WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: After Hours Storage	**Policy # 3.6.3**
Accreditation 3.6.3	
Effective Date: October 8, 2008	**Revised Date: April 17, 2013**
By Authority Of: Chief A. Dale Mabry	**Signature:**

3.6.3 AFTER HOURS STORAGE

A. When an Officer has property/evidence that needs to be secured and the Evidence Custodian is not on duty, the Officer shall secure the evidence in the Temporary Evidence Lockers located outside the Evidence room.

B. If there are items too large to be placed in the Temporary Evidence Locker the officer shall contact one of the Evidence Custodians for instructions as to where to put the evidence.

C. If evidence or property obtained by the West Norriton Township Police Department does not fit into the temporary evidence lockers they may be stored in the following places:

1. Vehicles or other large pieces of evidence may be stored in the secure evidence garage locked at the Lower Providence Police Station.

2. Any hazardous materials, such as explosives shall be stored and secured in the metal box attached to the pole outside the station.

D. DNA evidence must be refrigerated. If an officer obtains DNA evidence it shall be stored in the refrigerator located in the temporary evidence room. The evidence shall be locked in one of the lock boxes, if possible, otherwise the refrigerator shall be locked and the key shall be placed into a temporary evidence locker. The officer shall also notify one of the evidence custodians