

## **Lower Makefield Township Policy**

### **Handling of Evidence**

Lower Makefield Township Park and Recreation staff (employees) who witness an incident or crime, or may come upon the scene of an incident or a crime, are responsible for preserving the scene and/or any evidence until law enforcement arrives and authority is turned over to them.

Lower Makefield Township Park and Recreation staff (employees) should safely secure the scene so that potential evidence is not moved, disturbed, or contaminated. Lower Makefield Township Park and Recreation staff (employees) should assure that the Lower Makefield Township Police Department is immediately notified and summoned to any crime scene or incident requiring police department investigation. Evidence will not be removed from the scene except in cases whereby the evidence may be damaged or destroyed.

Lower Makefield Township Police Department officers will be responsible for processing the scene and further preserving evidence (via scene documentation, photos, and evidence collection). In the above-described condition, relating to exigent circumstances where evidence could be damaged or destroyed, Lower Makefield Township Park and Recreation staff (employees) should take photos of the scene prior to any evidence being moved or removed for safe-keeping. Should evidentiary items need to be moved, prior to the arrival of the Police Department, the items must be protected and held securely. At no times shall any item of evidence be placed or stored in an employee's personal locker or vehicle.

### **Drugs or Narcotics**

Lower Makefield Township Park and Recreation staff (employees) shall not touch or handle suspected narcotics, powders, or weapons. These items present serious health and safety hazards and therefore will only be handled by Police Department officers, who possess the required personal protective equipment and training to handle such items. If drugs, narcotics, or suspicious substances are located, staff should secure the area and immediately notify the Police Department.

### **Weapons**

As noted above, Lower Makefield Township Park and Recreation staff (employees) shall not handle any weapons which are located within the park or the facility. If a weapon is located, staff should secure the area and immediately notify the Police Department.

### **Reporting**

Employees will notify the Lower Makefield Township Park and Recreation Director, or their designee, in all cases relating to this policy and procedure. A written report will be prepared by the staff member (employee) describing all circumstances of the incident (type of incident, exact location, personnel present) and actions which were taken. This report will be provided to the Police Department.