

Facts:

An average of 3% of all evidence items collected by law enforcement are actively used to prosecute cases. The remaining 97% require much time and effort for disposal. Because of limited manpower there is a constant increase of property retained each period causing a compounded rate of growth.

The loan on your home demonstrates compounded growth. Most know the difference 1% interest can cost after 30 years of house payments. The average evidence room has a 35% compounded yearly growth rate that causes it to quadruple every 5 years. These growing evidence numbers require constant upgrading of shelf space and personnel. Besides these added growth expenses, the real danger lies in the increased chance of your valuable 3% being misplaced. You have seen the potential danger of mishandled evidence in the O.J. Simpson trial.

It is clear that most evidence rooms require more hours of attention than are available. Most evidence people spend an inordinate amount of time chasing critical last minute issues, and thus don't have the time to research evidence that can be disposed. This "real life" fact further aggravates the compounded growth in the number of items retained. Some think of this situation as a leaky boat that has more water coming in than your bucket will bail. Evidence Tracker provides you with a bigger bucket!

Evidence Tracker provides a method to lower this retained growth rate. Our management strategy provides a simple workable method to accomplish your goals.

Evidence Tracker - System Design

Automatic Disposal Letters

In tennis the only way to win is to keep the ball in your opponent's court. Similarly, with evidence the only way to encourage disposal is to insist that responsible officers periodically justify why their evidence need be kept. Appropriate dialogs are also performed with owners of property and the courts. Your customized disposal query letters are automatically generated through E.T. and provide a space next to each item for officer response. E.T. automatically "ages" how long ago the letter was sent for each item. If a response is not made in the required time you will know to pursue another strategy such as a more severe letter, auction, department use or immediate disposal. This use of customized letters to officers, owner and the courts allows you to encourage others to share the responsibility of examining what evidence need be kept.



Minimize Entry Time

E.T. dramatically decreases data entry time by skillfully using the portable barcode reader. You will see in the following sections how most entries are quickly scanned responses and descriptions are entered by scanning words or phrases that are printed as barcodes. These common barcode descriptions, words or phrases are easily printed on any bubblejet or laser printer.

Evidence Tracker - System Operation

Barcode Concept

The E.T. barcode label is a high quality sequentially manufactured product used to track your evidence. Think of this label in the same way as license plates are used to track vehicles in your state. When an item of evidence is entered into property it is assigned a highly durable, indelible alpha/numeric barcode that follows its movements and locations for life. The portable barcode reader quickly and accurately reads any developments for an item, either in the field, crime lab, or in the darkest reaches of the evidence room.

Tracking Chain-of-Custody

E.T. tracks the property when it leaves and returns to the property room. When an item moves to or from the property room, the BCU is used to record where the item is going (e.g. to crime lab, court), the identity of the people issuing and receiving the item, and the date/time. When issuing multiple items to the same person the BCU remembers all previous entries. This memory insulates you from repetitive entry and automatically date/time stamps each item of evidence. This is a great time saver!

The central signature log saves you the time of retrieving and re-filing property reports. This log maintains chain-of-custody signatures in date/time sequence. Users maintain this log in a binder that has three columns to hold Date, barcode and signature.



Evidence Tracker - System Reports

Ask the Disposal Genie?

This report allows you to declare all items that have been affected past a certain number of days. For example, you can see all items where letters were sent to owners more than 30 days ago, but no claim has been made to date. You would enter "30" as number of days past due and select only those items where a letter had been sent to the owner. It is important to note here that every time you include an item in a "Come and Get It" report to an owner or a "Are You Sure We Need To Keep This Evidence?" report to an officer, the system automatically creates a reminder file constantly counting how many days it takes for a response. You will use your word processor to develop your own custom letters.

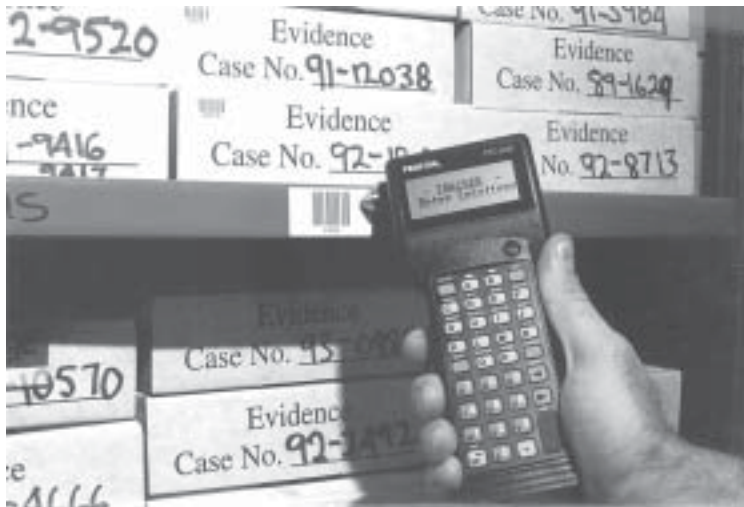


Case -> Item -> Transactions Report

This report displays for one case or a range of cases. It shows all of the items and chain of custody transactions for each item in that case. This is the report that will be printed when officers are called to testify about evidence. All information is date and time stamped so the officer can provide exact testimony.

Find Anything Report

This report allows you to use every field in the database for selecting the items that show up in your report. This report is sometimes called the "needle in the haystack" report because it allows users to find the most remote information. As an example if you used "Beretta" as your search, every item of evidence that has this word somewhere in the description would show up. This is a great aid for finding items that have been booked-in under the wrong case number.



Location and Space Management

E.T. automatically tracks locations of items within the property room. To record the location of an item, the property clerk scans the barcoded shelf identifier and then scans the barcode label attached to each item that is being put away. There is no repetitive entry for each item being put away on the same shelf. With this ease of use in recording changes of location, you can now make much more efficient use of space. Items do not have to be stored in chronological order, (such as in traditional case number order), but instead can be put where they best fit! You no longer need to worry about moving an item because that's what the property report says as "THE LOCATION". In the old days to change location you would have to retrieve the original property report and write over the location field. Now, you can easily re-arrange evidence items for best fit in your available shelving space. Our customers find it popular to put all the long guns, handguns and narcotics where shelf space is customized for their fit. When you wish to retrieve an item, E.T. will tell you exactly where to find it and the date/time it was last audited.

Periodically, you will use this location ability to perform total physical inventories, or specific checks based on evidence type. For example, most departments will inventory their guns, drugs and money far more frequently than other items. This is accomplished by scanning a shelf, followed by all the items on that shelf. You will repeat this process shelf after shelf for a timely inventory. You can see in the explanation above that even if items were misplaced they would be relocated while you perform your inventory checks. The items not found will be printed off in an exception report.

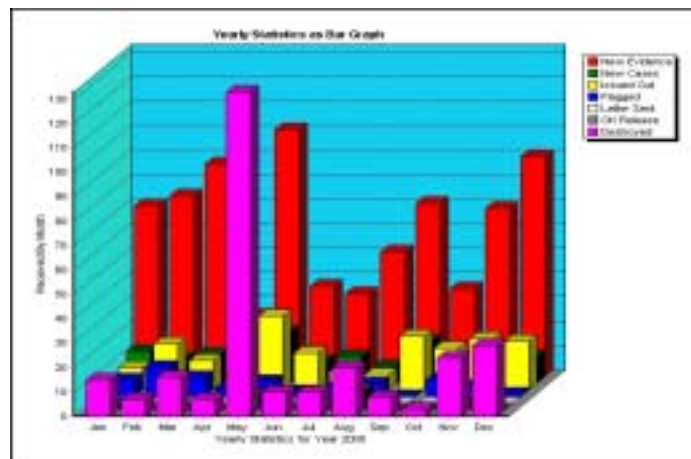
E.T. also streamlines preparing for property disposal. When it is time for disposal you can quickly print off reports to get these

items. For example, for an auction you will print off the list of all "Flag Auction" items in location order. This affords a much faster way to retrieve and dispose of evidence.



Management Graphs

Management graphs are provided describing the relationship between cases and items coming in each month and the number of items being disposed, (auctioned, returned to owner, destroyed, etc). These statistics show "growth rate" which allows objective rewarding of evidence personnel and future planning for personnel and space requirements.



Getting Started

With E.T., you can simply start one day and barcode items from the date you install the system. When you start your daily operations using E.T., you will have two methods for looking up information. The case number will decide if you use the old paper system or Evidence Tracker.

For example, suppose that on the day you start using E.T. the beginning case number is 03-13500. Evidence personnel will quickly learn that any cases greater than 99-13500 will be maintained on E.T., while older numbers will utilize the old filing system.

Experience has shown that this clear, unambiguous conversion procedure is successful. Gradually, as you dispose of older items, most of the on-hand evidence will evolve into E.T. Departments with sufficient personnel will go back and input critical items such as guns, drugs and money.

Fixed Asset Tracker

Fixed Asset Tracker - System Design

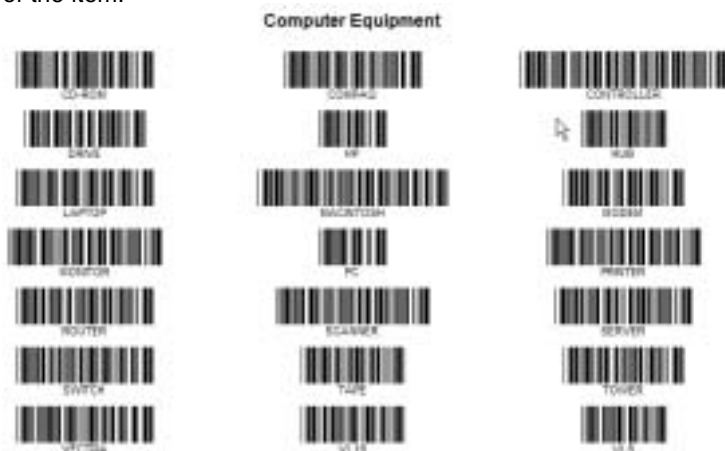
The classic problem with most Fixed Asset systems is that they expect you to hand enter all of the fixed asset records and then carry with you a long asset printout to identify each item and then affix a barcode label. Those who have attempted this task run into the question of “which brown office chair is it”? In other words, when you hand type your asset records into the computer from old purchase orders or other inventory lists, how are you going to visually match each entry with the asset in question? Unfortunately, the answer is that you haven’t a chance of reliably achieving this goal.

Fixed Asset Tracker promotes a speedy practical approach of loading all information with your portable barcode reader (BCU). We have built flexibility into this system to allow departments to track their vehicles and all equipment such as badges and weapons issued to each officer. You will use the BCU to locate and inventory assets and also record all maintenance to these assets including hardware and software updates.

Fixed Asset Tracker Operations

First you will print out the common nouns that describe the inventory you intend to enter. You are able to create a barcode sheet of all of your locations in the same way.

Now you will use the barcode label dispenser shown (front page) to apply each new label. Once the label is applied you will be asked to either scan in the location from your previously created printout or simply hand type the entry. You are directed to scan as many nouns as you choose from your template to describe this asset. Next you are asked to hand type or scan the serial number of the item.



Mission Accomplished

You have accomplished uniquely identifying each asset and performed the first year’s inventory by declaring asset location by date/time. Your asset is in the system with 100% accuracy because you were able to visualize the asset as you scan nouns to describe it. Because the first three fields are the same at each location, you will simply scan assets as fast as you can move the BCU. Remember that each entry is automatically being date/time stamped. When you get back to the computer you will download the data and print out a list of all items that were missed. Quickly printing your exception report will allow you maximum time to find these misplaced assets.

“Free Agent”

Inventory Trackers believes that every business should be given the freedom to establish their own priorities. To this end we allow you to simply run F.A.T. as a method to perform your yearly physical inventory of assets. In this manner each asset acts as a “free agent” and is not associated with any “super-parent” such as;

Account

The account allows you to associate inventory items by departmental account code. This feature allows you to group all assets by their respective departments or key personnel.

Category

Assets that have common attributes can be grouped by category to reduce redundant data entry and allow you to deal with assets as one product family or category. This feature will allow you to track the same type of asset everywhere in the organization.

Cluster

Often times assets such as computer systems and vehicles aren’t really one asset but a group of physically related assets. In situations such as this you are able to build clusters which describe all of the constituent assets that make up the main cluster or operational asset.

Maintenance Contract

F.A.T. maintains full maintenance history for each asset. Sometimes you will want to maintain one maintenance contract for multiple assets. In this case you will record the period and vendor who is providing the contract and then associate all assets that are included.

Vendor

If you wish to maintain vendor accountability you can associate all of the assets purchased from one vendor.

If you wish to associate an asset with a super-parent you simply scan the super-parent identifier and then scan the asset(s). This method allows you to associate assets with their super-parents with a minimum of effort.

Inventory Tracker

Inventory Tracker - System Design

The classic problem with most inventory systems is that they expect you to hand enter all inventory records before the system is usable. Situations exist where time is of the essence and such procedural constraints cause the system to be unusable. Do you want to let a pallet of desperately needed supplies sit while someone goes to the computer to enter the part record? These constraints also apply to emergency relief efforts where people’s lives depend upon quick action.

I.T. allows a user to declare receipt of a new part number through the Barcode Unit (BCU) along with a quantity, location and transaction without having to hand enter the part record. All entry can be made out where the action is happening using the BCU.

Multiple Locations

Rarely does a company or organization escape the need to store the same part in more than one location. Amazingly, most inventory systems “fall down” on this issue. I.T. is engineered to deal with unlimited inventory locations for each part. Our location design also allows the user to use up the oldest inventory first. Perishable inventory demands this ability. In situations where inventory is “staged” and then immediately issued out such as in relief efforts or perishable foodstuffs, the location can be automatically deleted when balances drops to zero. This capability allows organizations to rapidly move inventory without the burden of a computer person having to dispose of obsolete location records.

Inventory Tracker Operations

First you will print out the common nouns that describe the inventory you intend to enter. I.T. offers a flexible way to print out any type of noun, location, part number or user name in Code39 symbology. Any standard printer capable will provide clear labels. Location labels are usually cut out after printing and affixed to the shelf location by a piece of clear plastic tape. See the example below of how multiple nouns are scanned to construct the full part number description. Remember, at any time you can hand type entries into your BCU's alphanumeric keypad.

Mission Accomplished

You have accomplished uniquely identifying each new part number and declared the "Home Location" where the item resides and its original count. Your inventory item is in the system with 100% accuracy because you were able to visualize the item as you described it. Now the system is ready to perform whatever necessary transactions. I.T. observes the same "super-parent" strategy of Fixed Asset Tracker. You are able to manage the supply side of your operation in its entirety from reorder reports through purchase order creation and receipt and eventual vouchering.

Common Features

Code Strategy

All I.T. systems are designed to be "soft" software. In other words each user is able to define exactly what information they wish to capture by declaring the "codes" or questions that will be asked during data entry. The BCU will be used in each instance to scan the appropriate response (from a customized template you will print). With each successive entry if the code is the same you will not be required to re-enter it, thus further reducing entry time.

Create/Scan Barcoded Nouns



Our systems allow you to quickly and easily print Code39 barcodes on any laser or bubblejet printer supported by Windows NT/2000/XP. These are wonderfully clear and will be used for all data entry tasks including nametags and shelf locations. You can see in the picture that many nouns can be scanned to create one long description. Entries can be a combination of scanned and hand typed entries into the BCU.

BCU Features

The barcode unit (BCU) shown is a small computer that comfortably allows one-handed operation. The approximate dimensions are 8*2*1". In addition to a built-in scanner which "reads" barcodes, the BCU has a 4 line LCD display and full alphanumeric keyboard. This unit is equipped with a clock/calendar, so that the time/date is automatically recorded for each entry. A simple serial cable connection is used to "download" the information to the host PC or network. This is the same tough durable unit used by Airborne Express.

Custom Report Layouts

When you download the demo from our website you will see that each report is the "soup to nuts" variety that shows every field of information. The 'System Setup' under the main 'File' selection allows each user to decide exactly which fields will show up on their reports. This is a great aid when management is looking for concise answers or to withhold secure information.

Custom SQL Reports

All our systems come with a custom reporting tool that allows you to open up any file or table on the network and produce industry standard SQL reports or queries. This tool holds an extensive online help facility that guides the user through the most complex reports and once created can be save for re-use. This tool is designed for the exceptional user or MIS professional.

Documentation

Our manuals are written through the eyes of the end user. Whenever possible pictures and examples are used to guide the user through their daily tasks. There is a "Hands on Training" section that allows the new user to practice their skills in a "Training" database to gain confidence before "going live". We have written the manuals in a "layered" fashion so that the simple user is immediately exposed to the key concepts whereas the professional can go more deeply into issues of their choice.

Network Capability

Our systems are designed to run on any network or SQL server. Our installation section of the manual describes the choices that are made for most popular networks including Windows/NT and XP. Each user on the network will maintain their own report preferences and be able to view a history of personal entries.

Company History

Inventory Trackers installed the first barcode based evidence system in 1985. Since then we have worked with over 800 customers to focus on the tactical and strategic issues facing the law enforcement professional today. We have fashioned ourselves as a complete provider of all inventory systems for law enforcement.

www.itracker.com

Here you will be able see a list of all of our products including detail product literature and pricing. Also you can download each product with a complete 'real life' demonstration database