

# Evidence Storage Design

General Considerations

Nancy McKay-Hills

NMH Evidence Storage Consult, LLC







# Evidence Facility Components

- Main warehouse storage
- Packaging & Submission
- Customer Service
- Intake of Property
- Disposal of Property
- Drug Processing
- Valuable Processing
- Firearm Processing
- Holding Areas
- Loading/Parking
- Flammable Storage
- Cold Storage
- Drying room/area
- Hazardous Waste
- Janitorial and supplies
- Administrative
- Viewing Rooms
  - Vehicle Bays/Impound/Heavy Equipment Parking
  - Active Record Files



# Long Term Storage

Short  
Term  
Storage

Cold  
Storage

Valuables

Drugs

Firearms

Flam  
Room

Administration  
Supplies

Intake of  
Property

Disposal  
Property

Auction  
Charity  
Holding

Waste

Viewing  
Room

Customer Service

Packaging  
Submission

Temp  
Storage

Loading  
Parking





**PROCEDURE FOR SUPPLIES**  
Do not remove supplies from this room to stock vehicles or homes. Contact supply at 771-4650 if you need to restock.

SAFETY  
INSTRUCTIONS  
FOR  
USE  
OF  
EQUIPMENT  
IN  
THIS  
ROOM









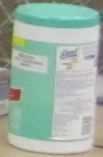
# Drug, Firearms, Valuables Processing and Storage Rooms

- Store vulnerable items separately in high security room(s)
- Provide desk space or office area to process both incoming/outgoing evidence
- Design separate space with enhanced security for Outgoing evidence



MARIJUANA  
HOLDING

USE UNIVERSAL  
PRECAUTIONS WHEN  
HANDLING DRUGS





# Disposal and Intake Processing

- Incoming and outgoing evidence should remain separated
- Access to temporary lockers
- Adequate work space for sorting and spreading out
- Recycling of items
- Auction Holding
- Outlets for electronics and Network Connections/WiFi
- Mobility and Storage of Heavy Equipment
- Holding areas and access to loading docks
- Supervisor Office and Copy Stations



THINK  
SAFETY





# Space Management

- Maximize storage space by building up
- Store by size (Manage Packaging)
- Customize storage bins to create “drawer” storage
- Adjust width of aisles
- Minimize floor storage
- Utilize walls and dead spaces for long and large items
- Plan in expansion







# Long Term Preservation Concerns

- Cold Storage for Biological Evidence
- Combustibles (Should not store explosives)
- Noxious Odors
- Humidity Control







# Security

- Reinforce walls, doors, skylights, and ceilings
- Limit Windows
- Industrial hinges and locks
- Intrusion Alarms
- Motion Sensors and Video Surveillance
- Roof Access
- Lot access and exterior barriers
- Keycard access and tracking
- Panic Alarms
- Bullet resistant glass
- Interlocking doors
- Secure Servers
- Signage
- Viewing Room Access







# Safety Property and Personnel

- Air Quality (Negative Pressure Ventilation)
- Allergens
- Fire Suppression Systems and alarms
- Cold Storage Alarms and Redundancy System
- Eye wash systems and showers
- Back up generators
- Live ammunition storage
- Heavy equipment maintenance and operations
- Lift requirements for employees
- Size of loading docks to the vehicle
- Outgoing waste management and holding
- Narcan Stations
- High Density Shelving override









## CONTACT INFORMATION:

Nancy McKay-Hills  
International Association for  
Property and Evidence  
and  
NMH Evidence Storage Consult, LLC

Email: [NMHevidenceconsult@cox.net](mailto:NMHevidenceconsult@cox.net)

Email: [Nancy.McKay-Hills@IAPE.org](mailto:Nancy.McKay-Hills@IAPE.org)