

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

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

614

Subject

Evidence Inspection and Audit

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Rescinded**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

General Order 614 of November 15, 2012

Rescinds

Standard Number:

3.6.6

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 inspections, inventory and audits.

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 Room Inspection

1. Annual Inspection

- a. The Detective Sergeant shall inspect the Evidence Room annually. The inspections shall determine adherence to procedures used for control of evidence and/or recovered property and to ensure that:

- (1) The Evidence Room is being maintained in a clean and orderly fashion.
- (2) The integrity of the evidence and/or recovered property is being maintained.
- (3) Policies and procedures concerning the evidence and/or recovered property management system are being followed.
- (4) Proper record keeping and accountability procedures are being maintained.

- (5) Evidence and/or recovered property is being protected from damage and/or deterioration.
 - (6) Evidence and/or recovered property having no further evidentiary value is being disposed of promptly and properly.
 - b. A written report shall be prepared and forwarded to the Chief of Police documenting the results of the inspection. Any noted deficiencies will be corrected by the Detective Sergeant as soon as possible.
2. Evidence and/or Recovered Property Inventory
- a. If a new Evidence Custodian is appointed, the Chief of Police will designate a Supervisor to jointly conduct a random inventory of evidence and/or recovered property in the Evidence Room with the newly appointed Evidence Custodian. The purpose of this inventory is to ensure the continuity of custody and not to require the accounting of every single item of property.
 - b. A sufficient number of Property Record Forms are carefully reviewed with respect to proper documentation and accountability. Any discrepancies are recorded by the Detective Sergeant prior to the new Property Custodian assuming his/her duties.
 - c. A newly appointed Evidence Custodian shall receive orientation and training in Evidence Control procedures as provided by the Detective Sergeant.
 - d. An Audit in compliance with the Evidence Irregularity Audit Table (located in the PLEAC Administrative Manual) will be conducted when there is reason to believe that evidence has been tampered with, or if the evidence custodian has been removed for irregularities.
3. An Annual Audit of Evidence and/or Recovered Property
- a. The Lieutenant or his/her supervisor designee who is not routinely or directly connected with the control of evidence and/or recovered property shall conduct an annual representative audit of items under the control of the Police Department.
 - b. An evidence custodian shall be present during the audit.
 - c. A written report shall be prepared and forwarded to the Chief of Police documenting the results of the audit.
4. Unannounced Inspections of Evidence Room
- a. The Chief of Police and/or Lieutenant shall conduct one or more unannounced inspections of the Evidence Room each year. The inspection includes a random comparison of Property Records with evidence and/or recovered property to ensure the accuracy of the records. The purpose of the unannounced inspections is to ensure the integrity of the system, not to require an accounting of every item of evidence and/or recovered property.
 - b. An Evidence Custodian shall be present during the inspection.
 - c. A written report shall be prepared and forwarded to the Chief of Police documenting the results of the inspection.

Michael Jackson

Michael Jackson
Chief of Police