

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

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

613

Subject

Evidence Records System

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Rescinded**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:

3.6.5

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 the Evidence and/or Recovered Property Records System.

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 and/or Recovered Property Documentation

1. The Evidence Custodian shall assign an inventory number and storage location to each item of evidence and/or recovered property, assign a bar code to the evidence and record the information on the Property Record form and store items in the Evidence Room.
2. Every time evidence and/or recovered property is removed from the Evidence Room, the Evidence Custodian will note on the Property Record the following information:
 - a. Date of removal;
 - b. Time of removal;
 - c. Reason for removal: court, lab, etc.
 - d. Location: The name of the lab, court, or outside agency must be listed, such as:

- (1) Court (District, County etc),
- (2) NMS Lab,
- (3) PSP, FBI, etc.
- e. In the block marked "Relinquished By", enter the name and number of the evidence custodian removing the item from storage.
- f. In the block marked "Received by" the name and number of the member receiving the evidence will be entered and signed by receiving officer.
- 3. When the evidence and/or recovered property are returned to storage, the names will be reversed. The member name and number returning the evidence will complete the "Relinquished By" section and the receiving Evidence Custodian name and number will complete the "Received By" section along with the time and date returned.

Michael Jackson

Michael Jackson
Chief of Police