


# Memo

**Date:** April 17, 2009

**To:** Captain Corry Blount

**From:** Sergeant Sheri Morrison - Property Room Custodian 

**Re:** Property Room Inventory

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On this date, April 17, 2009, Corporal Detective Doug Bell, Detective Andrea Musick, and I, Sergeant Sheri Morrison, conducted an inventory of three areas in the Property/Evidence Room. The three areas inventoried were the Drug Safe, the Gun Safe, and the Money/Jewelry safe.

The results of our inventory are as follows:

Drug Safe – All items entered into EvidenceTrac were found and accounted for. There were several items from older cases that were not entered into the EvidenceTrac system but were found inside the drug safe. These items have since been entered into the barcode system for future inventory purposes.

Gun Safe – All items entered into EvidenceTrac were found and accounted for. There were two items that had been released to the owner and had not been released in EvidenceTrac. A supplement had been completed the day of the release. The change in status has since been changed in EvidenceTrac.

Money/Jewelry Safe – All items entered into EvidenceTrac were found and accounted for. There were several items from older cases that were not entered into the EvidenceTrac system but were found inside the safe. These items have since been entered into the barcode system for future inventory purposes. There was one item (a small yellow ring with stones) that had no case number or barcode and a case referring to this item cannot be located.

A copy of this memo will be filed for future reference.

*Sheri Morrison*

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Sergeant Sheri Morrison – Property Custodian

*D. Bell*

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Corporal Detective Doug Bell – Property Technician

*A. Musick #518*

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Detective Andrea Musick – Property Technician