



# East Norriton Township Police Department

## GENERAL ORDER 3.6.1

### PROPERTY/EVIDENCE CONTROL/RECORDS SYSTEM

**Subject:**

Property and Evidence Control Administration

**Issued Date:**

March 23, 2011

**Effective Date:**

March 23, 2011

**Revised Date:**

April 27, 2016

**PLEAC STANDARD Reference**

3.6.1, 2.4.2, 2.7.4

**Index Words**

Procedures for Receiving

### 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.

### **3.6.1 Property/Evidence Control/Records System**

- A. The East Norriton Township Police Department Property/Evidence record system consists of two parts:
  - 1. The Evidence/Property Form
  - 2. The Evidence Control Number (Incident Number)
- B. Evidence includes **all** property FOUND, RECEIVED, RECOVERED or SEIZED by the East Norriton Township Police Department.
- C. The Evidence/Property Form shows that property/evidence has been submitted, its location and status, and provides the following information:
  - 1. The type of property, i.e., EVIDENCE, FOUND, OTHER
  - 2. The Incident Number /Evidence Control Number,
  - 3. The date, time and place found or recovered,
  - 4. The reporting officer's name and badge number,
  - 5. A description of all property/evidence and value, if known,
  - 6. The date and time the property was received by an Evidence Officer,
  - 7. The name of the officer, date, time and reason for removal request.
  - 8. The owner's name and address (if known),
  - 9. The name and address of the claimant when the property is released,
  - 10. The date that the property/evidence was released.
- D. Officers who find, receive, recover, or seize any property/evidence shall ensure that it is clearly marked, identified, and inventoried on an Evidence/Property Form. All property/evidence shall be stored within the Temporary Evidence Room prior to the end of the officer's shift and according to the provisions of this general order.
- E. Officers shall secure property by locking it in a property/evidence storage locker in the Temporary Evidence Holding Room. Property will be secured in the Temporary Evidence Room until transferred by the Evidence Custodian to the Main Evidence Room.
- F. When an Officer takes/receives property, he/she shall complete an Incident Report describing the property, why it was taken, when and from whom it was taken.

- G. Property/evidence of exceptional value, or that which requires extra security measures, shall be placed in the locked filing cabinet OR safe that is inside the Main Evidence Room.
- Examples of valuable property shall include, but not be limited to: jewelry, weapons, large amounts of currency, and controlled substances.
  - Because of the nature of the item, or the investigation, other items may be determined as valuable and may require immediate higher level of storage.
  - It is recommended that two officers be present during the inventory and securing of valuable property.

- H. All property shall be packaged in materials provided by the Department. These items include paper bags, envelopes, blood kits, etc.

Any clothing or other item(s) containing blood, semen, or other body fluids shall be stored in paper bags, never plastic, and sealed with tape, not staples. Wet item(s) must be allowed to dry before being placed in a paper bag.

All packaging shall be sealed with tape, and contain on its exterior, at a minimum:

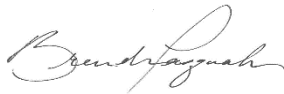
1. The Department's Incident Number or Case File Number.
2. The Incident and date.
3. The owner, victim, suspect, or complainant information, if known.
4. The officer's name and badge number.
5. The item number of each piece of evidence, such as ENPD #1, ENPD #2., ENPD #3
6. Warnings of any associated hazard(s) inherent in the property.
7. A completed Evidence/Property Report shall accompany all property.

I. Perishable Property:

1. A refrigerator is located in the Temporary Evidence Room of the East Norriton Township Police Department.
2. Officers who have any kind of perishable evidence shall store such evidence in the refrigerator until such time as it is transported to a testing laboratory.
3. When Officers put perishable items into the refrigerator they shall put the completed Property Form and all paper work for the laboratory work in the mail slot for the Evidence Custodian.
4. Examples of perishable evidence include, but are not limited to, the following:
  - 1.) Blood Specimens
  - 2.) Urine Specimens
  - 3.) Rape Kits

- J. When an officer takes control of property which is FOUND/RECOVERED, or the property is no longer needed as evidence in a court case, the East Norriton Township Police Department shall make every reasonable effort to contact the owner of the property/evidence and expedite the return of the property/evidence to the rightful owner.
- K. Release of property to owners, or for other criminal investigative functions, from evidence control shall be accomplished by making contact with the Evidence Custodian.
1. In the case of release of property/evidence for court purposes, the requesting officer shall make arrangements at least twenty-four (24) hours in advance when possible. For court or other lawful purpose, the Evidence Custodian shall mark the property/evidence "OUT", and indicate what was taken, when it was taken, by whom it was taken and for what purpose. When the property/evidence is returned, it shall be marked "IN" by the Evidence Custodian to show that it was returned to the Evidence Room.
  2. If the evidence/property is returned to the owner, the owner's name and address shall be entered on the Evidence/Property Form. The item #'s received block shall document the evidence/property returned. The owner shall sign and date the Receiving Property block on the Property Form. The Evidence Custodian shall sign and date the Releasing Property line on the Property Form.
  3. If the evidence/property is retained by the courts, a notation detailing the retention order shall be placed into the Receiving Property line of the Evidence/Property Form.
- L. Once property/evidence is entered into the Property/Evidence system it shall be placed into Main Evidence Room. The property/evidence shall be placed on a shelf that is designated of the Officer who received the property/evidence. No property/evidence shall be kept in any Officer's desk, locker, vehicle, home or any other place.
- M. No flammable items, explosives, dangerous chemicals, unknown biological specimens, nuclear material or other dangerous material or property shall to be put into a Temporary Evidence Locker. These items such shall be stored in the secured Hazardous Materials Storage shed which is located in the locked yard of the East Norriton Township Highway Department Area.

By order of:



Brandon Pasquale  
Chief of Police