



# KNIVES

West Manheim Twp. Police Dept.

Property Manual



**Mark knife with identifiers** such as name or initials and date, if possible. Preserve evidence (blood, trace, latent prints, etc.) adhering to blade or handle, if necessary.



If **Processing** for evidence, **place in knife box** and fasten on inside with plastic ties through bottom of box or wrap in paper to prevent shifting. *Do not close* blade of folding knife.



**Seal box with evidence tape.** Affix tag and *Lab Request* to top with clear tape. If knife contains blood or body fluids, attach biohazard label to box.



If **Not Processing** for evidence, wrap blade of *straight knife* with manila envelope and fasten to handle with tape or close blade of *folding knife*. **Place in size "A" envelope.**



**Seal envelope with evidence tape** and affix tag to front with clear tape. Assure that blade will not puncture envelope per STEP #2.

## Points of Interest

- If knife contains *wet blood or body fluids*, air dry in drying locker prior to packaging.
- If recovered in water, then keep submersed and package in water filled container. Do not air dry or condition will deteriorate.
- A *sheath* may be packaged with knife, unless evidentiary value would be damaged.
- Knife with unexposed blade that is **FOUND** or **PRISONER PROPERTY** may be packaged as described elsewhere in this manual.