

TAC Property Evidence Bar Coding

The TAC Property Evidence Bar Coding is utilized to simplify track property and evidence Items.

Access to this module should be restricted to personnel that manage the property room.

In System Users, rights to the PROPEVID is required.

Selecting Property / Evidence form the Records Menu

Main Property Evidence Screen:

To utilize the barcoding the user should assign either a Property or Evidence tag number utilizing the Property or Evidence button. The starting number for the property and evidence numbers is configured in System Setup.

Pressing the Bar Code button prints the bar code label for the selected item. Printing the bar code completes automatic save of data.

Press the Scanner Button to activate the scanner window.

The screenshot shows a software window titled 'Property' with several tabs: 'Property', 'Additional Information', 'Vehicle', 'Disposition', 'Chain of Evidence', and 'All Property'. The 'Property' tab is active. The form contains various input fields for item details, including Item #, Qty, Oca, Call Call #, Serial #, Make, Model, Loss Value, Recover, Owner Applied #, NIBRS Property, Loss Type, Drug Type, Drug Unit of Measure, UCR Property, Stolen, Recovered, Eid, Insurance, Submit By, Submit Date, Time, Classification, Tag #, Property #, Evidence #, Bar Code, and Property Officer Lock. There are also fields for Vehicle #, Storage, Hold For, Ser., Owner First, and Last Name. A 'Notes' section is present on the left. A 'Scan Item or Location' dialog box is open on the right, containing a text input field, a 'Scanner' button, 'TAC' fields, 'Reset Receive By' and 'Reset Release By' buttons, and a 'Repeat Location' checkbox. The dialog box is highlighted with a blue circle. At the bottom of the window is a toolbar with various icons and a 'Go To 1 of 0' button.

For the Bar Code scanner to function properly the cursor must be in the field directly beneath the Scan Item.

The Received By and Released By fields default to the user that is logged into the system.

Scanning a person tag will set the Received By and then the Release By field. These are the names that are added to the Chain of evidence. Each time a property item is scanned these fields default back to the person that is logged in to the system.

Scanning Items that are already in the system:

Press the scan button:

1. Scan the item property tag
2. Optionally Scan a personal tag to change the Received By
3. Optionally Scan a personal tag to change the Released By
4. Scan a Location Tag

The Storage will change to match the storage location tag

A chain or evidence entry will automatically be made.

Updating several items to the same storage Location of Disposition:

Press the scan button:

1. Check the Repeat Location Box
2. Scan the new location tag
3. Optionally Scan a personal tag to change the Received By
4. Optionally Scan a personal tag to change the Released By
5. Scan each item that is being updated

Uncheck the Repeat Location to resume normal operation.

The Storage will change to match the storage location tag.

A chain or evidence entry will automatically be made.

Expanded Information Screen:

Property

Property **Additional Information** Vehicle Disposition Chain of Evidence All Property

Boat Name	Gun Caliber	Bike Color:	Owner First
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Boat Registration	Shots: Barrel length	Bike Speed	Middle
<input type="text"/>	0 0	<input type="text"/>	<input type="text"/>
Boat Hull	Firearm Type:	Bike Frame:	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Propulsion:		Bike Gender	Address # Street Name Apt
<input type="text"/>		<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Boatlen:			City: St: Zip:
<input type="text"/>			<input type="text"/> <input type="text"/> <input type="text"/>
Security Type		NCIC #	Phone
<input type="text"/>		<input type="text"/>	<input type="text"/>
Issuer		NCIC Entry	Person Link Master Number Master Relation
<input type="text"/>		<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Securers Account	Securers Numbers	NCIC Remove	<input type="checkbox"/> Owner Notified Notify Date:
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

Vehicle Information Screen:

Property

Property Additional Information **Vehicle** Disposition Chain of Evidence All Property

Plate State Make Model Year Style

Vin Vehicle Color 1 Vehicle Color 2

Go To 1 of 1

Property Disposition Tab:

Property	Additional Information	Vehicle	Disposition	Chain of Evidence	All Property
Tag #: 00045830	Case Status [Dropdown]		Activity Date [Text]	Activity Type [Dropdown] [...]	
How Where Destroyed [Text]			Dispo Date [Text]	Dispo Type [Dropdown] [...]	
Sold Amt 0.00	<input type="checkbox"/> Property Officer Lock		Lab no [Text]		
Loc Found: [Text]			Lab Comment [Text Area]		
Found By [Text]			<input type="checkbox"/> Synopsis Attached	Trial Date 04/28/2012 [Dropdown]	
Returned To [Text]			<input type="checkbox"/> Suspects In Custody		
Case Officer [Dropdown]					
BCI Submitting Officer [Dropdown]					

[Icons: Binoculars, Plus, Save, Undo, Print, Edit, Left Arrow, Right Arrow, Close, Refresh, Folder, Search, ABAC] Go To 1 of 1

Chain of Evidence:

Property

Property Additional Information Vehicle Disposition Chain of Evidence All Property

Item: AIR FITTING Qty: 0.00 Oca: 1201456 Call Call #: 0 Item #: 004

Qty	Date	Time	Location	Releaseby	Recby	Purpose
	02/24/2013	12:35:06		TAC	TAC	
	02/24/2013	12:41:07	BCI	GREGORY ANDERS	RODERICK ALLEN	TESTING
	02/24/2013	12:42:15	EVIDENCE LOCKER	TAC	TAC	STORAGE
	02/24/2013	12:45:35	EVIDENCE LOCKER	TAC	TAC	STORAGE

Qty: Date: 02/24/2013 Time: 12:35 Released By: TAC TAG Number: 00045830

Received By: TAC Purpose: New Location:

Go To 1 of 1

All Property Found In the Search:

Property

Property Additional Information Vehicle Disposition Chain of Evidence All Property

Item	no	value	OCA	ser	make	model	Property Tag	Date
AIR FITTING	004	.00	1201456				00045830	

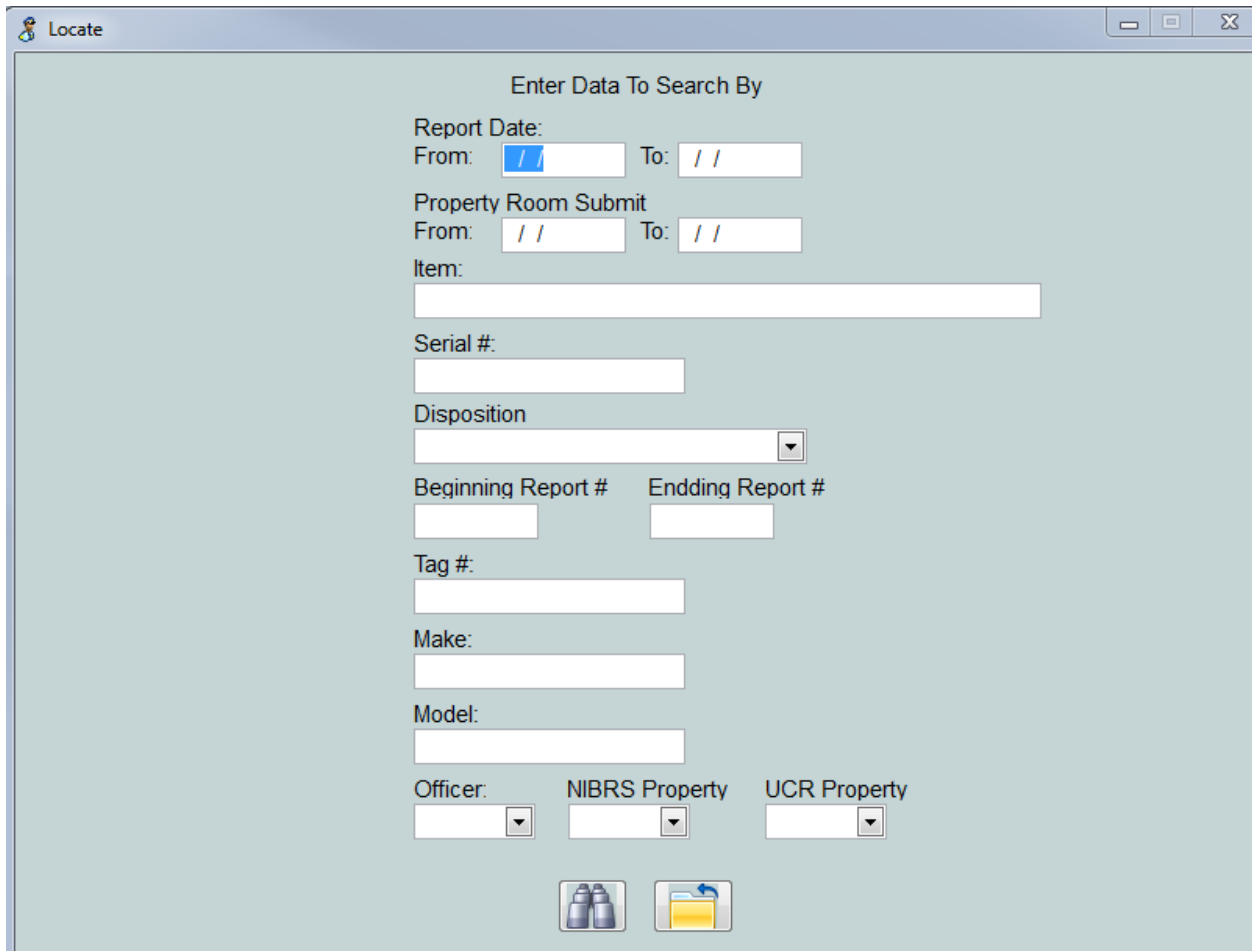
Go To 1 of 1

Utilizing The Locate Button to find Items:

The Search screen can be utilized to locate one or many items based on search parameters.

Press the Binoculars Button to activate the Lookup Screen

Enter the search parameters and press Binoculars Button



The screenshot shows a software window titled "Locate" with a search form. The form is titled "Enter Data To Search By" and contains the following fields and controls:

- Report Date:** From: To:
- Property Room Submit:** From: To:
- Item:**
- Serial #:**
- Disposition:**
- Beginning Report #** **Ending Report #**
- Tag #:**
- Make:**
- Model:**
- Officer:**
- NIBRS Property:**
- UCR Property:**

At the bottom of the form, there are two icons: a binoculars icon and a folder icon with a blue arrow pointing to it.

Querying Item:

Pressing the Scratch Pad (The Report Button) activates the query window.

The Report Screen can be utilized to generate reports based on search parameters.

Enter the search parameters, select report type and then press the Printer Button.

The screenshot shows a software window titled "Locate" with a subtitle "Enter Data To Search By". The window contains several search filters and a report type selection list. The filters are arranged in two columns. The left column includes: "Report" (From: // To: //), "Disposition" (dropdown), "Disposition" (From: // To: //), "UCR Property" (dropdown), "NIBRS Property" (dropdown), "Officer" (dropdown), "NCIC Entry" (N/A dropdown), and "Report Type:" (radio buttons). The right column includes: "Property Room Submit" (From: // To: //), "Case" (dropdown), "Action Type:" (dropdown), "Schedueled Action" (From: // To: //), "Type:" (dropdown), "Classification" (dropdown), "Beginning Report" (text), "Ending Report" (text), "Date Stolen / Recovered" (From: // To: //), and checkboxes for "Stolen" and "At Lab". At the bottom of the window, there are two icons: a printer icon and a folder icon with a blue arrow.