

# LOCK & KEY

May 2005

## Letter from the President

Well, this is my last newsletter as AAPE President. I want to thank you for a pleasurable term and hope you have enjoyed this experience as much as I have.

I hope we have succeeded in making your position in the evidence section a little more understandable and tolerable. Working in any Evidence section is a high stress position, dealing with the legal aspects, the high health risks, and the overwork when sometimes you just don't feel like it. We hope this newsletter and the AAPE organization can make it easier on you and relieve some of the stress just by knowing that you can contact someone who has possibly come across your very same problem before. Remember AAPE is here to aid you in any situation you may come upon and to lighten your stress load in any way we can.

Please continue your support of the Arizona Association of Property and Evidence.

I would like to take this opportunity to welcome in the newly elected officers. Lane Darling is the new president with Nancy McKay-Hills as his 1<sup>st</sup> Vice President. I also want to wish those officers who have remained in their current positions well. I also wish to thank those you have worked with me during my reign as president. Your efforts and thoughts will not be easily forgotten. Thank you.

## NEWS FLASH

Chuck Parmelee has chosen to resign with the Gilbert Police Department. Those of us with the AAPE wish him a fond farewell and the best of luck with what adventures lie ahead.

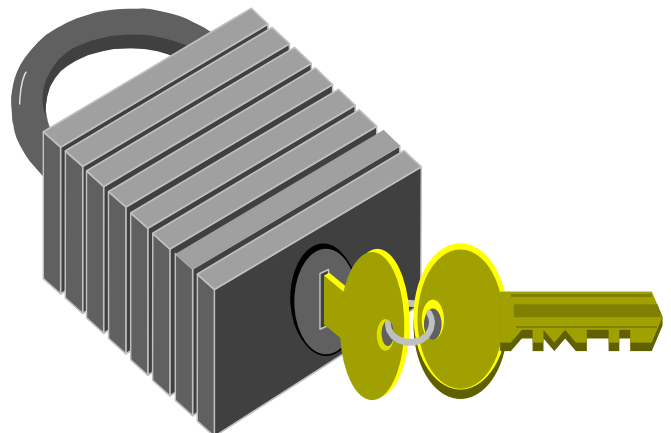
This announcement creates a vacancy on the AAPE Executive Board for 2<sup>nd</sup> Vice President. An emergency election will be held during the June Conference, with nominations accepted prior to the election. Only current members will be permitted to vote. Ensure your membership is renewed, prior to this meeting.

## Election Results

Elections for the AAPE Executive Board were held March 9<sup>th</sup>, 2005. The following individuals were elected to represent the association for the 2005-2006 term. Inductions to office will be held at the AAPE annual conference, to be held in Flagstaff, Arizona on June 9<sup>th</sup> and 10<sup>th</sup>.

Congratulations to all who participated in this year's elections.

**President: Lane Darling**  
**1<sup>st</sup> Vice President: Nancy McKay-Hills**  
**2<sup>nd</sup> Vice President: Chuck Parmelee**  
**Secretary: Debra Lopez**  
**Treasurer: Sandie Imberi**  
**Sergeant at Arms: Mary Lewis**



Visit the Associations Website at [www.azape.org](http://www.azape.org) for the latest in news!

# SAFETY HEADLINES

## WATCH YOUR BACK

### Tips to Help Prevent Back Injuries

- Test every load before you lift by pushing the object lightly with your hands or feet to see how easily it moves. This tells you about how heavy it is.
- Remember, a small size does not always mean a light load.
- Make sure the weight is balanced and packed so it won't move around.
- Loose pieces inside a box can cause accidents if the box becomes unbalanced.
- Be sure you have a tight grip on the object before you lift it.
- Handles applied to the object may help you lift it safely.
- You can be injured if you arch your back when lifting a load over your head.
- To avoid hurting your back, use a ladder when you're lifting something over your head.
- Use slow and smooth movements. Hurried, jerky movements can strain the muscles in your back.
- Keep your body facing the object while you lift it. Twisting while lifting can hurt your back.
- Keep the load close to your body. Having to reach out to lift and carry an object may hurt your back.
- "Lifting with your legs" should be done only when you can straddle the load. To lift with your legs, bend your knees, not your back, to pick up the load. Keep your back straight.
- Try to carry the load in the space between your shoulder and your waist. This puts less strain on your back muscles.

For more safety and health tips visit  
[www.familydoctor.org](http://www.familydoctor.org)

## How can I avoid back injuries?

- Pace yourself. Take many small breaks between lifts if you are lifting a number of things.
- Don't overdo it--don't try to lift something too heavy for you. If you have to strain to carry the load, it's too heavy.
- Make sure you have enough room to lift safely. Clear a space around the object before lifting it.
- Look around before you lift, and look around as you carry. Make sure you can see where you are walking. Know where you are going to put down the load.
- Avoid walking on slippery, uneven surfaces while carrying something.
- Don't rely on a back belt to protect you. It hasn't been proven that back belts can protect you from back injury.
- Get help before you try to lift a heavy load. Use a dolly or a forklift if you can.

## Leave Your Hat & Shoes at the Door

If you have small children, you may not realize the potential health risk your work boots may cause. Property and Evidence Technicians tramp through broken glass, marijuana, blood pathogens, dirt, droppings, and potentially hazardous materials. Microscopic particles remain behind in the tread of your shoes and then are tracked on your home's carpet and clean floor. In addition there is always the possibility of teething infants gaining access to your closet.

If this fact frightens the parent in you, begin wearing an extra pair of shoes to the office and leaving the boots behind. It may be a little "Mr Rogers", but the peace of mind is priceless when it comes to the health of a child or pet.

# I Keep Moving Their CHEESE!

By Nancy McKay-Hills

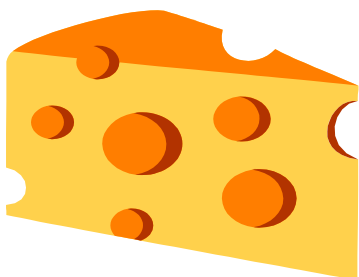
I have begun a couple critical staff meeting by saying, "Change is coming, and it can not be avoided", followed by my recommendation of the book "Who Moved my Cheese?" written by Spencer Johnson, M.D.

Johnson's book is a fast, simple read that can be enjoyed during one's lunch hour, and provides personal growth to readers of all ages. *Who Moved My Cheese?* is a fictional story about change, with cheese being a metaphor for the possessions, relationships, or a state of mind that we wish to possess. When we obtain our metaphoric cheese we often become attached to it, and if our cheese is lost, then it can be a traumatic experience. Individuals whose cheese has been moved spend a great deal of time aimlessly looking for ways to hang on to the past and regain control, resulting in negative attitudes and overall moral problems.

Johnson shares in his book the "handwriting on the wall" necessary to cope with change.

1. **Change Happens:** Understand things will never stay the same forever. Change cannot be avoided.
2. **Anticipate Change:** Always be ready for change to happen at any time. Do not be blindsided by change. Plan for change.
3. **Monitor Change:** Keep up to date with the trends. Monitor your situation and if your cheese is getting old, prepare for something new. Noticing small changes early helps one to adapt to the bigger changes.
4. **Adapt to Change:** The quicker you let go of the past, the easier it will be to adjust to the new situation.
5. **Enjoy Change:** Find the positive in the change and move with the trends.

Technology, new laws, new personnel, certification requirements, and "doing more with less", challenge Property and Evidence Units, who traditionally have been overlooked. Innovative business practices are needed to handle the ballooning inventory and can rattle employees who are accustomed to the comfort of routine. As leaders, we must help guide employees through the ups and downs of change. "Who Moved My Cheese" can be a valuable tool towards mentoring those resistant to their cheese being moved.



**They always say that time changes things,  
but you actually have to change them  
yourself."**

-- [Andy Warhol](#)

# EVIDENCE TAG

## DISPOSITION OF DRUGS

Did you know drugs can be disposed of by a law enforcement agency, once an appropriate sample has been taken, without having to wait for the statute of limitations to expire? ARS §13-3413 outlines the forfeiture and disposition of drug evidence.

- A representative court sample must be maintained for the purpose of evidence.
- Appropriate notice shall be given to any person arrested for the drug violation or the attorney for the person shall be notified.
- Photographs shall be taken of the seized drugs, prior to disposal with the identifying case number.

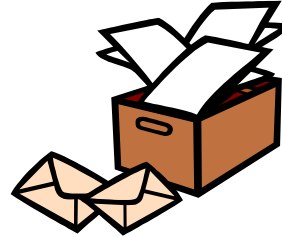
The Tucson Police Department requires Detectives to serve a “Notice of Destruction” form to the arrestee at the time of seizure. The bulk of TPD’s marijuana is destroyed twenty days (20) from the day the notice was served. Your agency can do the same.

A draft “Notice of Destruction” form shall be available at the June Conference, and will soon be downloadable from the AAPE Website.

[www.azape.org](http://www.azape.org)



## Outside the BOX



HERE IS SOMETHING TO THINK ABOUT...

Got a large case of stolen furniture, bikes, and couches related to a burglary or fraud case awaiting trial? Consider approaching your County Attorney to discuss if the following options are available:

- The CAO does have the ability to approach the judge prior to the criminal trial and request the stolen items be photographed and released. The CAO must show proof that the items are stolen and do not legally belong to the defendant. In addition, the attorneys must justify the expense involved with the long-term storage associated with awaiting trial.
- So what should you do if the judge says you must continue to hold on to the items? Ask your attorney if restitution for the cost of storage can be added to the charge, if the defendant is found guilty.

## ADVERTISING RATES FOR THE LOCK & KEY

Business card size:  
\$3.00 once or \$10.00 annually

Eighth of a page:  
\$5.00 once or \$18.00 annually

Fourth of a page:  
\$10.00 once or \$35.00 annually

Half a page:  
\$20.00 once or \$70.00 annually

Full page:  
\$40.00 once or \$150.00 annually



Interested in advertising your business, organization, or have something to sell? Call any AAPE board member to reserve your advertisement in the next addition of *The Lock and Key*. **The deadline is the 1<sup>st</sup> day of January, April, July, and October.**



PROTECTING THE PEOPLE WHO PROTECT THE EVIDENCE™

electrocorp RSU Series Odor and Particulate Controllers  
Destroy Evidence Room Odors, Mold and Contaminants

**Protection** for evidence room professionals exposed to strong odors and volatile gases (VOCs).

**Protection** against exposure to harmful mold including Aspergillus.

**Protection** against a wide spectrum of airborne particulate and contaminants from molecule size to .3 microns.

**Compact** industrial design built to perform in harsh environments.

**Ductless and duct connected** applications available in various sizes.

**Safe and easy** tool free filter maintenance.



Proudly Made In The USA

**Easily** rolled around your evidence room.

**Air** is efficiently drawn from 360 degrees and scrubbed free of approximately 90% of odors and VOCs every few minutes.

**Increased Productivity** Greater employee comfort, morale, health, and efficiency.

**Space Saver** Ideal where open floor space is limited.

**Selection** electrocorp provides recommendations and choices to fit your specific needs.

**Models** and options to fit any budget



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**Call: 800-525-0711**

Email: [info@evidenceprotection.com](mailto:info@evidenceprotection.com)

Website: [evidenceprotection.com](http://evidenceprotection.com)

MEMBER IAPE, CAPE, CSCA

## **FROM THE SEMINAR CHAIRMAN**

SANDIE IMBERI

THE SEMINAR IS FAST APPROACHING ONLY SIX MORE WEEKS! IF YOU DO NOT HAVE YOUR REGISTRATION IN, WE STILL HAVE ROOM FOR MORE. THERE ARE ONLY A FEW ROOMS LEFT AT THE HOST HOTEL, SO DON'T MISS A GREAT OPPORTUNITY TO STAY AT A QUALITY HOTEL.

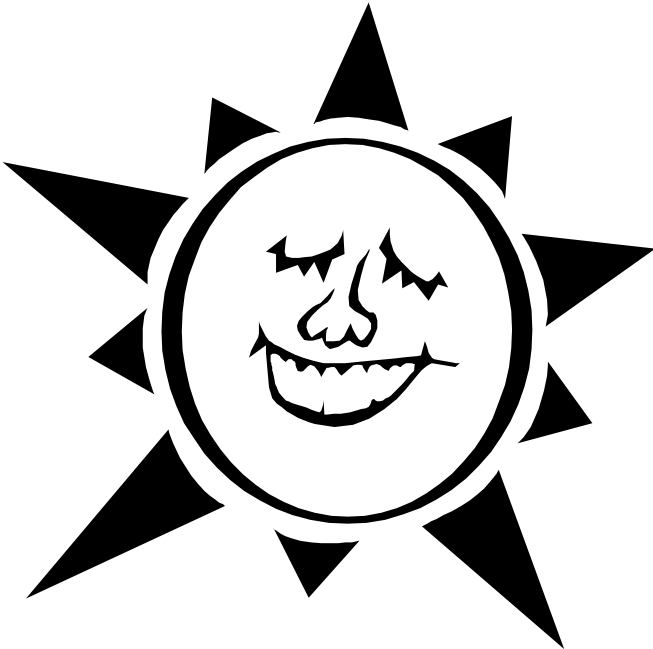
**SEMINAR DATES ARE JUNE 9<sup>TH</sup> AND 10<sup>TH</sup> 2005.**

WE HAVE A GREAT SEMINAR PLANNED AND LOTS OF GOOD INFORMATION TO BE SHARED, ALONG WITH A CHANCE TO ASK OUR GUEST COUNTY ATTORNEY JUST WHAT YOU HAVE ALWAYS WANTED TO KNOW.

**THERE WILL BE DAILY DOOR PRIZES GIVEN AWAY!**

I HAVE RECEIVED SOME FREE TRIPS TO LAUGHLIN AND HOPE TO HAVE SOME DIAMONDBACK GAME TICKETS. IF YOUR DEPARTMENT WOULD LIKE TO DONATE SOME DOOR PRIZES WE WOULD GLADLY EXCEPT THEM.

IF YOU HAVE ANY QUESTIONS ON THE SEMINAR PLEASE FEEL FREE TO CALL ME ANYTIME AT 602-534-2558 OR 602-525-3685, OR VISIT THE AAPE WEBSITE!



### **HELP WANTED**

The Gilbert Police Department is in need of an Evidence Supervisor to run their Property and Evidence Section. Gilbert's Property and Evidence is expected to relocate to a new 50,000 square foot facility in April 2006 and is looking for experienced personnel. For information on the open position, go to

<http://www.ci.gilbert.az.us/police/career.cfm>

The AAPE is looking for dedicated individuals to volunteer for the position of Web-Monitor, News Editor, and Public Relations Director. If you feel you have talents in any of these areas please contact Nancy McKay-Hills at (520)791-4499 x1300, or any of the AAPE Board members.

## ASSOCIATION OFFICERS

### **PRESIDENT:**

Mary Alinen

Sierra Vista Police Department

(520) 452-7500

[mealinen@hotmail.com](mailto:mealinen@hotmail.com)

### **FIRST VICE-PRESIDENT:**

Linda Alphin

Tempe Police Department, Ret.

(480) 854-2815 cell (480) 250-2158

[dlalphin@cox.net](mailto:dlalphin@cox.net)

### **SECOND VICE-PRESIDENT:**

Chuck Parmelee

Gilbert Police Department

(480) 635-7080 Fax (480) 635-7097

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### **SECRETARY:**

Deborah Lopez

Pinal County Sheriff's Office

(528) 866-5181 fax (520) 866-5157

[deborah.lopez@co.pinal.az.us](mailto:deborah.lopez@co.pinal.az.us) or [debd@c2i2.com](mailto:debd@c2i2.com)

### **TREASURER:**

Sandie Imberi

Phoenix Police Department

(602) 495-5945 fax (602) 534-4718

cell (623) 525-3685

[skimberi@cox.net](mailto:skimberi@cox.net) or [sandie.imberi@phoenix.gov](mailto:sandie.imberi@phoenix.gov)

### **SERGEANT AT ARMS:**

Mary Lewis

DPS Crime Lab, Lake Havasu City, AZ

(928) 680-5491 fax (928) 680-5499

[marylewis115@hotmail.com](mailto:marylewis115@hotmail.com)

## COMMITTEES

### **TRAINING COMMITTEE:**

Sandie Imberi

Phoenix Police Department

(602) 534-2558 fax (602) 534-4718

cell (623) 525-3685

[skimberi@cox.net](mailto:skimberi@cox.net) or [sandie.imberi@phoenix.gov](mailto:sandie.imberi@phoenix.gov)

### **PUBLIC RELATIONS COMMITTEE:**

Nancy McKay-Hills

Tucson Police Department

(520) 791-4499 x 1300

[Nancy.mckay-hills@tucsonaz.gov](mailto:Nancy.mckay-hills@tucsonaz.gov)

### **GOOD AND WELFARE COMMITTEE:**

Carlene Kron

Oro Valley Police Department

(520) 229-4931 fax (520) 229-4929

[ckron@ovpd.org](mailto:ckron@ovpd.org)

### **RESPONSE TEAM COMMITTEE:**

Lane Darling

Mesa Police Department

(480) 644-2826 fax (480) 644-4086

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### **LEGISLATIVE COMMITTEE:**

Jesse Joy

Eloy Police Department

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[jjoy@eloypd.com](mailto:jjoy@eloypd.com)

**ARIZONA ASSOCIATION FOR PROPERTY AND EVIDENCE**  
**Meeting Minutes by Deborah Lopez PCSO**  
**March 9, 2005**

10:02 President Mary Alinen with Sierra Vista welcomed everyone and thanked the members for attending this Arizona Association for Property & Evidence meeting. Mary thanked Nancy McKay-Hills with Tucson P.D. for the invite and for hosting this meeting and for obtaining our guest speaker for today.

10:05 President Mary Alinen asked our Sgt. of Arms, Mary Lewis with DPS Crime Lab, to lead us in the Pledge of Allegiance after which a moment of silence for our departed members.

10:07 President Mary Alinen asked our host Nancy McKay-Hills with Tucson PD to introduce her guest speaker. Nancy thanked the members for attending. She directed them to enjoy the food and coffee and invited everyone to join her in a tour of her warehouse and to take a look at her new barcode system. She introduced Senior Criminalist Chris Wilson who comes from their own Tucson PD lab DNA section. She explained a majority of testing in completed in-house.

10:15 Chris Wilson advised it's his pleasure to speak with us and added their evidence section was the hardest working area at TPD for such a critical and most important job. He spoke to the members regarding DNA and gave a packet to each member which was used in the training.

10:55 Sandie presented Chris with one of our logo candy dishes in appreciation for his training today.

10:55 President Mary Alinen requested a quick break.

11:02 President Mary Alinen asked our Secretary Deb Lopez with Pinal County Sheriff's Office. Debbie read the meeting minutes; they were approved and accepted with no additions or corrections.

11:07 President Mary Alinen asked our Treasurer Sandie Imberi with Phoenix PD for the treasurer report.

12-08-04	Balance of 16,641.06
Expenses	
Web Site	150.00
Seminar postage	74.00
Dec. food supplies	40.65
Dec. travel & lodging	157.05
IAPE down payment/seminar	523.20
ACME printing seminar giveaways	1913.39
Total Expenses	2858.29
Income	
Dues	175.00
Seminar Registration	2725.00
Bank Interest	18.66

Balance of 16,701.43

11:10 Deborah Lopez received the sign in sheet where there were 19 total in attendance.

11:10 Jessie agreed to accept the treasurer report as read, if needed.

11:10 President Mary Alinen had no report from our Good & Welfare Chairman Carlene Kron who was not in attendance.

11:11 President Mary Alinen asked our Response Team Chairman, Lane Darling with Mesa PD for the Response team report. Lane reported he had no request for the response team; however he had an inquiry from an out of state agency looking to form their own association. He sent her copies of what the procedures were for our response team. He explained to her what our association has done with it and what we are planning on doing regarding audits and inventories, responsibilities and procedures. Lane advised she would be sending what she has drafted. Mary advised she is from Little Rock Arkansas and her name is Carrie Fredricks (unk. correct spelling) and would possibly be getting with our seminar committee on attending the seminar in June. Lane also advised she had sent out support letters to all the chiefs, sheriffs, courts, county supervisors, governor to draw interest and get them involved. Lane advised her we have associate members, but only our property & evidence members are allowed to vote.

11:15 President Mary Alinen advised we are in need of an editor for the associations newsletter. Linda Alphin our 2nd Vice President with Tempe PD, mentioned doing the newsletter is easier now, it is sent to the president for approval and it goes on the web site. Sandie advised there is already a format for the newsletter. Linda said it's in place already but if someone would like a new format used, that's fine too. Nancy McKay-Hills our Public Distribution Chairman mentioned the interest of someone who is not yet a member and she would like to volunteer to do the newsletter temporarily, until he can become a member. Linda advised



he must be a member first and then he would ask the board himself to volunteer for the editor position. Sandie advised we still have months before the new board will be in place, so if Nancy gets elected as a board member, someone else could volunteer at that time, or someone may volunteer at the seminar. The board thanked Nancy for taking the editor position temporarily. Linda as a board member took the opportunity to publicly thank Candace Moyna with Tempe PD for stepping up and taking that challenge when our past editor took another assignment and wasn't in the property & evidence function. She did an excellent job and all members agreed thanks was in order from all.

11:20 President Mary Alinen asked our Legislative chairman Jessie Joy for an update. Jessie Joy with Eloy PD advised the meeting wasn't held as planned. He has asked the Eloy City Attorney and Judge Wilson who handles the Eloy misdemeanor cases and they are receptive to the idea to photo and destroy after one year automatically which would prevent them from having to research for warrants on misdemeanor. He will attempt to bring it forward to the legislative committee as we re-write the laws as a possibility or exceptions to time limits for DUI's. Example would be criminal damage destroying the items after photographing them. After a lot of questions and concerns, Mary asked if there was a time frame for the next meeting. Jessie asked if he could have the meeting directly after the next board meeting. Lane and Debbie are both on the legislative committee and there will need to be a board member present at the meeting, who is not attending in the capacity of a committee member.

11:30 President Mary Alinen asked Sandie Imberi, with Phoenix PD our Treasurer and seminar chairman, for the seminar report. Sandie asked Audrey Hoppes with Benson PD to pick the winning ticket for a "free seat" at our seminar in Flagstaff. She picked Don Overton with Maricopa County. Sandie advised the \$1900.00 was spent on give-a-ways. Each person attending the seminar this year will receive a portfolio type binder with a pen and it has our logo on the front. Sandie advise there are 28 people already registered for the seminar. There are 50 rooms blocked for the \$67.00 a night price, so get your reservations in now. The rooms are all suites this year. We will have a breakfast break each morning with Danish, breakfast bar and juice. Thursday's luncheon will be Arizona pistachio chicken and prime rib. Sandie advised her Phoenix PD gave her some things and Tamara gave her some of her left over stuff, pencils etc. from her era. Lisa Featherman with Graham County Sheriff's Office gave some t-shirts and she also has Halmark supplies brand new Salvation Army donated 30 give-a-ways for the seminar also. Hospitality Suite will be available again this year on Wednesday and Thursday night. Early registration will be in the hospitality room on Wednesday or Thursday morning in the hospital room. The hotel is at Little America and has restaurants, bars, swimming pools, jogging tracks, exercise rooms, sauna rooms. Sandie asked the members have any suggestions or if there is anything they would like to see happen. Debbie would like to see us all win if there is a casino; Sandie advised there was not a casino in the hotel.

11:55 Linda passed out the ballots to the members present. Sandie advised she was passing around the membership list and asked everyone to check their information and make any corrections as needed. Linda advised according to Roberts Rules, Mary Lewis with DPS Crime Lab our Sgt. of Arms will hold the ballots for 90 days after which they will be destroyed. If someone feels the need to oppose they must go to the Sgt. of Arms and request a recount. The date of the installation of the new officers will be June 9th.

The results of the votes;

President	Lane Darling, Mesa PD
1st VP	Nancy McKay-Hills, Tucson PD
2nd VP	Chuck Parmelee, Gilbert PD
Secretary	Deborah Lopez, Pinal County Sheriff's Office
Treasurer	Sandie Imberi, Phoenix PD
Sgt. of Arms	Mary Lewis, DPS Crime Lab, Lake Havasu City

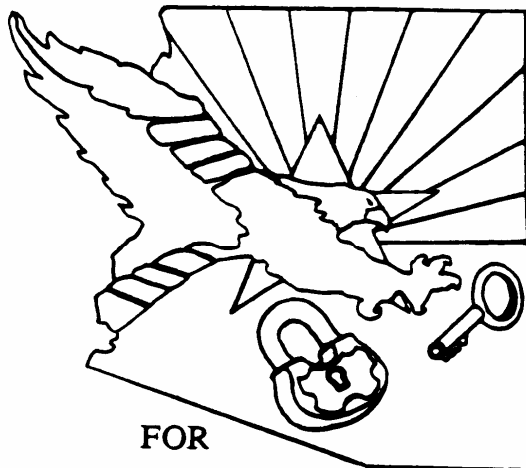
Linda thanked the candidates who ran and all who voted, and for those willing to step up to the plate to volunteer to keep this organization going.

Mary congratulations to all. Under the new business or old business, Sandie mentioned her confusion regarding Nancy's proposal for the new structure for the committee. Nancy mentioned the board approving the publications committee name be changed to public relations committee so that the committee could expand to get more people involved, sending out flyers, post more things on the web and use the chairman to filter those duties, so one person doesn't end up with all the work load. Sandie made a motion to invite Nancy to bring it up, at the board meeting to decide how it needs to be structured. Lane mentioned when he takes office he will look into publicizing meetings with more advanced notice. Lane mentioned sending out via the teletype, and he realizes not everyone received the information depending on where in your department it was printed, but he plans on doing that a couple of more times before the meeting to get the word out. He would like to send a letter to the Chiefs and Sheriffs again to let them know the association exists and to get their support and allow and encourage their employees to make the meetings and expand our membership.

12:05 President Mary Alinen advised the members the meeting was adjourned.

**Minutes from the May 4, 2005 Board Meeting can be found on the  
AAPE Website for review.**

ARIZONA ASSOCIATION



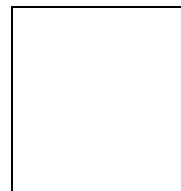
FOR  
PROPERTY AND EVIDENCE

LOCK & KEY

Arizona Association for Property & Evidence

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ADDRESS CORRECTION REQUESTED