

## Instructions for Evidence Inventory Reconciliation

- 1.0 Any discrepancies noted during the inventory must be addressed. Corrections may be made as the inventory progresses, or may be made at the end of the inventory cycle.
  - 1.1 Issues may be noted directly in the inventory or summarized by running the Evidence Exceptions report.
  - 1.2 To run the Evidence Exceptions report, follow the steps listed in the **Instructions for Evidence Inventory Reports**.
- 2.0 As discrepancies are resolved, the indicator next to the scan timestamp will change from a red X to a green checkmark. If the correction impacts multiple scans, they will all change to a green checkmark once the issue is completely resolved.
- 3.0 Issues that are flagged can be categorized as either Lost or Found. Depending on the cause of the error, there are different ways to correct the evidence inventory.
- 4.0 Once the issue has been corrected, the inventory must be reconciled. To reconcile the inventory, corrections should be noted on the final Evidence Exceptions report, or the storage location should be rescanned to eliminate the error. See **Section 7.0** for steps to rescan storage locations.
- 5.0 **Lost Items**
  - 5.1 Lost Items are items that were not scanned but are assigned to the storage location being inventoried. These items may be considered lost for a variety of reasons, and may require different methods to correct the issue.
    - 5.2 Items not in the storage location
      - 5.2.1 Items may have been placed on the incorrect shelf, moved to a different storage location or returned to an agency without transferring correctly in FA.
      - 5.2.2 If an item is on the incorrect shelf, it should either a) be physically moved to the correct location, or b) transferred to its current location in FA.
      - 5.2.3 If an item was returned to an agency, the agency should be contacted to confirm that they have possession of the item. Once confirmed, the chain of custody should be corrected and the item returned to the agency in FA.
    - 5.3 Items with an RFID tag on metal
      - 5.3.1 If an item is in the correct storage location but was not detected by the Faraday cage, it may be due to an RFID tag directly in contact with metal packaging or a metal object.
      - 5.3.2 To correct this issue, RFID evidence labels directly on metal packaging should be hand-scanned.
    - 5.4 Items with a bad RFID tag

- 5.4.1 If an item is in the correct storage location but was not detected by the Faraday cage, it may be due to an incorrectly-disabled or an improperly-coded RFID tag.
- 5.4.2 Ensure old RFID labels are disabled by completely cutting through the antennae connection.
- 5.4.3 If there is an improperly-coded tag, a new RFID evidence label should be printed and the bad label replaced.

## 5.5 Deleted Item

- 5.5.1 If an item was deleted in FA but the RFID tag still remains on the evidence, the tag number will not be found in the database when scanned and the following error will be displayed:

Reader	Evidence Name	Description	Scanned Location	Expected Location	Status
7/11/2024 11:47:28 AM					
Raleigh Barcode Scanner	Evidence ID: 2770322	This Evidence ID was not found in the FA Database	Forensic Biology Vault \ Rm-2250G-Outgoing		Invalid

- 5.5.2 Similarly, the error will be reflected at the top of the Evidence Exceptions report:

Sub Evidence Id	Description	Location
Evidence ID: 2770322	This Evidence ID was not found in the FA Database	Forensic Biology Vault \ Rm-2250G-Outgoing

- 5.5.3 To correct this, an RFID evidence label for the correct item should be printed and the previous label replaced.

## 5.6 Sub-items not linked as parent-child evidence

- 5.6.1 The inventory application will automatically account for sub-items linked to a parent item if the parent item is scanned in the correct location. Therefore, if a sub-item is listed as Lost, it may indicate that it was not linked in FA as parent-child evidence.
- 5.6.2 To correct this issue, the sub-item's barcode may be hand-scanned to the correct storage location.
- 5.6.3 The sub-item should also be corrected in FA by adding the sub-item as a child to the parent item.

## 6.0 Found Items

- 6.1 Found Items are items that were scanned but are assigned to a different storage location than the one being inventoried. Found items may have been placed on an incorrect shelf or moved to a different storage location without transferring correctly in FA.
  - 6.1.1 If an item is on the incorrect shelf, it should be physically moved to the correct location.
  - 6.1.2 If an item is on the correct shelf, it should be transferred to that location in FA.

- 6.2 Once resolved, the item shall be scanned in the correct location, or the entire shelf rescanned to include the new item.

## 7.0 Rescanning Items

- 7.1 If a storage location is inventoried and Lost items are noted, the inventory can be corrected by locating the lost items and scanning them to the correct location.

7.1.1 If Lost items are in a location that has not yet been inventoried, they may be scanned to the correct location and the Lost error will be resolved.

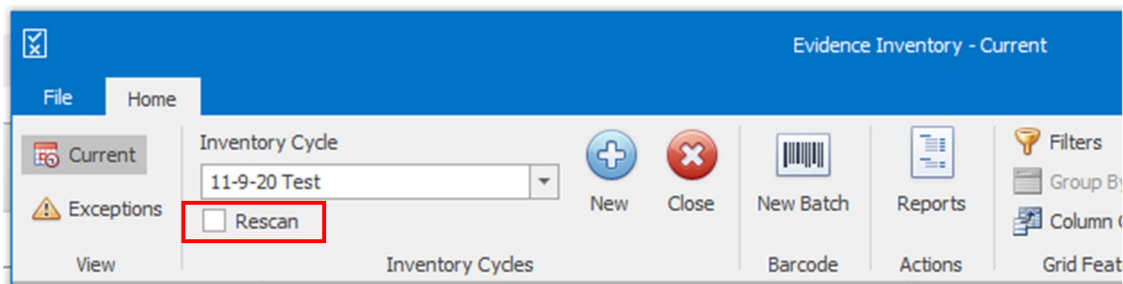
7.1.2 If Lost items are located in a location that has already been inventoried, they will also show up as Found items in that location. By scanning a Lost item to the correct location, the Lost error will be resolved, but the Found error will remain on the inventory and in the Evidence Exceptions report.

- 7.2 The only way to remove the Found error from the inventory or Exceptions report is to use the Rescan function to overwrite the original scan.

## 7.3 Rescan function

7.3.1 To rescan a location, activate the rescan function in the Evidence Inventory app. Once activated, rescanning a storage location will overwrite any previous scan of that location. **\*Proceed with caution to prevent accidentally overwriting successful scans!\***

7.3.2 The rescan function can be activated by checking the Rescan checkbox below the Inventory Cycle name dropdown.



7.3.3 Rescan the storage location where the error appeared following the normal inventory process. Rescans may be done using either the Faraday cage or the handheld barcode scanner.

7.3.4 When the rescan is complete, the original scan with the error will be removed from the inventory cycle and replaced with the new scan.

7.3.5 Once the desired location or locations have been rescanned, be sure to uncheck the Rescan box to disable the rescan function.

- 8.0 After making corrections or rescanning items, close the inventory cycle and rerun the Evidence Exceptions report. Review the report to confirm that all locations have an accurate inventory.