



East Norriton Township Police Department

GENERAL ORDER 3.6.4

RESTRICTED ACCESS TO STORAGE AREAS

Subject:

Property and Evidence Control Administration

Issued Date:

March 23, 2011

Effective Date:

March 23, 2011

Revised Date:

October 4, 2018

PLEAC STANDARD Reference

3.6.4

Index Words

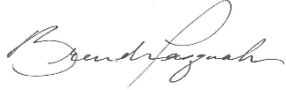
Access to Storage Areas

3.6.4 Restricted Access to Storage Areas

- A. The Chief of Police shall designate the officers who have access to the evidence storage facilities. This order shall limit control of keys and access to temporary and permanent storage facilities.
 - B. Access to the **Temporary Evidence Room** is allowed ONLY to Police Officers ON DUTY.
 - C. Access to the **Main Evidence Room** is restricted to the following personnel:
 - 1. The Evidence Custodian,
 - 2. The Sergeant of Detectives or Detective,
 - 3. The Chief of Police, or Lieutenant.
 - D. Access to the **Bicycle Storage Room** and **Hazardous Materials Evidence Storage** is restricted to the following personnel:
 - 1. The Evidence Custodian
 - 2. The Sergeant of Detectives or Detective
 - 3. The Chief of Police, or Lieutenant
- Entry Log Book:** Whenever authorized personnel enter the **Main Evidence Room**, **Bicycle Storage Room** or **Hazardous Materials Evidence Storage** they shall sign the Entry Log Book located on the door of the specific room. The person entering any of these secure areas shall write their name, date of entry, reason for entry, and evidence item number. This will be done **EVERY TIME** the Evidence Room is entered. There will be no exceptions to this policy.
- E. Except for the securing of a vehicle for impound by the arresting/investigating officer, access to the **Impound Garage bay** area is restricted to the following personnel:
 - 1. The Officer/s with a warrant for the impounded item.
 - 2. The Evidence Custodian,

3. The Sergeant of Detectives or Detective.
4. The Chief of Police, or Lieutenant.

By order of:

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

Brandon Pasquale
Chief of Police