



TAPES

(RECORDED DATA)

West Manheim Twp. Police Dept.

Property Manual



Mark tape or media, not storage case, with identifiers such as name or initials and date. **Remove recording tab(s)** or similar type devices from media to prevent erasure.

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CASE #	INCIDENT/OFFENSE	
DATE	COMPLAINANT/SUSPECT	LOG #

Prepare supplied label and/or card insert in the above format. Label and/or card shall contain case #, case type, date, victim/suspect name, and property log #.



Affix label to side or edge of media and/or insert card into storage case so that it is viewable through the top edge of case.



Package media in original storage case. Package *micro-tapes* in spare cassette tape case and secure with tape. Package 3.5" *diskettes* in size "B" envelope, seal, and affix tag to front.

Points of Interest

X SEE CD/DVD PAGE IN THIS MANUAL FOR PROPER HANDLING OF OPTICAL DISCS.

- Several tapes or media from the same case should be labeled to distinguish them apart and packaged as described above. Do not bind containers together with tape, rubber bands, etc.
- Several tapes or media may be submitted together in a "master envelope," if necessary. Generally, media will be stored individually in the evidence room.
- If sending to Lab for analysis or enhancement, package in size "A" envelope, seal with evidence tape, affix tag to front with clear tape, and attach *Lab Request* form, over tag, by stapling top corners. Label envelope as "FRAGILE, SENSITIVE MEDIA - Keep Away from Magnetic Fields."
- Storage cases used for *micro-tapes* from answering machines, micro-recorders, etc. should be secured with tape to prevent unintentional opening and loss of contents.
- Keep away from *magnetic fields* to prevent accidental erasure. Protect from extreme temperatures.