



# LARGE OR BULK

West Manheim Twp. Police Dept.

Property Manual



**1** Mark item with identifiers such as name or initials and date, if possible. Record serial and model numbers if present. Large items will not normally fit in standard size packages.

**2** Affix tag with clear tape, plastic tie, or string. If necessary to preserve prints or trace evidence, use sterile plastic or cloth material to cover or enclose item.



## Points of Interest

- Large items *may be stored in police garage*, if necessary, due to space constraints in evidence room.
- Special arrangements may be necessary for *abnormally large items of critical importance*. Consider commercially available rental storage units.

## Motor Vehicles:

- Vehicles requiring *processing for evidence* and removal from the scene should be *transported with a tow truck roll back* (flat bed) not a tow wrecker (lift hook), to prevent loss or destruction of evidence during transport.
- Motor vehicles should be **logged separately** from all other types of property.
- Always *check wanted or stolen status* of vehicle in police custody. Verify ownership prior to release.
- All vehicles in police custody should be *inventoried for valuables* prior to impound or release from scene. **Inventory** should be *documented on the back side of property log*. If no valuables are present, write “Inventory-no valuables found.”
- Motor vehicles may be temporarily *stored in the police garage or towing facility* with fenced or other secure enclosure. Vehicle windows should be closed, doors locked, and significant valuables removed. **Keys to vehicle** in police custody should be tagged and stored on “property key hooks.”