

Property and Evidence Control Administration and Operations

The purpose of this policy is to provide administrative and operational guidelines for property and evidence control by personnel of the East Norriton Township Police Department.

It shall be the policy of the East Norriton Township Police Department that all personnel comply with the provisions of this General Order.

DEFINITIONS:

Audit- A documented accounting of evidence, non-agency property and exceptional value/high-risk items (e.g. cash, precious metals, jewelry, firearms, drugs) to ensure records and location of physical evidence/property are correct and in compliance with established controls, policies and operational procedures.

Property Form- The form on which all property/evidence is inventoried and the chain of custody is documented.

Chain of Custody- A written record which may be introduced in a judicial proceeding, referring to the continuity of custody and control of property/evidence, from the time of original collection to final disposition

Impounding Officer- An Officer who initially receives property/evidence and initiates the Chain of Custody through proper documentation.

Evidence Custodian- An Officer of this Department responsible for controlling and maintaining all property/evidence accepted or stored in the Department's Evidence Rooms.

Main Evidence Room- The limited access facility used by the Department to securely store property/evidence.

Temporary Evidence Room- The limited access secure room used for the submission of property/evidence by Impounding Officer(s)

Temporary Evidence Lockers- The secure lockers in the Temporary Evidence Room used for the temporary storage of property/evidence.

Bicycle Storage Facility - The limited access secured room for the storage of recovered bicycles.

Temporary Bicycle Storage- The limited access room used to secure recovered bicycles for after-hours storage.

Hazardous Materials Storage- The limited access facility for the storage of recovered flammable items, explosives, dangerous chemicals, unknown biological specimens, nuclear material or other dangerous material or property.

Impound Garage bay- The limited access secure bay in the Township garage for the storage of impounded vehicles.