



Exhibits, Forensic Information  
&  
Miscellaneous Property  
System

Introduction to EFIMS



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## Introduction

EFIMS is the acronym for the Exhibits, Forensic Information and Miscellaneous Property System. EFIMS is the NSW Police Force corporate application for recording exhibits and miscellaneous property, and for requesting scene attendance and forensic analysis jobs.

Think of EFIMS as a database for recording items you seize or for property handed in; as a dashboard where you can easily request scene attendance or forensic analysis jobs; as a personal record for all items you have in your custody; and as a system that tells you when forensic results have arrived or when to dispose of items. EFIMS will print receipts, chain of custody reports for court exhibits, audit reports and forensic results certificates.

### About this Manual

The aim of this manual is to inform you on EFIMS and demonstrate some of the key features. Your current policing duties will determine which EFIMS functions you need to know about and use. Your trainer, or the EFIMS & DNA Support Centre (02 8835 6566), can assist you in determining which modules you need to learn to support your current policing duties.

This manual is complimented by the online EFIMS **ihelp** function which you can access from any EFIMS webpage.

This manual contains standalone modules with easy instructions and screen shots so you can work in EFIMS. Each module contains the following sections to support your understanding and to assist with future referencing:



#### SCENARIO

A Scenario is used to present a situation in which EFIMS would be used. Scenarios form the basis for all course walkthrough and allow the users a better understanding of the system and how it can be utilised to best effect.



#### ACTIVITY

An opportunity to review and practice the knowledge learnt before. An activity may combine features from several course modules.



#### NOTE

A Note in the training manual is used to highlight either a point of particular interest or an item of system functionality.

 Introduction to EFIMS**SELF TEST**

An opportunity for you to test your understanding of the system either on your own or guided by the Trainer.

**STANDARD OPERATING PROCEDURE**

A reference to the SOPs and how they apply in the context of EFIMS.

## Introducing EFIMS

### EFIMS Background

The concept of an online Forensic Information Management System (FIMS) first emerged in 2006, in response to the expanding scope and volume of items requiring forensic analysis. The increasing requirement for DNA analysis was especially significant, particularly with the expansion of the national CrimTrac National Criminal Investigation DNA Database (NCIDD) and the recommendations of the NSW Ombudsman's Report into the operation of the *Forensic Procedures Act 2000* by the NSW Police Force. Workflow management was identified as a key area requiring considerable improvement. Scoping for online item recording and forensic workflow management commenced in late 2006.

### Legal Compliance

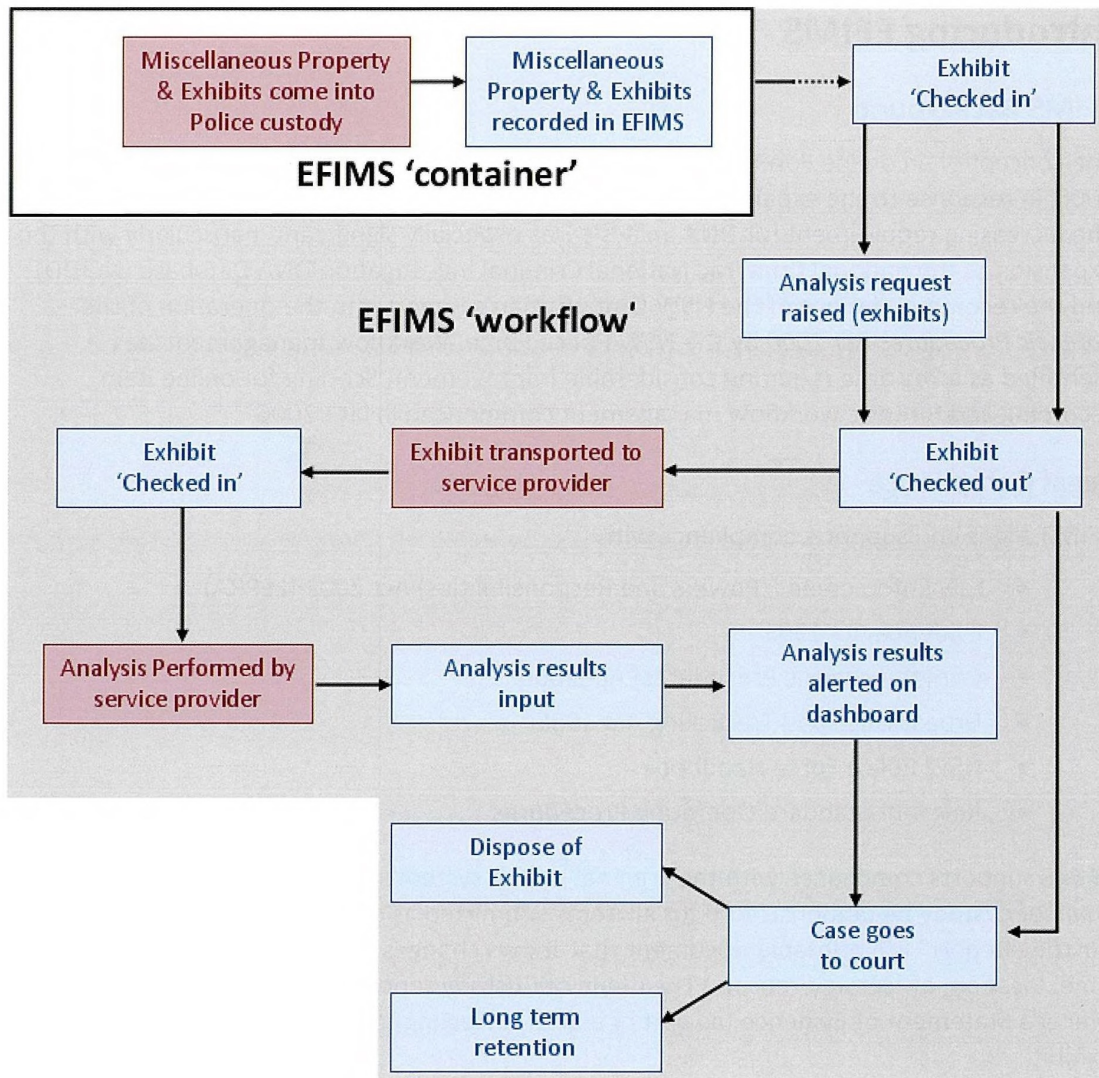
EFIMS aligns and supports compliance with:

- Law Enforcement (Powers and Responsibilities) Act 2002 (LEPRA)
- Evidence Act 1995
- Crimes (Forensic Procedures) Act 2000
- Drug Misuse and Trafficking Act 1985
- NSW Police Force Handbook
- Relevant Standard Operating Procedures

EFIMS supports compliance with the criminal justice system's requirement that continual chain of custody be demonstrated for all items submitted as evidence. The EFIMS "Chain of Custody Report" is a printable document that shows changes in exhibit custody by date, time, location, officer and reason. The Chain of Custody report can be attached to an officer's Statement of Evidence (as part of a Brief) attesting to continual custody of the exhibit.

The application's "big picture" concept is further illustrated below in the context of a "lifecycle" for items. Items can move through the stages of the cycle, for example – the item is seized, recorded, stored, (potentially) analysed and disposed of.

Introduction to EFIMS





## Overview of EFIMS Key Functions

EFIMS key functions are:

- Record Exhibits
- Record Miscellaneous Property (MP)
- Create Scene Attendance and Forensic Analysis Jobs
- Transactions: Logging item movements (including chain of custody)

EFIMS also integrates with COPS and NSW Health DAL (the primary DNA forensic service provider).

### EFIMS Functions

<b>Record Exhibits</b>	<ul style="list-style-type: none"> <li>• Record exhibits online (particulars &amp; description)</li> <li>• Allocate barcode (attach &amp; scan)</li> <li>• Link exhibit to COPS Event/Case number (pre-requisite)</li> <li>• Click-on OHS warnings option</li> <li>• Free text option for including additional information</li> <li>• Click-on location / storage positions</li> <li>• Record exhibit movements as transactions (scan in/out or barcode)</li> <li>• Movement Log created for each exhibit</li> <li>• Print a report of all exhibits on hand</li> <li>• Print Chain of Custody report for evidentiary requirements</li> <li>• Print receipts if required</li> <li>• Online disposal alerts</li> <li>• Upload photographs &amp; documents</li> </ul>
<b>Record Miscellaneous Property</b>	<ul style="list-style-type: none"> <li>• Record MP item online (particulars &amp; description)</li> <li>• Allocate barcode (attach &amp; scan)</li> <li>• Link MP to COPS Event/Case number (pre-requisite) where appropriate</li> <li>• Click-on OHS warnings option</li> <li>• Free text option for including additional information</li> <li>• Click- on location / storage positions</li> <li>• Record MP item movements as transactions</li> <li>• Movement Log created for each MP item</li> <li>• Print a report of all MP items on hand</li> <li>• Print receipts if required</li> <li>• Online disposal alerts</li> <li>• Upload photographs &amp; documents</li> </ul>
<b>Create Scene Attendance Request (Job)</b>	<ul style="list-style-type: none"> <li>• Create a Scene Attendance Request → Job</li> <li>• Link to a COPS Event/Case number (pre-requisite)</li> <li>• Select forensic service type</li> <li>• Automatic workflow to the appropriate scene attendance service provider (by location)</li> </ul>

 Introduction to EFIMS

	<ul style="list-style-type: none"> <li>View job status as work progresses by forensic service provider</li> <li>Free text option for including additional information</li> <li>Online notification of results + results</li> <li>Upload documents (i.e. statements, results, etc)</li> </ul>
<b>Create Analysis Jobs</b>	<ul style="list-style-type: none"> <li>Create Analysis Request</li> <li>Link to a COPS Event/Case number (pre-requisite)</li> <li>Select forensic service type</li> <li>Automatic workflow to the appropriate forensic service provider including specialists (ballistics, clan lab, toxicology, microbiology, clinical medical etc)</li> <li>View job status as work progresses by forensic service provider</li> <li>Free text option for including additional information</li> <li>Online notification of results + results</li> <li>Upload documents (i.e. statements, results, etc)</li> </ul>
<b>Reports</b>	<ul style="list-style-type: none"> <li>Chain of Custody Report to support evidentiary requirements</li> <li>Range of audits and reports at officer and management level</li> <li>Command Management Framework alignment</li> </ul>

### What does EFIMS supersede?

EFIMS supersedes a range of online and paper-based systems (refer below table). These systems, however, will remain in place as EFIMS does not back-capture items. However, daily use of these systems should gradually decline over time.

<i>Pre-EFIMS</i>	<i>EFIMS</i>
<b>Exhibit Books</b>	Create and register exhibits on the EFIMS database.
<b>Exhibit Receipts</b>	Create and print from EFIMS.
<b>FSIMS (in COPS)</b>	The old COPS FSIMS will not allow new jobs to be created. Existing jobs will continue to be managed in FSIMS until completed
<b>Miscellaneous Property Books</b>	Create and register Miscellaneous Property on the EFIMS database.
<b>P377 Form – Forensic Examination of an exhibit</b>	EFIMS replaces this form with an electronic exchange of data between EFIMS. When EFIMS is down, use the updated Forensic Examination Request (FER) form. Note the FER form will also be used for covert/controlled operations, traffic, professionals standards investigations and other forensic request that due to operational security requirements will not be registered on EFIMS.

EFIMS replaces the Forensic Services Job Request options in COPS, the Forensic Ballistics Unit System (FBU) and the current COPS Forensic Services Information Management System (FSIMS) for all new forensic job requests.

## Getting Started with EFIMS

### Module Overview

This module provides participants with detail on how to access and navigate within EFIMS. It also introduces features such as filtering which will be used later on in this manual.

### Learning objectives

- Access the EFIMS system
- Log on to EFIMS
- Understand the layout of EFIMS
- Recognise the importance of the EFIMS dashboard




It is a NSW Police Force SOP that only police officers and staff authorised to use EFIMS can log on EFIMS. EFIMS should only be used for the purposes for which it is intended. EFIMS is audited at both local and corporate levels.

### Accessing EFIMS

EFIMS is a single sign-on application; it uses the information provided when logging into the NSWPF Domain.



- Never leave your computer unlocked when you leave your desk.
- Save your work before leaving your computer
- Lock your computer using  + 'l'

Access is provided by means of a desktop icon:



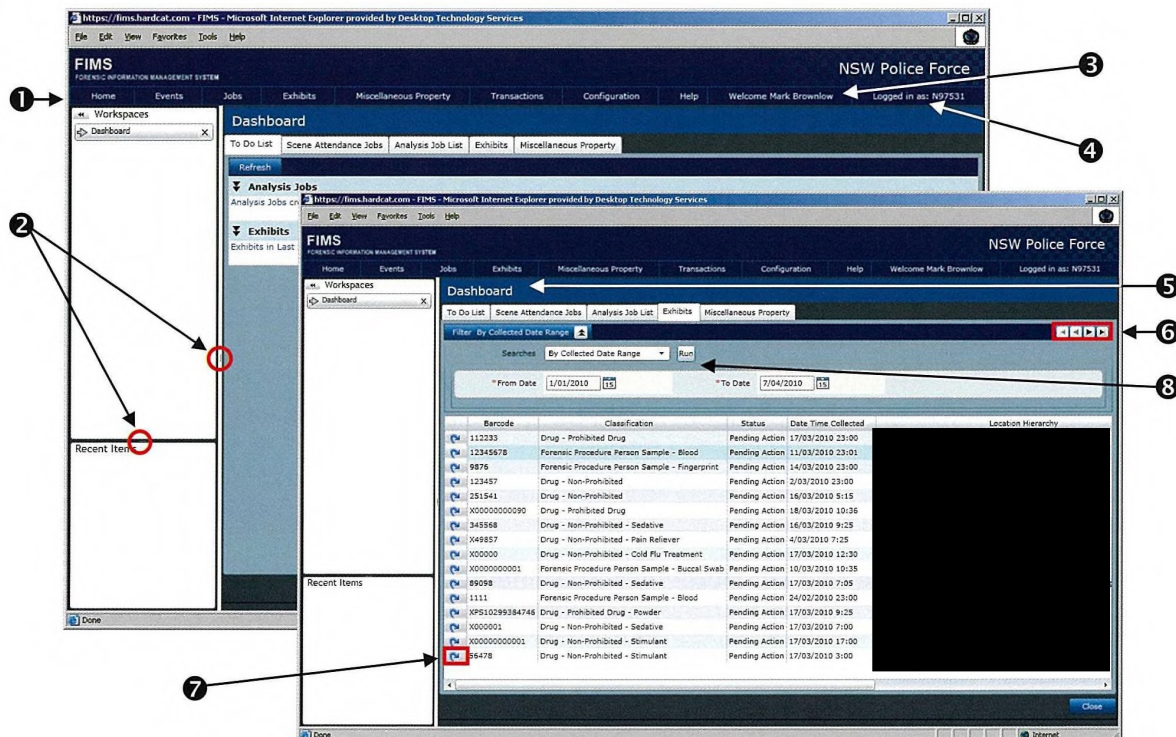
Or via the NSWPF Intranet under **Systems – Operational**.


## Introduction to EFIMS

### EFIMS Home Screen & Dashboard

This is the first screen users see when they Log On. The key feature is an individualised 'dashboard' that drives each officer's workflow for all their investigations at their location.

The Dashboard is an important part of EFIMS and navigates users to all EFIMS functions. Click on each tab to access Jobs, Exhibits, Miscellaneous Property and your personal To Do List.



- 1 Menu bar provides access to the start point for job and exhibit creation, recording Miscellaneous Property and transactions
- 2 Resizing bars allows more space to be used for the record screens or Workspaces panel
- 3 Username – indicates current user
- 4 Logging off and exit EFIMS application
- 5 The Dashboard provides access to all components within EFIMS
- 6 Record movement controls provide navigation through the displayed records: first, previous, next and last
- 7 Record control button  provides actions that are possible on a record by means of a menu or double-click to view
- 8 Filter selection area used to limit the records displayed in the content window

## The Menu Functions

Home

Click **Home** at any time to return to the EFIMS Dashboard

Events

Provides a facility to search all events

Jobs

Provides access to create **Scene Attendance Requests** (*refer to Scene Attendance Requests module*) or **Analysis Jobs** (*refer to Forensic Analysis Job Requests module*)

Exhibits

Used to record an exhibit (*refer to Recording an Exhibit module*)

Miscellaneous Property

Used to record Miscellaneous Property (*refer to Miscellaneous Property module*)

Transactions

Used to transfer custody of an item

## Introduction to EFIMS

### Workspaces

Workspaces allows you to easily navigate the system accessing any currently open, or recently closed, screens.



- 1 Use **←←** to hide workspaces area
- 2 The **⇒** beside a tab indicates it is the active screen – you can jump to any open screen by selecting the appropriate tab
- 3 Click on any item in the Workspaces list to go directly to that screen
- 4 Click on workspaces bar to re-display
- 5 To remove an item from the Workspaces window click **X**

If a workspace tab is closed it will be placed in the recent items list. The newest entry will be placed at the top, popping the oldest off the bottom. The maximum entries in recent items list is 20 at any one time.



Use the above techniques to maximise the amount of space available in the content window.

## Filtering Records

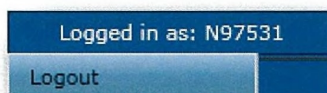
Jobs, Exhibits and Miscellaneous Property all use filters to control the record set that is displayed. Filters will be used extensively within EFIMS.

Filters allow the record list to be limited using criteria including:

- Event/Case Number Search
- Job Number Search
- (Open) I am the Assigned Officer
- Created Last 7 Days
- Barcode
- Collected Date Range

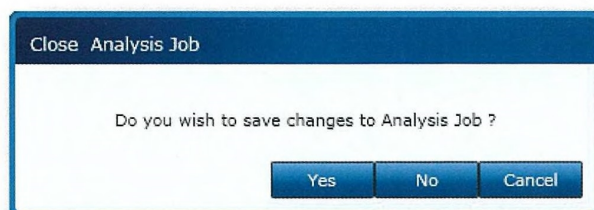
## Logging Off

To log off the system click the **Logged in as:** link in the top right and select **Logout** from the menu. This will close the browser window.

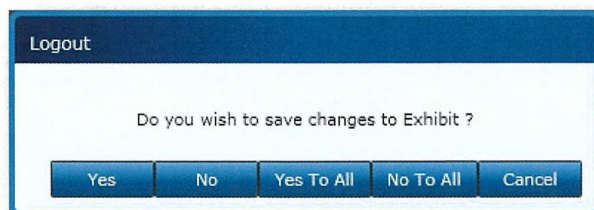


If you are in the process of creating, or modifying, a record when exiting from the system you will be prompted to save your changes before exit.


Single window open:



Multiple windows open:



**SELF TEST**

1. If all windows are closed how do you display the Dashboard view?  
.....
2. What techniques can be used to maximise the amount of space in the Content Window?  
.....
3. Click  to view:  
.....
4. What is meant by the term Workspaces?  
.....
5. How can a list of items be limited within EFIMS?  
.....
6. Is it safe to leave your computer logged in to EFIMS and walk away?



## Exhibit Packaging

### Module Overview

This module's key message is that exhibit packaging generally remains the same with the following exceptions:

- use barcode labels; and
- use barcode readers.

### Learning objectives

- Refresh knowledge about existing exhibit item packaging SOPS
- Understand the major changes to item packaging SOPS arising from EFIMS: terminology, barcode labels and barcode readers

### Additional Terminology

EFIMS uses the following new terms:

Term	Definition
<b>Barcode</b>	A barcode is unique text /symbols (symbology). It is the unique identifier of the item in EFIMS
<b>Barcode label</b>	A white adhesive label with a barcode that can be affixed to an item. An EFIMS barcode label is 11 characters in length, prefixed by an 'X'
<b>Barcode readers</b>	An electronic device for reading printer barcodes. Also known as Barcode Scanner. The commonly used Barcode Reader for EFIMS is usually a handheld device connected to a PC by a USB cable. EFIMS Barcode Readers are configured to read Code 21 and Code 39 barcodes
<b>Transaction</b>	This term describes item movements as recorded in EFIMS

## Current Packaging SOPS

Current SOPS apply, in summary:

### NSW Police Force SOPS: Exhibit Packaging

Assess and address Occupational Health & Safety issues when collecting, handling, packaging and labelling exhibits.

When collecting handling, packaging and labelling exhibits, wear the appropriate level of Personal Protection Equipment (PPE). The minimum requirement is gloves.

Package all exhibits in an approved and appropriate bag or container.

Assess the packing requirements of each exhibit to:

- a) Physically protect the exhibit from damage.
- b) Protect the integrity of evidence.
- c) Maximise the potential evidentiary value of the exhibit.
- d) Minimise the disturbance of physical and/or trace evidence over the time.
- e) Eliminate the chances of cross-contamination.
- f) Reduce flammable/biological hazard risks to handlers.

Package all exhibits separately in an approved and appropriate bag or container.

An exhibit which is of biological significance (for example blood stained clothing) or susceptible to moisture degradation (for example organic material) must be packaged in a paper bag.

An exhibit may be packaged in a plastic bag if the item is:

- g) not susceptible to degradation or decomposition
- h) not have its evidentiary value diminished.
- i) very wet or heavily blood stained;

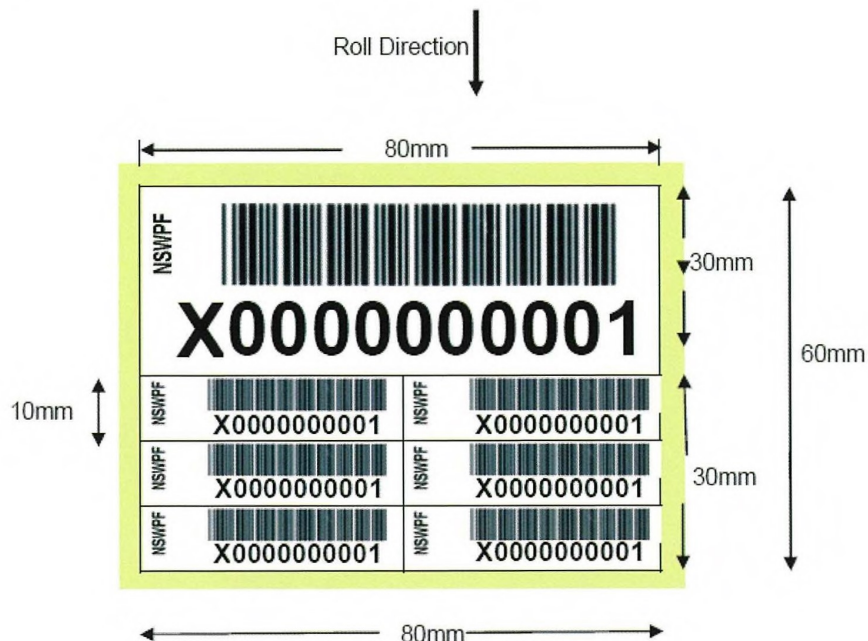
Leave the plastic bag open and re-package in a sealed paper bag at the scene.

Use Sharp tube or containers where required.

Weapons must be marked "Rendered Safe".

## Key Changes: Barcode Labels and Readers

All items recorded in EFIMS are required to be labelled and/or 'tagged' with an EFIMS barcode:



Only one EFIMS barcode label is required for each item (generally the larger one 30mm by 80mm). The smaller duplicate barcode labels (10mm by 40mm) are provided for attachment to documents (e.g. forms or receipts) associated with the item.

The barcode is the item's unique identifier. It ensures the item is tracked in EFIMS. It links the item to an EFIMS movement log. It upholds chain of custody requirements for items that are tendered in court as evidence. A barcode reader is used to scan the barcode label into EFIMS.

It is recommended that the EFIMS barcode label be adhered to the front of the exhibit bag in a visible position. If using a tag, ensure the EFIMS barcode label is adhered to the tag.



Remember if the EFIMS barcode label is damaged replace the label and update EFIMS. If the bag is being opened or closed record a note against the relevant exhibit.

For further information regarding barcode labels and readers please refer to Appendix 3.

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## Recording an Exhibit

### Module Overview

This module is about how to record an exhibit on EFIMS rather than in an Exhibit Book.

### Learning objectives:

- Demonstrate the correct procedure for recording an exhibit in EFIMS



It is a NSW Police Force SOP that all exhibits are recorded in EFIMS. When EFIMS is not online, exhibit information must be recorded contemporaneously in an Exhibit Book or an Officer's notebook and used to update EFIMS when back online.



COPS data viewed in EFIMS cannot be changed. Any alterations to this information must be made within the COPS system.

### Introduction to Exhibits

Recording exhibits and tracking their movement is a core function of EFIMS. Exhibits are recorded in the "container" defined by a COPS Event or Case Number.

#### 1. Seize Item.

You seize a purse as an exhibit.

*EFIMS To Do: Record Exhibit*

- ① Remember to use an EFIMS barcode label!



#### 2. Record Item against the COPS Event/Case No.

*EFIMS To Do: Record OIC and description of purse & contents against COPS Event/Case No.*

- ① Remember to scan the barcode label into the Exhibit Record!



#### 3. Take Item to Exhibit Office.

*EFIMS To Do: Transaction 'Check In'*

- ① Remember to use the barcode reader at the Exhibit Office!



#### 4. Take Item to Court.

*EFIMS To Do: Transaction 'Check Out'*

- ① Remember print the Chain of Custody report from EFIMS!



#### 5. Dispose of Item.

The case is over. Return the purse to the owner.

*EFIMS To Do: Transaction 'Disposal'*

- ① Remember you can print a receipt for the purse owner!

## Booking an Exhibit



Ultimately it is the responsibility of the OIC to ensure exhibits are recorded in EFIMS. Prior to recording an exhibit in EFIMS a COPS Event/Case must be created.



### SCENARIO 1 – Create Exhibit

You observe a man stealing a wallet from a woman's handbag. After arresting the suspect, you return to the station and record the wallet as an exhibit in EFIMS.

Refer to accompanying Training Scenarios booklet for detail.

1. Select the **Exhibits** menu, then **Book Exhibits**.



**Exhibit Collection**

* Event/Case <input type="text"/>	Event/Case Classification	
* Job Number <input type="text" value="J00000541"/>	Job Type	Exhibit Collection
OIC <input type="text"/>	Crime Scene Warrant Number <input type="text"/>	Strike Force Name <input type="text"/>
	Reg Number <input type="text"/>	* Number Of Items Collected <input type="text"/>

Additional Information Notes

- Select the COPS Event/Case that the exhibit will be recorded against by clicking  at the right of the **Event/Case** field.

**Exhibit Collection**

\* Event/Case  > Eve  
Clas

\* Job Number  Crime S

- Use an appropriate filter to display the required events.

**Event/Case List**

Filter Event/Case Number Search

Searches

\* Event Number

Event/Case Number  Organ

- Event/Case Number Search
- (Case) Organizational Unit Search
- (Case) Case Type Search
- (Event) Incident Search
- (Event) Organizational Unit Search

- Type in the required information and click

Searches

\* Event Number

- Double-click on the required event to select it. Alternatively, select the event and click . The Exhibit Collection will be partially completed with details from the COPS Event/Case.

**Event/Case List**

Filter Event/Case Number Search

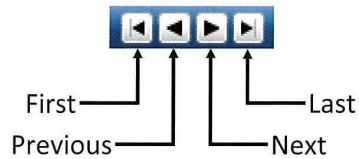
Searches


\* Event Number

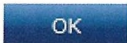
Event/Case Number	Date Time	Crime Type	Title	Organisation Unit	OIC Name
12345	23/01/2009 11:36	Major	Vehicle Accident	City Central - Detectives	Ben Blackburn

## Introduction to EFIMS


If necessary use the record navigation controls to move through the results:



- Assign an Officer In Charge (OIC) to the Exhibit Collection by clicking on  at the right of the OIC field.

- Select the officer name from the presented list, using an appropriate filter if necessary. Use the navigation buttons in the top right of the dialog to move through the list.
- Double-click on the required officer to insert them as the OIC in the exhibit collection. Alternatively, select the officer and click .




To replace the OIC details: either select another Officer from the list or use  to clear the OIC details.

- Enter the Number Of Items Collected.

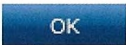



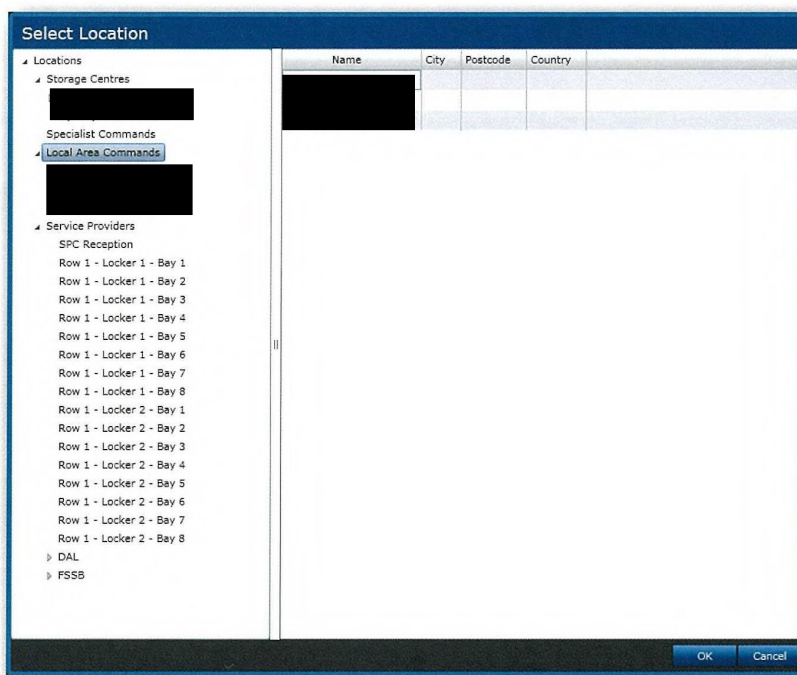
- Click **Book Exhibits** to create the exhibit record. The Book Exhibits – Exhibit Collection screen will then be displayed with the information previously entered in the header area of the record.

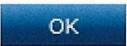
- Enter the barcode details off the label by either using the barcode reader or typing the code in directly.
- Select the Classification by clicking  on the right of the field and selecting from the list. Filter the list by name to limit the entries displayed. A keyword search based on “safe” would return the following:

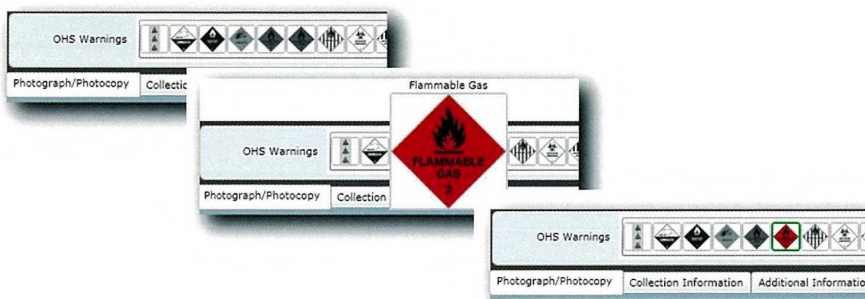
Code	Description
EXHCL000185	CLOTHING - SAFETY VEST/CLOTHING
EXHCL000358	HARDWARE/BUILDING/DECORATING - CIRCUIT BREAKER/SAFETY SWITCH (RCD)
EXHCL000575	SAFE - AUTOMATIC TELLER MACHINE
EXHCL000576	SAFE - FREESTANDING SAFE
EXHCL000577	SAFE - OTHER
EXHCL000578	SAFE - PORTABLE SAFE
EXHCL000579	SAFE - SAFETY DEPOSIT BOX
EXHCL000580	SAFE - WALL SAFE
EXHCL001399	TOOL - ACCESSORY - OTHER SAFETY EQUIPMENT

## Introduction to EFIMS

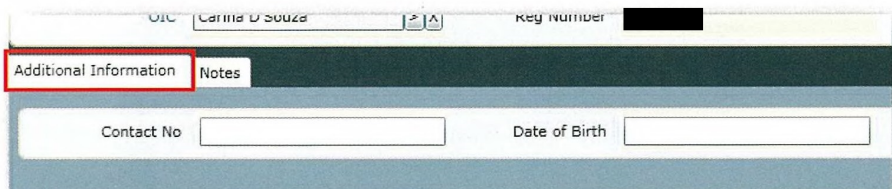
13. Double-click on the required Classification to insert in the exhibit collection.  
Alternatively, select the Classification and click 
14. Enter a brief description of the exhibit. The description field will default to the Exhibit Classification. Remember to change or append text as required.
15. Enter Quantity and Quantity Metric (Cash Total, Grams, Kilograms, Metres or Unit).
16. Select the exhibit's current location by clicking  on the right of the field. Drill down through the provided locations, selecting the required location from the list of storage locations on the right.



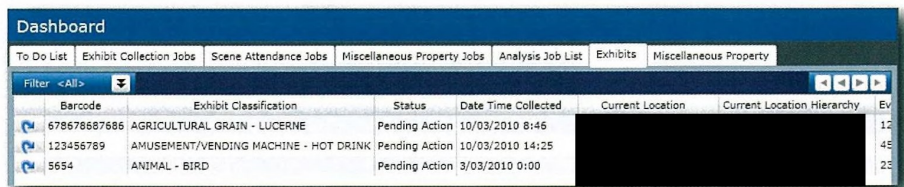
17. Double-click on the required location to insert into the exhibit collection.  
Alternatively, select the location and click 
18. If the exhibit being booked had associated OHS warnings select the correct image from those shown. Hover over the picture to see the detail, including a description. Click on the image to apply to the Exhibit. The active OHS Warning will be shown in colour.



19. Select the appropriate check box from the **Photograph/Photocopy** tab, to indicate whether the exhibit has been photocopied and/or photographed. Select the officer responsible for the photocopy/photograph and upload the digital image of the item.
20. From the **Collection Information** tab complete the required fields: **Collection Location**, **Collected By** (if different to the indicated officer) and the **Date/Time Collected**.
21. Complete as much information as possible in the **Additional Information** tab.



22. Record in the **Finder/Owner** tab details of the following if known:
  - Finder
  - Owner
  - Received From
  - Rival Claimant
23. The **Notes** tab allows free text to be entered against the exhibit.
24. Click **Save+Close** to commit changes and exit the exhibit collection screen. The item will now be displayed from the **Exhibits** tab at the Dashboard level.



Barcode	Exhibit Classification	Status	Date Time Collected	Current Location	Current Location Hierarchy	Ev
678676687686	AGRICULTURAL GRAIN - LUCERNE	Pending Action	10/03/2010 8:46			12
123456789	AMUSEMENT/VENDING MACHINE - HOT DRINK	Pending Action	10/03/2010 14:25			4E
5654	ANIMAL - BIRD	Pending Action	3/03/2010 0:00			2E




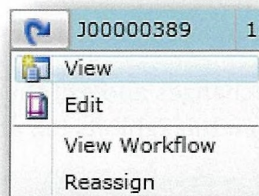
If a mandatory field is left blank, a warning will be displayed across the top of the window and the field will be highlighted red. Ensure all required fields are completed before saving.

## Viewing an Exhibit

1. Navigate to the EFIMS Dashboard.
2. Select the **Exhibits** tab.



3. Use an appropriate filter to enable the selection of an Exhibit from the presented list.
4. Double-click on the required exhibit to open it in **View** mode. Alternatively, click  and select **View** from the menu.



5. Click  to open **Edit** mode.

**View Exhibit - Exhibit Collection**

Event/Case	E0000002	Classification	Event	Job Number	J00000366
Incident Mapping Name	Break And Enter - Break/Enter And Steal	Job Crime Scene Warrant Number		Job Strike Force Name	
OIC	Kevin Frey	Reg Number	KFREY	Number Of Items Collected	42
Number Of Items Booked	1	Job Type	Exhibit Collection		
Barcode	45	Status	Pending Action		
Classification	TOY/PLAYGROUND EQUIPMENT - MODEL TRAIN				
Description	32				
Quantity	1.0000	Quantity Metric	Unit	Parent Exhibit	
Current Location	[REDACTED]				




If you have access to the COPS event you will have access to the exhibits.

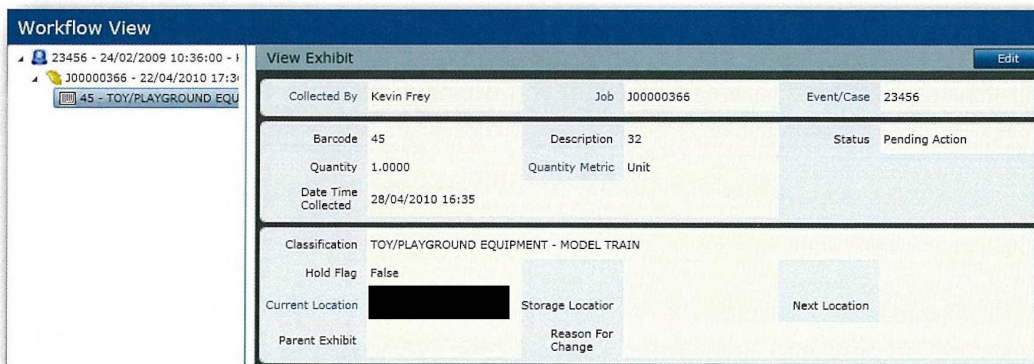


## SCENARIO 1 - Update

Refer to accompanying Training Scenarios booklet for detail.

## Workflow

Click **View Workflow** in a selected screen, or select **View Workflow** by clicking  This will display the items contained in the event including Exhibits, Analysis and Scene Analysis jobs.









The screenshot shows the 'Workflow View' interface. On the left is a tree view with the following items:

- 23456 - 24/02/2009 10:36:00 - 1
- 300000366 - 22/04/2010 17:3
- 45 - TOY/PLAYGROUND EQU

The right-hand panel is titled 'View Exhibit' and contains the following information:

Collected By	Kevin Frey	Job	300000366	Event/Case	23456
Barcode	45	Description	32	Status	Pending Action
Quantity	1.0000	Quantity Metric	Unit		
Date Time Collected	28/04/2010 16:35				
Classification	TOY/PLAYGROUND EQUIPMENT - MODEL TRAIN				
Hold Flag	False				
Current Location	[REDACTED]	Storage Location		Next Location	
Parent Exhibit		Reason For Change			

The workflow items are represented as follows:

-  Event
-  Scene attendance job
-  Exhibit
-  Exhibit collection job
-  Miscellaneous property job
-  Analysis job

Select an item in the Workflow to view in the right-hand panel.



### Recording an Exhibit - Activity

You have attended a one bedroom residential premise at 35 George Street, Parramatta in order to execute Search Warrant Number 37981. You investigate the scene and establish that a hydroponic drug set-up is in the bedroom. You also observe a firearm on the bedside table.

You seize the following items as exhibits:

- X10 Small Halogen Lamps in one brown paper bag.
- Drug bag containing 1kg of green vegetable matter.
- X1 Shotgun – Firearm in a brown paper bag.

You return to the Police Station and book the exhibits collected from the scene into EFIMS.

Refer to accompanying Training Scenarios booklet for detail.



### SELF TEST

1. An exhibit must be recorded against a COPS Event/Case. True or False?
2. What is the purpose of the  buttons?

.....

3. What forms the basis of the exhibit description?

.....

4. How are mandatory fields indicated in EFIMS?

.....

5. State two ways to view an exhibit record:

.....

.....

## Scene Attendance Requests

### Module Overview

This module is about how to request a Scene Attendance Job using EFIMS rather than COPS FSIMS. COPS FSIMS will not allow the creation of new jobs once EFIMS is released. Any existing jobs will be managed out to completion via FSIMS. All Scene Attendance Requests automatically workflow to the Dashboard of the appropriate forensic service provider (based on incident location).

If an OIC is unsure about what to request from a Scene Attendance Job, consult with SOCO prior to submitting the Scene Attendance Request.

### Learning Objectives:

- Demonstrate how to request a scene attendance job in EFIMS
- Recognise relevant forensic service providers
- Record and submit the correct information for a scene attendance job
- Understand scene attendance job priorities

 SOP

It is a NSW Police Force SOP that Scene Attendance Jobs are created and tracked on EFIMS. In the event that operational requirements prevent this occurring, or EFIMS is not online, the Scene Attendance Job must be recoded contemporaneously in an Officer's notebook for updating EFIMS when back online. *Note: this SOP does not apply to professional standards investigations, covert operations and/or highly protected operations.*



## Introduction to Scene Attendance Requests

Creating Scene Attendance Requests and tracking Scene Attendance Jobs is one of EFIMS main functions. The “bigger picture” is illustrated below:

- 1. Attend Crime Scene & identify need for Forensic Services**  
 ① Remember to complete relevant COPS Event/Case!



- 2. Create Scene Attendance Request in EFIMS**  
*EFIMS To Do: Scene Attendance Job Request, Job Description, OIC Instructions, Location, Service Type, Priority, any Constraints*  
 ① Remember to complete relevant OHS warnings!



- 3. Submit Scene Attendance Request & track job progress**  
*EFIMS To Do: Job appears on Dashboard for assignment (Assign Officer).*  
 ① OICs can track job status on their EFIMS Dashboard!



- 4. Forensic Service Provider Completes Job**  
*EFIMS To Do: FSP completes and sends Job Reply to OIC. OIC receives Alert on Dashboard, Views Job Reply & Acknowledges Reply*  
 ① Remember to Withdraw job if not needed - resources are limited!



- 5. OIC completes Brief of Evidence**  
*EFIMS To Do: Print and attach Result, Expert Statement & Chain of Custody Report for reference in Statement of Evidence.*  
 ① OIC can now 'Complete' the EFIMS record



### SCENARIO 2 – Create Scene Attendance

You are the officer responsible for investigating a violent sexual assault on a young female victim, at 15 Campbell Street, Parramatta. As a result of the assault, the victim obtained serious injuries. You request Major Crime Physical Examination (Crime Scene) to attend the scene and collect forensic evidence.

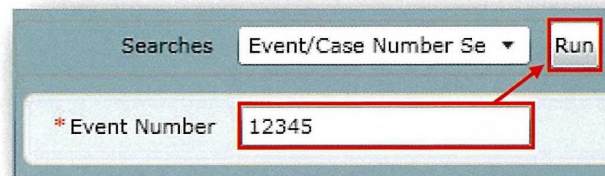
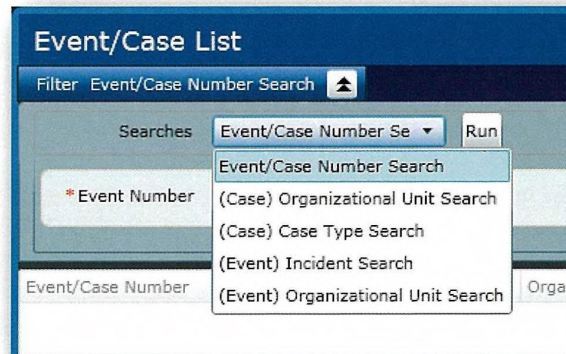
Whilst still at the scene, Crime Scene Officer attends and conducts an investigation. As a result they collect and package the following exhibit and hand it to you to take back to the station and record as an exhibit.

- 1 x Ladies pink underwear (Bonds, Size 6)

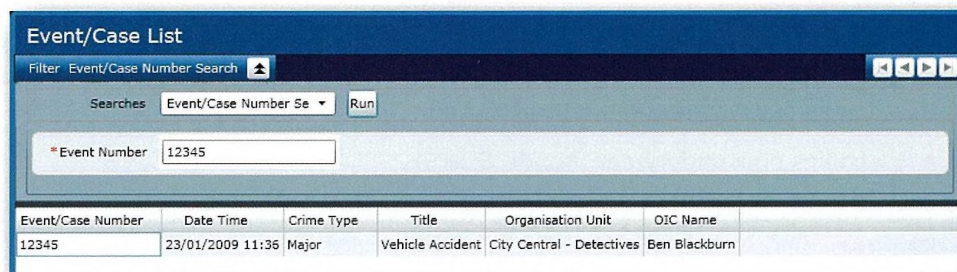
You return to the station and book up the exhibit under the Scene Attendance Request.

## Creating a Scene Attendance Request

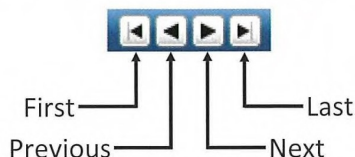
1. Select the **Jobs** menu, then **Create Scene Attendance Request**.
2. Select the COPS Event/Case that the Scene Attendance will be recorded against by clicking  at the right of the **Event/Case** field.
3. Use an appropriate filter to display the required events.




4. Type in the required information and click
5. Double-click on the required event to select it. Alternatively, select the event and click . The Exhibit Collection will be partially completed with details from the COPS Event/Case.



If necessary use the record navigation controls to move through the results:



- Assign an **Officer In Charge (OIC)** to the Exhibit Collection by clicking on  at the right of the OIC field.

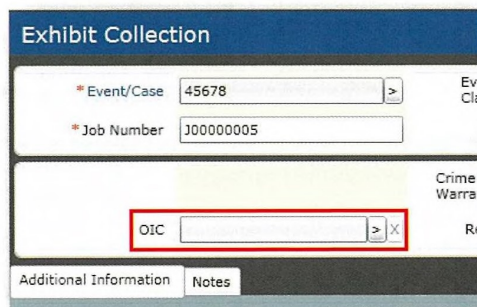

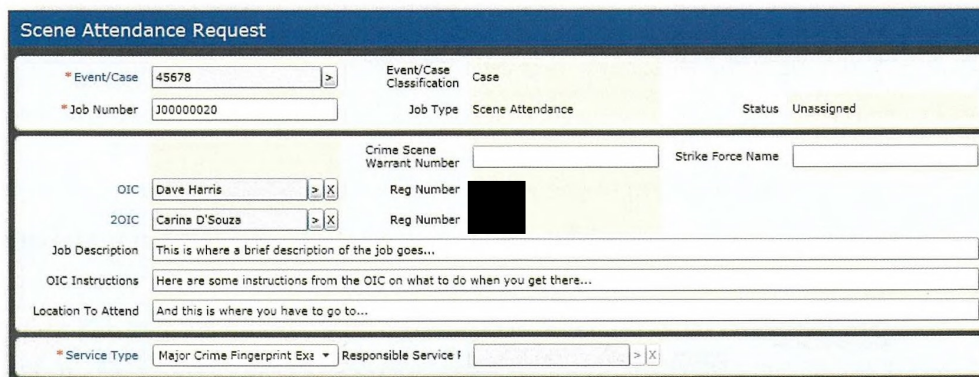


Exhibit Collection dialog box showing fields for Event/Case (45678), Job Number (J00000005), and OIC (dropdown menu). The OIC field is highlighted with a red box.

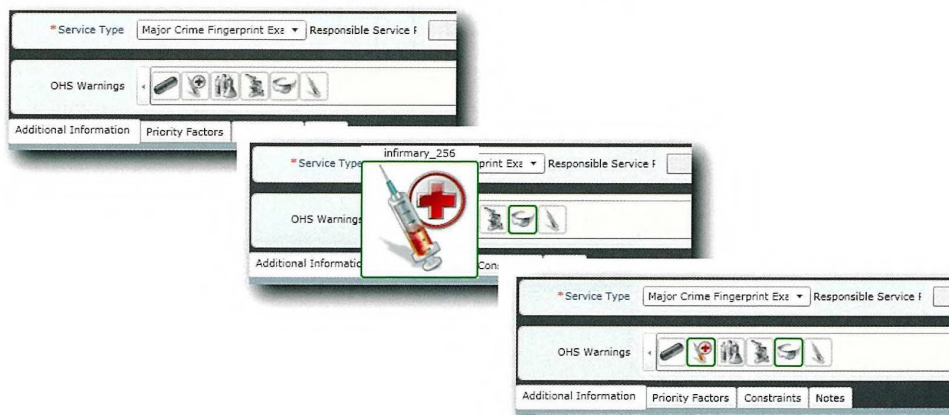
- Select the officer name from the presented list, using an appropriate filter if necessary. Use the navigation buttons in the top right of the dialog to move through the list.
- Double-click on the required officer to insert them as the OIC in the exhibit collection. Alternatively, select the officer and click .
- Enter the **Job Description** – a brief summary of the event narrative.
- Enter the **OIC Instructions** - specific instructions to the service provider.
- If required, enter a **Location To Attend**. This should only be completed if the attending location is different to the incident location. For example, the incident took place at 5-11 Hassall Street, however, you want the service provider to specifically attend 7 Hassall Street.



Scene Attendance Request dialog box showing fields for Event/Case (45678), Job Number (J000000020), Crime Scene Warrant Number, Strike Force Name, OIC (Dave Harris), 2OIC (Carina D'Souza), Job Description, OIC Instructions, Location To Attend, and Service Type (Major Crime Fingerprint Exz).

## Introduction to EFIMS

12. Select the correct **OHS Warnings** from those shown. Hover over the image to see detail (including description), click on the image to apply to the Scene Attendance Request. The active OHS Warning will be shown in colour.



13. Complete the required fields on the **Additional Information** tab.
14. Ensure the **Priority Factors** are correctly stated. Remove any incorrect priority factors that may be present.



EFIMS prioritises Scene Attendance Jobs to assist with resource allocation and time management. This information is not mandatory; however, completion will assist in processing the Scene Attendance Request.

EFIMS requests information about Event Priority Factors to determine a priority score. The factor parameters are:

- Media Public Profile
- Victim Injury
- Firearm Used
- Other factors

If the Event Priority Factors change, contact the relevant Forensic Service Provider to advise and update the **Notes** tab in EFIMS.

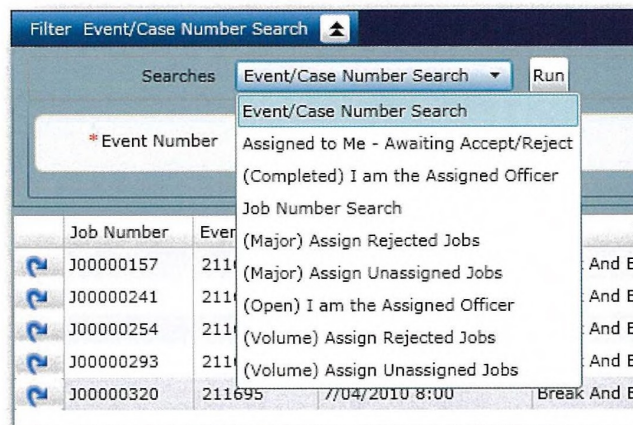
15. The **Constraints** tab is used to specify any job and scene constraints.
16. The **Notes** tab contains a free text field to be used to provide further information to the forensic service provider about the job request.
17. Click **Submit** to create the Scene Attendance Request and close the screen. Alternatively, click **Submit + Create New** to create the Scene Attendance Request and clear all fields to create a new job request based on the same event. The Scene Attendance Request will be displayed on the dashboard of the service provider.




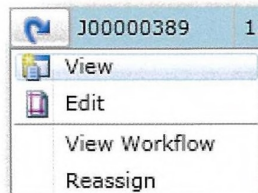
It is a NSW Police Force SOP that all information entered into EFIMS to determine the Priority Factors for Scene Attendance Jobs be correct at time of entry. Any updates to the Scene Attendance Job - Priority Factors must be recorded.

## Viewing a Scene Attendance Request

1. Navigate to the EFIMS Dashboard.
2. Select the **Scene Attendance Jobs** tab.
3. Use an appropriate filter to enable the selection of a Scene Attendance Job from the presented list.



4. Double-click on the required Scene Attendance Job to open it in **View** mode. Alternatively, click  and select **View** from the menu.



5. Click  to open **Edit** mode.



### Create a Scene Attendance - *Activity*

You are an OIC and have attended the location of a recovered stolen motor vehicle. You require a Scene of Crime Officer to attend to location at 7 Hassall Street, Parramatta.



### SELF TEST

1. When would you use the **Save+Create New** button?  
.....
2. What effect does the **Submit** button have on a Scene Attendance Request?  
.....

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## View Job Replies

### Module Overview

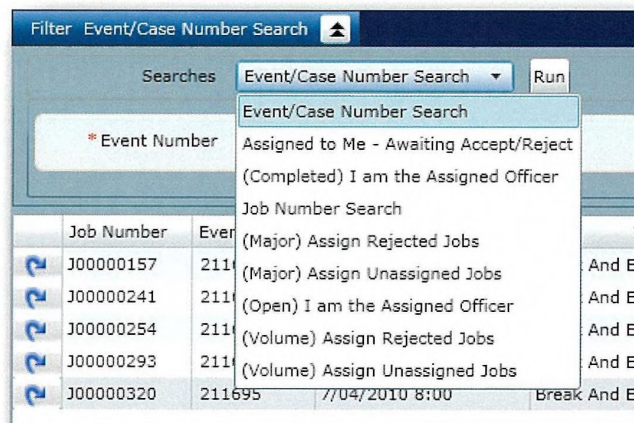
This module is about how to view Job Replies to Scene Attendance Jobs.

### Learning objectives:

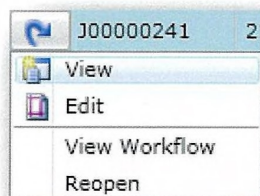
- Apply filters on jobs to limit the displayed list
- Access scene attendance jobs and view job replies
- Acknowledge a job reply

### Viewing a Scene Attendance Job Reply

1. Navigate to the EFIMS Dashboard.
2. Select the **Scene Attendance Jobs** tab.
3. Use an appropriate filter to display the required **Scene Attendance Job**.



4. Double-click on the required **Scene Attendance Job** to open it in **View** mode. Alternatively, click  and select **View** from the menu.



5. Select the **Job Reply** tab.



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## Forensic Analysis Job Requests

### Module Overview

This module is about how to request a Forensic Analysis Job using EFIMS workflow rather than COPS FSIMS.

### Learning Objectives:

- Understand the five steps of the Test of Essentiality and staging submission
- Understand when to request a forensic analysis job
- Demonstrate how to create a forensic analysis job request
- Recognise forensic analysis job types
- Understand status types for forensic analysis jobs
- Understand sequencing for forensic analysis jobs
- Understand accessing and viewing analysis results

#### SOP

It is a NSW Police Force SOP that all Forensic Analysis Jobs are created and tracked on EFIMS. In the event that operational requirements prevent this occurring, or EFIMS is offline, the Forensic Analysis Job must be recoded contemporaneously in an Officer's notebook. Update EFIMS when it comes back online. *Note: This SOP does not apply to professional standards investigations, covert operations and/or highly protected operations.*

## Rationale for creating Forensic Analysis Jobs

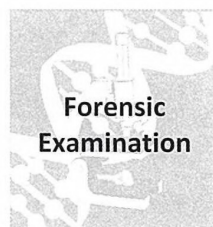
It is important that the OIC when considering requesting a Forensic Analysis Job ensure that the job is relevant to the investigation. Consider conducting the “Test of Essentiality” prior to submitting a request. The test can be applied to major and volume crime. Forensic analysis resources are finite and the test provides a systematic approach for decision-making.



### Test of Essentiality: Evaluate

#### Is it essential to conduct a forensic examination?

- Will the results have evidentiary relevance?
  - Will the results inform an investigation?
  - Is the forensic examination timely and efficient?
- Can the item be retained/stored without loss of evidentiary relevance?
  - Remember occupational health & safety.



## Staging Submission

For major crime where there is more than one exhibit being considered for forensic analysis, the OIC can consider “staging” the submission of exhibits based on operational priorities.

### Evaluate:

Complete **Test of Essentiality** for all exhibits being considered for forensic analysis.

### Stage One:

In consultation with the Forensic Service Provider prioritise and select a set of exhibits (e.g. the “top five”) to submit for forensic analysis. Retain the remaining exhibits for submission dependent on results of stage one *and* operational requirements.

### Stage Two:

Subject to the results of stage 1, repeat the **Test of Essentiality** for remaining exhibits. Submit the next set of exhibits for forensic analysis if required. Continue staging exhibit submission until operational requirements are met.



## Forensic Analysis Service Types

There are over 80 forensic analysis service types available through EFIMS. These service types are provided by both internal (for example the NSW Police Force Forensic Ballistics Unit) and external service providers (for example DAL).

It is important to select the relevant forensic analysis service type prior to submitting the request. If further information regarding the optimal forensic service type for an investigation is required, contact the relevant forensic service provider or contact the Forensic Information Management Branch (FIMB). Consultation assists in successful forensic analysis job submission. Remember requesting an irrelevant forensic analysis job consumes finite resources and times.

In some investigations, the OIC may require more than one forensic analysis job to be conducted on one exhibit; in other words, multiple forensic analysis requests. EFIMS simplifies the process of multiple analysis job requests through online workflow and automated job sequencing that minimises the risk of exhibits being contaminated or damaged.

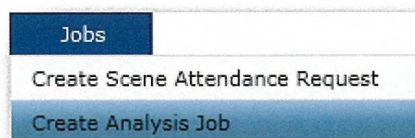



### SCENARIO 3 – *Create Analysis Job Request*

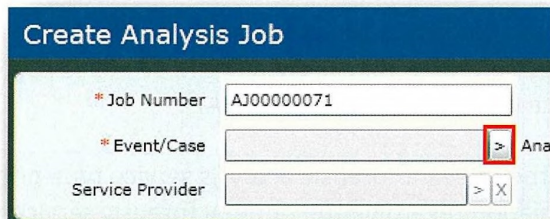
You want to send the ladies underwear to Biology for Forensic Biology Evidence Examination.

Refer to accompanying Training Scenarios booklet for detail.

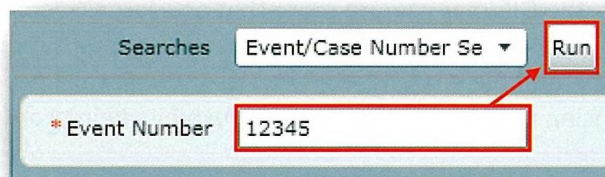
## Creating an Analysis Job Request

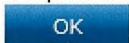



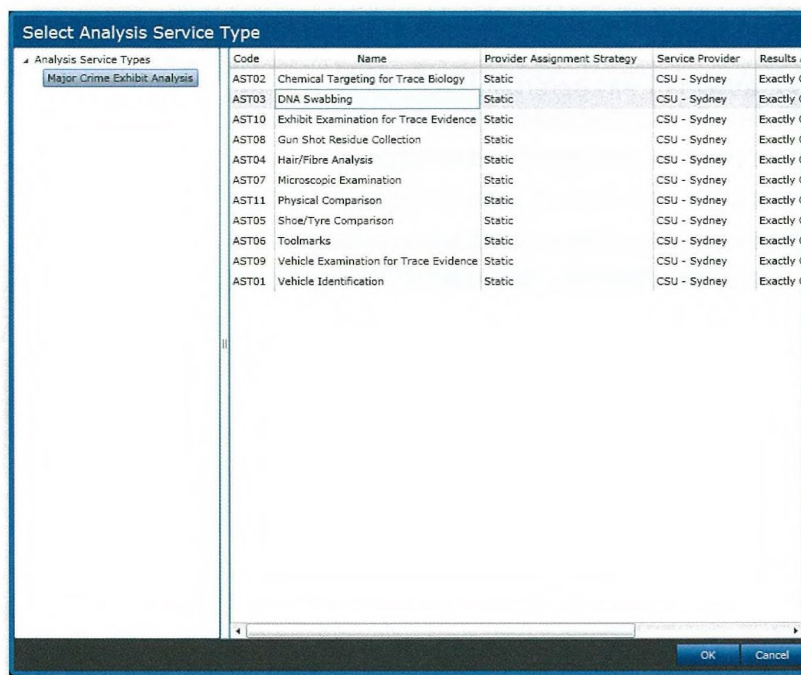
1. Select the **Jobs** menu, then **Create Analysis Job**.
2. Select the COPS Event/Case that the Analysis Job Request will be recorded against by clicking  at the right of the Event/Case field.





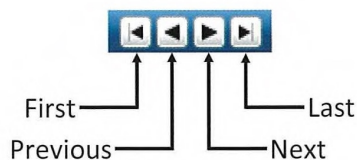
- Use an appropriate filter to enable the selection of an Event from the presented list.




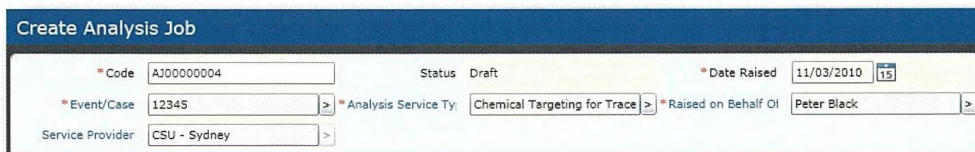
- Double-click on the required event to place it in the Analysis Job. Alternatively, select the event and click 
- Assign an **Analysis Service Type** by clicking on  at the right of the field. Drill down through the provided Service Types, select the required Service Type from the list on the right.



6. Double-click on the required Service Type to insert into the Analysis Job. Alternatively, select the Service Type and click 
7. Assign a **Raised on Behalf Of** officer by clicking on  at the right of the field. The officer can only be selected from the list of officers associated with the original COPS Event/Case.
8. Select the officer name from the presented list, using an appropriate filter if necessary. Use the navigation buttons in the top right of the dialog to move through the list.



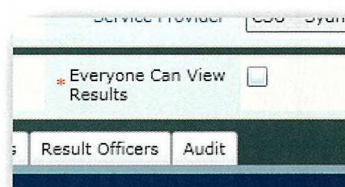
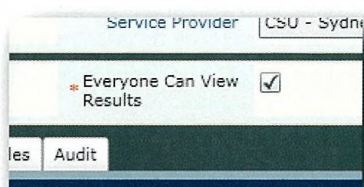
9. Double-click on the required officer to insert them as the Raised On Behalf Of officer in the Analysis Job. Alternatively, select the officer and click 
10. The **Service Provider** field will be automatically populated when the Service Type is selected.



* Code	AJ00000004	Status	Draft	* Date Raised	11/03/2010
* Event/Case	12345	* Analysis Service Ty	Chemical Targeting for Trace	* Raised on Behalf Of	Peter Bleck
Service Provider	CSU - Sydney				

## Introduction to EFIMS

11. Click **Save+Continue** to create the Analysis Job record. The **Edit Analysis Job** screen will be displayed.
12. Priority is automatically determined by the responses given under the **Job Criticality** tab.
13. By default everyone can view the results of an analysis job.



Removing the tick will display an additional tab – **Result Officers**. In this case you will need to nominate those officers who can view results.

14. Add exhibits using **Add**. Alternatively, double-click on the exhibits to add.



It is not possible to add the exhibit more than once to the analysis job.

15. Complete the required fields on the **Additional Information** tab.
16. Determine any factors that need to be recorded on the **Job Criticality** tab. This will determine the **Job Priority**.
17. Use the **Files** tab to upload electronic copies of documents if required. Click **Upload File** and select files as normal. The status bar at the bottom of the screen will indicate the progress of the upload.
18. Click **Submit** or click **Save+Close** to allow further changes to be made and submission at a later point.



- Any file type can be uploaded to EFIMS (e.g. PDF, Word, image, etc)
- Use Ctrl key to select multiple non-adjacent files, or Shift to select multiple adjacent files.

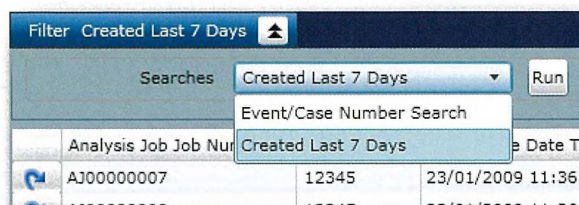



To remove an exhibit from the analysis job list – click  then **Remove** while in **Edit** mode.

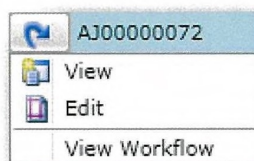


## Viewing an Analysis Job Request

1. Navigate to the EFIMS Dashboard.
2. Select the **Analysis Jobs** tab.
3. Use an appropriate filter to enable the selection of an **Analysis Job** from the presented list.



4. Double-click on the required Analysis Job to open it in **View** mode. Alternatively, click  and select **View** from the menu.



5. Click  to open **Edit** mode.

## The Sequence of Forensic Analysis Jobs

The sequence is the order that forensic analysis jobs are conducted on an exhibit. For example, a knife used in an assault may require multiple forensic analysis jobs. These could be:

- Fingerprints;
- Blood on the knife; and
- Marks on the knife.

Sequencing is important to ensure that trace evidence is not contaminated or destroyed during the analysis process. EFIMS automatically ensures that best practice sequencing is the default when requesting multiple jobs on a single exhibit.

There may be operational circumstances for which EFIMS default sequencing is not applicable. To ensure the appropriate sequencing, officers should consult with forensic service providers who will assist in determining the best sequencing for maximising evidential value



### Forensic Analysis Job Requests - *Activity*

You want to send the firearm to Ballistics for examination.

Refer to accompanying Training Scenarios booklet for detail.



### SELF TEST

1. What are the five steps of essentiality?

.....

.....

.....

.....

.....

2. By default, who can see the results of an analysis job?

.....

3. Is it possible to add the same exhibit multiple times to an analysis job?  
Yes or no?

4. EFIMS automatically sequences jobs to ensure best practice. True or False?

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## Viewing Analysis Results





### Module Overview

This module is about how to view the results for a Forensic Analysis Job using EFIMS. It is the responsibility of the Forensic Service Provider to record the analysis results in EFIMS in a timely and accurate manner. It is the responsibility of the OIC to acknowledge receipt of the results of the forensic analysis job in EFIMS. The OIC will receive an Alert on the EFIMS Dashboard informing them that results have been recorded.

### Learning objectives:

- Demonstrate how to access analysis job results through the EFIMS dashboard
- Demonstrate how to view results
- Demonstrate how to acknowledge analysis results
- Understand how to view attachments to analysis results

### Viewing an Analysis Job Result

1. Navigate to the EFIMS Dashboard.
2. Select the **Analysis Job** tab.
3. Select the required **Analysis Job**, either from the list or by means of filtering the list.
4. Double-click on the required Analysis Job to open it in **View**. Alternatively, click  and select **View** from the menu.
5. Double-click on the required exhibit description to open it in **View**. Alternatively, click  and select **View** from the menu.
6. In the **Results** tab double-click on the required result to open it in **View**. Alternatively, click  and select **View** from the menu.
7. Click  at each stage to return to the **Analysis Job** tab level.

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## Miscellaneous Property

### Module Overview

This module is about how to record miscellaneous property in EFIMS rather than in a Miscellaneous Property Book.

### Learning objectives:

- Understand when and how to record miscellaneous property in EFIMS
- Demonstrate recording a Miscellaneous Property item in EFIMS.

 SOP

It is a NSW Police Force SOP that all miscellaneous property recorded in COPS is recorded on EFIMS. Where EFIMS is offline, the miscellaneous property information must be recorded contemporaneously in a Miscellaneous Property Book or in an Officer's notebook and used to update EFIMS when the system is back online.



EFIMS will provide a system-generated identifier (pseudo-Event Number) for any Miscellaneous Property not recorded in COPS.

## Introduction to Miscellaneous Property

Recording miscellaneous property items is one of EFIMS main functions.

### 1. Item found and handed in.

John Citizen hands in a gold fob watch.

Log onto COPS and create an Event.

- ① Remember to create a COPS Event for MP to be recorded on EFIMS!



### 2. Record Item against the COPS Event / Case No.

*EFIMS To Do: Record OIC and description of fob watch against COPS Event/Case No.*

- ① Remember to scan the barcode label into the MP Record!



### 3. Take the Item to the Exhibit Office.

*EFIMS To Do: Transaction 'Check In'*

- ① Remember to use the barcode reader at the Exhibit Office!



### 4. Give the Item back to the Owner/Finder.

- ① Remember print a receipt from EFIMS!



### 5. Acquit the MP Record.

*EFIMS To Do: Transaction 'Disposal'*

- ① You can scan the receipt and upload / attach to this EFIMS record.



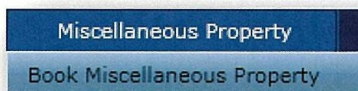
## SCENARIO 4 – Create Miscellaneous Property


A gentleman attends the front counter of Parramatta Police Station where you are the station constable and hands you a push bike. The gentleman states he found it lying in some bushes in the Oxford Park at 11am. The bike is a Felt TK2 racing bike, red and white in colour, Serial No F9876. The gentleman advises he wishes to claim the property if police cannot locate an owner and provides you his details.

Refer to accompanying Training Scenarios booklet for detail.

## Creating Miscellaneous Property

1. Select the **Miscellaneous Property** menu, then **Book Miscellaneous Property**



2. Select the **COPS Event/Case** that the Miscellaneous Property item will be recorded against by clicking  at the right of the Event/Case field.

 A screenshot of a form titled 'Miscellaneous Property'. It has two main input fields: '\* Event/Case' with a dropdown arrow icon on the right, and '\* Job Number' with the value 'J00000489' entered.

3. Use an appropriate filter to display the required events.


 A screenshot of a search interface titled 'Event/Case List'. It features a 'Filter' section with '(Case) Organizational Unit Search' selected. Below this is a 'Searches' section with a dropdown menu showing options like '(Case) Organizational Unit Search', '(Case) Case Type Search', 'Case Number Search', '(Event) Incident Search', '(Event) Organizational Unit Search', and 'Event Number Search'. There are also 'From Date' and 'To Date' fields.

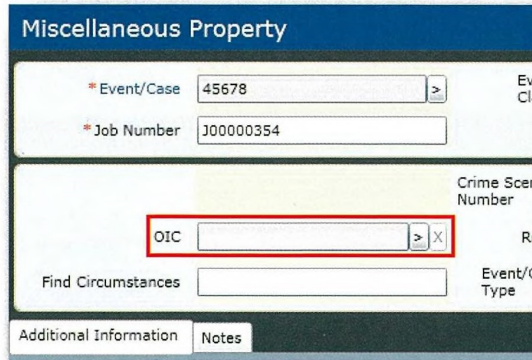

 A close-up screenshot of the search interface. The 'Searches' dropdown is set to 'Event/Case Number Se'. The 'Run' button is highlighted with a red box. Below, the '\* Event Number' field contains the value '12345'.

4. Double-click on the required event to place it in the Miscellaneous Property job. Alternatively, select the event and click 

The Miscellaneous Property job will be partially completed with details from the COPS Event/Case.



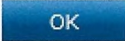
- Assign an Officer In Charge (OIC) to the Miscellaneous Property by clicking on  at the right of the OIC field.




The screenshot shows a dialog box titled "Miscellaneous Property". It contains several input fields:
 

- \* Event/Case: 45678
- \* Job Number: J00000354
- OIC: (empty field with a dropdown arrow icon to its right, highlighted by a red box)
- Find Circumstances: (empty field)

 There are also labels for "Crime Scen Number" and "Event/C Type" on the right side. At the bottom, there are tabs for "Additional Information" and "Notes", and an "OK" button.

- Select the officer name from the presented list, using an appropriate filter if necessary. Use the navigation buttons in the top right of the dialog box to move through the list.
- Double-click on the required officer to insert them as the OIC in the Miscellaneous Property job. Alternatively, select the officer and click .



To replace the OIC details: either select another Officer from the list or use  to clear the OIC details.

- Populate the fields as required.

 Introduction to EFIMS

**Miscellaneous Property**


\*Event/Case: 211695 > Event/Case Classification: Event  
 \*Job Number: J00000327 Job Type: Miscellaneous Property

\*Primary Incident: Break And Enter - Break/Enter > Crime Scene Warrant Number: \_\_\_\_\_ Strike Force Name: \_\_\_\_\_  
 OIC: \_\_\_\_\_ > X Reg Number: \_\_\_\_\_ Number Of Items Collected: \_\_\_\_\_  
 Find Circumstances: \_\_\_\_\_ Event/Case Crime Type: Major


Additional Information | Notes

Property Identifiable/Traceable:  Property Cash > \$250:  Estimated Value of Property > \$1000:   
 Finder to claim property:  Place Found: \_\_\_\_\_ How Found?: \_\_\_\_\_  
 Date/Time Found: <d/MM/yyyy 15 \_\_\_\_\_ Action Taken: \_\_\_\_\_ COPS System Search Result: None  
 Phone Enquiry Comment: \_\_\_\_\_ Other Comment: \_\_\_\_\_

Book Miscellaneous Property Cancel



9. Navigate to the other tabs and enter data as required:
  - Additional Information
  - Notes
10. Click **Book Miscellaneous Property** to access the Book Miscellaneous Property screen.
11. Enter the barcode details off the label by either using the barcode scanner or typing the code in directly.
12. Select the Miscellaneous Property Classification by clicking  on the right of the field and selecting from the list. Filter the list by name to limit the entries displayed. A keyword search based on “safe” would return the following:

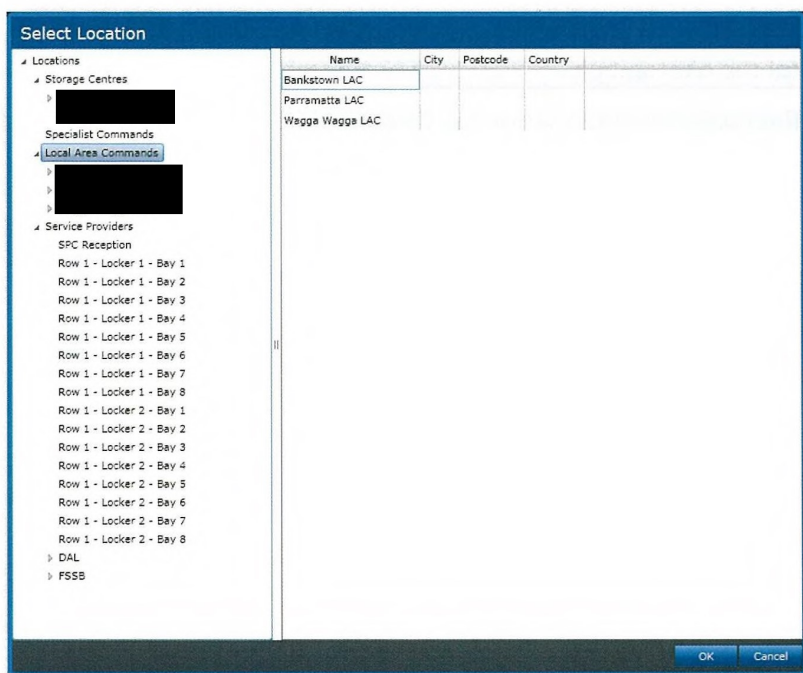
**Classification List**


Filter By Name:  

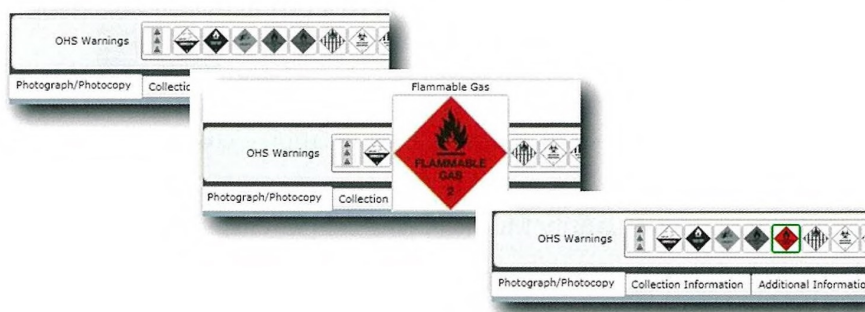
Searches: By Name  Run

Code	Description
EXHCL000185	CLOTHING - SAFETY VEST/CLOTHING
EXHCL000358	HARDWARE/BUILDING/DECORATING - CIRCUIT BREAKER/SAFETY SWITCH (RCD)
EXHCL000575	SAFE - AUTOMATIC TELLER MACHINE
EXHCL000576	SAFE - FREESTANDING SAFE
EXHCL000577	SAFE - OTHER
EXHCL000578	SAFE - PORTABLE SAFE
EXHCL000579	SAFE - SAFETY DEPOSIT BOX
EXHCL000580	SAFE - WALL SAFE
EXHCL001399	TOOL - ACCESSORY - OTHER SAFETY EQUIPMENT

13. Double-click on the required Classification to insert in the Miscellaneous Property record. Alternatively, select the Classification and click 
14. Enter a brief description of the miscellaneous property. The description field will default to the Miscellaneous Property Classification – change or append text as required.
15. Enter Quantity and Quantity Metric (Cash Total, Grams, Kilograms, Metres or Unit).
16. Select the exhibit's current location by clicking  on the right of the field. Drill down through the provided locations, selecting the required location from the list of storage locations on the right.



17. Double-click on the required location to insert into the miscellaneous property record. Alternatively, select the location and click 
18. If the miscellaneous property being booked had associated OHS warnings select the correct image from those shown. Hover over the picture to see the detail, including a description. Click on the image to apply to the Miscellaneous Property. The active OHS Warning will be shown in colour.

 Introduction to EFIMS


19. Select the appropriate check box from the Photograph/Photocopy tab, to indicate whether the miscellaneous property has been photocopied and/or photographed. Select the officer responsible for the photocopy/photograph and include the digital image of the photograph.
20. From the Collection Information tab complete the required fields: Collection Location, Collected By (if different to the indicated officer) and the Date/Time Collected.
21. Complete as much information as possible in the Additional information tab.
22. Record in the Finder/Owner tab details of the following if known:
  - Finder
  - Owner
  - Received From
  - Rival Claimant
23. The Notes tab allows free text to be entered against the exhibit.
24. Click **Save+Close** to commit changes and exit the exhibit collection screen. The item will now be displayed from the Exhibits tab at the Dashboard level.

Dashboard						
To Do List   Exhibit Collection Jobs   Scene Attendance Jobs   Miscellaneous Property Jobs   Analysis Job List   Exhibits   Miscellaneous Property						
Barcode	Exhibit Classification	Status	Date Time Collected	Current Location	Current Location Hierarchy	Ev
678678687686	AGRICULTURAL GRAIN - LUCERNE	Pending Action	10/03/2010 6:46			12
123456789	AMUSEMENT/VENDING MACHINE - HOT DRINK	Pending Action	10/03/2010 14:25			4E
5654	ANIMAL - BIRD	Pending Action	3/03/2010 0:00			2E

25. Click **Save+Close** to return to the Dashboard Miscellaneous Property tab.





A miscellaneous property item **MUST NOT** be submitted for DNA analysis simply to attempt an identification of the owner.

## Viewing Miscellaneous Property

1. Navigate to the EFIMS Dashboard.
2. Select the **Miscellaneous Property** tab.
3. Use an appropriate filter to enable the selection of a Miscellaneous Property item from the presented list.



4. Double-click on the required exhibit to open it in **View**. Alternatively, click  and select **View** from the menu.
5. Click  to open **Edit** mode.



When required, EFIMS can print a receipt for the miscellaneous property.



### Miscellaneous Property - *Activity*

Anita Bernado of 79 Sharks Road, Parramatta attended Parramatta Police Station to hand in a gold fob watch found in the Car Park (Level B), Parramatta Westfield whilst she was parking her car. The watch is inscribed "From Tony with love to Maria" on the case. Anita wishes to claim the watch if the owner is not found.

- 1 x Fob Watch gold in colour with inscription

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## EFIMS Reports & Receipts

### Module Overview

A key principle underpinning EFIMS is **transparency**. EFIMS reports promote transparency at both operational and strategic levels by systemically tracking item movements and/or jobs against the OIC and the incident location. Imagine each report as a collation of information from EFIMS that can be printed. EFIMS reports can be used as a receipt for items, referenced in court (to support chain of custody requirements for an exhibit), to conduct Exhibit Office audits, to comply with the Command Management Framework (CMF), as well as monitoring NSW Police Force overall statistics and trends.

All information in EFIMS can be retrieved as a report, either via the in-built reports or by contacting the Forensic Information Management Branch (FIMB). Contact the FIMB for assistance.

### Learning objectives

- Understand the three types of reports that can be generated by EFIMS in Phase One.
- Understand the purpose of each report (e.g. self management, audits, CMF, chain of custody)
- Generate and print a report from EFIMS using “Quick Links”.

### Introduction

EFIMS can generate a range of reports, depending on the user requirements and different business functions. There are three categories:

- Corporate Reports:** These reports are for police management (e.g. LAC Commanders, Region Commanders, Commissioner’s Executive Team). These reports are “big picture” statistics (for example how many jobs are being completed by a Region, how long they generally take and what the results were). These reports are generally generated by the FIMB.
- Operational Reports:** These reports inform daily police operations (e.g. the daily running of an Exhibit Office or a forensic service provider. These reports show detailed information such as lists of jobs to be actioned, items on hand or exhibits which need to be moved between locations. Officers and forensic staff should use operational reports to manage their work and to find information about the exhibits and jobs that they are responsible for.
- Forms & Receipts:** These documents are generated by EFIMS to phase out a range of books and paper forms/receipts. They are a simple way for officers to collate and print information, so a record can be signed (as a receipt) and a retained. Forms and Receipts are used when moving exhibits, collecting or disposing of items, and to support a clear chain of custody.



## Report Scenarios: When would I use reports?

Almost all EFIMS users will need reports. Consider the following scenarios:

- In response to a report of a break in, an officer raises a Scene Attendance Request for SOCO Branch on EFIMS.
- Once the job is assigned, SOCOs print out a report showing a summary of all jobs assigned to themselves (the **Assigned Jobs by Officer** report). They take the report with them into the field to help them plan their movements for the shift
- On their return to the station, the SOCO lodges a new exhibit in EFIMS and transfers it to the LAC exhibit office (a logged EFIMS transaction). The Exhibit Officer can generate a report showing what they are currently storing, and where each item is in the exhibit room (the **Items on Hand – Details** report)
- When the exhibit is transferred for analysis, the exhibit officer can print a report of all items planned to be transferred in or out of the storage area (the **Items to be Moved** report). They can help to locate and collect the appropriate exhibits.
- When a courier or officer collects the items, a form is generated (the **Movement Form**), showing details of the items and their destination. The transporting officer will sign the form, which maintains chain of custody as well as providing details of the package contents. This same process will apply when the items are returned to the LAC.
- While the exhibits are being analysed, investigators can run reports showing all exhibits associated with their job, and the status of each forensic analysis job (the **Exhibit Summary** report).
- When analysis is completed and the exhibit has been returned to the LAC and the case is closed, a report can be run showing items that are ready to be disposed of (the **Disposal Candidates** report). The exhibit officer can use this to start the disposal approval process.

## Report Security

EFIMS users will only be able to view reports for their own area. For example:

- Everyone can view reports about their own exhibits and jobs
- Exhibit Officers can view all the reports about items they hold/control
- Local managers (eg Crime Coordinators, Local Area Commanders) can view reports relating to their teams and local operations
- Regional and Senior Commanders can view Command or State-wide reports

**Quick links** to reports will be available within various areas of EFIMS, allowing users to easily run reports based on the data they view on screen.

## Sample Reports

Examples of all the following reports can be found in Appendix 2.

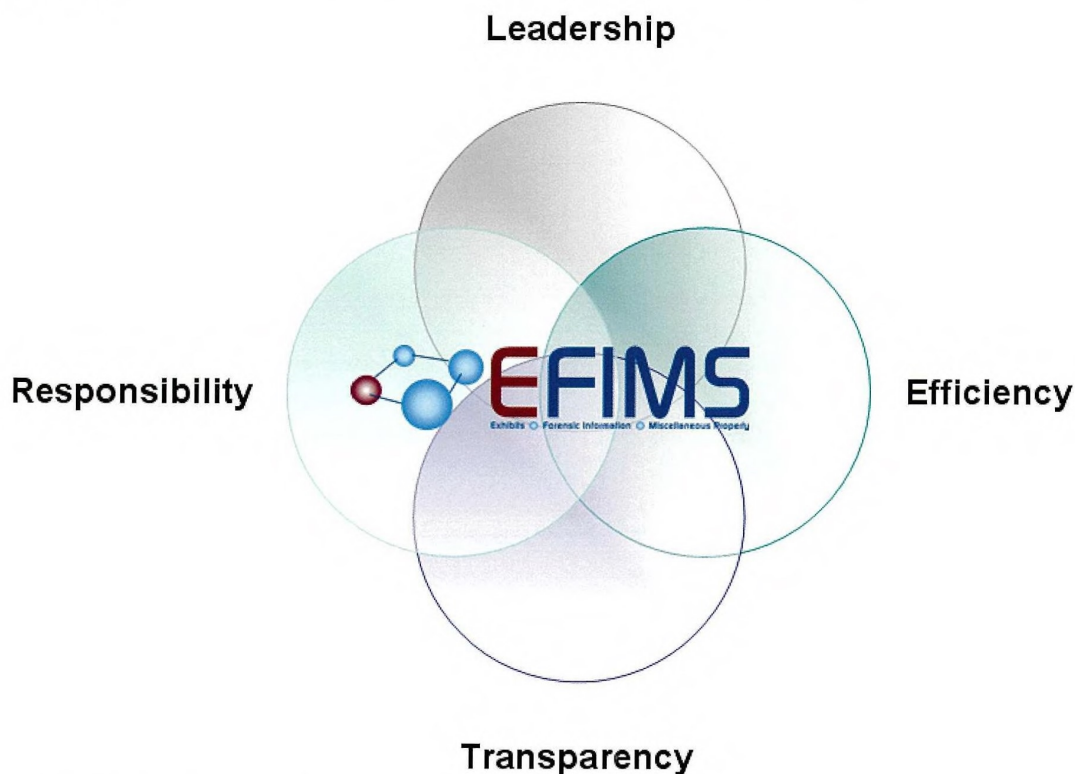
- a) **Chain of Custody Report:** This report provides a custody log for an exhibit or group of exhibits. All exhibit movements are logged. This report summarises the log and can be used to support chain of custody in a Statement of Evidence for court.
- b) **Exhibit Summary Report:** This report shows details of every exhibit associated with a particular case or event, along with their location and status. It is an easy way to summarise an event's associated exhibits. It can be used to quickly check where all the exhibits are and what is happening to them.
- c) **Disposal Candidates Report:** When an item's lifecycle is complete and after a set time frame concludes, it appears on the Disposal Candidates report. This report tells exhibit officers to review items for disposal, without having to track individual item status. Once an item appears on this report an exhibit officer is required to contact the relevant OIC to commence disposal.
- d) **Job Details Report:** This shows all the information about a particular job. Reports can be generated for all job types.
- e) **Jobs by Officer Report:** This report provides a summary of all jobs assigned to a particular officer. This report can serve as a running sheet for the officer, keeping them up to date with current work.
- f) **Items on Hand – Details Report:** This report shows a list of every item currently stored in a particular location. This report informs the Command Management Framework (CMF) reporting requirements. The report generates a random list of exhibits which can be used to ensure that they are, in fact, where they are meant to be.
- g) **Miscellaneous Property Receipt:** EFIMS collates all the information recorded for the miscellaneous property item(s) and generates a receipt for printing and signing. The receipt can be signed by a member of the public and a copy retained.
- h) **Movement Receipt:** EFIMS collates all the information recorded for an item to be moved and generates a receipt for printing and signing. The receipt can be signed by the person taking custody of the item (e.g. courier) and a copy retained.

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## Appendix 1

### EFIMS: Strategic Principles

EFIMS is a purpose-built, online application for police and civilians. Application development was driven by four strategic principles: **responsibility**, **leadership**, **transparency** and **efficiency**.



The NSW Police Force is a large complex organisation **responsible** for reducing violence, crime and fear. The provision of relevant, reliable and fair evidence is a core requirement of policing. EFIMS supports the provision of best evidence. It is a corporate web enabled application that is accessible across all NSW. It standardises the recording and movement of exhibits and miscellaneous property, as well as the management of crime scene attendance and forensic analysis jobs.

Secondly, the NSW Police Force **“should be the lead agency in formulating policies and protocols regarding the submission, prioritisation and analysis of exhibits from incidents and crime scenes.”** This quote from the 2010 NSW Auditor-General’s Report, *Performance Audit, Managing Forensic Analysis Fingerprints and DNA, NSW Police Force & NSW Department of Health*, emphasises the **leadership** role that the NSW Police Force needs to maintain.

Thirdly, EFIMS provides the exhibit lifecycle with an unprecedented degree of **transparency**. Audit and movement logs for all items recorded in EFIMS are generated in real time. Location information is standardised across NSW. Officers can print Chain of Custody reports to support continuity of evidence in their court statements. EFIMS provides both

operational (aligned to the Command Management Framework) and organisational transparency.

Finally, EFIMS promotes **efficient service delivery**. Exhibit management is a resource intensive activity (e.g. receipt, movement, storage, and disposal). EFIMS delivers modern item tracking (barcodes and barcode readers), as well as online workflow to optimise item management and reduce overheads.

EFIMS is critical to the broader corporate strategy that continually promotes best practice exhibit management including:

- The use of “Five Step Triage” to evaluate exhibit seizure and disposal by Police Officers
- The application of the “Test of Essentiality” and a “Staged Submission Process” for all exhibits being considered for forensic analysis by Police Officers
- Clear Standard Operating Procedures around exhibit and miscellaneous property management
- Compliance with relevant State and international standards for item storage

### Evidence Lifecycle

1. The Exhibit comes into Police custody, i.e.: from a crime scene or search warrant
2. The Exhibit is recorded in EFIMS against either a Scene Attendance job or Exhibit entry
3. A request for analysis is submitted:
  - The investigator decides the type of analysis that is required and makes a request via EFIMS to the relevant service provider. The request appears on the service provider’s dashboard.
4. The exhibit is moved to the service provider:
  - The exhibit is checked out of EFIMS, transported to the relevant service provider and checked in to them, again via EFIMS
5. Analysis is conducted on the exhibit:
  - The service provider conducts the analysis and updates the job reply with relevant analysis results
6. The analysis results are made available:
  - Completed analysis results appear as an alert on the dashboard
7. Case goes to court (If appropriate, photographs/photocopies may be taken and the exhibit disposed of prior to court)
  - Investigator decides that the case will proceed and it goes to court using the relevant EFIMS analysis results and chain of custody report (if no action, skip to step 8.)
8. Item is disposed of – either via return or destruction. Alternatively the item is held on long term retention

### Miscellaneous Property Lifecycle

1. Item comes into Police custody
2. Item is recorded in EFIMS
3. Searches for owner conducted (if appropriate)
4. Photographs/photocopies taken
5. Item is disposed of – either via return or destruction

Appendix 2 - EFIMS Reports & Receipts  
Chain of Custody Report

EFIMS - Chain of Custody

Exhibit(s): Items associated with Case/Event(s) - 15432  
Date: 15/01/2010



Barcode	Seal No	Item Type	Item Category	Item Subcategory	Additional Description	Transfer Date	Collected From	ID/Organisation	From Location	Delivered To	ID/Organisation	To Location
<b>Case/Event: 15432 Primary Incident: Robbery/Armed Robbery OIC: Sgt Ian BAKER OIC Contact No: 26587</b>												
123	-	Tool	Drill	Cordless	None	1/12/2009				CO Bob RYAN		PTA LAC
						8/12/2009	SCO Julie Weiss		PTA LAC	John SMITH		COURIER
						8/12/2009	John SMITH		COURIER	Chandra SURESH		Biology
						11/12/2009	Chandra SURESH		Biology	CO Bob RYAN		PTA LAC
						20/12/2009	SCO Julie Weiss		PTA LAC	CO Mike TAYLOR		MEPC
124	358	Tool	Accessory	Protective Glove	Metalworking gauntlets, heavily worn	1/12/2009				CO Bob RYAN		PTA LAC
						8/12/2009	SCO Julie Weiss		PTA LAC	John SMITH		COURIER
						8/12/2009	John SMITH		COURIER	Chandra SURESH		Biology
						11/12/2009	Chandra SURESH		Biology	CO Bob RYAN		PTA LAC
						20/12/2009	SCO Julie Weiss		PTA LAC	CO Mike TAYLOR		MEPC

### EFIMS - Exhibit Summary

**Exhibit(s):** Items associated with Case/Event(s) - 15432  
**Date:** 15/01/2010



**NSW Police Force**

Barcode	Item Type	Item Category	Item Subcategory	Additional Description	Collection Date	Current Location	Status
<b>Case/Event: 15432 Primary Incident: Robbery/Armed Robbery OIC: Sgt Ian BAKER OIC Contact No: 26587</b>							
123	Tool	Drill	Cordless	None	15/06/2009		Pending Action
124	Tool	Accessory	Protective Glove	Metalworking gauntlets, heavily worn	15/06/2009		Pending Action
852	Tobacco Product/Accessory	Cigarette	None	"Special Filter" type	15/06/2009		Pending Action





EFIMS - Disposal Candidates


Geographic/Organisation Area: [REDACTED]  
 Date: 15/01/2010



NSW Police Force

Barcode	Item Type	Item Category	Item Subcategory	Additional Description	Collection Date	Status	Court Date	Last Hold to Date
<b>Case/Event: 15432 Primary Incident: Robbery/Armed Robbery OIC: Sgt Ian BAKER OIC Contact No: 26587</b>								
123	Tool	Drill	Cordless	None	15/06/2009	Pending Action	15/06/2009	15/06/2009
124	Tool	Accessory	Protective Glove	Metalworking gauntlets, heavily worn	15/06/2009	Pending Action	15/06/2009	15/06/2009
<b>Case/Event: 15432 Primary Incident: Break and Enter/Break Enter and Steal OIC: Sgt Ian BAKER OIC Contact No: 26587</b>								
852	Tobacco Product/Accessory	Cigarette	None	"Special Filter" type	15/06/2009	Pending Action	15/06/2009	15/06/2009

## Job Details Report

<b>EFIMS - Scene Attendance Job Details</b>		 <b>NSW Police Force</b>	
Event/Case: 12345	Event/Case Classification: Event		
Job Number: J000000251	Job Type: Scene Attendance		
Status: Assigned	Service Group: Major Crime Physical Examination		
	Service Type: Suspicious Death/Suicides		
<hr/>			
Primary Incident:	Suicide/Self Harm - Commit Suicide		
Strike Force Name:			
OIC:	Sgt Ian BAKER	Reg No:	████████
2OIC:		Reg No:	
Job Description:	Investigate suspected suicide, noise and shots reported by neighbour		
OIC Instructions:			
Location to Attend:	████████ Elizabeth St, ZETLAND NSW 2017		
OHS Warnings:	Biological Contamination	Job Constraints:	None
<hr/>			
<b>Priority Factors</b>		<b>Scene Constraints</b>	
Media/Public Profile:	Low	Contamination:	
Victim Injury:	Death/Disability	Environmental:	
Firearm Used:	Shots Fired and Person(s) Injured	Structural:	
Other:		Other:	
<hr/>			
Notes:	Event background is unclear, reports suggest a second person may be involved. Consider potential for homicide rather than suicide as initially reported.		
<hr/>			
<b>Additional Information:</b>			
<b>Deceased Person</b>		<b>POI</b>	<b>Vehicle Details</b>
Name:	Ms Georgia NICHOLSON	Name:	Rego Plate:
Date of Birth:	████████	Date of Birth:	Rego State:
CNI:		CNI:	Make:
Location of Deceased:	Home - Kitchen	Contact No:	Model:
			Colour:
<b>Pathologist Present</b>			
Name:		Incident Date/Time:	10/04/2010 22:48
Section:		Incident Location:	████████ Elizabeth St, ZETLAND NSW 2017
Contact No:		Informant Name:	
Location Attendance:		Informant Contact	
Attendance Date/Time:		No:	
<hr/>			
<b>Job Reply</b>			
Forensic Case No:			
Attendance Date/Time:	11/04/2010 3:25		
Departure Date/Time:	11/04/2010 5:25		
Location Attended:	████████ Elizabeth St, ZETLAND NSW 2017		
Forensic Investigator 1:	CSO Bob RYAN	Reg No:	████████ Phone: x12345
Forensic Investigator 2:	CSO Julie TAYLOR	Reg No:	████████ Phone: x12356
Scene Exam Results:	Scene layout suggests involvement of a second person. Samples taken from scene and weapon may clarify.		
OIC in Attendance:	No		
Weather:	Fine		
Lighting:	Night - artificial light only		
	<b>Person Spoken to</b>		
	Name:	Ms Joan MITCHELL	
	Contact No:	████████	
	Involvement:	Neighbor, reported incident	

EFIMS - Assigned Jobs by Officer

Officer: Robert White  
Date: 15/01/2010

Reg No: n1117434



NSW Police Force

Job No	Case/Event No	Event Date	Primary Incident	Location	Contact Person	Contact Phone Number	Additional Information	OIC Name	Scene Contamination	Warnings	Comments
15432	152888	10/01/2009	Robbery/Armed Robbery	[REDACTED]	Mr James SMITH	[REDACTED]	Awaiting call back before attendance	Sgt Ian BAKER	Possible Biological Contamination		
82452	152938	14/01/2009	Break and Enter/Break Enter and Steal	[REDACTED]	Mr Hung DO	[REDACTED]	Scene is within an industrial complex (fuel depot)	S/Sgt Isabel VEGA			
85495	152983	14/01/2009	Break and Enter/Break Enter and Steal	[REDACTED]	Ms Georgia NICHOLSON	[REDACTED]	Domestic residence	Sgt Ian BAKER			

EFIMS - Items On Hand - Details

Report Date: 15/01/2010  
 Geographic/Organisation Area: ██████████  
 Item Collection Date Range: 1/12/2009 to 31/12/2009  
 Item Types: All  
 Item Status: All  
 Exhibits/Misc Property: Both



Barcode	Item Status	Item Type	Item Category	Item Subcategory	Additional Description	Current Location	Collection Date	Last Movement Date
NSWPF EXH00000001	Pending Action	Tobacco Product/Accessory	Cigarette	None	"Special Filter" type	Box A, Shelf 13	1/12/2009	6/12/2009
NSWPF EXH00000001	Pending Action	Tool	Drill	Cordless		Box C, Shelf 12	8/12/2009	13/12/2009
NSWPF EXH00000001	Pending Action	Tool	Accessory	Protective Glove	Metalworking gauntlets, heavily worn	Box A, Shelf 20	8/12/2009	13/12/2009
NSWPF EXH00000001	Pending Action	Bicycle	Mountain	NONE	Dual suspension downhill model	Box P, Shelf 3	11/12/2009	16/12/2009
NSWPF EXH00000001	Pending Action	Musical Instrument/ Accessory	String	Electric Guitar	Les Paul Studio, missing one (B) string	Box R, Shelf 7	13/12/2009	18/12/2009
NSWPF EXH00000001	Pending Action	Musical Instrument/ Accessory	Accessory	Tuner	GT5 electronic guitar tuner	Box R, Shelf 7	13/12/2009	18/12/2009



### Miscellaneous Property Receipt

#### EFIMS - Miscellaneous Property Receipt



**NSW Police Force**

Date: 15/01/2010  
 Time: 18:40  
 Station: The Rocks

Person/Agency  
 Received From \_\_\_\_\_

Cops Event No \_\_\_\_\_


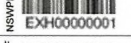
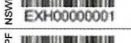
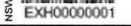
EFIMS Entry No \_\_\_\_\_

Ref/Receipt No from  
 Sending Location \_\_\_\_\_

Finder/Owner  
 Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Business Phone \_\_\_\_\_  
 Mobile Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Proof of ID/Number \_\_\_\_\_

Is the property identifiable/traceable?  Yes  No  
 Is the property cash over \$250?  Yes  No  
 Is the property value over \$1000?  Yes  No  
 Does finder desire to claim property?  Yes  No

Cash Amount (dollars) \_\_\_\_\_  
 Cash Amount (cents) \_\_\_\_\_  
 Cash Amount (numeric) \_\_\_\_\_

Barcode	Item Type	Item Category	Item Subcategory	Additional Description
 EXH00000001	Cash/Card/Document	Cash	None	Fifty Dollar Note
 EXH00000001	Cash/Card/Document	Cash	None	3x 20c Piece
 EXH00000001	Tool	Drill	Cordless	
 EXH00000001	Tool	Accessory	Protective Glove	Metalworking gauntlets, heavily worn
 EXH00000001	Bicycle	Mountain	NONE	Dual suspension downhill model
 EXH00000001	Musical Instrument/ Accessory	String	Electric Guitar	Les Paul Studio, missing one (B) string
 EXH00000001	Musical Instrument/ Accessory	Accessory	Tuner	GT5 electronic guitar tuner

Person from whom Received  
 Signature \_\_\_\_\_  
 Name \_\_\_\_\_

Officer Completing Entry  
 Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Rank \_\_\_\_\_  
 Reg No \_\_\_\_\_

Entry Checked By  
 Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Rank \_\_\_\_\_  
 Reg No \_\_\_\_\_

Movement Receipt

EFIMS - Exhibit Movement Receipt

Date: 15/01/2010  
 Time: 14:40  
 EFIMS Movement Job No:12854  
 Provider Reference No:-



Barcode	Item Type	Item Category	Item Subcategory	Additional Description
NSWPF EXH00000001	Tool	Drill	Cordless	
NSWPF EXH00000001	Tool	Accessory	Protective Glove	Metalworking gauntlets, heavily worn
NSWPF EXH00000001	Bicycle	Mountain	NONE	Dual suspension downhill model
NSWPF EXH00000001	Musical Instrument/ Accessory	String	Electric Guitar	Les Paul Studio, missing one (B) string
NSWPF EXH00000001	Musical Instrument/ Accessory	Accessory	Tuner	GT5 electronic guitar tuner

Total Items: 5

Packed/Conveyed By

Received By

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Rank \_\_\_\_\_  
 Reg No \_\_\_\_\_  
 Station \_\_\_\_\_

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Rank \_\_\_\_\_  
 Reg No \_\_\_\_\_  
 Station \_\_\_\_\_

## Appendix 3 - Barcode Readers – Overview

EFIMS uses three types of barcode readers:

Type	Operation
Motorola LS2208	Cord plugs into PC via USB or similar connection.
Motorola LS4278	Cordless in cradle that plugs into PC via USB or similar connection.
Motorola MC5590	Standalone Small and light rugged Wireless Enterprise Digital Assistant Device

The barcode reader is used to scan the barcode label into EFIMS (illustrated):



*The Motorola LS2208 Barcode Reader: primarily for use by officers.*



*The Motorola LS4278 Barcode Reader: primarily for use by officers.*



*The Motorola MC5590 Enterprise Digital Assistance: primarily for use by Exhibit Officers.*

Barcode readers provide fast, reliable scanning in an ergonomic, lightweight form. The readers have a wide working range, from near-contact to 40cm from the barcode.

### **Barcode Reader Installation & Location**

Barcode readers are provided to each Command in their original packaging with simple installation guides. Follow the installation instructions enclosed with the barcode reader.

Basic installation for barcode readers that “plug in” to a PC include:

- a) Plug in the cord attachment to the barcode reader or cradle. One end of the cord attachment will have a USB connector for connecting to a PC
- b) Insert the USB connector into a USB port on the PC that will be used for scanning barcodes
- c) On the PC, select: Start – Programs – Accessories – Notepad to open a simple text editor. Scan barcodes contained in the installation guide. These should appear in the text editor
- d) Use an application such as MS Excel and check integration is working correctly. When a barcode is scanned it will appear in any currently selected worksheet cell
- e) Commence using barcode reader for EFIMS transactions

Retain the barcode reader packaging in a safe location in the event that the barcode reader requires replacement and/or repair.

It is recommended that the barcode readers be located within the vicinity of the exhibit office and/or in a centralised location that all officers can easily access to use. The location and correct operation of barcode readers should be clearly communicated to all officers and staff.

It is recommended that instructions for barcode readers, and EFIMS in general, be located within visual distance of the barcode readers.



## Barcode Readers Operation & OHS

Only NSW Police Force employees are authorised to operate EFIMS barcode readers for the purpose of scanning items recorded in EFIMS.

The Local Area Commander or Supervisor is responsible for appropriate operation and correct handling of the barcode readers at their location.

All barcode readers are a valuable asset of the NSW Police Force. Care should be taken when operating barcode readers to ensure correct use. Correct use includes avoiding rough or inappropriate usage that may damage the barcode readers. Do not point the barcode readers' red LED into people's eyes.

The optimum reading position for the barcode reader red LED to read the EFIMS barcode label is horizontal across the symbols (illustrated):



Remember Occupational Health and Safety (OHS) when using barcode readers:

- a) Never point the barcode reader's red LED into people's eyes
- b) Never stare into the barcode reader's red LED
- c) Avoid extreme wrist angles
- d) Avoid bending and reaching (over-extending)

Note that the red LED is a class two laser using low power, visible light diode and can be harmful to human eyes. Adhere to NSW Police Force OHS guidelines at all times.

## Troubleshooting

In circumstances where the barcode reader is not operating, conduct the following troubleshooting procedures:

- a) Barcode Reader not working:
  - Check USB connection to the PC. Ensure the PC is running
  - Ensure the correct USB cable is being used
  - Ensure cable interface is secure. Try using a different USB slot
- b) Barcode Reader decoding barcode, but data not transmitting to EFIMS:
  - Ensure correct interface cable is in place

- c) Scanned data incorrectly displayed on EFIMS:
  - Ensure correct interface cable is in place
  
- d) Barcode Reader not decoding the barcode
  - Ensure barcode label is not damaged. Scan a test code to check. If barcode label is damaged remove, replace and record the new barcode in EFIMS
  - Ensure the barcode reader is at the right distance from the barcode label

In circumstances where local “troubleshooting” fails or the barcode reader is damaged or lost, contact the FIMB for assistance and to organise a replacement on (02) 8835 6566 or e/n 26566 or #EFIMS. Where possible, FIMB will seek to ensure a replacement barcode reader is provided within 24 hours

In the interim, manually enter the barcode label characters into EFIMS. Ensure that the barcode label characters are correct.

### **Repair & Replacement**

The Local Area Commander is responsible for appropriate operation and correct handling of the barcode readers at their location.

In circumstances where local “troubleshooting” fails or the barcode reader is clearly damaged or lost, contact the FIMB to for assistance and to organise a replacement on 26566 or #EFIMS.

Re-package the barcode reader and send to FIMB (Barcode Management), Level 4, 7 Hassall Street, Parramatta, NSW, 2150. Include a description of the damage where possible. Where possible, FIMB will seek to ensure a replacement barcode reader is provided within 24 hours


### **Asset Maintenance & Management**

Barcode readers are registered assets of the NSWPF Forensic Information Management Branch (FIMB), Forensic Services Group.


Barcode readers will be maintained by FIMB. This includes warranty and maintenance requirements.

## Appendix 4 - Self Test Answers

### Getting Started with EFIMS

1. Click 
2. Resize the Workspaces area
3. A search facility for all events
4. An area to display currently open or recently closed screens
5. Using the built-in filters
6. No!

### Recording an Exhibit

7. True
8. First, previous, next, last – to enable navigation between records
9. Exhibit Classification
10. Highlighted in red
11. (a) Click on  and select View  
(b) Double-click on the record

### Scene Attendance Requests

1. Save & Create New clears the current screen and allows a new Scene Attendance to be created
2. Submit will send the Scene Attendance Request through to the Dashboard of the appropriate Service Provider

### Forensic Analysis Job Requests

1. (a) Will the results have evidentiary relevance?  
(b) Will the results inform an investigation?  
(c) Is the forensic examination timely and efficient?  
(d) Can the item be retained/stored without loss of evidentiary relevance?  
(e) Remember occupational health & safety
2. All officers
3. No
4. True

## Glossary

Term	Definition
2IC	Second Officer In Charge
Alerts	EFIMS warnings to officers appearing on the Dashboard.
Analysis Job	Conducting forensic analysis on an exhibit or sub-exhibit. Analysis Job workflow is managed by EFIMS.
Analysis Job Complete	EFIMS field indicating the status of an Analysis Job as Complete.
Analysis Report	A report containing the results of forensic analysis conducted on an exhibit or sub exhibit.
Assigned Officer	EFIMS field naming the NSWPF officer assigned to complete a Scene Attendance Job or a Forensic Analysis Job.
Barcode	Unique text /symbols displayed on a white adhesive label. EFIMS barcodes include 11 characters.
Barcode Label	A white adhesive label with a barcode that can be affixed to an item. An EFIMS barcode label includes 11 characters.
Certificate	A document, sometimes prescribed by legislation, detailing the results of forensic analysis.
Chain of Custody Report	A transaction log detailing the movement of an item from one person's custody to the next. It provides a full history of the dates and times each successive transfer of occurred. In EFIMS, the transaction log can be printed as a Movements Record or a Chain of Custody Report.
Create Analysis Job	EFIMS process for requesting a forensic service provider to conduct forensic analysis on an exhibit or sub exhibit.
Create Scene Attendance Job	EFIMS process for requesting a forensic service provider to attend a crime scene and collect forensic samples.
Crime Scene Officer (CSO)	An officer who attends, assesses, collects, records and possesses forensic evidence from crime scenes and/or exhibits. CSOs typically attend major crime scenes.
Crime Type	<p>Crime Type further classifies an incident as either:</p> <ul style="list-style-type: none"> <li>• Major Crime; or</li> <li>• Volume Crime</li> </ul> <p>The Crime Type underpins business rules regarding police resource allocation and the prioritisation of forensic analysis jobs on EFIMS. EFIMS default Crime Type is based on the COPS Incident Category - Further Classification.</p>
Current Location	EFIMS field describing the location and position of an exhibit or miscellaneous property item at that point in time.

Term	Definition
Dashboard	User interface providing contextual access to commonly used tools in EFIMS (Record Exhibit, Create Job, etc).
Disposal Candidate Alert	EFIMS Alert displayed on a user's Dashboard reminding the OIC to dispose of an exhibit or miscellaneous property item.
Event Primary Incident	In EFIMS the event primary incident is the most serious (incident type + further classification) in the event.
Event Priority	A score calculated by accumulating a score assigned to the Event Primary Incident and the scored responses to a series of Event Priority Factor Questions. The aggregated Event Priority Score will be used in establishing the Crime Type (Major or Volume Crime) classification. The score informs the priority of all EFIMS jobs, exhibits and items associated with the event.
Exhibit Book	Physical book for the recording of exhibits prior to 30 June 2010 when EFIMS was introduced.
Exhibit Details Update	EFIMS process enabling the OIC of an exhibit to update the details of an exhibit. All updates (details, author, and date) are tracked in EFIMS as an addendum to the exhibit definition record.
Exhibit Disposal	Represents removal of the physical exhibit from within the control of NSWPF. This may take the form of returned; auctioned; passed to external agent for destruction; or internal destruction.
Exhibit Hold To Date Alert	Dashboard Alert informing the OIC that the "Exhibit hold to date" will expire.
Exhibit Movement	Physical movement of an exhibit. Movements must be recorded on EFIMS which updates the exhibit's transaction log.
Exhibit Number	EFIMS unique identifier allocated to an exhibit in the form of a barcode.
Create Exhibit	The process of recording an item in police custody as an exhibit in EFIMS.
Exhibit Status	EFIMS field under Record Exhibits describing the status of the exhibit.
Expert Certificate	A template sometimes prescribed by legislation, detailing the results of forensic analysis.
Forensic Case Number (FCN)	A unique number allocated to a crime scene attended by Fingerprint Operations. The FCN appears on a coloured label with a barcode and 9 characters.
Forensic Analysis Job Status	EFIMS field describing the status of a Forensic Analysis Job as: <ul style="list-style-type: none"> <li>• Open</li> <li>• Draft</li> <li>• Assigned</li> <li>• Complete</li> </ul>

Term	Definition
Forensic Material	Refers to: (a) samples; or (b) hand prints, finger prints, foot prints or toe prints; or (c) photographs; or (d) casts or impressions taken from or of a person's body.
Forensic Test	The application of an approved test method to a sample.
Forensic Register Evidence Database (FRED)	NSW Health DAL system for managing forensic evidence.
Forensic Services Information Management System (FSIMS)	COPS Forensic Services Information Management System superseded by EFIMS on 29 June 2010.
Hold Flag	EFIMS field
Incident Category - Further Classification	COPS field used to classify each Incident defined within an Event. Both 'Incident Category' and 'Further Classification' are represented by a predefined list of values.
Incident Type	Incident Types are the COPS class of codes / terms that cover every type of criminal or non-criminal activity which are of interest to Police. When an incident is created, it is assigned an Incident Type and then, if applicable, a Further Classification code. Once you assign these codes, COPS automatically determines what information is required for that that incident.
Job Criticality Rating	EFIMS score resulting from answers to questions asked at the time of creating an Analysis Job. The questions assess the urgency of the Analysis Job for an Exhibit.
Job Priority	EFIMS score which indicates the priority forensic analysis jobs should be actioned by the Forensic Service Provider. Priority 1 is the highest priority.
Job Sequence	Indicates in EFIMS the order by which forensic Analysis Jobs must be conducted on a single exhibit by the Forensic Service Providers.
Job Status	EFIMS field in Scene Attendance Job that describes the status of the created job: <ul style="list-style-type: none"> <li>• Assign</li> <li>• Re-Assign</li> <li>• Self-Assign</li> <li>• Accept</li> <li>• Reject</li> </ul>

Term	Definition
Movement Report	A report of all exhibit or miscellaneous property movements produced in EFIMS. A Movement Report can be used to support chain of custody requirements at court.
Officer In Charge (OIC)	Officer primarily responsible for items and/or jobs in EFIMS.
PAB 18	Plastic Drug Security Bag with a serial number.
PAB 24	Multi Ply Brown Paper Bag (BPB) with a serial number.
Police Involvement	Police have been involved (as victim or other) in the offence. This does not include instances where a Police Officer has been the victim of a property crime or where they were not targeted because they were police.
Priority 1	EFIMS highest Analysis Job Criticality Rating. Requires additional data fields; Approval Name and the Date/Time of Approval.
Quantity	EFIMS numeric field describing the exhibit count (for example the weight of drugs).
Quantity Metric	EFIMS numeric field describing the unit measure (for example grams).
Reference Sample	Sample used to allow other samples to be ruled in or out of an investigation.
Sample	An item derived from an exhibit or another sample, which may be used for forensic analysis and for which a chain of custody record is required. Samples are recorded as Sub-Exhibits in EFIMS.
Scene Attendance Job	A forensic service provider attending a job created in EFIMS. Scene Attendance Job workflow is managed by EFIMS.
Scene Of Crime Officer (SOCO)	An officer who collects and records latent evidence (for example fingerprints or palm prints) and/or DNA information from a crime scene. SOCOs typically attend Volume Crime scenes.
Seals	Evidence Security Seal Tape (blue and white in colour).
Storage Location	EFIMS field describing the storage location of an exhibit or miscellaneous property item.
Storage Position	EFIMS field describing the storage position of an exhibit or miscellaneous property at a location.
Sub-Exhibit	A proportion or sub-component of an exhibit removed from the primary exhibit for forensic analysis. Recorded as Sub-Exhibits in EFIMS.
Sub-Sample	A proportion or sub-component of a sample removed for forensic analysis. Recorded as Sub-Exhibits in EFIMS.

Term	Definition
Suspect	Refers to: (a) a person whom a police officer suspects on reasonable grounds has committed an offence; (b) a person charged with an offence; or (c) a person who has been summoned to appear before a court in relation to an offence alleged to have been committed by the person.
TWAIN	Technology Without An Interesting Name.



# Notes

