

# LOCK & KEY

March 2001

## Letter from the President

Linda Alphin

I hope everyone had a nice holiday. I know all of you are in full swing with the New Year.

It is time to elect new officers for our board. You will find a ballot attached to this newsletter.

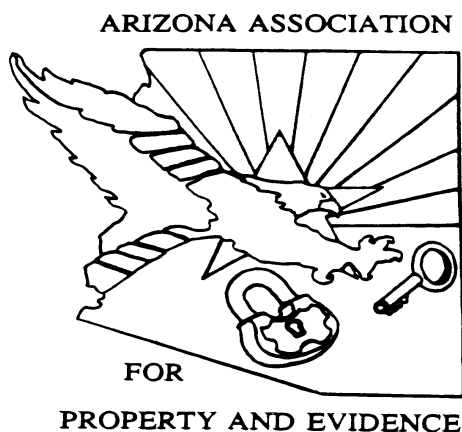
Please vote for the candidate of your choice and mail it back prior to Monday March 12, 2001.

I am proud to announce that our new web site is up and running. Please take a look at it and let me know what you think. We are constantly adding items to the site. Your input is greatly appreciated. That is the only way we include all the items that you need. The address is [www.azape.org](http://www.azape.org)

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Be sure  
To read  
The minutes!



## Letter from the Training Chairman

Linda Alphin

### Seminar News

It is time again for our annual training seminar. The seminar will be held on June 14 & 15, 2001 at the Holiday Inn located at US 60 and Country Club in Mesa, AZ.

The agenda this year will include instruction on AZ State Laws from Lisa Stelly of the State Attorney General's Office. This should be very informative. There are a lot of changes in State Laws that govern the way we handle other people's property and also the way we return it.

You should have received your announcement and registration forms by mail. If you need additional registration forms, please feel free to duplicate the forms or you may go to our web site and copy the forms from there.

If you have any questions, please feel free to contact any board member.

A special thanks goes out to Mary Alinen for the fine job of hosting our last business meeting in Sierra Vista.

The next Association meeting will be held in Mesa on Wednesday March 14, 2001. It will be hosted by Lane Darling, Mesa Police Dept.

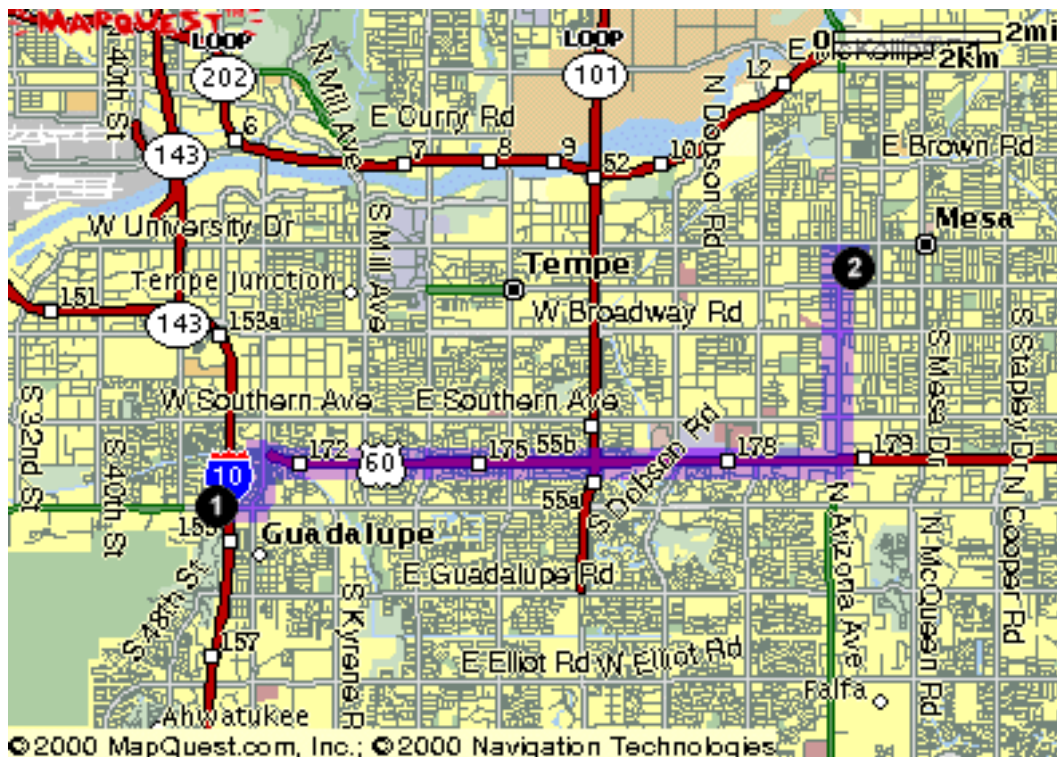
A free seat to the seminar will be given away as a door prize. Congratulations to Carlene Kron, Oro Valley P.D. on winning the free seat for the seminar at our Sierra Vista meeting.

**YOU MUST BE PRESENT TO WIN THIS DOOR PRIZE. THIS WILL BE THE LAST ONE GIVEN AWAY FOR THIS SEMINAR.**

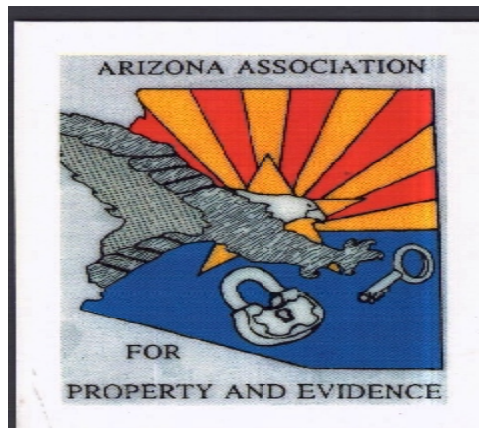
## Next Meeting

The first 2001 AAPE meeting is being held in Mesa at the Mesa Police Department and hosted by Lane Darling. Please see the attached map and directions for ease of location. The address is 130 N. Robson.

Coffee will be served at 9:30 and the meeting will begin at 10:30. Hope to see you there!



Take I-10 to US-60 (Superstition Freeway). Take US-60 East to Country Club Dr. (approximately 9 miles) and turn left (North). Take Country Club Dr. approximately 3 miles to 1<sup>st</sup> Street (1<sup>st</sup> Street is one block North of Main St) and turn right (East). Take 1<sup>st</sup> Street to Robson (2 blocks and turn left on Robson. The Mesa Police Department is on the Northwest corner of 1<sup>st</sup> Street and Robson. If you get lost, Call Lane at 480-644-2826 or the Information Desk at 480-644-2030.



## ARIZONA ASSOCIATION FOR PROPERTY AND EVIDENCE

The last meeting of the millenium was held on December 13, 2000 in Sierra Vista. Hosted by Mary Alinen, First President. There were 12 who signed the attendance log.

**10:00--** President Linda Alphin, from Tempe P.D., called the meeting to order. Sgt. of Arms, Jim Taylor from Yuma P.D., led the Pledge of Allegiance, followed by a moment of silence for departed members.

**10:02--**Linda thanked our host Mary Alinen. Chief Montgomery welcomed everyone, and introduced Molly Schmitt, who is head of communications. Chief Montgomery spoke of the Sierra Vista Police Department's approach to "Client Service". He discussed how to manage relationships, methods of accountability, training, practice, problem solving and decision making. He described the benefits in the quality of service, service standards and customer service relationships, and the success of this type of approach.

**11:05** Linda presented Chief Montgomery with a A.A.P.E mouse pad and a AAPE cooler cup.

**11:15--Meeting Minutes** by Secretary Debbie Lopez from Pinal County Sheriff's Office. Corrections to the Treasurer's report from the last meeting were corrected as typed in the newsletter. Sandi gave an approval to make the corrections for the newsletter. Seminar total \$6,226.00 and Profit \$2,773.42. Also, the noted times on the last page should be corrected from 15:00 and 15:17 to 13:00 and 13:17.

**11:20--Treasurer Report** No Treasure report. Linda advised Sandi has an excused absence, as she will have gall bladder surgery at St. Joseph's Hospital.

**11:21 Good & Welfare** Chairman, Carlene Kron advised she sent a card and a plant to Mike. She also advised Linda Harper with Tucson DPS, after 17 years is moving to Florida, and a \$10.00 lunch will be held at 6701 S. Tucson Blvd. At the corner of Valencia and Tucson Blvd. Mike advised he would present her with a letter from the association. Debbie advised her son Jason, a Pinal County Deputy, was married Nov. 18. Carlene advised she became a grandma for the second time, on Dec. 3.

**11:55--Response Team** Lane Darling from Mesa P.D., handed out the guidelines with the revised changes, which were discussed and approved by the board. Liabilities and legalities were discussed and won't be an issue. Workman's compensation will cover emergency and non-emergency situation, if you switch a weekday for a weekend you will be covered. Also per diem is not expected in a non-emergency situation, there fore the association will pick up the bill, if need be. It was suggested for the team to wear orange shirt type vests. The chain of custody issues were discussed, along with professionalism of members in the association, and oral board and application review. Lane encouraged anyone interested in becoming a team member, to submit your name to him. Attire requirements will be expressed by the requesting agency.

**11:50 Publication Committee** Joanne Easter with Tucson P.D., expressed apologies for the newsletter being late. She encouraged everyone to send useful items to her to include in the newsletter. \Bob suggested inserts from other magazines like Evi-Pac and Footprints. Joanne requested names and email updated for the newsletter.

**12:30--Training Chairman** Linda Alphin advised the next seminar would be held in Mesa at US 60 and Country Club. She advised there will be two free seats given away, like last year. One at this meeting and one at the March meeting. A drawing was held and Carlene Kron with Oro Valley PD won the 1<sup>st</sup> free seat. Linda hoped to get the flyers and the registration for this years seminar into our Website, AZAPE.ORG, in time. Linda advised Dr. Kilmartin would speak on stress the first day. The second day the State Attorney General's Office will go over laws. The theme for this year, since the seminar falls on Flag Day, will have some flag involvement. There were suggestions to upgrade the items in the free handout bags. The mouse pads were a great addition last year, as was mentioned. Upgrades for the ticket drawings were also mentioned, which included the purchase of TV/VCR combinations.

**12:05--Old Business** Nominations of Officers;

President;	Linda Alphin with Tempe Pd (incumbent)
1 <sup>st</sup> Vice President;	Mary Alinen with Sierra Vista PD (incumbent) Mary Songer and Lane Darling also nominated
2 <sup>nd</sup> Vice President;	Chuck Parmelee with Gilbert PD Mary Songer also nominated
Secretary	Deborah Lopez with Pinal County Sheriff's Office (incumbent)
Treasurer	Sandi Imberi with Phoenix PD (incumbent)
Sgt. of Arms	Jim Taylor with Yuma PD (incumbent)

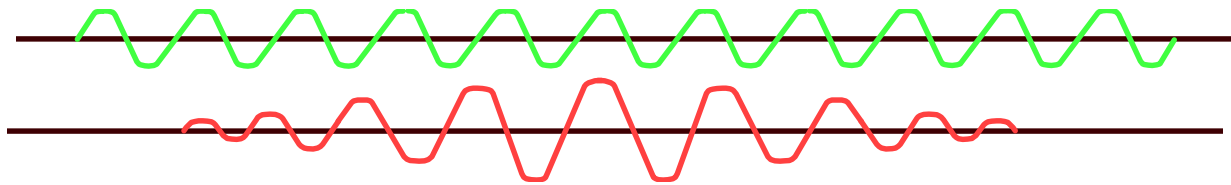
The nominations will remain open until February 1<sup>st</sup> at which time nominations will close. Absentee ballots will be included in the newsletter.

**12:10--New Business** No comments.

**12:10 Sell of Goods** Can Coolers & Mouse Pads for \$7.00. One can cooler was sold for \$1.00.

**12:11 Next Meeting** March 14, 2001 meeting will be hosted by Lane Darling, with Mesa PD.

**12:15--Meeting adjourned**



## FROM THE EDITOR

If you have access to a computer and have an email address, please contact me at [jeaster1@ci.tucson.az.us](mailto:jeaster1@ci.tucson.az.us) I am trying to update my files of everyone's computer addresses. In trying to contact members, I have experienced many returns from bad addresses. I anxiously await your response. Thank you.

## ELECTION BALLOT

As you know, it is time once again to elect the AAPE officers. The following is the nominations and your voting ballots. Please write the person you wish to have in office from the nominees. Each member can only vote once so if you do not attend the meeting, you should vote by mail. The address is on the back of the ballot. Sign the ballot, fold it, staple or tape it, stamp it and put it in the mail. Any ballot not signed will not be counted. Your participation is greatly appreciated. Thank you.

The ballots must be returned by March 12, 2001.

### 1. PRESIDENT

Nominee: LINDA ALPHIN (Tempe)

Vote:

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### 2. FIRST VICE PRESIDENT

Nominees: Mary Alinen (Sierra Vista)  
Lane Darling (Mesa)  
Mary Songer (Lake Havasu)

Vote:

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### 3. SECOND VICE PRESIDENT

Nominee: Chuck Parmelee (Gilbert)

Vote:

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### 4. TREASURER

Nominee: Sandi Imberi (Phoenix)

Vote:

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### 5. SECRETARY

Nominee: Debbie Lopez (Pinal County)

Vote:

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### 6. SGT. AT ARMS

Nominee: James Taylor (Yuma)

Vote:

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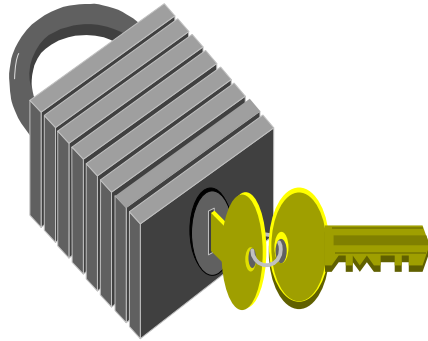
Signature:

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Use the number below with operation signs (plus, minus, times, divide) and parenthesis to make an equation with the sum of 100.

Do not change the order of the numbers!

1 2 3 4 5 6 7 8 9



$$1 + 2 + 3 + 4 + 5 + 6 + 7 + (8 \times 9) = 100$$

$$(1 \times (2 + 3) \times 4 \times 5) + 6 - 7 - 8 + 9 = 100$$

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PHOENIX, AZ 85005

## SHARE THE WEALTH OF WISDOM

### COULD DR. PAVLOV HELP TRAIN YOUR OFFICERS TO PACKAGE ITEMS CORRECTLY?

My name is Lane Darling and I am the supervisor of the Evidence Section at the Mesa Police Department in Mesa, Arizona. I have been employed with the City of Mesa Police Department for approximately 13 years (all of it assigned to the Evidence Section). I would like to share with you a story about an incident that happened several years ago that led to the development of a very useful evidence packaging "tool".

When I first started working in the Evidence Section in October of 1987, there were very few written policies explaining how officers were supposed to package items and what I, as a Property / Evidence Technician, should require when accepting custody of items. Most of the guidelines were verbal and were explained to me on my first day on the job by the "retiring" Evidence Technician as he walked out the door for the last time.

As the months went by, I began to feel more comfortable making decisions regarding the acceptance (or rejection) of property/evidence. If I did not feel comfortable accepting an item because of the way it was packaged, I would kick it back to the submitting officer and demand that it be packaged correctly. I would usually explain to the submitting officer that it was a safety issue or it was to protect him in case the item was subpoenaed to Court. During my career in the Evidence Section I have probably refused to accept hundreds of items that were submitted due to improper packaging, labeling or documentation.

As time passed I also started to realize that the officers were considering me the "expert" in packaging and submitting property/evidence just because of the title of my job, even though I had no formal evidence training up to that point. They would call me and ask how they should package an item or how they should list the item on the Impound record. The information I was giving them was based on what I considered to be "common sense" regarding integrity and accountability of the property/evidence.

In early 1988 I started to put together some written guidelines for packaging and submitting items to the Evidence Section. In 1992 the Mesa Police Department started to prepare to become accredited by CALEA and the written guidelines were incorporated into the General and Operations Orders that CALEA mandated. Finally, officers had written guidelines explaining the procedures for packaging and submitting property and evidence.

Like most other departments (I hope), my department also provides training (I am the instructor) to recruits during the academy in the proper techniques of packaging and submitting property and evidence. The problem is, this training is provided during the middle of a 20 week academy, 10 to 15 weeks prior to the recruit's first "real" opportunity to actually package and submit property and evidence. By the time they get out on the street, they have forgotten most of what I taught them.

In August of 1996 the Mesa Police Department Evidence Section relocated its' entire inventory to a new facility. In this facility was a packaging room where the officers could lay out the evidence, select the proper packaging supplies and package the property and evidence. During the first week of operations in the new building, the packaging room did not get properly stocked with all the necessary packaging and submission supplies. The officers ran out of clear evidence envelopes, which the Mesa Police Department Crime Lab and Evidence Section require when submitting controlled substances. What they used instead were regular clear plastic bags, which were not approved for this purpose. Even after stocking the packaging room with the correct supplies, officers would occasionally package items incorrectly.

At this point I decided I would attempt to provide an example of the proper way to package a controlled substance. I took an approved clear evidence envelope, heat sealed it and affixed a proper integrity label over the heat sealed

portion of the envelope. I then taped the example to the edge of the heat-sealing device so that the officers would be able to see it prior to sealing their evidence. I figured they would have to work pretty hard not to see the example and I hoped that this would reduce the number of improperly packaged items.

For several months following the placement of this example on the sealing device the number of errors involving the submission of controlled substances significantly declined. Suddenly, however, after about four months, I started receiving the controlled substance envelopes with a piece of red integrity tape attached to it. The tape was approximately six inches in length and was placed on the envelope approximately one inch from the bottom edge of the envelope. Almost every envelope that was received had this piece of red tape in almost the exact same location on the envelope. It did not appear that the envelope had been opened, and the envelope was packaged and submitted correctly.

I was baffled as to why the officers were placing the integrity tape on the envelopes. I decided to call an officer who had submitted an item in this fashion and asked him why he was attaching the piece of red tape to the envelope. What I discovered would change the entire way that I would instruct packaging and submission techniques in the future.

The officer that I contacted told me that the reason he put the red tape on the envelope was because the example that was in the packaging room had one on it and he was just doing what the example demonstrated. Apparently, someone had accidentally placed the piece of red tape on the envelope while they were attempting to seal a package. The officers that were submitting the controlled substances were doing exactly what the example had demonstrated, even though it was not intended to be part of the example.

At this point I felt like Dr. Ivan Pavlov, the renowned psychologist who developed the theories of conditioned and unconditioned reflexes and responses. The piece of red tape verified that the officer's behavior had been influenced by providing a visual stimulus (the example of the properly packaged) and positive reinforcement for the change in behavior (reducing the number of correction notices being received by the officers). This resulted in the conditioned reflex, or response of following the example of the sample package. Is it really that easy to get the officers to package things correctly just by showing them an example of the proper way of packaging items and rewarding them by reducing the number or correction notices that they receive? I believe it is.

### **The Mesa Police Department Packaging Manual is born!**

The situation described above inspired the development of a packaging and submission manual that would provide words AND pictures describing the proper ways to package and submit property and evidence. In order to develop this type of manual, I would need to take pictures of items that were properly packaged. So off I went in search of a camera and properly packaged evidence.

The first thing I discovered was that it was difficult to take 35mm pictures and incorporate them into a computer document. The second thing I discovered was that it was difficult to find a good example of a properly packaged piece of evidence!

In order to solve the first problem, I requested, and was approved to purchase, a Kodak DC260 digital camera for this project. Part of the justification for the purchase of this camera was that we would take pictures of the found bicycles that we receive and place them into a book for the public to view. We were already doing this, but we were using Polaroid photos, which cost approximately \$1.00 each. Since we receive approximately 500 bicycles a year, it was anticipated that the camera would pay for itself in approximately two years.

I decided the way to solve the second problem (finding properly packaged items) was to "create" my own properly packaged property and evidence. I gathered all of the packaging materials that we require for the submission of property and evidence and utilized items that had been authorized for disposal. I decided at first to take pictures of the most common types of items that are packaged and submitted incorrectly. Once I got started, however, I decided to include items that, even though they are not packaged incorrectly on a common basis, they are items that an officer may not come across frequently.



I took a series of pictures before, during and after packaging the items in order to demonstrate how some of the items were prepared prior to being placed into the packages. I even took pictures of the submission lockers, submission freezer, submission refrigerator and the vehicle submission cages so that new Officers (and brain dead seasoned officers) would know where they were suppose to submit items to the Evidence Section.

When it came time to designing the pages I decided that I would attempt to keep each item topic confined to a single page, so that there would be less likelihood of officers not turning the page and completing all the necessary steps. Once the pictures were in place, I inserted text to help describe what the pictures were demonstrating.

The next step was to print the pictures. I printed the pictures on a color printer, placed the pages into page protectors and then placed them into a binder that would be distributed at all the packaging stations. I also planned to distribute copies to Police Officer Recruits at the Mesa Police Academy and to our Crime Scene Technicians. There are currently 24 pages in the packaging manual and, as the need arises, additional pages can be added.

Who says you can't teach Pavlov's dogs new tricks!



## WHAT WOULD YOU DO?

The 'what' question in the last newsletter:

**Tell us the strangest items you have had or currently have in your evidence storage.**

James Taylor from Yuma Police – A frozen Dalmatian dog. They call it their "Pup-sicle!"

Tucson Police Department – Several years ago, they had what they called "Lady Fingers." A female body was found in a sauna (after several days). The Crime Lab had to construct 'gloves' from the skin of the fingers to get accurate fingerprints.

The "WHAT WOULD YOU DO?" article will no longer be in the newsletter due to the lack of response. If you have anything of interest that you think would be of beneficial to others or that you just wish to share, please email me at [jeaster1@ci.tucson.az.us](mailto:jeaster1@ci.tucson.az.us) or mail it to me at Joanne Easter, Evidence Section, Tucson Police Department, 270 S Stone, Tucson, AZ 85701.

# ON THE UP-SIDE

## Top 45 Oxymorons:

45. Act naturally
44. Found missing
43. Resident alien
42. Advanced BASIC
41. Genuine imitation
40. Airline Food
39. Good grief
38. Same difference
37. Almost exactly
36. Government organization
35. Sanitary landfill
34. Alone together
33. Legally drunk
32. Silent scream
31. Living dead
30. Small crowd
29. Business ethics
28. Soft rock
27. Butt Head
26. Military Intelligence
25. Software documentation
24. New classic
23. Sweet sorrow
22. Childproof
21. "Now, then ..."
20. Synthetic natural gas
19. Passive aggression
18. Taped live
17. Clearly misunderstood
16. Peace force
15. Extinct Life
14. Temporary tax increase
13. Computer jock
12. Plastic glasses
11. Terribly pleased
10. Computer security
9. Political science
8. Tight slacks
7. Definite maybe
6. Pretty ugly
5. Twelve-ounce pound cake
4. Diet ice cream
3. Working vacation
2. Exact estimate
1. Microsoft Works

## HoW To KeEp A HeaLthY level of insanity and drive people insane.

- 1) At lunch time, sit in your parked car and point a hair dryer at passing cars to see if they slow down.
- 2) Page yourself over the intercom. (Don't disguise your voice.)
- 3) Every time someone asks you to do something, ask them if they want fries with that.
- 4) Encourage your colleagues to join you in a little synchronized chair dancing.
- 5) Put your garbage can on your desk and label it 'IN'.
- 6) Develop an unnatural fear of staplers.
- 7) Put decaf in the coffee maker for 3 weeks. Once everyone has gotten over their caffeine addictions, switch to espresso.
- 8) In the memo field of all your checks, write 'for sexual favors.'
- 9) Reply to everything someone says with, "That's what you think."
- 10) Finish all your sentences with "In accordance with the prophecy".
- 11) Adjust the tint on your monitor so that the brightness level lights up the entire work area. Insist to others that you like it that way.
- 12) dontuseanypunctuationorspaces
- 13) As often as possible, skip rather than walk.
- 14) Ask people what sex they are.
- 15) Specify that your drive-through order is "to go".
- 16) Sing along at the opera.
- 17) Go to a poetry recital and ask why the poems don't rhyme.
- 18) Find out where your boss shops and buy exactly the same outfits. Wear them one day after your boss does.
- 19) Put mosquito netting around your cubicle.
- 20) Hum when you ride an elevator.

## ASSOCIATION OFFICERS

### **PRESIDENT:**

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## COMMITTEES

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### THE EDITOR'S CORNER

If any of your information has changed, please contact me for publication.

When you find something of interest for the newsletter, you can contact me at [jeaster1@ci.tucson.az.us](mailto:jeaster1@ci.tucson.az.us), call me at (520) 791-4499 ext. 1305, fax it to (520) 791-5158 or send it to me at 270 S Stone, Tucson, AZ 85701. Information can also be sent to AAPE PO Box 18313, Phoenix, AZ 85635.

When submitting an item, please specify if you wish to remain anonymous. If you do not request anonymity, your name will be printed.

Belva's Real Estate

**Belva Lopez – Broker**  
**220 N. Main St.**  
**P.O. Box 1188**  
**Florence, AZ 85232**

**Office – (520) 868-3520**  
**Fax – (520) 868-3511**  
**Pager – (520) 316-2877**  
**Res. – (520) 868-4948**

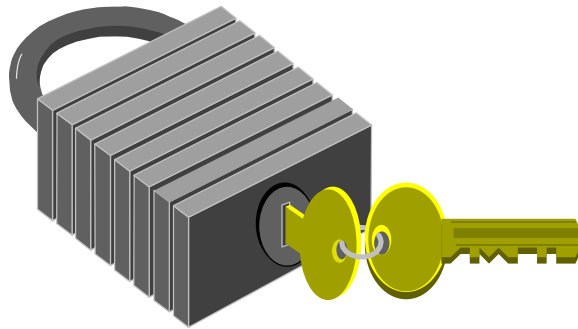
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ordering contact:

**Dewain or Linda Alphin (480) 854-2815**  
Mesa, Arizona



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