

# POLICE & CRIME COMMISSIONER FOR LEICESTERSHIRE JOINT AUDIT, RISK & ASSURANCE PANEL

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Report of	OFFICE OF THE CHIEF CONSTABLE
Subject	KiM PROPERTY UPDATE
Date	TUESDAY 23 SEPTEMBER 2014 – 09:30 A.M.
Author :	CHIEF CONSTABLE

## **Purpose of Report**

1. This report provides JARAP members with an update on the KiM property Management System.

## **Recommendation**

2. The JARAP is asked to discuss the contents of this report and note the update.

## **Background**

3. **Property Stores**  
The force has two main property stores based at Keyham Lane and Beaumont Leys where the majority of property that has been seized by staff or handed in as found (This does not include major crime exhibits that are dealt with by that team). Each store has 4 property officers/couriers who undertake various tasks to ensure the effective handling of property within the force.
4. **Overnight Stores**  
Each LPU has an overnight store within which staff can put property for safekeeping. These stores are emptied regularly by the property team couriers. At the same time as collecting items couriers drop off property that has been requested. This is to reduce the abstractions that had previously occurred which required officers to drive around the county ferrying property. In particular this helps ensure the exact whereabouts of items. These stores are audited 4 times a year to check that the KiM property system is correct and for any discrepancies to be rectified. In addition items are left within these stores for front desk staff to return items to owners collecting from a station nearest to them to reduce any further inconvenience.

5. **Property Management Software**

The KiM property system was introduced in 2005 and holds details of all items that have been received by the force. Details about items that have been disposed of are also retained within the system for reference and audit trails. The system facilitates the management of the property held within the stores by generating automatic reviews for the officers in the case (OICs) to action to ensure that items are only held as long as required for evidential purposes or in line with policing guidelines.
6. Bar coding has been introduced as a development within the KiM system to assist with the handling and auditing of property within the two main property stores. It enables the property officers to be more efficient with their time by providing a more user friendly system to book in items and it dramatically reduces the time it takes to complete audits of the stores. The safes are audited monthly and the remainder of the store is done twice a year (it takes many weeks to complete an audit of the main store).
7. A management information module has been produced at the request of all forces using KiM to enable performance information to be generated in report and spreadsheet form to be able to analyse the data and make recommendations for change. Unfortunately this is not working as anticipated and some improvements need to be made to ensure we can produce information as required for BCU colleagues to be able to better manage officer's property. It does provide information around the performance of the property officers in terms of work undertaken.
8. Modules have been purchased to link KiM with the Drugs Reception and Forensics teams. This is to remove the current requirements for double keying of data. It will remove the current (very old) access database used by the Drugs Reception team and introduce extra fields for the officers to complete when sending drugs to Drugs Reception. Currently the staff then enter this on to the access database, but the information will now all be supplied by the officers on KiM. The drugs module is due to go live in October 2014. Socrates will "talk" to KiM and information can be written to KiM from Socrates removing the double entry. Due to upgrades in the database software for Socrates this has been delayed because the upgrade has meant the interface between KiM and Socrates has been altered requiring it to be re-written. We are hopeful that this will be completed before the end of 2014.
9. **Review Team**

A small team of additional staff have been identified for a short term project to assist with the historical issues around the items that have been noted on the system as being booked out to officers or labelled on the system as not in store. They are systematically reviewing these items and updating the KiM system with the outcomes.

## **Implications**

Financial :	None expected
Legal :	None expected
Equality Impact Assessment :	None expected
Risks and Impact :	Concern over property locations not being known. However, it is very likely that many items are forensic items that are destroyed as part of the testing programme but this is not fed back to property or have been returned by the OICs but the system has not been updated fully.

## **List of Appendices**

### **Background Papers**

None

### **Person to Contact**

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