

The background of the slide is a grayscale image of a circuit board. It features a complex network of black lines representing traces and several solid black circles representing vias or components. A dark, semi-transparent horizontal band runs across the middle of the image, serving as a background for the text.

# EVIDENCE TRACKING

BENEFITS AND CONSIDERATIONS FOR IMPLEMENTATION

Susan Lehman, Program Coordinator Portland Police  
June, 2018

# TOOLS FOR EVIDENCE TRACKING

- SPREADSHEET
  - Good for tracking small amounts of data
  - Basic reporting
- ACCESS DATABASE
  - Good for tracking small to medium amounts of data
  - Ability to produce standard reports
- SQL DATABASE
  - Good for tracking small to large amounts of data
  - Ability to produce complex report

# DETERMINE WHAT YOU NEED TO COLLECT

- HOW MANY SA KITS ARE COLLECTED ANNUALLY:
  - Will you just be tracking SAKI kits or all kits?
  - How many kits will you be back loading?
- HOW MUCH CASE DATA ARE YOU COLLECTING?
  - Are you only collecting Kit/DNA data?
  - Will you be collecting data on the elements of the crime?
  - ViCAP?
- HOW AND WHO WILL YOU BE REPORTING TO?
  - SAKI grant reporting only?
  - State mandated requirements?

# CONSIDER YOUR LOCAL/STATE MANDATES

- 100% KIT SUBMISSION
- BAR CODE TRACKING OF SA KITS
- VICTIM/SURVIVOR PORTAL

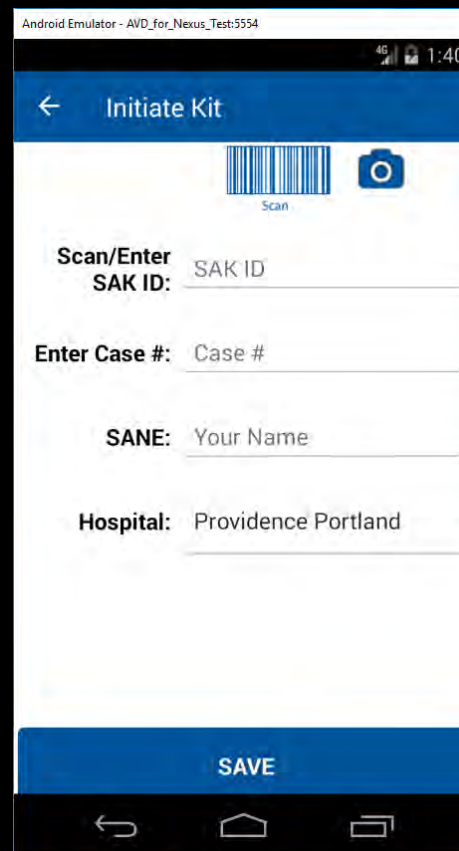
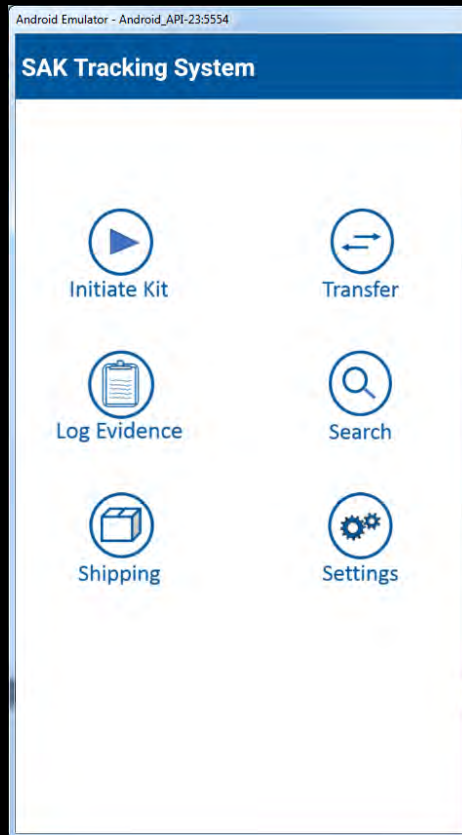
# DETERMINE INSTALLATION TYPE

- STATEWIDE SYSTEM
- LOCAL LAW ENFORCEMENT
- DATA SHARING

# GATHER STAKEHOLDERS

- STATE/LOCAL CRIME LAB
- ALL ENFORCEMENT AGENCIES
- AG'S OFFICE
- SANES

# BAR CODE TRACKING/SCANNING OF KITS



# DATABASE

The screenshot displays the SAM Case Management System interface. At the top, a navigation bar includes the SAM logo and menu items: Dashboard, Home, Entry, Advanced Search, Reports, Sex Offenders, Admin, Help, and Tools. A hamburger menu icon is visible on the left side.

The main interface is divided into several sections:

- Search by Case:** Includes a 'Case Number' field with a 'Search By Case' button.
- Search by Person:** Includes fields for 'First Name', 'Last Name', and 'Date of Birth', with a 'Search By Person' button.
- Case Info:** A central form containing various fields for case details, organized into two columns:
  - Left Column:** Includes 'Case Number', 'Jurisdiction', 'Accident Address', 'CIV assigned', 'Witness Present', 'Amount of Reparation', 'Witness Used', 'Special Restrictions', 'Accid Involvement', 'Gang Name', 'Carious Name', 'Arrest/Confinement', and 'Priority'.
  - Right Column:** Includes 'Date of Occurrence', 'Offense', 'Report Ref #', 'Date Iss', 'Witness Used', 'Relationship to Subject', 'Location Type', 'Gang Status', 'Complex Subject', 'Suspicious Treatment', 'Original Case Description', and 'Other Case Numbers'.
- Buttons:** 'Start New Case', 'View Details', and 'Add Case' are located below the search sections.
- Bottom Section:** Includes a 'Working Group/Task Date' field and a 'Forwarded to Stage/Task Owner' field with 'Yes' and 'No' options.



# VICTIM/SURVIVOR PORTAL

Sexual Assault Kit Tracking



## SAFE Kit Tracking

Enter SAFE Kit Number:  Search

Displaying results for SAFE Kit # K12345



SAFE Kit Tracking Events	
11/15/2018	Issued to Provider- Public Center
11/15/2018	Received by Provider- Public Center
11/15/2018	Issued to Provider- Public Center
11/15/2018	Received by Provider- Public Center
11/15/2018	Issued to Provider- Public Center
11/15/2018	Received by Provider- Public Center

# THINGS TO CONSIDER

- NOTIFICATIONS
  - Who
  - How often
- INSTALLATION
  - Who is hosting
  - Who is providing the funding
- Training
  - In-person and/or training videos
  - Subject Matter Expert

# CONTACT INFORMATION

Susan Lehman

Portland Police Bureau

503-823-4531

[Susan.lehman@portlandoregon.gov](mailto:Susan.lehman@portlandoregon.gov)