

**Lower Providence Township Police Department  
Eagleville, Pennsylvania**

General Order ☒  
Special Order ☐  
Personnel Order ☐

**ORDER NUMBER**

**609**

**Subject**

**Control of Seized Property During Civil Process**

**Date of Issue**

**February 17, 2020**

**Effective Date**

**February 17, 2020**

**Expiration Date**

**Until Amended or  
Rescinded**

**Issued by:**

**Michael Jackson, Chief of Police**

**Amends**

**Rescinds**

**All Previous Orders**

**Standard Number:**

**2.7.7**

**Distribution**

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

## **PURPOSE**

The purpose of this general order is to provide members with guidelines on Property obtained during Civil Processing and the Disposition Procedures.

## **II. POLICY**

It shall be the policy of the Lower Providence Township Police Department that property obtained during Civil Process be properly secured and held.

## **III. PROCEDURE**

### **A. Accounting and Disposition.**

1. All property obtained through the civil process will be submitted to the Evidence Room as outlined in General Order 608.
2. This property is maintained by the Evidence Custodian who ensures an accurate record keeping system. The Property Custodian will dispose of the property in accordance with established procedures outlined in General Order 615.

***Michael Jackson***

Michael Jackson  
Chief of Police

