



CLOTHING

West Manheim Twp. Police Dept.

Property Manual



1
Mark clothing with identifiers such as name or initials and date. If *wet*, air dry prior to packaging. If folding, fold from outer edges towards center to preserve trace evidence, do not crease in areas that may need processed.



2
Place in large brown paper grocery bag. Package each article separately. May wrap in paper first, if preserving trace evidence. *Do not co-mingle victim/suspect clothing.*



3
Seal bag with evidence tape and affix tag to front with clear tape. If item contains *bloodstains or body fluids*, place biohazard label on both sides of bag.



Points of Interest

- Several articles from the same source may be packaged and sealed separately and placed together in a “master” bag or box.
- If wet, *air dry in secured Drying Locker*. Do not use fan or heat. Do not reuse hangers. Do not co-mingle articles.
- If removal from body is necessary, *do not cut through or destroy areas that may need processed*, (blood or semen stains, gunshot residue, entrance/exit holes, bank dyes, paint fragments, garment labels, etc.)
- If *processing stains*, protect from sunlight. Store at room or cooler temperature and transport to lab as soon as possible. Attach Lab Request to front of bag, over tag, by stapling top corners.
- If in doubt about collection of stains or trace evidence, consult Lab or PA State Police Identification Division.