



TAPE

(ADHESIVE)

West Manheim Twp. Police Dept.

Property Manual



1 **Protect ends of adhesive tape** for comparison. **Preserve latent prints** and visible or plastic prints on sticky side. Do not cut, wad, or separate tapes that are stuck together.



2 **Place sticky side down on wax paper** or plastic. Mark wax paper with identifiers such as name and date. If tape is wadded, wrap in wax paper. If roll of tape, go to STEP #3.



3 **Place in size "A" envelope.** Strip(s) of tape should be packaged separately from a roll of tape to prevent damage to ends or prints.



4 **Seal with evidence tape** and affix tag to front with clear tape. If processing at Lab, attach *Lab Request* form to front, over tag, by stapling top corners.

Points of Interest

- *Ends of tape can be compared to original roll* for positive identification or similarities in color, composition, and construction.
- This packaging method will also preserve *trace evidence* present on tape.