

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

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

611

Subject

Transfer of Custody, Property and or Evidence

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Rescinded**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:

3.5.2

Distribution

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

I. PURPOSE

The purpose of this general order is to provide members with guidelines on the Transfer of Evidence and or Property Custody.

II. POLICY

N/A

III. PROCEDURE

- A. The transfer of custody of physical evidence or property shall be documented in a written and/or computer generated report.
- B. The record of transfer of physical evidence should include the following:
 1. Name of the member possessing the evidence;
 2. Date and time of transaction/transfer;
 3. Name of the member receiving the evidence;
 4. Reason for the transaction/transfer;
 5. Name and location of the laboratory and/or agency where evidence was transferred;
 6. Type of examination(s) requested or the reason for the transfer of the evidence
 7. Any other pertinent information relating to the transaction/transfer of the evidence.

Michael Jackson

Michael Jackson
Chief of Police

