listed under this heading.
 - ii. This creates a chain of custody by recording the status change of an item of property, along with the electronic signature of the member who made the change.

4.4 Evidence Label

The evidence label shall be used to identify all “Have Property.”

- a. Self-adhesive labels shall be used on all packaged items. Any items not packaged, such as long guns, shall have a property label affixed via string or transparent tape.
- b. The label contains the complete description of the property as entered into the “Property Segment.”