



East Norriton Township Police Department

GENERAL ORDER 3.6.6 PROPERTY/EVIDENCE INSPECTION

Subject:

Property and Evidence Control Administration

Issued Date:

March 23, 2011

Effective Date:

March 23, 2011

Revised Date:

April 27, 2016

PLEAC STANDARD Reference

3.6.6

Index Words

Inspection, Inventory, Audit

3.6.6 Property/Evidence Inspection

The Property/Evidence function of the East Norriton Township Police Department is under the direct supervision of the Chief of Police.

- A. Annually the Evidence Custodian shall conduct an inspection to determine adherence to the procedures used for the control of the Property/Evidence.
- B. An inventory of the Evidence Rooms shall be conducted every time an Evidence Custodian is reassigned or transferred to another position, and a new person is assigned to the position of Evidence Custodian. The inventory shall be conducted jointly by the newly assigned Evidence Custodian and the Chief of Police or designee.
- C. An audit in compliance with the Evidence Irregularity Audit Table shall be completed when there is reason to believe evidence has been tampered with, or if the Evidence Custodian has been removed from the position due to irregularities.
- D. An annual audit of the East Norriton Township Police Department Evidence Rooms shall be conducted by a Supervisor who is not routinely or directly connected to the Property/Evidence function.
- E. One or more annual unannounced inspections of the Evidence Rooms shall be conducted at the direction of the Chief of Police.

By order of:

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

Brandon Pasquale
Chief of Police