WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Property/Evidence Storage		Policy # 3.6.2
Accreditation 3.6.2		
Effective Date: October 8, 2008	Revised Date: January 4, 2022	
By Authority Of: Chief Michael A. Kelly	Signature: Michael A. Kelly	

3.6.2 PROPERTY/EVIDENCE STORAGE

A. All Property/Evidence shall be stored in the West Norriton Township Police Department Evidence Room after the completion of a Property Record.

B. The West Norriton Township Police Department Evidence Room shall be kept locked at all times.

C. When Property/Evidence is placed into the Evidence Room it shall be placed one of the numbered bins

D. Items of extra value, such as money, jewelry, gemstones and drugs or controlled substances shall be kept in a separately secured area within the Evidence Room.

E. All items of property/evidence that are perishable shall be kept in the locking refrigerator located outside the Evidence Room. This refrigerator is to be used for perishable property/evidence ONLY, and no food or drink items are to be kept there.

F. If Officers need to store a vehicle for processing it shall be taken to the secured storage lot located at Deleo's Towing and secured there until processing is completed. When securing a vehicle in this lot the officer shall lock the vehicle and take the keys. The keys shall then be placed into temporary evidence.

G. Bicycles that are brought in as property/evidence shall be secured at the back door of the station on a chain and cable and then transferred to the chain in the garage by the Evidence Custodian.

H. If any other large items are in need of storage that will not fit into the Temporary Evidence Locker the officer shall contact the evidence custodians for instructions.

I. Photographing of Evidence

1. If property is received as evidence and the owner is known, the property may be photographed and returned to the owner.

2. If the property is a gemstone or like property try to obtain a receipt or bill of sale for the item from the owner to be photographed with the item. Put both in the same picture and then one of each.

3. Use a good quality camera to ensure good pictures and do not release the evidence to the owner until the pictures are developed and found to be satisfactory.

4. When the evidence is returned to the owner make sure that the owner understands that they should keep the property until the end of the case should it be needed for evidence.