



PARAPHERNALIA

(DRUG)

West Manheim Twp. Police Dept.

Property Manual



1 Mark items with identifiers such as name or initials and date if possible.



2 If Lab analysis is required, Place separately in ziplock bag and seal with evidence tape. Do not co-mingle items or package with Drugs. If no Lab analysis is required, Go to step #3.



3 Place in size "A" envelope. May place several items from same case together in "master envelope."



4 Seal with evidence tape and affix tag to the front of envelope with clear tape.



5 Staple top corners of Lab Request form to the front, over tag, if sending paraphernalia to lab for analysis.



Points of Interest

- Larger items like triple beam scales, bongs, growing/manufacturing equipment, etc. may be boxed or remain as is after marking or tagging with identifiers.
- Water bongs or pipes should be emptied of water and air dried in Drying Locker if necessary.
- Syringes, needles, or other sharps are considered biohazardous material. Process as described in this manual under SHARPS.
- Since Paraphernalia covers a wide assortment of property types and sizes, packaging methods may vary. If in doubt, consult the Property Officer.