

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

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

610

Subject

Evidence Storage

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Rescinded**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:

3.6.2

Distribution

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

I. PURPOSE

The purpose of this general order is to establish guidelines for maintaining the integrity of Evidence and/or Recovered Property Storage.

II. POLICY

It is the policy of the Lower Providence Township Police Department to ensure that evidence and/or recovered property in its custody is properly secured, stored, and readily retrievable. Additionally, any changes in the custody of the evidence and/or recovered property are properly and fully documented.

III. PROCEDURE

A. Evidence Storage

1. All evidence and/or recovered property will be stored in the secured Evidence Room or Bicycle Storage Room under the control of the Lower Providence Township Police Department.
2. Evidence and/or recovered property requiring added security, to include large amounts of money and valuable jewelry shall be additionally secured within the Evidence Room. Dangerous drugs shall be sealed in an envelope and stored in the area assigned for "drugs only." Handguns shall be stored in the cabinets designated for this purpose within the secured Evidence Room.
3. Perishable items that have already been tested by a lab will be secured in the refrigerator designated "Evidence Storage Only" within the Evidence Room.
4. The Evidence Custodian will accept evidence directly or will check daily the temporary

evidence lockers. The Evidence Custodian will remove items from the lockers using the access panels in the Evidence Room. Once emptied the locker(s) will be left unlocked for later use.

5. The Evidence Custodian removing the item(s) shall list his/her name on the Property Record in the space titled "Received By", and will enter the date and time of storage.
6. The Evidence Custodian will assign an inventory number and storage location to each item of evidence and/or recovered property and record the information on the Property Record.
7. The Evidence Custodian shall enter the following information in the Department's computerized Evidence Control System with the appropriate bar code assigned:
 - a. Evidence and/or recovered property description;
 - b. Model number;
 - c. Serial number;
 - d. Date received;
 - e. Impounding Officer's name;
 - f. Storage location
8. The Evidence Custodian will affix a copy of the Property Record to the item of evidence and/or recovered property.
9. The Evidence Custodian will store the item and place the Property Record in the Evidence Log Book in chronological order by inventory number assigned by the evidence custodian.

Michael Jackson

Michael Jackson
Chief of Police