



## NIST/NIJ Evidence Management Survey

### Introduction

This survey was developed in consultation with the Evidence Management Steering Committee (EMSC), a group of about 20 stakeholders selected by the National Institute of Standards and Technology (NIST) and the National Institute of Justice (NIJ), who represent state, local, and federal agencies and private organizations that deal with the management of physical evidence.

The Evidence Management Survey is intended for handlers of forensic evidence across the criminal justice system, including law enforcement, courts, hospitals, forensic laboratories, and medical examiner's offices, to obtain data on the extent of evidence management issues within our criminal justice system. The results will provide insight on how to best serve our audience of evidence handlers by assessing existing policies and protocols, personnel education and training needs, and knowledge gaps among entities responsible for storing or analyzing physical evidence.

The survey should take approximately 45 minutes to complete.

Thank you for your participation!

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0693-0031. Without this approval, we could not conduct this survey/information collection. Public reporting for this information collection is estimated to be approximately 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are voluntary. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to Shannan Williams by email to; [Shannan.Williams@nist.gov](mailto:Shannan.Williams@nist.gov) or by phone at 301-975-8021.



## NIST/NIJ Evidence Management Survey

### Organization Demographics

\* 1. Please indicate your primary organization type.

- Law Enforcement
- Crime/Forensic Laboratory
- Clinic/Healthcare
- Court System
- Medical Examiner/Coroner Office
- Correctional System
- Private Industry

\* 2. How would you classify your organization?

- Local
- State
- Federal
- Tribal
- Private Industry
- Other (please specify):



## NIST/NIJ Evidence Management Survey

### Organization Demographics

\* 3. What region is your organization located in?

- New England (CT, ME, MA, NH, RI, VT)
- Mid-Atlantic (NJ, NY, PA)
- East North Central (IL, IN, MI, OH, WI)
- West North Central (IA, KS, MN, MO, NE, ND, SD)
- South Atlantic (DE, FL, GA, MD, NC, SC, VA, DC, WV)
- East South Central (AL, KY, MS, TN)
- West South Central (AR, LA, OK, TX)
- Mountain (AZ, CO, ID, MT, NV, NM, UT, WY)
- Pacific (AK, CA, HI, OR, WA)

\* 4. How many total individuals are employed by your organization?

- < 10
- 10-25
- 26-49
- 50-99
- 100-499
- 500-999
- 1000-2999
- > 3000



## NIST/NIJ Evidence Management Survey

### Organization Demographics

\* 5. Does your organization conduct any of the following?

*(Select all that apply.)*

- Drug test, upon hire
- Drug test, routinely after hire
- Drug test, randomly after hire
- Drug test, upon reassignment
- Drug test, after incident/complaint/concern
- Background check, upon hire
- Background check, routinely after hire
- Background check, randomly after hire
- Background check, upon reassignment
- Background check, after incident/complaint/concern
- Neither drug tests nor background checks are performed at my organization
- I don't know



## NIST/NIJ Evidence Management Survey

### Organization Demographics

\* 6. Are the evidence/property operations of your organization accredited by any of the following?  
(Select all that apply.)

- ANAB
- A2LA
- CALEA
- IAPE
- The evidence/property operations of my organization are not accredited
- Other (please specify):



## NIST/NIJ Evidence Management Survey

### Organization Demographics

\* 7. Are the day-to-day operations and management of evidence/property performed by sworn officers or civilians?

*(Select all that apply.)*

	N/A	Sworn officers	Civilians	I don't know
Day-to-day operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of evidence/property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## NIST/NIJ Evidence Management Survey

### Organization Demographics

\* 8. How many personnel does your organization have assigned **full-time** to the Evidence Storage/Property Room(s)/area(s)?

- 0
- 1-5
- 6-10
- 11-30
- 31-50
- > 50
- I don't know

\* 9. Are there personnel responsible for **both** storing evidence **and** investigating cases?

- Yes
- No
- I don't know



## NIST/NIJ Evidence Management Survey

### Organization Demographics



\* 10. Which duties related to direct handling of evidence/property are performed by the personnel at your organization?

(Select all that apply.)

Definitions for this question:

- Inventory: the process of accounting for all or a specified portion of the property/evidence items in the custody of an agency.
- Audit: a review of the policies, procedures, and processes of the property/evidence functions of the agency to determine whether or not they meet the recognized standards, best practices, and comply with applicable statutes and codes.
- Disposition: the authorization process for the release or disposal of evidence/property.
- Destruction: the act of breaking apart, melting, crushing, or making an item of evidence/property unusable before discarding.
- Forfeited property: property seized by the government from a private individual or entity by court order, civil action, or due to statutory requirements.

- |   |  |
|---|--|
| <input type="checkbox"/> Receiving  | <input type="checkbox"/> Conducting inventories  |
| <input type="checkbox"/> Storing  | <input type="checkbox"/> Audits  |
| <input type="checkbox"/> Indexing or cataloging   | <input type="checkbox"/> Preparing items for transport (e.g., forensic lab, offsite storage) |
| <input type="checkbox"/> Securing   | <input type="checkbox"/> Preparing items for destruction                                     |
| <input type="checkbox"/> Retrieval  | <input type="checkbox"/> Auction   |
| <input type="checkbox"/> Disposal   | <input type="checkbox"/> Diversion   |
| <input type="checkbox"/> Research for disposition   | <input type="checkbox"/> Ensuring agency policy is upheld                                    |
| <input type="checkbox"/> Generate disposition requests  | <input type="checkbox"/> Prohibitive possession checks                                       |
| <input type="checkbox"/> Complete disposition   | <input type="checkbox"/> Response to seal order  |
| <input type="checkbox"/> Processing (opening up packaging, etc.)  | <input type="checkbox"/> Response to discovery requests                                      |
| <input type="checkbox"/> Ensuring all items are properly marked/tagged  | <input type="checkbox"/> Evidence transfer between facilities                                |
| <input type="checkbox"/> Ensuring all records are accurate including status of item   | <input type="checkbox"/> Develop policy  |
| <input type="checkbox"/> Releasing property to rightful owner   | <input type="checkbox"/> Testify in court  |
| <input type="checkbox"/> Releasing evidence to officers   | <input type="checkbox"/> Manage/deposit evidentiary funds                                    |
| <input type="checkbox"/> Managing digital evidence  | <input type="checkbox"/> Manage the accounts for evidentiary funds                           |
| <input type="checkbox"/> Copying media and documents as requested by an investigator, prosecutor, or other appropriate person or agency | <input type="checkbox"/> Forfeited property  |
| <input type="checkbox"/> Conducting inspections   |  |
| <input type="checkbox"/> Other (please specify):  |  |



## NIST/NIJ Evidence Management Survey

### Organization Demographics

\* 11. On average, how many medical forensic patients does your organization serve annually?

- N/A – my organization does not serve forensic patients
- 50 or less
- 51 – 150
- 151 – 300
- 301 – 500
- 501 – 1000
- More than 1000
- I don't know

\* 12. What types of medical forensic examinations or evaluations does your organization provide?

- N/A – my organization does not provide medical forensic examinations or evaluations
- All forms of injury, abuse, neglect or harm
- Physical abuse/neglect only
- Sexual abuse/neglect/exploitation only



## NIST/NIJ Evidence Management Survey

### Organization Demographics

\* 13. Has your organization received any grant funding to assist with the management of evidence and property?

Yes

No



## NIST/NIJ Evidence Management Survey

### Evidence/Property Storage

\* 14. Does your organization have a dedicated location or space for evidence/property storage?

- Yes
- No
- I don't know

\* 15. Which of the following best applies to your organization?

- My organization temporarily stores evidence/property items (< 72 hours)
- My organization stores evidence/property items long-term
- My organization stores evidence/property items both temporarily and long-term
- My organization does not store evidence/property items
- I don't know



## NIST/NIJ Evidence Management Survey

### Evidence/Property Storage

\* 16. Does your organization collect non-report/non-investigative sexual assault kits (NIKs)?

- Yes
- No
- I don't know



## NIST/NIJ Evidence Management Survey

### Evidence/Property Storage

\* 17. Who stores NIKs in your jurisdiction?

- Clinical Program
- Advocacy Organization
- Law Enforcement
- Forensic Laboratory
- I don't know
- Other (please specify):

\* 18. How long does your organization store NIKs?

- Less than 30 days
- 30 days to less than 1 year
- 1 year or more
- I don't know



## NIST/NIJ Evidence Management Survey

### Evidence/Property Storage

\* 19. Do you encounter any challenges transferring evidence/property items between organizations?

Yes

No



## NIST/NIJ Evidence Management Survey

### Evidence/Property Storage

\* 20. Please explain.





## NIST/NIJ Evidence Management Survey

### Respondent Demographics

\* 21. Were you required to undergo a background investigation or background check for your current position?

Yes

No

\* 22. What is your current job title?



## NIST/NIJ Evidence Management Survey

### Respondent Demographics

\* 23. Which of the following best describes your current job level?

- Trainee
- Entry Level
- Experienced Employee
- Supervisor/Manager
- Director
- Administrative
- Other (please specify):

\* 24. Which of the following best describes your current civilian or officer status?

- N/A
- Sworn Officer
- Commissioned Officer
- Civilian



## NIST/NIJ Evidence Management Survey

### Respondent Demographics

\* 25. How long have you been in your current position?

- < 1 year
- 1-2 years
- 2-3 years
- 3-5 years
- 5-7 years
- 7-10 years
- 10-15 years
- 15-20 years
- Over 20 years

\* 26. Do you have direct contact with items of evidence or property?

- Yes
- No



## NIST/NIJ Evidence Management Survey

### Respondent Demographics

\* 27. How many years of experience do you have handling items of evidence or property?

- No experience
- < 1 year
- 1-2 years
- 2-3 years
- 3-5 years
- 5-7 years
- 7-10 years
- 10-15 years
- 15-20 years
- Over 20 years

\* 28. How many years of experience do you have handling evidence or property **inside** a property room?

- No experience
- < 1 year
- 1-2 years
- 2-3 years
- 3-5 years
- 5-7 years
- 7-10 years
- 10-15 years
- 15-20 years
- Over 20 years



## NIST/NIJ Evidence Management Survey

### Respondent Demographics

\* 29. Do you function as a property custodian?

- Yes
- No



## NIST/NIJ Evidence Management Survey

### Respondent Demographics

\* 30. Do you hold any other roles within your agency?

Yes

No



## NIST/NIJ Evidence Management Survey

### Respondent Demographics

\* 31. Please explain.





## NIST/NIJ Evidence Management Survey

### Respondent Demographics

\* 32. What is the highest level of education you have completed?

- Less than high school completion
- High school diploma or equivalent (for example, GED, HiSET, TASC)
- Professional certificate or diploma
- Associate degree
- Bachelor's degree
- Master's degree
- Ph.D., M.D., J.D., D.N.P., or other high-level professional degree

\* 33. Do you hold any certifications?

- Yes
- No



## NIST/NIJ Evidence Management Survey

### Respondent Demographics

\* 34. Please list your certifications.



## NIST/NIJ Evidence Management Survey

### Education and Training

\* 35. What is the minimum educational requirement for your position?

- Less than high school completion
- High school diploma or equivalent (for example, GED, HiSET, TASC)
- Professional certificate or diploma
- Associate degree
- Bachelor's degree
- Master's degree
- Ph.D., M.D., J.D., D.N.P., or other high-level professional degree

\* 36. Does your role require any of the following?

*(Select all that apply.)*

- Attending formal, specialized training for evidence management
- Obtaining certification(s) in evidence management
- Maintaining certification(s) in evidence management
- None of the above



## NIST/NIJ Evidence Management Survey

### Education and Training

\* 37. What type of training related to evidence handling did you receive for your position?

*(Select all that apply.)*

- Self-taught
- On the job training
- Lectures or presentations without CE credits
- Lectures or presentations with CE credits
- Conferences
- Certificate program
- Undergraduate level courses related to evidence topics (not part of a degree)
- Graduate level courses related to evidence topics (not part of a degree)
- Graduate program including evidence topics
- None of these
- Other type of education/training (please specify):

\* 38. Is the training documented?

- Yes
- No
- N/A



## NIST/NIJ Evidence Management Survey

### Education and Training

\* 39. Please indicate why the training is documented.

*(Select all that apply.)*

- Employment requirements
- Certification, licensure, or related professional requirement
- Organization accreditation
- Other (please specify):



## NIST/NIJ Evidence Management Survey

### Quality Control

\* 40. Does your organization have quality assurance/quality control policies?

*Definitions for this question:*

- Quality Assurance: the standardized procedures, methods, or philosophy for collecting, processing, or analyzing data, that is performed on an ongoing basis and aimed at maintaining or improving the appropriateness and reliability of services.
- Quality Control: the sum of all the activities that prevent unwanted (e.g., negative) change in quality of services.

Yes

No

\* 41. Does your organization have a designated quality control individual and/or team/unit?

*(Select all that apply.)*

QC Individual

QC Team/Unit

None of the above



## NIST/NIJ Evidence Management Survey

### Quality Control

\* 42. Does your organization have written policies, procedures, protocols, or other related documents related to the following?

(Select all that apply.)

*Definitions for this question:*

- *Audit: a review of the policies, procedures, and processes of the property/evidence functions of the agency to determine whether or not they meet the recognized standards, best practices, and comply with applicable statutes and codes.*
- *Inventory: the process of accounting for all or a specified portion of the property/evidence items in the custody of an agency.*
- *Disposition: the authorization process for the release or disposal of evidence/property.*
- *Destruction: the act of breaking apart, melting, crushing, or making an item of property/evidence unusable before discarding.*

- Evidence Packaging
- Evidence Storage
- Evidence Tracking
- Evidence Security
- Evidence Disposition
- Evidence Destruction
- Conducting Audits/Inventories
- Handling of hazardous and biological materials
- Storage to minimize cross contamination
- None of the above
- I don't know



## NIST/NIJ Evidence Management Survey

### Quality Control

\* 43. What type of guiding principles are followed?





## NIST/NIJ Evidence Management Survey

### Quality Control

\* 44. How often are your organization's standard operating procedures or established procedures concerning evidence management reviewed and/or revised?

- N/A, we do not have SOPs or established procedures
- Never, once they are established, they are not reviewed again
- On a predetermined review schedule
- I don't know
- As needed



## NIST/NIJ Evidence Management Survey

*Halfway there!*

You're about halfway done with the survey! We greatly appreciate your time. Click "Next" when you're ready to continue.



## NIST/NIJ Evidence Management Survey

### Evidence Tracking

\* 45. How is evidence tracked?

- Manual Written Tracking only
- Electronic Tracking (e.g., computer assisted, computer program) only
- Hybrid of Manual and Electronic Tracking
- None of these
- Other (please specify):



## NIST/NIJ Evidence Management Survey

### Evidence Tracking

\* 46. Please indicate what type of tracking system is used:



## NIST/NIJ Evidence Management Survey

### Evidence Tracking

\* 47. Does your agency/organization track chain of custody?

*Definition for this question:*

- *Chain of custody: the chronological documentation of the collection, custody, control, transfer (temporary or permanent), and disposition of evidence, either physical or electronic.*

- Yes
- No
- I don't know



## NIST/NIJ Evidence Management Survey

### Evidence Tracking

\* 48. How does your agency/organization track chain of custody?

*(Select all that apply.)*

- Manual Written Tracking (e.g., ledger, index cards)
- Written on evidence package
- Manual Electronic Tracking, (e.g., spreadsheet)
- Automated Electronic Tracking (e.g., evidence management system)
- Case report
- Other (please specify):

\* 49. What aspects of chain of custody does your agency/organization document?

*(Select all that apply.)*

- Item movement/transfer
- Reason for movement
- Item custody/possession
- Authorizing person
- Disposition status
- Date and time stamps
- Other (please specify):



## NIST/NIJ Evidence Management Survey

### Evidence Tracking

\* 50. Is a unique identifier issued to each individual evidence/property item?

- Yes
- No
- I don't know



## NIST/NIJ Evidence Management Survey

### Evidence Tracking

\* 51. Do you label each individual evidence/property item?

- Yes
- No
- I don't know





## NIST/NIJ Evidence Management Survey

### Evidence Tracking

\* 52. How are individual evidence/property items identified and referenced?



## NIST/NIJ Evidence Management Survey

### Disposition and Retention

Definitions for this section:

- *Release to owner*: the return of property/evidence to its rightful owner or designee.
- *Purging of property/evidence*: part of the disposition process referring to the authorized disposal or returning of property/evidence to an owner or their designee in a manner that is consistent with established policy, jurisdictional regulations, and statute of limitations.
- *Disposition*: the authorization process for the release or disposal of evidence/property.

\* 53. Which of the following is retention and disposition of evidence/property based on?

(Select all that apply.)

- Offense type
- State Statutes or Regulations
- Organization Policy
- Blanket Authorization
- Upon authorization of officer/investigator
- Judge/Court Order
- I don't know
- Other (please specify):



## NIST/NIJ Evidence Management Survey

### Disposition and Retention

Definitions for this section:

- Release to owner: the return of property/evidence to its rightful owner or designee.
- Purging of property/evidence: part of the disposition process referring to the authorized disposal or returning of property/evidence to an owner or their designee in a manner that is consistent with established policy, jurisdictional regulations, and statute of limitations.
- Disposition: the authorization process for the release or disposal of evidence/property.

\* 54. Who is responsible for determining the disposition of evidence/property?  
(Select all that apply.)

	Evidence	Property
Submitting/Case Investigator	<input type="checkbox"/>	<input type="checkbox"/>
Evidence/Property Room Personnel	<input type="checkbox"/>	<input type="checkbox"/>
Prosecutor	<input type="checkbox"/>	<input type="checkbox"/>
Judge/Court Order	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>	<input type="checkbox"/>
I don't know	<input type="checkbox"/>	<input type="checkbox"/>

Please specify for any "Other" chosen above:



## NIST/NIJ Evidence Management Survey

### Disposition and Retention

Definitions for this section:

- *Release to owner*: the return of property/evidence to its rightful owner or designee.
- *Purging of property/evidence*: part of the disposition process referring to the authorized disposal or returning of property/evidence to an owner or their designee in a manner that is consistent with established policy, jurisdictional regulations, and statute of limitations.
- *Disposition*: the authorization process for the release or disposal of evidence/property.

\* 55. What triggers the initiation of the disposition process?

(Select all that apply.)

- Judge/Court Order
- Electronic tracking (e.g. computer assisted, computer program)
- Need for space
- Statutory requirements
- Organizational policy
- Only when authorized by leadership/management
- When my organization has time
- I don't know
- Other (please specify):



## NIST/NIJ Evidence Management Survey

### Disposition and Retention

Definitions for this section:

- Release to owner: the return of property/evidence to its rightful owner or designee.
- Purging of property/evidence: part of the disposition process referring to the authorized disposal or returning of property/evidence to an owner or their designee in a manner that is consistent with established policy, jurisdictional regulations, and statute of limitations.
- Disposition: the authorization process for the release or disposal of evidence/property.

\* 56. What process does your organization use to purge evidence following disposition?

(Select all that apply.)

- Our organization does not purge evidence
- Release to the Owner or Finder
- Release to another organization
- Auction
- Destruction
- Charity/Donation
- Discard
- Crush/Recycle
- Incinerate
- Departmental/Organizational Use
- I don't know
- Other (please specify):



## NIST/NIJ Evidence Management Survey

### Disposition and Retention

*Definitions for this section:*

- *Release to owner: the return of property/evidence to its rightful owner or designee.*
- *Purging of property/evidence: part of the disposition process referring to the authorized disposal or returning of property/evidence to an owner or their designee in a manner that is consistent with established policy, jurisdictional regulations, and statute of limitations.*
- *Disposition: the authorization process for the release or disposal of evidence/property.*

\* 57. Does your department have an established schedule/pre-determined inventory goal for purging evidence/property?

- Yes
- No
- I don't know



## NIST/NIJ Evidence Management Survey

### Disposition and Retention

Definitions for this section:

- Release to owner: the return of property/evidence to its rightful owner or designee.
- Purging of property/evidence: part of the disposition process referring to the authorized disposal or returning of property/evidence to an owner or their designee in a manner that is consistent with established policy, jurisdictional regulations, and statute of limitations.
- Disposition: the authorization process for the release or disposal of evidence/property.

\* 58. Does the Evidence/Property Room routinely send out requests to **department members** for the disposition of evidence/property?

	Yes	No	I don't know
Evidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 59. Does the Evidence/Property Room routinely send out requests directly to **prosecuting agencies** for the disposition of evidence/property?

	Yes	No	I don't know
Evidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## NIST/NIJ Evidence Management Survey

### Inventory

*Definition for this section:*

- *Inventory: the process of accounting for all or a specified portion of the property/evidence items in the custody of an agency.*

\* 60. How often does your organization conduct a 100% inventory on the evidence/property room?

*(Select all that apply.)*

- Never
- Multiple times each year
- Annually
- Every 1-5 years
- Upon change of leadership/command
- Upon change of personnel
- I don't know
- Other (please specify):





## NIST/NIJ Evidence Management Survey

### Inventory

*Definition for this section:*

- *Inventory: the process of accounting for all or a specified portion of the property/evidence items in the custody of an agency.*

\* 61. Does your agency conduct partial, rotational, or high-liability inventory?

- Yes
- No
- I don't know



## NIST/NIJ Evidence Management Survey

### Inventory

Definition for this section:

- *Inventory*: the process of accounting for all or a specified portion of the property/evidence items in the custody of an agency.

\* 62. How often is a partial, rotational, or high-liability inventory conducted?

	Partial inventory	Rotational inventory	High-liability inventory
Never	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple times each year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Every 1-5 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I don't know	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please specify for any "Other" chosen above:



## NIST/NIJ Evidence Management Survey

### Inventory

*Definition for this section:*

- *Inventory: the process of accounting for all or a specified portion of the property/evidence items in the custody of an agency.*

\* 63. Do you maintain a system of tracking to know the number of items received and the number of items purged for each of these time frames?

	Yes	No	I don't know
Monthly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Annually	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Across Multiple Years	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## NIST/NIJ Evidence Management Survey

### Inventory

*Definition for this section:*

- *Inventory: the process of accounting for all or a specified portion of the property/evidence items in the custody of an agency.*

\* 64. How many items of evidence/property are currently in your organization's inventory? (Write out number without commas, e.g., 1200000.)

\* 65. Was the number you provided an estimate?

- Yes
- No

\* 66. Does your agency destroy/dispose of more items than you receive on a yearly basis?

- Yes
- No
- My agency does not destroy/dispose of evidence/property
- I don't know



## NIST/NIJ Evidence Management Survey

### Audits

*Definition for this section:*

- *Audit: a review of the policies, procedures, and processes of the property/evidence functions of the agency to determine whether or not they meet the recognized standards, best practices, and comply with applicable statutes and codes.*

\* 67. Is your organization's evidence/property room audited?

- Yes
- No
- I don't know



## NIST/NIJ Evidence Management Survey

### Audits

*Definition for this section:*

- *Audit: a review of the policies, procedures, and processes of the property/evidence functions of the agency to determine whether or not they meet the recognized standards, best practices, and comply with applicable statutes and codes.*

\* 68. When was the last time an audit was conducted?

- Less than 1 year
- 1-2 years
- 2-5 years
- 5-7 years
- 7-10 years
- Over 10 years
- I don't know

\* 69. Who performs the audit?

- Completed by an evidence/property room leadership
- Internal or external to the evidence/property room
- External to the organization



## NIST/NIJ Evidence Management Survey

### Audits

Definition for this section:

- **Audit:** a review of the policies, procedures, and processes of the property/evidence functions of the agency to determine whether or not they meet the recognized standards, best practices, and comply with applicable statutes and codes.

\* 70. What is evaluated during the audit?

(Select all that apply.)

- Quality of data entry
- Security controls
- Work environment
- Training records
- Evaluation of evidence for disposition eligibility
- Written policies and procedures
- Compliance with established policies and procedures
- Other (please specify):

\* 71. Are there corrective actions required based on audit findings?

- Yes
- No
- I don't know



## NIST/NIJ Evidence Management Survey

### Security

\* 72. How is your evidence/property room secured?

*(Select all that apply.)*

- My organization's evidence/property room is not secure
- Key card
- Biometrics
- Code lock
- Double lock
- Video surveillance
- Steel frame doors
- I don't know
- Other (please specify):





## NIST/NIJ Evidence Management Survey

### Security

\* 73. Is there increased security for high-liability items (e.g., drugs, cash, jewelry)?

- Yes
- No
- I don't know

\* 74. Do you log who accesses the evidence/property room?

- Yes
- No
- I don't know



## NIST/NIJ Evidence Management Survey

### Security

\* 75. Please indicate how you log who accesses the evidence/property room.

Electronically (e.g., key card, biometrics)

Manually (e.g., card file, paper log book)

Other (please specify):



## NIST/NIJ Evidence Management Survey

### Storage Conditions

\* 76. Please indicate if your organization's evidence/property areas have the following features.  
(Select all that apply.)

- Temperature controlled
- Humidity controlled
- Pressure controlled (e.g. negative pressure for ventilation)
- Fire suppression (e.g., sprinklers)
- Cold storage – refrigerator
- Cold storage – freezer
- Fire safety cabinets
- Specialized storage for explosive/combustible materials
- Specialized storage for hazardous materials
- Impound lots
- None of the above
- I don't know
- Other (please specify):



## NIST/NIJ Evidence Management Survey

### Storage Conditions

\* 77. Does your organization take precautions to maintain cold storage evidence during transportation?

- Yes
- No
- I don't know



## NIST/NIJ Evidence Management Survey

### Safety

\* 78. Does your organization have the proper personal protective equipment available for your evidence handlers?

- Yes
- No
- I don't know

\* 79. Are naloxone products (e.g., Narcan) available for use in evidence/property areas storing illicit substances?

- Yes
- No
- I don't know



## NIST/NIJ Evidence Management Survey

### Safety

\* 80. Does your organization require safety training?

- Yes
- No
- I don't know



## NIST/NIJ Evidence Management Survey

### Safety

\* 81. Please indicate when the safety training occurs.

- Annually for all employees
- Only upon hire
- Other (please specify):



## NIST/NIJ Evidence Management Survey

### Final Thoughts

You're almost done! To end the survey, we have 4 open-ended questions. We appreciate as much information as you can provide!

82. What are the biggest challenges you encounter in retaining and disposition of evidence/property?

83. What type of educational topics related to evidence management are of interest to you?

84. Please comment on the current landscape of evidence handling and retention practices.

85. Is there anything else you would like us to know regarding evidence management?





## NIST/NIJ Evidence Management Survey

Thank you for completing this survey! We appreciate your time. Please click "Done" to submit your survey.

