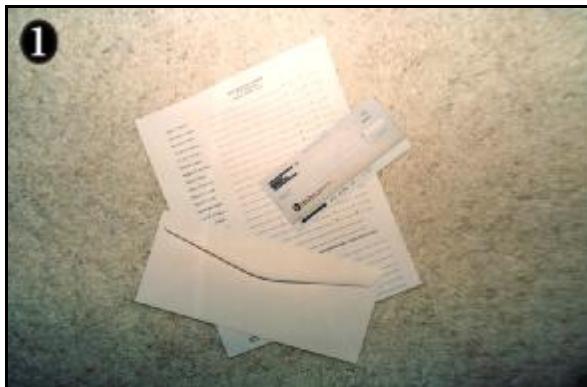




DOCUMENTS

West Manheim Twp. Police Dept.

Property Manual



1
Mark document with identifiers such as name or initials and date at *inconspicuous* location, *unless* evidentiary value would be damaged. **Photocopy** original.



2
Seal with evidence tape in appropriate size ziplock bag, *unless* document is a photocopy (plastic bag may cause leaching of ink). Do not fold, tape, cut, staple or otherwise alter.



3
Place in size "A" envelope. Place photocopy of original in case jacket.



4
Seal with evidence tape and affix tag to front with clear tape. Tag should identify items as "known/standard/exemplar" or "unknown/questioned."



Points of Interest

- Mark tag *prior to inserting document* into envelope to prevent leaving unintended impressions.
- Do not mark with identifiers if collected for analysis of *indented writing* or impressions.
- *Known comparison samples* should be marked with identifiers and numbered in the order written.
- If *moist*, air dry in Drying Locker prior to packaging in ziplock bag.
- If *charred* or *burned*, package in rigid container between layers of cotton. Label as FRAGILE.
- If sending to Lab, attach *Lab Request* form to front, over tag, by stapling top corners.
- *Original*, not photocopy, should be sent to Lab for analysis.