



# FILM/PHOTOGRAPHS

West Manheim Twp. Police Dept.

Property Manual



1  
If space permits, **mark film/photos with identifiers** such as name or initials, date/time, case/log #, type of case and on photos, the location, using a permanent marker or pen.



2  
Roll of film may remain in film canister. Photos and negatives may remain in commercial developer's envelope. **Place all in size "B" envelope.**



3  
**Seal with evidence tape** and affix tag to front with clear tape.

## Points of Interest

- Several rolls of film and/or photos from the same case may be packaged together in a size "B" envelope.
- Film/Photos may be packaged with other evidence from the same case in a size "A" envelope or other suitable container, unless film/photos are expected to be *frequently handled or analyzed separately* from the other evidence.
- *Photo enlargements* not fitting a size "B" envelope should be packaged in a size "A" envelope. Label both sides of the envelope "PHOTOS - DO NOT BEND".
- *If sending to Lab* for analysis or enhancement, package in size "A" envelope, seal with evidence tape, affix tag to front with clear tape, and attach *Lab Request* form, over tag, by stapling top corners.
- At the discretion of the investigator, photographs may be stored in the appropriate case jacket, in lieu of the evidence room. Refer to General Order #30 *Preservation of Potentially Discoverable Material*.