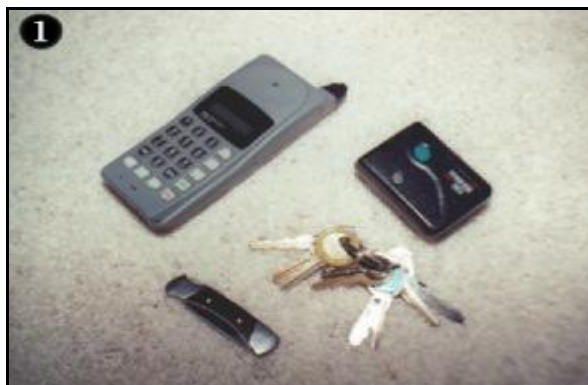




PRISONER PROPERTY

West Manheim Twp. Police Dept.

Property Manual



Property taken from a prisoner should be **turned over to the prisoner, guardian or prison facility upon release.** Issue completed Property Receipt, if possible.



If retained, **place items together in a size "A" envelope.** CASH or JEWELRY must be packaged *separately* in a size "B" envelope as described elsewhere in this manual.



Seal with evidence tape and affix tag to front with clear tape. **Mark** as "Prisoner Property." *Return property* to owner, as soon as possible.



Points of Interest

- Since Prisoner Property may cover a wide assortment of property types and sizes, *packaging methods may vary.*
- Packaging method should safeguard property from alteration or loss to *protect officer against claims of damage or theft.*
- Prisoner Property must be held for *seven years*, if not returned to owner.