WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Property/Evidence Inspection	**Policy # 3.6.6**
Accreditation 3.6.6	
Effective Date: October 8, 2008	**Revised Date:**
By Authority Of: Chief Michael A. Kelly	**Signature:** Michael A. Kelly

3.6.6 PROPERTY/EVIDENCE INSPECTION

A. Annually the evidence custodian shall conduct an inspection of the Property/Evidence function of the West Norriton Township Police Department and report to the Chief any problems or issues regarding the evidence function.

B. An inventory of the Evidence Room property in accordance with the routine column of the audit/inventory table shall be conducted every time the primary evidence custodian is reassigned or transferred to another position and a new person is assigned to the position of the primary evidence custodian. The inventory shall be conducted jointly by the newly designated evidence custodian and a designee of the Chief of Police to ensure that records are correct and properly documented.

C. An audit in compliance with the irregularity column of the audit/inventory table shall be conducted when there is reason to believe that evidence has been tampered with, or if the evidence custodian has been removed for any irregularities.

D. An annual audit of property held by the West Norriton Township Police Department shall be conducted in accordance with the routine column of the audit/inventory table by a supervisor who is not routinely or directly connected to the Property/Evidence function.

E. One or more annual unannounced inspections of the Evidence Room shall be conducted at the direction of the Chief of Police.