



JEWELRY

West Manheim Twp. Police Dept.

Property Manual



1 Use discretion in marking jewelry with identifiers, such as name or initials and date, so as not to devalue item. **Log pieces individually**, not as “assorted jewelry.”



2 If items are small or numerous, **seal separately in ziplock bags** to facilitate viewing for future identification or release. Permanently label bag or affix tag to each bag with clear tape.



3 **Place in size “B” envelope.** Package and log **separately** from other types of property to maintain integrity. Several items may be placed together in a size “A” *master envelope*.



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

Points of Interest

- Jewelry should be described as *yellow, white, clear, etc.* as opposed to gold, silver, diamond, etc. to protect yourself from value controversy.
- Special storage considerations may be necessary for *extremely valuable items*, consult Property Officer.
- If item is to be processed at Lab, place in size “A” envelope and attach *Lab Request* to front, over tag, by stapling top corners.