



East Norriton Township Police Department

GENERAL ORDER 3.1.16

PERSONAL PROPERTY RELEASE

Subject:

Cell Areas-Processing

Issued Date:

March 23, 2011

Effective Date:

March 23, 2011

Revised Date:

April 18, 2017

PLEAC STANDARD Reference

3.1.16

Index Words

Documentation of Returned Property

3.1.16 Personal Property Release

- A. A written itemized inventory of all items taken from the detainee shall be completed on a Property Form.
 - 1. Property withheld from the detainee shall be returned to the detainee on release, or transfer to the receiving holding facility when custody is transferred.
 - a. On release of the detainee from the holding facility, the detainee shall be required to sign the Property Form acknowledging the return of the items. If the detainee refuses to sign the Form, such refusal shall be noted.
 - b. On transfer to another facility, the person receiving the personal property of the detainee shall sign and take responsibility for the property.
 - c. Contraband or weapons removed from the detainee shall be placed into evidence as required by Department policy. All items withheld from the detainee will be noted on the Property Form.

By order of:

A handwritten signature in cursive script, appearing to read 'Brandon Pasquale'.

Brandon Pasquale
Chief of Police