WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Documentation of Evidence		Policy # 3.5.2
Accreditation 3.5.2		
Effective Date: October 8, 2008	Revised Date: April 17, 2013	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

3.5.2 DOCUMENTATION OF EVIDENCE

A. Evidence shall include all property FOUND or RECEIVED by the West Norriton Township Police Department or taken into CUSTODY.

B. Officers shall enter all property and evidence onto a West Norriton Township Police Department Property Record.

C. The Property Record for shall contain the following information:

1. The Incident Number
2. The location of the property
3. The status of the property
4. Name of person the property was recovered from
5. Location where property was recovered from
6. Date and time property was recovered
7. Name and badge number of Officer who took possession of the property
8. Name of Evidence Custodian who took possession of the property
9. Date and time Evidence Custodian took possession of the property
10. Name of victim, if known
11. Name of suspect, if known
12. Item number of each piece of property
13. Complete description of each piece of property
14. Any remarks that the officer would like to add to the report
15. The time the property is moved into evidence
16. The time the property was moved out of evidence
17. The date that the property was moved in or out
18. The item number of the property
19. The rank and signature of the officer moving the property
20. The purpose the property was moved
21. The name of the property owner/claimant
22. The address of the property owner/claimant
23. The telephone number of the property owner/claimant
24. Owner/claimant's signature
25. Date the property returned to owner/claimant
26. Name of officer who released the property
27. Signature of the officer who released the property

D. The appropriate request for analysis form shall be completed by the investigating officer, when applicable, for all evidence that requires additional testing and/or examination by an outside entity such as the Pa. State Police or another laboratory. The request shall contain the following information:

1. name and location of laboratory and/or agency
2. type of examination requested
3. other pertinent information as needed