



# East Norriton Township Police Department

## GENERAL ORDER 3.5.2

### HANDLING OF EVIDENCE

**Subject:**

Collection of Evidence

**Issued Date:**

March 23, 2011

**Effective Date:**

March 23, 2011

**Revised Date:**

April 24, 2016

**PLEAC STANDARD Reference**

3.5.2, 2.4.2

**Index Words**

Handling-Documentation for Custody

### 3.5.2 Handling of Evidence

- A. Whenever physical evidence is transferred from one place to another it shall be documented. This is absolutely necessary to establish the Chain of Custody for future prosecution.
- B. An East Norriton Township Police Department Evidence/Property Form shall be completed for evidence that is located and moved from the scene.
- C. Records shall indicate the following information for each piece of physical evidence that is transferred:
  - 1. Name of the Person that collected the evidence,
  - 2. Date/Time of the transaction/transfer,
  - 3. Name of the Person receiving the evidence,
  - 4. Reason for the transaction/transfer,
  - 5. Name/Location of the Laboratory/Agency where the evidence was transferred (if applicable),
  - 6. Type of examination(s) requested or the reason for the transfer of the evidence,
  - 7. Any other pertinent information as needed.
- D. This process of recording the transfer of evidence applies to all persons, functions and components of the East Norriton Township Police Department.

By order of:

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

Brandon Pasquale  
Chief of Police