

To: Sgt Lucas

May 30, 2019

For: Chief Suffern

From: Michael Miller

RE: Progress Report/Change Order

Sgt. Lucas,

I had allotted 10 days to complete the proposal as originally outlined. During that 10 day period we have completed the verification (audit) portion for all logged high-risk evidence, made substantial progress in determining the eligibility of disposition of the "pod" items and have logged the "pod" items that were either "high risk" or needed to be retained. I also assisted Ofc Gillert in determining and compiling documentation for the dates "pod" cases can either be disposed of, or application made to BCPO for approval in accordance with NJ AG Directive 2011-01.

I do believe that there are still things needing attention before we finalize, including integrating the design I've been developing within the room and making the system of disposition more complete. During the audit I discovered a misuse of certain status codes, which is causing the BEAST to under-represent items in holding.

On page 2, I have highlighted what has and has not been completed to date. Please advise if the change is accepted.

A handwritten signature in black ink, appearing to read 'Michael Miller', followed by a long horizontal line extending to the right.

## PROPOSAL (SCOPE OF WORK):

Having spoken with Lieutenant Matthew De la Rosa and having observed the property and evidence function of the Englewood Police Department, I recommend and am quoting for Property Room Consulting Inc. services for the following needs:

- Evaluate data sources that comprise the current log of record and prepare an audit plan. **COMPLETED**
- An inventory audit of the Englewood Police Department Property and Evidence room(s). This audit shall as best as practical consist of 100% verification against the agency log of all CDS, firearms, currency; and jewelry, precious metals and gemstones valued at over \$500, as well as any bodily fluids that may be on hand. General evidence shall be verified at the level of a representative sampling (95% confidence, interval of 5). Complete report of findings to agency CEO, including levels of confidence. Meets or exceeds national and state accreditation standards. **VERIFICATION PROCESS GENERALLY COMPLETE, PROGRESS SLOWED BECAUSE SOME ITEMS FROM TRAILER STILL NEED TO BE RECONCILED.**
- Document all undocumented legacy items and provide supplementary manpower for the ultimate disposal and/or internal logging and storage of said items. **MOSTLY COMPLETED HOWEVER; THE VOLUME OF FIREARMS NEEDING LOGGING WELL EXCEEDED EXPECTATIONS. THIS PROCESS IS ONGOING.**
- Review progress of 2016 goals. **COMPLETED**
- Provide other direction and support as issues arise while onsite. **COMPLETED, ONGOING**
- Conference with Command personnel as needed. **ONGOING**
- **RECOMMENDED CHANGE:**
  - a. Additional design work, including standardization of the physical storage versus BEAST locations.
  - b. Upon design completion, scan all high-risk items to newly created storage sections and disable locations not in use.
  - c. Set up smart locations for common disposition placeholders (ie awaiting destruction, auction, donation, return to owner).

Change Order cost: \$1630/day. I believe 3 days are needed to finalize the project