Evidence

Electronic Evidence Tracking

REJIS

Tracking, filing, and keeping tabs on your agency's evidence quickly outgrows use of pen and paper. Evidence management is not just about productivity; it is about protecting lives and upholding justice. Any tracking solution must provide a reliable, secure, and dynamic logistics environment with superior organizational features to enable real-time access to data wherever it is needed. Accuracy and visibility are essential for an effective tracking solution.

The REJIS Commission is a government agency created to "serve the public interest through delivering quality, cost-effective technology services to the justice community and to government and quasi-government agencies." REJIS' primary focus is to provide record management services to law enforcement, courts and corrections agencies at the local, state and federal levels. This includes interfaces to the Missouri State Highway Patrol MULES system; Missouri Department of Revenue (DOR); the National Crime Information Center (NCIC); the Kansas KCJIS and KDOR; and Nlets. REJIS was founded in 1976 under a cooperative agreement between St. Louis County and the City of St. Louis. Primarily concentrated in the metropolitan St. Louis and Kansas City areas, we service criminal justice agencies in Missouri, Kansas, and Illinois.

REJIS services include:

- Development of custom applications
- Installation and support of custom and commercially available software
- Custom interfaces
- IT Support Service
- Data center outsourcing
- Network, training and help desk support.

REJIS has approximately 140 employees located at three sites. Most of our staff and equipment are based at the REJIS building, in the Central West End of St. Louis.

For additional information on REJIS services, contact your Client Services Representative or the REJIS Operations Center (314-535-9497 or 1-888-923-7255).

Benefits

- Integrated with LEWeb for easy access.
- CJIS Secure operator access roles to protect records, maintain an audit trail, and preserve internal record integrity.
- Image and document upload to support items in evidence. Ability to check the REJIS and NCIC gun files for records containing the serial number in stolen, lost, recovered, and records for guns used in connection with a felony.
- Secure audit trail support maintained for record integrity.
- Complete evidence management from collection to property release.
- Check In, Check Out, and Change Storage Location features for single or multiple items.
- Customizable Storage Locations.
- Dual and electronic signature capability.
- Classified case notation capabilities.
- Nine levels of access ranging from full access to inquiry and read only.
- Connects to scanners and printers for use of bar code labeling.

Reporting and Audit Features

Integrated Reports

Chain of Custody – by Item Numbering System
Item Type Report by NCIC Property Code
Final Disposition Report
Inventory Report
Review Periodic Notification Report

Audit Inquiries

Date to Date Range Audit Inquiry
Item Type Audit
Officer Audit – Relates Item to Officer Detail
Offense Type Audit – Creates a Check List
Location Audit for Detailed Item Location
Random Audit for Items and Percentages

Benefits of an Evidence Tracking System

The REJIS evidence solution will maximize your evidence control efficiency with four principals in place to assist your evidence team with:

- **Productivity** – Collect more data in greater detail.

- **Accuracy** – Reduce human error.

- **Compliance** – Maintain accurate records with reporting and audit flexibility.

- **Accountability** – Expect personal responsibility and accountability for evidence.

What is Evidence Tracking?

Electronic evidence tracking is a solution that puts you in complete control of all items of evidence from bagging, to tagging, to final release.   Designed for the unobtrusive tracking of your agency's evidence, you can create unlimited designated locations, assign millions of item numbers, and control agency officer access. The system is your tool to maintaining a cohesive operation under your agency procedural requirements.

Components of an Evidence Tracking System?

Useful evidence tracking systems consist of 3 core components:

- Evidence Tracking Application – The application is the backbone of any system and will determine what features and options are available. The main concerns when deciding are how detailed of reporting is available and whether it supports agency codes and identifiers that are unique to your procedural needs.

- Growth – Does the Evidence Tracking system have the capability to grow with your people, locations, item identification, internal audit security, and movement.   Evidence requires record keeping that tracks trips to the lab and court, in addition to special circumstances for value and delicacy.

- Barcode Readers and Printers – All items need a unique identifier on them to be properly tracked. Barcodes clarity in printing, readability, and longevity are important factors for security and integrity.

Choosing Your Agency's Evidence Tracking System

When putting together an effective and suitable evidence tracking system there are a few key questions to answer:

- How many location identifiers will you need? Envelopes? Drawers? Bins? Lockers? Garages?

- How many items do you need to track?

- What characteristics do you need to record and track for each item?

- Will you need to capture item images and documents?

- Do you need to produce tracking labels? Will you use barcode tags?

- What type of reporting will you need from the system?

- How many users will you have?