



# East Norriton Township Police Department

## GENERAL ORDER 3.6.2

### PROPERTY/EVIDENCE STORAGE FACILITIES

**Subject:**

Property and Evidence Control Administration

**Issued Date:**

March 23, 2011

**Effective Date:**

March 23, 2011

**Revised Date:**

April 27, 2016

**PLEAC STANDARD Reference**

3.6.2 (O), 3.6.3

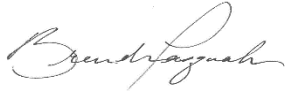
**Index Words**

Stored in Secure Areas

### 3.6.2 Property/Evidence Storage Facilities

- A. All Property/Evidence shall be stored in the Main Evidence Room of the East Norriton Township Police Department, after the completion of an Evidence/Property form and proper filing of an evidence (incident) number.
- B. The East Norriton Township Police Department Evidence Rooms shall be kept locked at all times. All areas shall be controlled by limited key access, and only to those persons authorized by the Chief of Police.
- C. All perishable items shall be kept in the refrigerator located in the Temporary Evidence Room. This refrigerator is to be used for property/evidence ONLY. No personal food or drink items are to be kept there.
- D. The Police Department Impound Garage bay allows for the temporary storage of a vehicle and contents for custody/processing by an Officer. Vehicles may be stored in this specific garage bay designated for secure holding of vehicles, or other authorized facility. If used, Officers will secure the vehicle in the locked garage bay until processing is completed and remove the vehicle as soon as possible.
  - 1. When the Impound Garage bay is utilized, the designated remote control door opener shall be placed into temporary evidence. Proper chain of custody documentation shall be completed.
- E. Bicycles that are brought in as property/evidence shall be locked in Temporary Bicycle Storage off the sally-port. Bikes will be chain locked to the secure bar. As a backup, bicycles may be locked in the Impound Garage bay of the East Norriton Township Police Department. All bicycles shall be checked through N.C.I.C. and will have an Evidence/Property Form attached.
  - 1. Once received by the Evidence Custodian, bicycles shall be logged in as evidence and taken to the locked Bicycle Storage Facility.
- F. Any other large items that are in need of storage that will not fit into an Evidence Locker or Temporary Bicycle Storage may be temporarily locked in the Impound Garage bay.
- G. When evidence is removed for processing, the item shall remain in the custody of the processing officer at all times. Once processing of the item has been completed, the item shall be returned to evidence storage. Proper chain of custody documentation shall be completed.

By order of:

A handwritten signature in black ink, appearing to read "Brandon Pasquale". The signature is written in a cursive style with a large initial "B" and a long, sweeping underline.

Brandon Pasquale  
Chief of Police